



Board Agenda Item 11

DATE: June 30, 2026

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, County Administrative Officer

SUBJECT: Salary Resolution Amendments - County Administrative Office

RECOMMENDED ACTION(S):

- 1. Approve Amendment to Salary Resolution adding one (1) Code Enforcement Officer I/II position and deleting one (1) Code Enforcement Manager position from Code Enforcement - CAO Org 4620, while retitling two (2) Senior Code Enforcement Officers to Supervising Code Enforcement Officers in Code Enforcement - CAO Org 4620 and adjusting the salary range, effective July 6, 2026, as reflected in Appendix "H."**

There is no additional Net County Cost associated with the recommended action. This item requests Board approval to revise the staffing structure of the Code Enforcement Division by deleting one (1) Code Enforcement Manager position, adding one (1) Code Enforcement Officer I/II position, and retitling two (2) Senior Code Enforcement Officers to Supervising Code Enforcement Officers. These adjustments are intended to strengthen field operations, improve supervisory capacity, and better align the division's organizational structure with current operational needs. This item is countywide.

ALTERNATIVE ACTION(S):

The Board may approve the recommended staffing changes as proposed, approve only selected elements of the adjustments, decline to make any changes and retain the current staffing structure, or direct staff to return with alternative organizational or budgetary recommendations.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action, which results in net cost savings of \$38,571 annually. Adding one (1) Code Enforcement Officer I/II position increases annual costs by \$83,945. Retitling two (2) Senior Code Enforcement Officers to Supervising Code Enforcement Officers, along with adjusting the salary range, results in an additional annual cost of \$28,411. This increase in cost is offset by the elimination of one (1) Code Enforcement Manager position which provides annual savings of \$150,927. Sufficient appropriations and estimated revenues will be included in Code Enforcement - CAO Org 4620's FY 2026-27 Recommended Budget and subsequent budget requests.

DISCUSSION:

The Code Enforcement Division has experienced significant operational changes in recent years, including an increased demand for field-level inspection services, more complex caseloads, and the need for enhanced on-site supervisory support. The current staffing model includes a Code Enforcement Manager position that is primarily administrative and does not directly support daily field operations. Through a review of workload distribution, supervisory ratios, and service delivery needs, staff determined that restructuring the division would more effectively support program priorities.

Deleting the Manager position would streamline administrative overhead and allow resources to be redirected to field operations. The addition of one Code Enforcement Officer I/II position would expand the division's capacity to respond to community complaints, perform inspections, and manage ongoing cases.

Additionally, the division has identified the need for strengthened field leadership and oversight. Retitling the two Senior Code Enforcement Officers to Supervising Code Enforcement Officers and increasing the salary range will formalize supervisory responsibilities to improve consistency in field operations and ensure appropriate span of control. The Supervising Code Enforcement Officer role provides direct oversight of front-line staff, supports training and quality assurance, and ensures compliance with regulatory and procedural requirements.

Overall, the proposed staffing changes will improve operational efficiency, ensure adequate supervision of field staff, and better position the department to meet community expectations and service demands.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "H"

CAO ANALYST:

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