



# Board Agenda Item 8

DATE: April 22, 2025

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, County Administrative Officer

SUBJECT: Salary Resolution Amendment - Code Enforcement

RECOMMENDED ACTION(S):

1. **Authorize the assignment of operational management for the Code Enforcement program to the County Administrative Office from the Department of Public Works and Planning; and**
2. **Approve Amendment to the Salary Resolution deleting one (1) Office Assistant I/II, adding one (1) Code Enforcement Division Manager, one (1) Staff Analyst I/II/III, and five (5) Code Enforcement Officer I/II positions in Org 43600200 effective April 28, 2025, as reflected on Appendix "D".**

Approval of the first recommended action will move operational control of the Code Enforcement program permanently from the Department of Public Works and Planning to the County Administrative Office. Approval of the second recommended action will delete one (1) vacant Office Assistant I/II, add one (1) Code Enforcement Division Manager, add one (1) Staff Analyst I/II/III, and add five (5) Code Enforcement Officers I/II positions within Org 4360200. The total number of positions within the Code Enforcement Program will increase by six (6) to a total number of 18. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions, the transfer of operational management for the Code Enforcement program would remain with the Department of Public Works and Planning and/or the existing table of positions would remain unchanged and will not allow the Code Enforcement program to add additional positions to implement Code Enforcement throughout the County of Fresno efficiently.

FISCAL IMPACT:

The total additional full year estimated cost is approximately \$842,938 of which 100% is Net County Cost (NCC). The increase in estimated NCC is approximately \$129,530 for the remainder of FY 2024-25. The increase in NCC will be absorbed by estimated salary savings. Department appropriations for FY 2024-25 will be monitored and brought back if adjustments are necessary. Sufficient appropriations will be included in future budget requests.

DISCUSSION:

On March 11, 2025, the County Administrative Office provided an overview of systemic improvements made to the Code Enforcement program over the last six months. These changes have resulted in

improved responsiveness and customer service and greater follow through and tracking to ensure violations are remediated in a timely manner.

In order to ensure sustained and ongoing success and to address the high outstanding caseload the Board approved the following items and directed staff to return with costs and specific personnel actions needed to implement these changes:

**1. Assign the Code Enforcement program to the County Administrative Office**

This proposed reorganization would transfer assignment of the Code Enforcement program from the Department of Public Works and Planning to the County Administrative Office. This reassignment will allow greater oversight and resources and ensure the program remains a priority and is successful. There are no associated costs with this action. Movement into a new budgeting Org. will occur during the budget process for Fiscal Year 2025-26.

**2. Add additional Code Enforcement Officer positions to the Code Enforcement program**

The Code Enforcement program is currently authorized five Code Enforcement Officer positions. This allocation of positions is not adequate to keep pace with the code enforcement cases. These additional positions, increasing the total number of Code Enforcement Officers I/II to 10, will allow for the program to quickly respond to complaints and to resolve issues.

**3. Division Manager & Staff Analyst**

Add a new Code Enforcement Division Manager position to provide greater oversight and leadership. Delete a vacant Office Assistant position and add a Staff Analyst position to assist with enforcement activities and work closely with County Counsel.

The County Administrative Office is recommending the physical re-location of the Code Enforcement program to allow for better coordination and access to other related County Departments. However, we are requesting additional time to explore options and postpone additional costs that will be needed. Once a location is identified, the County Administrative Office will need to report back to the Board for the necessary appropriations to remodel and equip the new site.

REFERENCE MATERIAL:

BAI #10, March 11, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "D"  
Presentation

CAO ANALYST:

Salvador Espino