

Development Services Expansion Requests Narrative

Proposal to Strengthen Canyon County Code Enforcement Capacity for Success

Purpose

This proposal recommends hiring an additional full-time Code Enforcement Officer, creating Code Enforcement Officer II position, and creating further salary separation between the Officer I and Officer II pay grades. These steps will improve inspection responses, reduce the current backlog of cases, ability to focus on more complex cases and provide better service across the county’s 603 square miles, while fostering employee retention and a path for career growth.

Background

The County currently manages code enforcement cases across approximately 603 square miles with approximately 280 cases annually. This workload requires significant time for travel time, investigation, site visits, documentation, coordination with property owners, contractors, various agencies, and follow-up.

The geographic size Canyon County creates logistical challenges. Travel time between inspections often reduces the number of cases that can be addressed efficiently. In addition, many cases involve multiple follow-up inspections and coordination with other departments or agencies such as planning, building department, contractors, property owners, South-West District Health, law-enforcement, Development Services supervisory staff and legal staff.

Active Cases on March 1

Area	1	2	3	Total
2024	15	43	21	79
2025	19	60	27	106
2026	34	84	41	159

Case Origination by Year

Type	1st Sub Type	2nd Sub Type	2023	2024	2025	
			Number of Applications	Number of Applications	Number of Applications	
Code Enforcement	Building Code Violation	No Building Permit	55	63	81	
		Subtotal	55	63	81	
	Other		24	13	10	
		Subtotal	24	13	10	
	Public Nuisance	Abandoned Vehicles	29	26	24	
		Burning			1	
		Junk /trash	63	56	41	
		Weeds	8	3	11	
		Subtotal	100	85	77	
		Zoning Violation	FloodPlain Violation	17	5	4
		Living in RV	29	40	41	
		Operating a Business	50	51	55	
		SetBacks	47	1	1	
		Violation of CUP	14	18	15	
		Subtotal	157	115	116	
	Total			336	276	284

Proposed position will reduce Phillips and Hackney area and create a new area consisting of the south of Lakeshore Drive.

With current staffing levels, the Code Enforcement division must divide time between responding to new complaints and working through the existing backlog. This limits the ability to effectively address issues and increases response times to resident complaints.

Strengthening the structure of the department will help address these challenges while creating a clear career path within the code enforcement program.

Current Challenges

- Case Backlog

Code Enforcement currently manages approximately 280 complaints annually, many of which require ongoing monitoring, repeat inspections or coordination with other agencies.

- Large Geographic Area

Covering 603 square miles requires significant travel time and limits the number of site visits that can be completed each day. Despite creating three geographical areas that each officer is assigned to, area demographics, density, travel time and case load impact the effectiveness of each officer's ability to dedicate to each complaint.

- Supervisory Workload

The current supervisor is responsible for both management duties and case work, which reduces the time available for training, oversight, team meetings, employee evaluations, availability for team directives and coordination with other departments.

With the addition of another officer, the supervisor assigned area can be reduced in size to allow field support to officers in challenging situations, provide more supervisor time to address administrative duties, collaborate with other DSD managers and offer input in effort to achieve interdepartmental goals in relation to land use and correcting public nuisance violations.

- Lack of Tiered Positions

Without a mid-level Code Enforcement Officer II role, the division has limited opportunities for professional growth and mentorship within the team. The proposed position will act as a senior officer for the Officer I positions and address the abatement of dangerous buildings by working closely with the Building Official and Code Enforcement Supervisor.

Proposed Staffing Changes

1. Hire One Additional Code Enforcement Officer

Adding one officer will increase field capacity and allow the department to:

- Respond more quickly to complaints
- Reduce the backlog of existing cases
- Conduct more regular and consistent follow-up inspections
- Improve coverage across the county's geographic area

- With an additional officer, caseloads can be distributed evenly, and travel routes can be planned more efficiently.

2. Create a Code Enforcement Officer II Position

- The creation of a Code Enforcement Officer II position will establish a senior-level field role that can:
 - Handle complex or high-priority cases and abatements
 - Provide mentorship and guidance to the Officer I position
 - Assist with case review and documentation standards
 - Support coordination with legal staff when cases move toward enforcement action
 - This role strengthens operational support without requiring the supervisor to handle all advanced case management tasks.
 - Note: An existing Officer I meets proposed Officer II requirements. The position could be filled internally.

