

**Town of Cicero
Comptroller's Office**

To: Supervisor Corl and Town Board Members

From: Shirle Stuart

Date: December 19, 2013

Re: Salt – Budget Amendment

Due to this wonderful weather, and the unpredictable usage of salt, the Highway Department must replenish the salt shed. The highway budget was modified for equipment purchases earlier this year; the salt line was one of the areas where the modifications were taken. With this said, we need to appropriate additional funds for the purchase of salt.

The following is a budget amendment for \$130,000

| | |
|----------|----------------|
| DB599 | Fund Balance |
| DB960 | Appropriations |
| DB514241 | Salt |

Please do not hesitate to call me with any questions or concerns.

Memo

To: Supervisor, Town Board, Comptroller, Robert Germain
From: Tracy
Date: December 17, 2013
Re: Amendment South Bay Fire Department Contract #7
STBM: December 20, 2013

Please find attached amended South Bay Fire Contract that the Town Board approved November 13, 2013. The amendment is on #7 The TOWN shall provide Worker's Compensation. The Board will have to resign contract. I have conferred with Robert Germain, Town Attorney for his approval.

RESOLUTION:

Councilor Jennings moved for the adoption of a resolution to approve the amended South Bay Fire Department Agreement and authorizing full execution for said agreement. The added amendment is as follows: #7 (The Town shall provide Worker's Compensation).
Motion was second by Councilor _____.

Ayes ___ Noes _____. Motion Carries.

*If you have any questions, please contact me before the meeting on December 20, 2013.

Staffing

Findings

- The current staffing of the Department consists of one full-time Code Enforcement Officer, four part-time Deputy Code Enforcement Officers and support staff consisting of two full-time and one part-time clerk.
- The Code Enforcement Officer is acting as the head of the organization at the time. The individual in this position is overwhelmed by the amount of work that is expected of him as a Code Official and additionally as acting manager of the organization.
- The four part-time (20 hours per week average) Deputy Code Enforcement Officers, each deal with a specific area of enforcement:
 - plan review and assisting in construction inspections;
 - fire safety and property maintenance inspections;
 - drainage complaints; and
 - general property complaints.
- The enforcement staff is supplemented by two full-time clerks and one part-time clerk who assist in office work.
- The lack of a designated department administrator is hampering the ability of the Department to operate effectively.

Recommendations

- The staffing levels of the organization cannot be maintained at the current levels and expect that the organization will be able to fulfill its core missions as outlined by local laws and State regulations. The Code Enforcement Officer will need to spend more time in the office to complete the administrative functions and be available to meet the public, contractors and design professionals as work begins to increase as the economy ultimately begins to improve.
- During discussions with the Supervisor, it is currently being proposed to have one additional full time code enforcement officer added in January of 2013 and to maintain the four part time positions currently available and the current full time code enforcement officer. Based on my experience with part time code enforcement officers it is recommended that the Town, instead, have three full time code enforcement officers as opposed to the approach set forth above."
- This would allow for a full time Deputy Code Enforcement Officer to handle the bulk of plan reviews and construction inspections and an additional Deputy Code Enforcement Officer to handle fire safety inspection activities. Complaints would then be shifted to the full time Deputy Code Enforcement Officers to share between them.

- This should then be evaluated again at the end of 2013 to determine if additional assistance would be necessary to handle complaints based on the workload that is present and increases brought about by external forces should the economy begin to improve and result in an increase in new housing starts.
- This approach will also require the need for the Town Board to budget for hand held computers that will work with the new Municipality Code Enforcement Software program to provide the best efficiency possible.
- The current office support staff (two full-time and one part-time clerk) should be maintained at the current levels during at least the next budget year. This will allow the staff to complete the transistation of the existing paper files in the office to the electronic document management system and additionally allow the staff to move to the Municipality software with ease. Once the transistation to Municipality has occurred and the existing closed records have been scanned and properly disposed of the staffing levels of your clerks will again need to be reviewed to determine your needs at that time.