

TO: Village Council and Mayor Brown
FROM: Finance Committee, Rob Bartlett - Chair
RE: Building Department Organization Structure
DATE: April 6, 2021

The Finance Committee met on Friday, April 16, 2021 at 2:00 pm via video to discuss a potential new organization structure for the Building Department. Present at the meeting were Finance Committee members Rob Bartlett, Kelly Rankin and Joe Stelzer, and Mayor Bill Brown.

The Finance Committee has already presented to Council a recommendation to eliminate the salaried Building Administrator role and move to an hourly paid Zoning Officer role, similar to Terrace Park and Fairfax. Attached is a list of the responsibilities of the Zoning Officer. The Finance Committee is recommending that we pay the Zoning Officer \$20/hour, consistent with Fairfax (the Terrace Park Zoning Officer is a resident who is doing it for free). The role would be appointed by the Mayor with the approval of Council.

To be clear, the responsibilities of the Zoning Officer could continue to evolve. With the help of Aileen Beatty, who has laid out the responsibilities of the Zoning Officer, we have identified that there is a fair amount of work that is more clerical in nature that could be done by someone who would not need to be paid \$20/hour. However, with Don Keyes' retirement and the start up of XPEX for all of the technical aspects, we need to get the Zoning Officer role up and running. The Finance Committee will address these additional opportunities later this year.

The Finance Committee would also like to make one addition to the responsibilities of XPEX. We believe XPEX should also do all inspections of rental units, as recommended previously by Ms. Beatty. In terms of who would pay for this inspection, if it is part of a rental unit turning over, then the landlord would pay. If it is requested by a renter, and the unit is found to not be in compliance, then the landlord would pay. And if the inspection is requested by the renter and the unit is found to be in compliance, then the renter would pay the fee.

If council agrees to this recommendation, rental inspection will be added to the list of XPEX responsibilities and Village Solicitor will draw up the necessary legislation to create a Zoning Officer.

Respectfully Submitted,

Rob Bartlett, Chairman

Kelly Rankin, Vice-Chairman

Joe Stelzer, Member

Village of Mariemont Building Department Zoning Officer

General Summary

Under the supervision of the Mayor; provide a full range of specialized duties involving building permits, fee requirements and inspections; provide information regarding the functions, policies and administration of the building permit application, fee and inspection processes; interact with, answer questions and do research for internal and external individuals/groups/organization/government agencies; work with organizations regarding the Village historic status and preservation; and perform other related work.

Duties may include, but are not limited to, the following:

Receive, process and create permits for all building and zoning permit requests. Work with applicants to ensure all supporting materials are gathered prior to issuing permits.

Utilize building and zoning computer software programs. Input and retrieve data and files using that software. Create and manage external data (in Excel) for purposes of creating for department, Village, County, State and Federal custom reports.

Receive and respond to in-person, email and telephone inquiries and requests from Village employees, Village residents, the general public, contractors and elected officials on issues or matters related to the Building Department. Provide information and handle issues that may require sensitivity. Conduct reviews or research on building and zoning matters. Manage the relationship with XPEX, the CLG, ARB, Planning Commission, iWorQ and others as needed.

Review zoning code to write findings for City Council, Planning Commission, Architectural Review Board requests. Organize and distribute report material for those and other public meetings. May also provide support services and follow-up on items as requested or directed.

Receive, process and manage tenant complaints, rental inspections and issuance of rental permits.
Receive, process and manage zoning code complaints from any source.

Organize and maintain storage and filing of electronic and paper documents.

Considerations

Years of professional work and office practices.

Ability to interact with a variety of people in pleasant and helpful manner.

Expertise with Microsoft Office applications, especially Excel.

Experience utilizing specialized software and ability to learn new software.

Experience working in a fast-paced environment.

Familiarity with building permit and inspection functions.

Knowledge of zoning codes and ability to apply code to unique circumstances.

Ability to read building plans for zoning purposes.

Experience with historic district regulations and preservation.

Excellent organizational skills.

Working experience with the preparation of reports, presentations, records and correspondence.

Prefer knowledge of the Village of Mariemont and Mariemont Code of Ordinances.