



## MEMORANDUM

To: City of Menasha Personnel Committee

From: Peggy Steeno, Director of Administrative Services

Date: March 14, 2016

RE: Community Development Department Reorganization – (1) Authorization of a Building Inspector/Housing Specialist Position (2) Change in Title and Pay Grade for Code Enforcement Officer, and (3) Transition of Code Enforcement Officer/Specialist to the Community Development Department

### **BACKGROUND**

The City of Menasha has contemplated reorganizing the Community Development Department, moving to an in-house residential building inspector and transitioning the Code Enforcement Officer to the Community Development Department, from the Police Department, for quite some time. After careful consideration of these possibilities, including a review of the entire department due to the impending retirement of the Community Development Director, and a substantial amount of research, staff is recommending that the City proceed with the above noted changes.

### **ANALYSIS**

#### **Hiring of an In-House Building Inspector/Housing Specialist**

This position combines two existing functions, residential building inspection and housing program work. The residential building inspection work has been contracted for many years, as well as the housing program function.

Please refer to the attached memo, from Community Development Director, Greg Keil, regarding the advantages that go along with hiring an in-house Building Inspector / Housing Specialist.

The essential functions of the position are recommended to be:

- Receive and process building permit applications.
- Review plans for conformance with code requirements.
- Review plans for driveways, accessory buildings, and new dwellings for conformance with zoning requirements.
- Conduct inspections for code compliance.
- Receive building and housing code complaints and process or refer to other departments/staff as needed.

- Prepare documentation and issue Notice of Violation for building and housing code violations.
- Recruit housing program participants including clients and contractors.
- Assist applicants with the preparation of housing program application materials.
- Qualify applicants and process loan applications and contracts.
- Prepare scope of work and bid specifications for housing rehabilitation projects.
- Solicit project bids and prepare project quotes for review by the Housing Authority.
- Maintain permit and project files.
- Prepare reports.

The position requirements and qualifications are recommended to be:

- High School diploma, or equivalent, a minimum of three years' experience working in the construction trades or related fields, and two years of building inspection experience, or an equivalent combination, is required. Additional training in building design/construction and/or inspection experience is desired.
- Ability to read and comprehend plans and review such plans for conformance with code requirements.
- Knowledge of the methods, materials and techniques involved in building construction, repair and alteration.
- Knowledge of methods and practices involved in installing, repairing and maintaining electrical and allied installations, equipment and appliances.
- Knowledge of methods and practices involved in installing, repairing and maintaining plumbing and allied installations.
- Knowledge of national, state and local codes and regulations relating to building construction, electrical and allied installations and plumbing and allied installations.
- Ability to detect defects in building construction, electrical and plumbing installations and to identify corrective measures to accomplish code compliance
- Ability to read and comprehend housing program regulations and guidelines and communicate same to housing program participants, contractors and the general public.
- Ability to assist prospective housing participants with applications.
- Ability to process housing program applications and maintain records in accordance with program guidelines.
- Ability to write housing rehabilitation project specifications and obtain and tabulate bids from qualified contractors.
- Ability to communicate effectively with contractors and the general public.
- Functional capacity to utilize word processing, spreadsheets, internet and other common software applications.
- Ability to carry out assigned tasks with minimal supervision.
- Valid Wisconsin Driver's License.

And, the required certifications are recommended to be:

- Certification by State of Wisconsin in Uniform Dwelling Code for inspection of: Construction, Electrical, Plumbing, Heating, and Ventilation and Air Conditioning.

In analyzing the proposed position, and the appropriate wage range, for this non-exempt, non-represented position, consideration was given to external equity, how the position relates to similar positions in comparable Wisconsin communities, taking into account both size and geographic comparables, and internal equity, examining where the position fits within the organization. As a result of the analysis, the position and paygrade are being recommended as detailed below:

	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum (25 Yrs.)</u>
<b><i>Building Inspector/Housing Specialist</i></b>	<b>20</b>	<b>\$47,801</b>	<b>\$53,055</b>	<b>\$58,412</b>

**Change in Title and Pay Grade for Code Enforcement Officer /Transition of Position to the Community Development Department**

Approximately seven years ago, the City of Menasha created the position of a Code Enforcement Officer. The initial vision was for this person to handle basic nuisance complaints (graffiti, junk in the yard, signs on poles, etc.), perform the duties of a Community Service Officer (CSO) when one is not on duty, and assist in the training of new CSOs. Over the years, this position has changed in that the types and depth of the complaints the position deals with has become more complex. In addition time spent in the role of Code Enforcement is substantially more than the time spent in the duties of a CSO. As a result, Joe Polzien, the current Code Enforcement Officer, has requested a review of the salary associated with his position.

