

### **PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

|                                    |   |
|------------------------------------|---|
| <b>Lead Department:</b>            | Building - Mike DeRoia - mderoia@ci.st-helens.or.us |
| <b>City Council Goal / Tactic:</b> | Goal 5 – Long Term Planning                         |
| <b>Project Summary:</b>            | Building Code Enforcement Process Review            |
| <b>Estimated Completion:</b>       | June 2021   |

#### **ACTION PLAN**

##### **1. Background of Project:**

- Review the current practice and policies of code enforcement.

##### **2. Current Status of Project:**

- Staff has not started this project yet but plans to begin shortly. There is an opportunity to review organizationally/internally that may allow us to hire/move a Code Enforcement Officer position into the Building Department and possibly combine this with another Inspector position.

##### **3. Strategic Steps to Accomplish Project:**

- Review Municipal Code with staff and re-write what changes are necessary.
- Attorneys review the changes along with State of Oregon (if required)
- City Council passes

##### **4. Estimated Cost of Project:**

- Limited cost with the review of code.
- Costs of moving FTE of Code Enforcement and potentially another Building Inspector

##### **5. Barriers to Complete:**

- Financially, hiring additional personnel will cost the General Fund and City. When ready, I will work with Finance to complete a full cost analysis and discuss options with Finance and City Administrator, then bring a recommendation to City Council when ready.