3. Realign the Current Supervisor

- The Code Enforcement Supervisor and Code Enforcement Officer II will be in the same pay grade, but a wage increase for the existing supervisor is a part of this proposal. Providing a wage adjustment to the current supervisor will better reflect the responsibilities already being performed and allow the position to focus on leadership responsibilities such as:
 - Division oversight and strategic planning
 - Staff training and performance management
 - Coordination with County leadership, various County Departments, contractors, various agency coordination
 - Policy development and enforcement consistency
 - Monitoring division workload and performance metrics
 - This shift will allow the supervisor to spend less time on individual case work and more time ensuring the overall effectiveness of the program
 - Increase availability to meet with stakeholders who need further explanation of County codes and regulations.
 - Enable supervisor to identify challenges to County code and implement changes to code and policy in effort to strengthen land use regulations

Other Municipalities in the Valley

- Ada County: Two officers plus four officers for contract areas
- Boise: Six officers, one field supervisor, one lead supervisor

- Caldwell: Two officers
- Meridian: Five officers, one supervisor
- Nampa: Six officers, one supervisor

Expected Benefits

- Implementing these changes will provide several key benefits:
- Reduced case backlog and faster resolution times
- Improved coverage across the County's 603 square miles
- Better service to residents and property owners
- Stronger internal leadership and training capacity
- Clear career progression within the department
- Over time, these improvements will lead to more consistent enforcement, better compliance, and a healthier community environment.
- Cross-departmental coordination for building violations

Conclusion

Given the size of the County and the current revolving case load of approximately 280 cases annually, the division would benefit from a stronger, more robust staffing structure. Hiring an additional Code Enforcement Officer, establishing a Code Enforcement Officer II position, and realigning the current supervisor will provide the capacity and leadership needed to manage cases effectively and serve the community more efficiently.

Reducing each officer's case load and providing more time for the supervisor to offer coordination with DSD management staff in effort to develop strategies to correct land use and building violations will facilitate a strong team environment allowing officers supervisor to focus on tasks. This will be an effort to focus on quality of work over quantity of work by providing Code Enforcement staff time and support from management to effectively perform job duties. Approval of this proposal will position Canyon County to address current demands while preparing for continued growth and enforcement needs in the future.

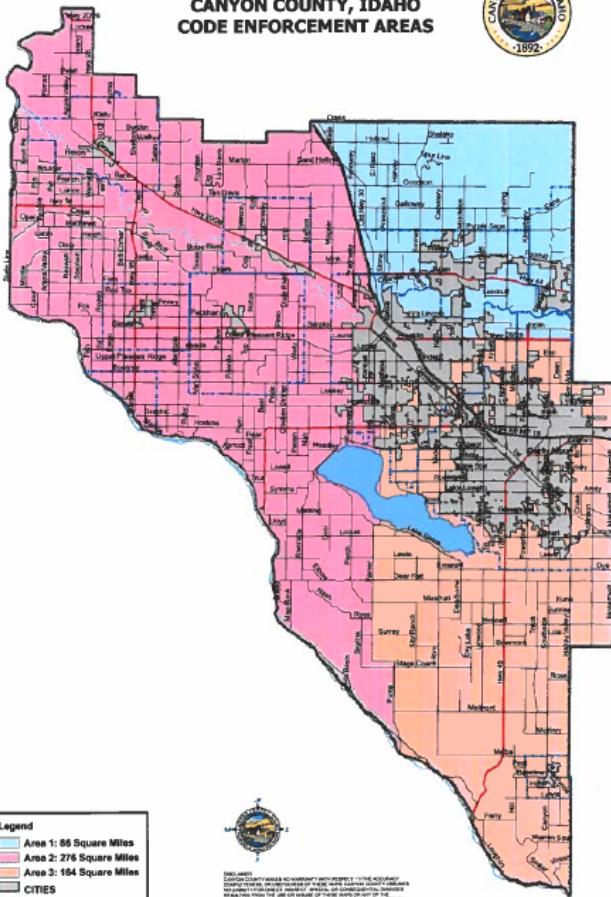


Development Services Department

Code Enforcement Application Count by Type by Year/Qtr from Qtr 1/1/2026 to 3/10/2026

Type	1st Sub Type	2nd Sub Type	2026	
			Qtr 1	Total
Code Enforcement	Building Code Violation	No Building Permit	13	13
		Subtotal	13	13
	Public Nuisance	Abandoned Vehicles	3	3
		Junk /trash	9	9
		Weeds	1	1
		Subtotal	13	13
	Zoning Violation	Living in RV	6	6
		Operating a Business	6	6
		Violation of CUP	2	2
		Subtotal	14	14
Total			40	40
Total Cases Not in Compliance/Referred to PA:				0

