



**MEMORANDUM**  
**REGULAR CITY COUNCIL MEETING**  
**October 2, 2023, at 7:00 p.m.**

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**TO: The City of the Village of Douglas City Council**

**FROM: Lisa Nocerini, City Manager**

**SUBJECT: Posting and Hiring of a Part-Time Ordinance Officer**

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I am writing to request the council's support for the posting and hiring of a part-time ordinance officer. This position will report directly to the City Manager and the Planning/Zoning Administrator.

The responsibilities of an ordinance officer include, but are not limited to the following:

- Protect the Public Health, Safety and Welfare of all residents, businesses, and visitors.
- Educating the public about the City's codes & ordinances and working to obtain voluntary compliance.
- Enforce the City's ordinances in an effective, fair, and consistent manner through the issuance of citations when voluntary compliance is not completed in a timely manner.
- Patrolling the City to ensure compliance with local codes and ordinances – including preparing reports.

The ordinance officer will work 12-16 hours weekly and will be paid an hourly rate of \$16.00. The ordinance officer will use their own vehicle and receive a standard mileage reimbursement rate per the Internal Revenue Service mileage reimbursement guidelines.

Thank you for your consideration.