



Resource Management Agency COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: May 21, 2019 – REVISED

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Celeste Perez PHONE: (559) 624-7010

SUBJECT: Approve Position Allocation changes to add two FTE Building/Zoning Inspector III positions in Code Compliance

REQUEST(S):

That the Board of Supervisors:

1. Approve the Personnel Resolution amending the Fiscal Year 2018/19 position allocation as follows: ADD (2) FTE Building/Zoning Inspector III positions effective May 26, 2019.

SUMMARY:

Recently, the Board has indicated a desire to increase Code Compliance activities within the County. The Building & Housing Division, which includes Code Compliance, was developed to address concerns about unsafe, unhealthy or unsightly conditions throughout Tulare County. In 2018, the Resource Management Agency (RMA), the department responsible for Code Compliance, engaged an outside consultant to conduct a comprehensive fee study. The results of that study were provided to the Board on April 9th, at which time the Board approved fee increases. Additionally, at the same Board meeting, supervisors indicated a desire to increase fees to full cost recovery in the future and expand Code Compliance activities.

To address the Board's desire for expanded operations, RMA is requesting the approval of two (2) FTE additional full-time Building/Zoning Inspector III's, which will be utilized for Code Compliance activities. The additional Code Compliance staff will allow for pro-active code compliance activities and increase the efficiency of existing operations. Pro-active code compliance activities will include, initiation of abatement of the 136 outstanding cases that have reached the final step of the nuisance

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DATE: Agency. May 21, 2019

abatement process and remain in violation.

The final step in the nuisance abatement process, involves the physical abatement of the code violation. Utilizing additional staff to finalize the process for these cases, will bring them into compliance. Currently there are 136 cases that require the abatement process in order to gain compliance. The abatement process will result in an increase of administrative efforts such as the preparation and execution of inspection/abatement warrants, organizing abatement efforts and handling potential abatement appeals. Additional staffing will increase the ability to manage unresolved, active and future cases in a timely manner moving forward.

To address the Board's desire to increase code compliance fees, the RMA will propose a multi-year schedule, gradually increasing code fees to bring them to full cost recovery within three years. This will be part of the RMA's annual fee adjustment request brought to the Board for its consideration in April 2020.

FISCAL IMPACT/FINANCING:

For fiscal year 2019/20 the estimated cost of adding these positions is \$222,480. We conservatively estimate staff will generate an additional \$30,000 in revenue as a result of these increased resources, however, with modifications to our code abatement ordinances more cost recovery is likely. The cost of additional Code Compliance staff for the remainder of the 2018/19 fiscal year amounts to approximately \$12,000, however, it is unlikely the department will be able to recruit and hire these positions prior to yearend. Staff desires to add these positions now, so that they will be included in the 2018/19 rollover budget and can be recruited and hired at the beginning of the 2019/20 fiscal year. No budget adjustment is necessary as any cost associated with these new hires in FY 2018/19 will be absorbed by the department.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

Safety and Security and Economic Well Being – Code enforcement activities enhance the safety and security of the Tulare County residents by identifying and abating unsafe, unhealthy or unsightly conditions in the community. It will also serve to improve the economic well-being of residents by eliminating blight and improving the opportunity for business investment.

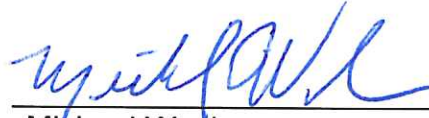
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Inspector III positions in Code Compliance

DATE: Agency. May 21, 2019

ADMINISTRATIVE SIGN-OFF:



Sherman Dix
Assistant Director Fiscal Services



Michael Washam



Reed Schenke, P.E.
Director

cc: County Administrative Office

Attachment(s) Attachment A – Personnel Resolution

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE POSITION)
ALLOCATION CHANGES TO ADD TWO) Resolution No. _____
FTE BUILDING/ZONING INSPECTOR III)
POSITIONS IN CODE COMPLIANCE)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD MAY 21, 2019, BY
THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved the Personnel Resolution amending the Fiscal Year 2018/19 position allocation as follows: ADD (2) FTE Building/Zoning Inspector III positions effective May 26, 2019.

**IN THE MATTER OF AMENDING THE
POSITION ALLOCATION LISTING**

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Resolution No. 2019-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held May 21, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest:

Jason T. Britt
County Administrative Officer/
Clerk, Board of Supervisors

By:

Deputy Clerk

[illegible]

Explanation: Add two positions to the RMA allocation, Economic Development & Planning - Building & Housing.