



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: RES 22-045, **Version:** 1

Adopt a resolution to:

- a. Amend the Housing and Community Development Department Budget Appropriation Unit HCD002, Unit 8543 to authorize two (2) FTE Code Compliance Inspector II, and one (1) FTE Office Assistant; and
- b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2021-22 Housing and Community Development Department Adopted Budget Appropriation Unit HCD002, Unit 8543.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Amend the Housing and Community Development Department Budget Appropriation Unit HCD002, Unit 8543 to authorize two (2) FTE Code Compliance Inspector II, and one (1) FTE Office Assistant; and
- b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2021-22 Housing and Community Development Department Adopted Budget Appropriation Unit HCD002, Unit 8543.

SUMMARY/DISCUSSION:

In July 2020, the Board of Supervisors received a report by Citygate Associates, LLC (“Citygate”) that provided 76 recommendations. The Board recognized the backlog of code compliance cases, as indicated in the Citygate Report entitled *Review of the Resource Management Agency*, and at its meeting of December 8, 2021, the Board directed HCD to address the resource constraints through the hiring of additional staff, including a Supervising Code Inspector, a Code Compliance Inspector II, and one Office Assistant.

This request revises the staffing request to two FTE Code Compliance Inspector II positions, removing the request for Supervising Code Enforcement Inspector at this time. The Supervising Code Inspector position is a new position requiring a compensation and classification study and creation of the new position, which will take a substantial amount of time to complete. The Code Inspector II position currently exists, and once authorized and funded, can be filled relatively quickly. When the class and compensation study for the Supervising Code Enforcement Inspector is completed, and if the need for the position remains, HCD will return to the Board for position and budget approval. The additional Office Assistant would provide additional administrative support to the code compliance program overall. See **Attachment A**, Summary of new positions requested.

The code compliance inspectors would be responsible for general enforcement actions. The new staff positions would play a key role in enforcing Monterey County Code regulations concerning noise control, illegal vacation rentals, building violations, and work toward reducing the case code compliance backlog, which includes over 2,500 cases.

On January 26, 2022, the Board’s Budget Committee voted to support the appropriation and position changes in the HCD 2021-22 Budget.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the Request to Classify and supports the recommendation.

FINANCING:

The estimated annual labor cost of the new HCD positions are:

Code Compliance Inspectors (2)	\$263,308	
Office Assistant		\$81,178

Funding for the new positions would be generated by redirecting existing allocations of discretionary funding to support compliance. The estimated salary and benefit costs for the remainder of FY2021-22 is \$86,122 assuming a April 1st start date. Two additional vehicles will be needed at an estimated \$77,000 as well as computers, personal protective equipment, cameras and printed materials. The Department will address any additional General Fund Contribution needed to fund the program during the FY2022-23 budget process.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Project supports the Board of Supervisors' Administration Initiatives by facilitating the clear and efficient use of staff time and allocation of staff salary budget.

Economic Development
 Administration
 Health & Human Services Infrastructure
 Public Safety

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Approved by: Lori Woodle, Finance Manager I, HCD
Approved by: Erik Lundquist, AICP Director, HCD

The following attachments are on file with the Clerk of the Board:
Attachment A - Organizational Summary
Attachment B - Draft Resolution