



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building



Date: January 4, 2016
Board Meeting Date: January 26, 2016
Special Notice / Hearing: None
Vote Required: 4/5ths

To: Honorable Board of Supervisors
From: Steve Monowitz, Community Development Director
Subject: Resolution authorizing an amendment to the Master Salary Resolution to add one Code Compliance Officer III position.

RECOMMENDATION:

- A) Adopt a Resolution authorizing an amendment to the Master Salary Resolution to add one Code Compliance Officer Series position; and
- B) Approve an Appropriation Transfer Request (ATR) authorizing the transfer of \$68,592 from Non-Departmental ERAF Reserves to various personnel expenditure accounts in the Planning and Building Department.

BACKGROUND:

In recent months, the Planning and Building Department has observed significant increases in the number of new Code Compliance cases, particularly in the unincorporated North Fair Oaks community. In order to maintain and enhance performance standards for investigation timelines, the Department has determined that the necessary staffing level includes one Code Compliance Manager, one Senior Code Compliance Officer, five Code Compliance Officers (as opposed to the current staffing level of four such officers), and one Office Specialist.

DISCUSSION:

Prior to the adoption of the Fiscal Year 2015-17 budget, the Department requested funding for one Extra Help Code Compliance Officer. It has become apparent through the recruitment process that the addition of a permanent position is necessary in order to hire and retain a candidate with the technical skillset required of a Code Compliance Officer. The proposed Code Compliance Officer III will perform skilled investigative work and respond to alleged code violations and building code violations.

This action was approved for study by the County Manager's Office and the salary resolution amendment has been reviewed and approved by the County Counsel's Office.

This change contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring that departments have staff with the skills necessary to perform the work and allow departments to provide exceptional service to the community.

The specific actions are discussed in detail below.

Action: Add: One position of R005S, Code Compliance Officer Series
 Biweekly Salary: \$2,678.40 - \$3,348.80

PERFORMANCE MEASURE:

Measure	FY 2015-16 Actual	FY 2016-17 Projected
Number of days to complete site inspection	3	3

FISCAL IMPACT:

The anticipated fiscal impact is \$68,592 in Fiscal Year 2015-16 and \$140,614 in Fiscal Year 2016-17. Funding is requested through the County's General Fund.