

**To:** Budget and Finance Committee

**From:** Eric Stuckey, City Administrator  
Vernon Gerth, ACA-Community & Economic Development  
Chris Bridgewater, Building and Neighborhood Services Department Director

**Date:** February 8, 2013

**Subject:** Request to reclassify a Neighborhood Resource Coordinator Position to Zoning Enforcement Officer in the Building and Neighborhood Services Department

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**Purpose**

The purpose of this memorandum is to request consideration for reclassification of a Neighborhood Resource Coordinator position to a Zoning Enforcement Officer position in the Building and Neighborhood Services Department and assign broader responsibility in support of increased building, development, and business licensing activity.

**Background**

The BNS Department presently has two Neighborhood Resource Coordinator (NRC) positions as well as a Neighborhood Resource Coordinator Supervisor. One of the NRC positions is currently vacant. The NRC's primary responsibility is property maintenance code enforcement. Historically, this position has performed a mix of property maintenance and zoning enforcement. To improve consistency and effectiveness of the City's zoning enforcement activities, we placed an emphasis on zoning administration and enforcement as temporary assignments were made during Tom Marsh's military deployment which began January 2012. After evaluating the consistency and effectiveness associated with these temporary assignments, it became obvious that a Zoning Enforcement Officer, with broader responsibilities than a NRC, would offer additional flexibility in use of staff resources to resolve both zoning and property maintenance issues. The Property Maintenance section has performed adequately despite the vacant position during the past several months.

**Financial Impact**

This reclassification request is being addressed outside of the usual budget process due to the current vacancy, but also because the employees who were temporarily assigned during Tom's absence are reverting back to their previous position(s). Though the Zoning Enforcement Officer is expected to have a higher level of responsibility, the anticipated pay grade change will not materially impact the existing budget and will be recognized in the upcoming FY 2014 budget. Equally important, the Zoning section is an integral part of our development review processes, and it is important to keep this section fully staffed to meet our level of service commitment and responsiveness to customers.

**Recommendation**

Staff recommends reclassifying one of the existing Neighborhood Resource Coordinator positions (PG 12) to Zoning Enforcement Officer, with the pay grade to be determined.