



# MEMORANDUM

Agenda Item: 19  
Meeting Date: 07/22/2014

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**THRU:** ANTON DAHLERBRUCH, CITY MANAGER *AD*

**FROM:** SHERI REPP-LOADSMAN, PLANNING AND BUILDING DIRECTOR *SR*  
ALEXA D. DAVIS, ASSISTANT TO THE CITY MANAGER *AD*

**SUBJECT:** RESOLUTION R14-38; ESTABLISHING A JOB DESCRIPTION AND SALARY RANGE FOR FULL-TIME CODE ENFORCEMENT ANALYST

**DATE:** JULY 22, 2014

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## THE ISSUE

Shall the City Council adopt Resolution R14-38 establishing a job description and associated salary for a full-time Code Enforcement Analyst?

## BACKGROUND AND ANALYSIS

In September 2011, the City combined the duties and responsibilities of Administrative Analyst and of the Code Enforcement Officer, two previously authorized full-time positions, and classified the position as Administrative Analyst reporting to the Assistant to the City Manager and Planning Director. The decision to combine the two disciplines into one full-time employee resulted in a salary savings for the City during the Great Recession and a time that was determined that there was not high-volume code compliance concerns. The merged position serves the City Manager's office in personnel, special research and studies as well as processing film permits, special event applications, block party applications, etc, while also serving the Planning Department by receiving code complaints, enforcing code compliance, and other special code related projects (e.g. Rights-of-Ways encroachments, Parklands concerns, unmaintained properties, etc.).

The current dual-role position results in diluted attention to both important functions. Related to code enforcement matters, limited attention is provided to encroachments, unpermitted construction, unauthorized group homes and abandoned or blighted properties. Likewise, City administration receives limited attention towards Human Resources and other City management analyst needs such as recruitment, studies and surveys, risk management, conducting research and analysis, documenting policies and procedures, coordinating City events (e.g., city representation at community events, paper shredding event, etc.), updating and maintaining the City's website, disseminating City news to the community, and navigating special projects that arise. As a result, the City has not been able to maintain certain expectations relative to code enforcement due to the

increasing demands related to code and public safety issues. Currently, the limited resources restricts code enforcement efforts to be primarily reactive rather than proactive. In order to appropriately address code concerns in a timely, responsive and proactive manner, it is recommended that City Council consider authorizing a full-time position that is specifically dedicated to code enforcement. This will result in providing valuable time toward management analysis for various administrative initiatives in staff's work plan.

The classification proposed as a Code Enforcement Analyst will serve as the Code Enforcement Officer with a higher skill level that includes an ability to perform administrative tasks, an understanding of land use policies and programs, and the ability to exercise greater independent judgment in the performance of assigned duties. The Code Enforcement Analyst will assist with larger scale code and planning projects such as the rights-of-way encroachment project, establishing a more comprehensive case tracking system and initiating an administrative citation process. A full proposed job description is attached.

If approved, the Code Enforcement Analyst will be a member of the Public Service Employees' Group. The Administrative Analyst position, an unrepresented position, will no longer be tasked with Code Enforcement and will be available to the City Manager's Department to continue with existing and enhanced responsibilities under that purview.

#### **FISCAL IMPACT**

The fiscal impact of establishing a full-time Code Enforcement Analyst position is dependent on the starting salary of \$90,000 including total compensation. At this time, there is no revenue offsetting the Code Enforcement Analyst salary. Resolution R14-39 is a budget resolution amending the budget in the amount of \$90,000 to provide funds from the General Fund for this position which will be allocated equally to Planning and Building divisions.

#### **NOTIFICATION**

Notice has been provided to the Public Service Employees' Group. This matter is included on the City Council agenda that was distributed and posted in accordance with routine procedures and as required by law.

#### **ALTERNATIVES AVAILABLE TO COUNCIL**

1. Adopt the required resolutions.
2. Make modifications to the resolutions and adopt.
3. Decline to adopt the resolutions.

#### **RECOMMENDATION**

It is recommended that City Council adopt R14-38 establishing a job description and salary range for a full-time Code Enforcement Analyst and adopt Resolution R14-39 adjusting the FY 14-15 Budget.

#### *Attachments*

- A- Resolution R14-38 and Code Enforcement Analyst Job Description

B- Resolution R14-39 Budget Resolution