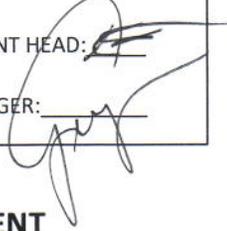




COUNCIL REPORTS

APPROVED
DEPARTMENT HEAD: 
CITY MANAGER: _____

MEETING DATE: OCTOBER 6, 2014 AGENDA SECTION: POLICE DEPARTMENT

TO: HONORABLE MAYOR SMITH AND COUNCIL MEMBERS

FROM: KENT KROEGER, POLICE CHIEF

DATE: SEPTEMBER 25, 2014

SUBJECT: CODE ENFORCEMENT OFFICER ASSIGNMENT AND SALARY PLAN

BACKGROUND

As the Council is aware, the City previously employed a Building Inspector/Code Enforcement Officer who was assigned to the Community Development Department. The salary plan for this dual position considered the qualifications and certifications required to perform in the capacity of a Building Inspector. This position was recently vacated and has not been filled.

When preparing to advertise for this position, we examined the workload related to each component of this dual position and discovered sufficient activity to justify establishing a full-time Code Enforcement Officer position. Based on the type of activity routinely performed by the Code Enforcement Officer, we also determined it would be more appropriate and organizationally effective to place the Code Enforcement within the Police Department under the direction of the Chief of Police.

The removal of the Building Inspector component requires an adjustment to the existing salary plan so as to reflect only the qualifications of a Code Enforcement Officer. City Staff researched existing salary ranges from neighboring jurisdictions in establishing the salary plan for the full-time Code Enforcement Officer.

MONTHLY SALARY RANGE

\$3103 - \$4866

RECOMMENDATION

Approve the reassignment of the Code Enforcement Officer to the Police Department and approve the established salary plan for the position.