



To: Mayor and Council

From: Dylan Mulfinger

Subject: Community Development Plan

Date: 8/23/2021

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The City is now in a position where we are short staffed in Community Development. This will cause a slow down in the department as we work toward going to full staff. While we have someone to inspect all building permits except electrical, we still must keep all other duties of the department in progress. We are now working toward some creative solutions to get back to full staff.

The Code Enforcement Opening closes August 20. We anticipate hiring someone on in September and having them in the field in October.

The Building Inspector will be more difficult as this is a skilled position that will require the right candidate. We intend to advertise this position The week of August 23 then do interviews at the end of September. In the meantime, we are looking into a private company to perform building permits. This will come at a cost, as most companies absorb the permit fees for their own fee. We would keep the company on staff even after hiring, as it would allow for training time for our new employee. We anticipate hiring this person in September and keeping on until March of 2022. While we are entering the slow time for building permits, we hope to use this extra person as needed.

The Building Inspector will work toward residential inspection certification and then will be able to do most inspections. We will not be able to do electrical inspections for some time, but the state will take over these inspections.

Rental Inspections were on time this year with the second area of three to be completed by the end of the year. While this is a setback, we anticipate starting our new building inspector on rental inspections to catch up on the rental inspections.

This plan is not perfect, and service to the community will be slow, but we know that an improved product to the community will be coming as we enter 2022.