



# AMENDMENT TO THE CLASSIFICATION AND SALARY PLAN TO ADD 1.25 FTE TO THE CODE ENFORCEMENT DIVISION OF THE HOUSING AND COMMUNITY SERVICES DEPARTMENT

City Council Meeting  
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# BACKGROUND

- Code Enforcement Division moved to Housing and Community Services (HCS) in October 2015
- Council direction to develop rent inspection program in April 2016
- Current Code Enforcement staff = 5.25 FTE
- Receive average of 70 complaints per month / 840 per year

# ANALYSIS

- Category 1 (Life and Safety)
  - No backlog
- Category 2 (Illegal construction/units; non-life/safety substandard housing, etc.)
  - 1,312 open cases
  - 66 cases pending Administrative Hearing
- Category 3 (Nuisance)
  - 404 open cases

# PROPOSAL

- Add 1.0 FTE One-Year Limited-Term HCS Technician
  - Close backlog of Category 3 cases
  - Respond to new Category 3 cases
- Limited Term allows flexibility during development of rent inspection program
- Increase Sr. Administrative Assistant from 0.75 FTE to 1.0 FTE
  - Perform clerical work related to Administrative Hearings
- Allow Code Enforcement Officers to focus on Category 2 cases and Administrative Hearings

# RECOMMENDATION

- It is recommended by the Housing and Community Services Department and the Human Resources Department that the Council, by resolution, amend the Classification and Salary Plan to: 1) add one (1) Housing and Community Services Technician for a one year limited term to the Code Enforcement Division; and 2) increase a .75 Senior Administrative Assistant in the Code Enforcement Division to a 1.0 FTE Senior Administrative Assistant.