

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 16.

Date of Request: April 29, 2008

Date Request Received: April 29, 2008

Board Meeting Date Requested: May 5, 2008

Board Meeting Date Assigned: May 5, 2008

Short Title: Discussion Of Additional Code Enforcement Officer.

- Request Status:**
- Request is proceeding to Board of Commissioners
 - More information is needed – see attached
 - Request on hold – no further information needed
 - Other:

Background: At the request of the Board, a resolution to change the part-time Code Enforcement position being advertised to a full-time position. After some discussion, the item was postponed for further evaluation.

A memo from Code Enforcement Officer Ralph Kays is attached.

(Administrative Use Only)

Specific Action Requested: The Board is requested to review the memo and make a decision. Staff recommends that the position not be increased to full time status due to the lack of justification of need. There was a backlog of work pending at one time but, primarily due to the need for heightened code enforcement efforts in the Hampstead area. However it appears that those needs have been largely addressed by the one existing full time Code Enforcement Officer. The budgeted part-time position will still provide some relief when that position is filled.

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grant or
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

Requested by: Al Green
Department:
Title: County Manager
Contact Phone: 910-259-1200
Contact Fax:

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: Signed:

FINANCE Sufficient Funds Available
Date Rec'd: Not Available
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: Signed:

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

PLANNING AND COMMUNITY DEVELOPMENT

PLANNING • CODE ENFORCEMENT • BUILDING INSPECTIONS • CENTRAL PERMITTING



MEMORANDUM

April 25, 2008

To: Al Greene, Interim County Manager
Cc: Kenneth Vafier, Interim Director

Subject: Additional Code Enforcement position.

Mr. Greene,

This memo is in response to our discussion on Friday April 11, 2008 regarding the hiring of additional code enforcement personnel. At the present time the duties and responsibilities of the office of code enforcement as they exist are being maintained by the current staff of one full time enforcement officer. The addition of one part-time, temporary employee as is being currently advertised will assist in this workload and allow for occasional opportunities to enforce street-addressing issues as dictated by current workload.

At this time the code enforcement program is reactive based on complaints received from citizens of the county. If the Board of County Commissioners feel compelled to take a proactive approach toward identifying problems and enforcing the Zoning Ordinance on a broader scale, as well as providing resources to enforce street-addressing issues, the need for an additional full time enforcement officer would be required.

Ralph Kays – Pender County Zoning Officer

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