



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** January 5, 2022

**SUBJECT:** Request for new Code Enforcement Specialist position

**RECOMMENDED MOTION:**

*Move approval of the addition of one new code enforcement specialist position.*

**BACKGROUND AND POLICY IMPLICATIONS:**

*The purpose of this request is to add one new code enforcement specialist to help manage the increasing volume of complaints and cases. The Community Development Department (CDD) currently employs four (4) code enforcement specialists who are tasked with investigating code violation complaints associated with land use, noxious weeds, onsite wastewater disposal, building, and solid waste codes to ensure compliance with each of the codes and statutes administered by CDD.*

*Each team member is currently managing an average of between 112 and 198 active cases, which is not sustainable. Additionally, two (2) of the four (4) code enforcement positions are open for recruitment and in varying stages of the hiring process.*

**BUDGET IMPACTS:**

*The initial cost of the new position would be an estimated \$121,000 which includes annual salary and benefits plus computer and supplies and a vehicle. CDD's current budgeted revenues are anticipated to cover costs in the current and future years. None of these costs are included in CDD's current budget.*

**ATTENDANCE:**

*Peter Gutowsky*

*Sherri Pinner*

*Angela Havniar*