



Rebecca Grill
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Memorandum

To: Mayor Devine, Members of the Common Council

From: Rebecca Grill, City Administrator

Date: March 24, 2022

Re: Code Enforcement Department and Department Head Recruitment

One of the initiatives in the approved 2022 Budget and Action Plan is to focus on code enforcement streamlining and reorganization. City staff are currently implementation of the Nuisance Abatement program that was discussed at the License and Health meeting in March (click [here](#) to view report.)

A component of the Nuisance Abatement program is renaming the Building Inspection and Neighborhood Services Department to “Code Enforcement Department”, adjusting staff titles and rewriting the Director’s job description.

After various discussions, the recommendation is to make the following adjustments:
The Director position will be titled “Code Enforcement Director” and the Neighborhood Services Inspectors will be titled “Code Enforcement Officers”. The Director’s job duties have been adjusted to include the responsibility to develop, implement, and oversee the Nuisance Abatement and Code Enforcement programs of the city. The experience and education requirements have been revised to include program development and management. See the attached JDQ (Job Description Questionnaire) for more details. Depending on the Director’s qualifications, certain plan reviews may have to be completed by outside staff.

If the aforementioned changes are approved, we will begin recruiting for the Code Enforcement Director position.

Thank you for your consideration. Please let me know if you have any concerns.