

Lompoc City Council Agenda Item



City Council Meeting Date: May 18, 2010

TO: Laurel M. Barcelona, City Administrator

FROM: Jeanette M. Bartels, Senior HR Analyst
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SUBJECT: AMENDMENT TO CLASSIFICATION AND COMPENSATION PLANS REGARDING CODE ENFORCEMENT AND REQUEST FOR A POSITION ALLOCATION CHANGE

RECOMMENDATION:

City Council: 1) approve Resolution No. 5640(10) amending the Classification and Compensation Plans to include the new job classes and salary ranges for Code Enforcement Officer I and II, and Senior Code Enforcement Officer; 2) approve the position allocation change in the Community Development Department's budget; and 3) approve the appropriations and program changes that fund the proposed salary range adjustments for the balance of fiscal years 2009-11 budget.

BACKGROUND:

On January 19, 2010, Council directed staff to create a Code Enforcement Team. On May 4, 2010, Staff prepared and submitted a status report and proposed budget of the Code Enforcement Team's activities. As a result of those meetings, the Team's proposed budget recommended a code enforcement position be allocated to the Community Development Department/Planning Division.

DISCUSSION:

In order to assign and allocate a code enforcement position in the Community Development Department/Planning Division, new job classes need to be established. Consequently, the new series specification for flexibly-staffed Code Enforcement Officer I and II job classifications, a new lead capacity Senior Code Enforcement Officer classification, and respective salary ranges were created. Personnel Rule III, Classification, Section 2, *Adoption, Amendment and Revision of Plan* and Personnel Rule IV, Compensation, Section 2, *Adoption of Plan*, provide the classification and compensation plans shall be amended by action of the City Council. Staff recommends the Classification and Compensation Plans be amended to include these new job classes and salary ranges.

The proposed code enforcement position would coordinate activities for all nuisance and building code enforcement efforts, participate in inspections, issuance of citations, ensure

identified violations are corrected, and refer uncorrected violations to the City Attorney Office for abatement action. Additionally, the position would coordinate, and/or lead other City-wide code enforcement personnel in enforcement of and monitor the City-wide code enforcement plan and follow-up with related issues. Therefore, it is recommended the allocation be budgeted at the lead-level of Senior Code Enforcement Officer.

Since the new position's duties would predominately be focused in land use and building and funded 75% from the CDBG program, it is recommended the position be allocated in the Community Development Department/Planning Division's budget. The remaining 25% of the un-appropriated fund balance will be recovered from the General Fund. In order to fill the proposed position allocation, it is anticipated an internal promotional recruitment would be conducted.

FISCAL IMPACT:

The salary ranges were primarily based on the labor market and internal compaction considerations, which also considered internal salary relationships within job families, among related job families, and recommended classification differentials. The revised salary ranges should be effective upon Council's approval.

The majority of the costs will be recovered from funds outside the General Fund. Appropriations are required to cover the associated costs for the balance of FY2009-11; specifically for the 2010-2011 fiscal year budget. The anticipated overall cost for labor is \$96,570. Program 13203 – Community Development – Code Enforcement would be created for ease of tracking activity and would have a program change of \$23,143 for labor costs only. Program 43203 – CDBG – Code Enforcement would have a program change amount of \$100,000, as previously approved by Council in the CDBG Action Plan; \$69,427 would initially be allocated for labor costs. The two program changes would be funded by budget adjustments from contributions from reserves. The general fund contribution amount would be \$23,143 (account 40010-48999) and the CDBG contribution amount would be \$100,000 (account 40043-48999).

CONCLUSION:

Based on the aforementioned, Resolution No. 5640(10) effects the inclusion of the authorized job classes and salary ranges into the City's Classification and Compensation Plans. The job descriptions for the proposed new flexibly-staffed series specification and lead job classification are attached to the resolution.

Respectfully Submitted,

Jeanette M. Bartels, Senior HR Analyst

APPROVED FOR SUBMITTAL TO CITY ADMINISTRATOR:

Beth Flamm-Overby, Acting HR Director

ATTACHMENTS: (1)

[Resolution No. 5640\(10\)](#)

APPROVED FOR SUBMITTAL TO CITY COUNCIL:

Laurel M. Barcelona, City Administrator