The duties that have been added since the current employee was hired are as follows:

- Issuing notices of non-compliance or work without a permit for the Building Inspector.
- Moved from basic nuisance code issues such as trash in yards and abandoned vehicles to structural housing code issues.
- Evaluating interior code issues, where originally limited to exterior housing code violations.
- Allowed to placard housing structures as being uninhabitable.
- Identify and worked with owners of abandoned/foreclosed properties to achieve code compliance.

In analyzing the current position, and the appropriate wage range, for this non-exempt, non-represented position, consideration was given to external equity, how the position relates to similar positions in comparable Wisconsin communities, taking into account both size and geographic comparables, and internal equity, examining where the position fits within the organization. As a result of the analysis, the existing and recommended position and paygrade are detailed below:

***Existing Wage Schedule  
2016***

	Hiring Rate	Begin 7 <sup>th</sup> Month	Begin 19 <sup>th</sup> Month	Begin 31 <sup>st</sup> Month	Begin 43 <sup>rd</sup> Month
Code Enforcement Officer	\$17.53	\$18.63	\$19.73	\$20.82	\$21.91

**Recommended Wage Schedule  
2016**

	Hiring Rate	Begin 7 <sup>th</sup> Month	Begin 19 <sup>th</sup> Month	Begin 31 <sup>st</sup> Month	Begin 43 <sup>rd</sup> Month
Code Enforcement Specialist	\$18.98	\$20.17	\$21.38	\$22.54	\$23.77

Staff believes it is important that the Code Enforcement Officer be transitioned to a Code Enforcement Specialist and be located in the Community Development Department. Therefore, the request is being made to transition this position from the Police Department to the Community Development Department for day to day direction. The Code Enforcement Specialist would continue to maintain a relationship with the Police Department and continue to assist with CSO responsibilities on a limited basis. However, please note that, if approved, this transition will not take place until the new Community Development Director is on board.

**FISCAL IMPACT**

The fiscal impact of all of the requested actions, once fully implemented, is a net savings of approximately \$22,500. In regard to addition of the Building Inspector/Housing Specialist position, instead of contracting out this work, it is anticipated that the savings would be approximately \$26,500 on an annual basis, for a mid-range employee. In regard to the change in pay range for the Code Enforcement Officer, once fully implemented, the increase is approximately \$4,000 on an annual basis. And, as Chief Styka discussed at his budget workshop session, the increase for the Code Enforcement Officer was included in the 2016 Budget.

**RECOMMENDATION**

Staff recommends approval of the Community Development Department Reorganization, including the following:

1. Establish the Building Inspector/Housing Specialist Position in the City's table of organization, and Authorize the hiring of the position at Grade 20, with a pay range of \$47,801 - \$58,412,
2. Authorize changing the title of the existing position of Code enforcement Officer to Code Enforcement Specialist, and authorize changing the pay grade from \$17.53-\$21.91 per hour to \$18.98-\$23.77 per hour, and
3. Authorize the transition the Code Enforcement Officer/Specialist from the Police Department to the Community Development Department.



## Memorandum

To: Peggy Steeno, ASD  
From: Greg Keil, CDD *gk*  
Date: March 11, 2016  
RE: In-house Building Inspector Position

The City of Menasha has had contract building inspection for the past 22 years, which shortly preceded my tenure as Community Development Director. Here are some general observations regarding the contract building inspection service.

- The inspection service is paid from fees generated by permit issuance. There is no obligation or incentive to go beyond what is the minimum required to issue permits and conduct inspections.
- There has been a long succession of building inspectors who have been assigned to the city. Although all of them possessed the necessary certifications, their competence and abilities to deal effectively with contractors and the general public has been highly variable.
- With rare exception have the assigned inspectors demonstrated commitment to provide a high level of service to Menasha residents or businesses.

I believe there are many advantages with having an in-house building inspector including the following:

- The person selected for the building inspector would be vetted through the city's hiring process. We would have the ability to gauge the person's credentials, professional demeanor and commitment to the community.
- There would be greater consistency in customer service.
- We could be more responsive to housing code and tenant complaints without exposing the city to additional charges for inspections where no permits have been issued. The current charge is \$38.00/hour with a one hour minimum.
- There would be more ability to coordinate inspections and pursue violations with other departments including health, police, fire and public works.
- The building inspection office hours could be expanded at no additional cost to better serve the public. Office hours are currently limited to three hours per day.
- There would be the ability to shift some zoning review functions from the Associate Planner and Community Development Coordinator to the building inspector.
- There would be the ability to have the building inspector research and recommend improvements to the housing code and code compliance procedures.
- Driveway permitting could be handled by the building inspector as part of the building permit process rather than separate permitting by other community development staff.
- There would be the ability to shift much of the implementation of the city's housing rehabilitation program management from the current contracted service to the building inspector.

- **Community Development staff could obtain assistance from the building inspector in fulfilling certain administrative, reporting, record keeping and data management functions.**
- **There would be the ability to assign other tasks as may be needed to fulfill the functions of the Community Development Department.**

