

COUNCIL ACTION FORM

SUBJECT: NEW RENTAL HOUSING INSPECTOR EARLY START DATE

BACKGROUND:

As a part of the approved FY 2011-12 budget, an additional full-time rental housing inspector position was approved by the Council. That position is authorized to be filled effective July 1, 2011. Since the budget was approved the following factors have changed, leading to a request to start this position one month earlier:

The Inspection Division received an unanticipated resignation from the Rental Housing Inspections Supervisor. A promotional recruitment to fill this position should be completed by June 1, 2011.

The Rental Program is changing from the City's HTE software to a new program better suited to inspections record keeping and in-field operation. The new program should save time and provide better customer information in a timely manner.

The Chapter 13 Rental Housing Code changes will come before the Council in ordinance form in April. If passage, implementation of the code revisions and training for both staff and our customers will begin in June.

Filling the new Rental Housing Inspector early will allow both the new employee and the new supervisor to be involved in implementation of and training in the updated code, as well as in learning the new record keeping program. These steps will lead to an improved level of service to our rental housing customers.

The current fiscal year's budget has adequate funds to support starting this position one month early. No additional funding will be necessary, and fees to rental housing owners for the current year will be no higher than those discussed during consideration of the FY 2011-12 budget.

ALTERNATIVES:

1. The Council can authorize starting the new, full-time Rental Housing Inspector position on June 1, 2011.
2. The Council can retain the current approval for filling the new position on July 1, 2011.

MANAGER'S RECOMMENDED ACTION:

Filling this newly authorized position early better coincides with implementation of the updated Rental Housing Code and record-keeping program, and will not increase fees to rental housing owners beyond those publicized during the recent budget hearings.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby authorizing filling of the new, full-time Rental Housing Inspector position on June 1, rather than July 1, 2011.