**CANYON COUNTY, IDAHO
CODE ENFORCEMENT AREAS**

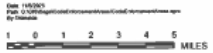




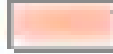
Legend

- Area 1: 86 Square Miles
- Area 2: 276 Square Miles
- Area 3: 164 Square Miles
- CITIES
- CURRENT IMPACT
- HIGHWAY
- INTERSTATE
- LOCAL ROADS



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-  **Area 1: 86 Square Miles**
-  **Area 2: 276 Square Miles**
-  **Area 3: 164 Square Miles**



Development Services Department

Code Enforcement Application Count by Type by Year/Qtr from Qtr 1/1/2025 to 1/1/2026

Type	1st Sub Type	2nd Sub Type	2025				Total
			Qtr 1	Qtr 2	Qtr 3	Qtr 4	
Code Enforcement	Building Code Violation	No Building Permit	14	18	28	21	81
		Subtotal	14	18	28	21	81
	Other		6	3	1		10
		Subtotal	6	3	1		10
	Public Nuisance	Abandoned Vehicles	7	7	7	3	24
		Burning			1		1
		Junk /trash	18	11	8	4	41
		Weeds		4	6	1	11
		Subtotal	25	22	22	8	77
		Zoning Violation	FloodPlain Violation			4	
		Living in RV	9	9	10	13	41
		Operating a Business	9	15	18	13	55
		SetBacks			1		1
		Violation of CUP	5	4	4	2	15
		Subtotal	23	28	37	28	116
Total			68	71	88	57	284
Total Cases Not in Compliance/Referred to PA:						1	



Development Services Department

Code Enforcement Application Count by Type by Year/Qtr from Qtr 1/1/2024 to 1/1/2025

Type	1st Sub Type	2nd Sub Type	2024				Total	
			Qtr 1	Qtr 2	Qtr 3	Qtr 4		
Code Enforcement	Building Code Violation	No Building Permit	7	14	18	24	63	
		Subtotal	7	14	18	24	63	
	Other		3	3	4	3	13	
		Subtotal	3	3	4	3	13	
	Public Nuisance	Abandoned Vehicles	4	5	9	8	26	
		Junk /trash	17	18	9	12	56	
		Weeds		1	2		3	
		Subtotal	21	24	20	20	85	
	Zoning Violation	FloodPlain Violation		1	1	3	5	
		Living in RV	9	12	14	5	40	
		Operating a Business	8	15	13	15	51	
		SetBacks		1			1	
		Subtotal	22	36	33	24	115	
	Total			53	77	75	71	276
	Total Cases Not in Compliance/Referred to PA:						1	

Proposal for an Additional Building Inspector

Development Services is requesting the addition of one Building Inspector in the FY 2027 budget to address rising inspection volumes, expanded duty assignments, and pressure on plan review capacity.

Canyon County's ongoing population growth continues to increase building permit activity and inspection demand. Although DOPL now manages most mechanical permits, the remaining mechanical inspections still fall under our responsibility. Duties previously performed by two former Mechanical Inspectors—including posting public-hearing signs—have also shifted to the Building Inspectors, adding to their workload.

The department formerly employed two Plans Examiners; however, only one position remains. One of the field inspectors has absorbed part of the plan review workload to help cover this gap. Although this support has been essential, not having the additional help will contribute to longer permit turnaround times. Adding a Building Inspector would provide the flexibility needed to maintain timely inspections and plan reviews without sacrificing service quality.

The Chief Building Inspector duties were integrated into the Assistant Building Official (ABO) position. In practice, the ABO is spending significant time conducting field inspections, commercial inspections, and plan reviews to support the inspection team. This limits the ABO's ability to oversee inspector training, maintain quality and consistency, and manage day-to-day operational oversight. The reduced office availability of the ABO has also required the Building Official to assume more customer service and plan review responsibilities.

Adding a Building Inspector would reduce the field coverage burden on the ABO, re-establish needed supervisory capacity, and better balance internal workloads. Regular overtime levels of approximately 3-5 hours per week per inspector indicate that current staffing cannot sustainably meet workload demands. Based upon the average salary in the current group overtime is costing the County \$28,000 per year. Increasing inspection staff will reduce overtime, improve inspection quality, and support more efficient permit processing.

In summary, based on workload trends, reallocated responsibilities, and operational impacts, an additional Building Inspector is necessary to maintain service levels and meet the continued growth of Canyon County.

