

City of Brisbane
Agenda Report

To: City Council via City Manager

From: Maria Saguisag-Sid
Principal Analyst

Subject: Approval of Resolution 2016-37 to Add Code Enforcement Officer to the General Employees Association Memorandum of Understanding

Date: Meeting of June 30, 2016

Purpose:

To ensure the City is able to provide quality services to the public with appropriate staff resources.

Recommendation:

Adopt resolutions 2016-37

Background and Discussion:

In February 2016, staff filled our Code Enforcement Officer position on a part-time basis. Since that time, the position has been very productive in investigating and resolving cases, both long standing cases as well as new complaints. While our current employee is very efficient and effective in her performance, the backlog of cases that was left prior to her starting along with the amount of new issues and complaints that continue to come in, is appearing to be of a level that cannot be properly addressed with part-time staffing on an ongoing basis.

At the June 16th budget hearing, the Police Chief presented information supporting the request to change the Code Enforcement Officer position from a part-time to a full-time basis in the 2016/2017 fiscal year, to keep up with the continuing demand for addressing both building and police related code violations and complaints. Should this be approved in the budget, the Code Enforcement Officer position will need to be recognized as part of the General Employees Association bargaining group. By doing this, the position will fall under their MOU which will provide appropriate working conditions and wages for a full-time, non-exempt classification, similar to other positions within the group. This will allow for the position to have a proper transition from part-time working conditions to full-time working conditions.

Staff is recommending approving 2016-37 in order to allow for this transition.

Fiscal Impact:

This change has been included as part of the 2016/2017 budget and costs approximately \$54,900.

Attachments:

Resolution 2016-37



Maria Saguisag-Sid
Principal Analyst



Clay Holstine
City Manager

RESOLUTION 2016-37

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION 2013-43,
THE MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF BRISBANE AND THE GENERAL EMPLOYEES ASSOCIATION,
BY ADDING THE CLASSIFICATION OF
CODE ENFORCEMENT OFFICER**

WHEREAS, on December 19, 2013, the City Council approved Resolution 2013-43 concerning the Memorandum of Understanding between the City of Brisbane and the General Employees Association; and

WHEREAS, since the adoption of Resolution 2013-43 the City Manager has established the need for the classification of Code Enforcement Officer on a regular, full-time basis; and

WHEREAS, the City Council has previously adopted Resolution 2015-36 approving the class description for Code Enforcement Officer and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

WHEREAS, the City Manager has previously reviewed the class description and has now determined that this classification, when filled on a regular, full-time basis, shares a community of interest with those employees in the General Employees Association; and

WHEREAS, the Principal Analyst, on behalf of the City Manager, has notified representative of the General Employees Association and discussed this amendment to the General Employees Association's Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the General Employees Association as adopted by Resolution 2013-43 be amended as follows:

1. Article 2, Recognition, is amended to include the classification of Code Enforcement Officer and
2. The pay scales, Exhibit A, are amended to include the following salary range for the classification of Code Enforcement Officer:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	4,503.20	4,728.53	4,964.27	5,212.13	5,473.87
Bi-weekly	2,078.40	2,182.40	2,291.20	2,405.60	2,526.40
Hourly	25.98	27.28	28.64	30.07	31.58

CLIFFORD R. LENTZ
Mayor

I hereby certify that the foregoing Resolution 2016-37 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 30, 2016, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk