

City of Spring Lake Park Staff Report



Agenda Date	Status
July 6, 2026	
Requestor	Agenda Section
Buchholtz	Discussion
Agenda Item:	
Temporary Reduction in Code Enforcement Director Work Schedule	
Executive Summary	
<p>Code Enforcement Director Jeff Baker has submitted a request to temporarily reduce his regular work schedule from 40 hours per week to 32 hours per week. The request is based on a current slowdown in building permit activity and associated inspections, while maintaining the department’s ability to meet service expectations for rental inspections, nuisance enforcement, plan review, code enforcement activities, and resident and contractor assistance.</p> <p>The proposed reduction would provide direct personnel cost savings to the City while preserving flexibility to return the position to a 40-hour work week if building activity increases, or if a major commercial development or redevelopment project requires additional staff capacity.</p>	
Background	
<p>The Code Enforcement Department is responsible for a range of development, inspection, and enforcement functions, including building permit review, inspections, rental licensing inspections, nuisance enforcement, contractor assistance, and general code compliance activities.</p> <p>While rental inspections and nuisance enforcement remain active, the department has experienced a noticeable reduction in building permit activity. Due to the decrease in permit applications and related inspections, the Code Enforcement Director has requested approval to temporarily reduce his work schedule from 40 hours per week to 32 hours per week.</p> <p>The request is intended to be flexible and responsive to workload. If building activity increases significantly, or if a major commercial development or redevelopment project is</p>	

approved, the Code Enforcement Director would return to a 40-hour work week to ensure timely permit processing, inspections, plan review, and customer service.

Board/Commission Review

N/A

Financial Impact

Approval of the request would result in personnel cost savings to the City by reducing the position's regular scheduled hours from 40 hours per week to 32 hours per week. This represents a 20 percent reduction in regular work hours for the duration of the temporary arrangement. If this took effect on July 20, the savings for the remainder of FY 2026 would be approximately \$11,500.

The actual savings will depend on the effective date, and the duration of the reduced schedule. The request is not expected to negatively impact service delivery based on current building permit and inspection activity.

Staff Recommendation

Since this request was made by Code Enforcement Director Jeff Baker and is fully voluntary, staff would recommend that the City Council approve the temporary reduction in the Code Enforcement Director's regular work schedule from 40 hours per week to 32 hours per week, subject to ongoing review by the City Administrator.

Staff further recommends that the City Administrator be authorized to return the position to a 40-hour work week if building permit activity, inspection workload, commercial development, redevelopment activity, or other operational needs require additional staff capacity.

Attachments

1. Memorandum from Jeff Baker, Code Enforcement Director, dated June 29, 2026.