



City of Spring lake Park
Code Enforcement Division
1301 Eighty First Avenue Northeast
Spring Lake Park, Minnesota 55432
(763) 784-6491 Fax: (763) 792-7257

MEMORANDUM

TO: Spring Lake Park Mayor and City Council
FROM: Jeff Baker, Code Enforcement Director
RE: Request to Temporarily Reduce Full-Time Equivalent (FTE)
DATE: June 29, 2026

I am respectfully requesting approval to temporarily reduce my work schedule from 40 hours per week to 32 hours per week.

While the Code Enforcement Department remains busy with rental inspections and nuisance enforcement, I have observed a noticeable slowdown in building permit activity. Permit applications and associated inspections have declined, allowing the department to continue meeting service expectations with a reduced work schedule.

Approving this request would provide a direct cost savings to the City while maintaining the current level of customer service. I will continue to prioritize inspections, plan reviews, code enforcement activities, and resident and contractor assistance to ensure department operations remain efficient and responsive.

This request is intended to remain flexible. Should building activity increase significantly, or if a major commercial development or redevelopment project is approved, I will return to a 40-hour work week to ensure projects are processed efficiently and without delay. My goal is to ensure that development activity continues seamlessly and that the City experiences no disruption in service.

I appreciate your consideration of this request. I believe this approach demonstrates responsible fiscal stewardship while maintaining the high level of service our residents, contractors, and development partners have come to expect.

Thank you for your consideration.

Sincerely,

Jeff Baker
Code Enforcement Director