



## Memo

**Date:** September 17, 2021  
**To:** Honorable Mayor Armitage; City Council  
**From:** Erin LaPere, City Manager  
**Re:** Code Enforcement and Rental Inspection - Staffing

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The City has received feedback for desire for increased code enforcement, including from citizen feedback at meetings and through the Vision 2025 planning process, and from the Ad Hoc Committee created to study this issue. In response, City Council has directed administration to review the opportunities for hiring a dedicated code enforcement official, and also passed an ordinance to implement a rental inspection program in the city both of which will necessitate hiring of staff.

Administration placed RFPs for third-party vendors and researched other similar communities staffing and costs to determine the most cost-efficient way to effectively provide a dedicated code enforcement official and implement a rental registration and inspection program. The city utilized the most recent wage/salary survey conducted by the Michigan Municipal League to see how comparable cities staff and compensate for these duties. Additionally, we reviewed the information provided by the cities noted as benchmark cities in the operational study conducted last fall. Of those six benchmark communities, five employed a part time code enforcement official through their community development/zoning departments and one did not list FTE but noted the police department also did code enforcement. It was a recommendation by the consultant to hire a part time code enforcement officer to dedicate time solely to these duties consistent with the benchmark communities.

We received one proposal from a third-party vendor for full time code enforcement/rental inspector with part time administrative support. That vendor would be providing all equipment, including vehicle, mobile access/software, and identification, and those expenses were included in their proposal. The vendor's proposal estimated that between inspection/enforcement duties and administrative duties performing all the code enforcement and rental inspection services would require 60h per week. We concur with that assessment of the workload hours required as this is consistent with average code enforcement hours for comparable communities. Staff utilized MML wage study for 23 comparable communities in population and found average compensation for this type of work is \$20-22/h, and the typical range is 16-26/h.

Below is a table outlining the projected expenses for the average and high of that salary range. We compared the costs of using a third-party vendor, city provided full time inspector plus part time admin support, and two part time inspectors.

Name	Base Rate	Retirement	Fringe/Taxes	Subtotal Wages	Equip incl Car	Total
Full Time Inspector	22/h 45,760/y	19,100/y	8,395	73,255	8-10,000	81-83k
	26/h 54,080/y	22,573/y	8,864	85,517		93-96k
Part Time Admin Support	15/h 15,600/y		966	16,566		16,566/y
Part Time Inspector (x2) @30h	22/h 34,320/y (each) 68,640/y (both)		2,034 each 4,068 both	36,354 each 72,708 both	10-12,000 (both)	\$83-85k/y both
	26/h 40,560/y (each) 81,120/y (both)		2,382 each 4,764 both	42,942 each 85,884 both		96-98k/y both
3 <sup>rd</sup> Party	Includes full time inspector and part time admin support					14,204/m 170,448/y

Our analysis found two part time staff would be the most cost-effective way to achieve both dedicated code enforcement and rental inspection services. Additionally, having two part time employees will help offset staffing concerns to cover time off for illness, etc. Therefore, administration is recommending we hire two, part time staff: Code Enforcement Officer and Rental Inspector; each will be scheduled 30 hours per week and responsible for their own administrative duties such as mailing notices, scheduling inspections, following up with phone inquiries/complaints, etc. We would advertise the roles to start at \$20-22/h+ DOQ/E. We are also recommending these two individuals would report to the Community Development Director. In reviewing the organizational structure to determine the appropriate department,

this is consistent with benchmark communities' organizational structure and maintains all building, code, zoning compliance within one department.

For equipment, the city could forgo the revenue from selling its police vehicle it is in process of replacing and continue paying the insurance and maintenance on the older vehicle for use as a code enforcement vehicle. In addition to lost revenue, there is a minor expense to removing the police decals/equipment but that would be incurred regardless if we continue to utilize the vehicle or sell it. We would provide a vehicle for the code enforcement officer who would be responsible for daily patrols and proactive enforcement, and provide a modest vehicle allowance or millage reimbursement to the rental inspector who would utilize a personal vehicle for scheduled inspections but otherwise would not be expected to be out on daily patrols. The estimated equipment expense also includes costs for mobile phones, along with a necessary work station in the office and utilizing the existing BSA software.

Attached is a resolution seeking approval to hire for these two roles. Additionally, administration has prepared a resolution to approve a budget amendment for the projected expenses and revenues associated with both services.

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