City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MPW

DATE: November 18, 2020

SUBJECT: Code Compliance Officer: Wage Resolution

The City Council has worked for over a year to create a Rental Housing Inspection Program and associated Rental Housing Code. The City Council approved FY 2021/2022 goals on November 9, 2020, which included the following:

> Hire Code Enforcement Officer to handle Rental Housing and Code Enforcement programs. The City needs to get a code enforcement/rental housing staff member hired to address the ongoing problems and numerous complaints about nuisance/dangerous buildings. We need to improve the public's perception that Carroll is not as well maintained as in the past. The City needs to identify/prioritize where sidewalks are needed due to safety issues—and figure out funding.

At the November 23rd City Council meeting the Council will consider the third reading and possible final adoption of the proposed rental housing ordinance. Staff has developed a position description for a Code Compliance Officer that will oversee rental housing inspection, code enforcement, and a city sidewalk inspection program.

Staff has reviewed wage data for similar positions in other Iowa communities. Based on this review staff recommends that the wage for the position be set at $21.358 to $28.103 per hour. The position would be a non-exempt position eligible for overtime pay under FLSA.

RECOMMENDATION: Mayor and City Council consideration and possible approval of the attached resolution Salaries/Wages for the Code Compliance Officer of the City of Carroll for Fiscal Year 2020/2021.

RESOLUTION NO. _____

A RESOLUTION SETTING SALARIES/WAGES FOR THE CODE COMPLIANCE OFFICER OF THE CITY OF CARROLL FOR FISCAL YEAR 2020/2021

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARROLL, IOWA THAT:

Section 1. The Code Compliance Officer position shall be paid the salaries or wages indicated below for the Fiscal Year 2021 Wage Schedule and the City Clerk and/or City Manager is hereby authorized to issue checks less legally required or authorized deductions from the amounts set out below on a bi-weekly basis, and also make such contributions to Social Security, I.P.E.R.S., or other purpose as required by law or authorization of the Council, all subject to audit and review by the Council.

Section 2. All City personnel are subject to the provisions contained in the City of Carroll Personnel Policy Manual adopted on February 24, 2003 and last updated on May 26, 2020. All employees and positions covered by bargaining units or other employment related contracts are subject to the terms and conditions of those agreements in addition to the City's Personnel Policy Manual.

Position	**July 1, 2020 Hourly Rate / Salary**
Code Compliance Officer	21.358 - 28.103

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this _____ day of _____, 20____.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk