



City of Kaukauna
Board of Public Works
jn/engr dept

February 5, 2024

Agenda Item #2e
Office Update for Code Enforcement Officer (COE)

Background

With Code Enforcement proposed to align under the Police Department, staff believe keeping the COE office in the same department for communications, supervision, record keeping, and daily operations/collaborations is important. We have identified a storage area that could be converted to additional office space, and the location is ideal for communication and access to the department and to meet with any residents, complainants, or violators looking to have in-person conversations with COE. City staff has worked with several contractors to price out the project and would like to have the support of the Board to proceed. The anticipated project cost is \$4,400 plus any furnishings not already available. Funding will be discussed in a Finance and Personnel meeting later tonight. This project will also free up more office space in the MSB.

Recommended Action: Motion for the Board of Public Works to support the COE office project contingent upon budget amendment approval for Code Enforcement Budget Item Reallocation.

