

RESOLUTION NO. 2025-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
APPROVING THE RECLASSIFICATION OF THE CODE ENFORCEMENT
OFFICER.

WHEREAS, the City currently has one Code Enforcement Officer; and,

WHEREAS, the position operates as a functional manager, who manages all code enforcement functions within the Community Development Department; and,

WHEREAS, the reclassification of the Code Enforcement Officer to Code Enforcement Manager will fully encompass all duties and responsibilities currently being operationally performed by the position.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby:

1. Approve the reclassification and salary adjustment of the Code Enforcement Officer and position.
2. Authorize the Finance Director to make appropriate accounting and budgetary entries

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 15th day of April 2025 by the following vote:

AYES, COUNCIL MEMBERS: McAdams, McCarthy, Biala, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: Visscher

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

EXHIBIT A

Code Enforcement		
City	Title	Salary
Monterey	Code Compliance Coordinator	Hourly: \$44.7461 - \$54.4153 Annually: \$93,072.00 - \$113,184.00
Gilroy	Code Enforcement Officer	Hourly: \$45.2456 - \$63.6649 Annually: \$94,111.00 - \$132,423.00
Watsonville	Code Enforcement Officer I (Clerical)	Hourly: \$30.40 - \$40.74 Annually: \$63,232.00 - \$84,739.20
	Code Enforcement Officer I (Temp)	Hourly: \$30.40 - \$40.74 Annually: -
	Code Enforcement Officer II (Clerical)	Hourly: \$33.60 - \$45.02 Annually: \$69,888.00 - \$93,641.60
	Sr. Code Enforcement Officer	Hourly: \$41.06 - \$55.03 Annually: \$85,404.80 - \$114,462.40
Seaside*	Code Compliance Specialist	Hourly: \$34.3530 - \$40.7360 Annually: \$71,454.24 - \$84,730.88
	Code Compliance Coordinator	Hourly: 36.8650 - \$44.8090 Annually: \$76,679.20 - \$93,202.72
Salinas	Code Enforcement Manager	Hourly: \$50.9310 - 65.0010 Annually: \$105,936.48 - \$135,202.08
Hollister	Code Enforcement Supervisor	Hourly: \$45.6763 - \$55.5198 Annually: \$95,006.86 - \$115,481.34
	Code Enforcement Officer	Hourly: \$36.1663 - \$43.9605 Annually: \$75,226.06 - \$91,437.84
Pacific Grove*	Code Compliance Officer	Hourly: \$33.5200 - \$43.8700 Annually: \$69,721.60 - \$91,249.60
San Luis Obispo	Code Enforcement Officer I	Hourly: \$34.6625 - \$42.5625 Annually: \$72,098.00 - \$88,530.00
	Code Enforcement Officer II	Hourly: \$37.4875 - \$46.0250 Annually: \$77,974.00 - \$95,732.00
	Code Enforcement Supervisor	Hourly: \$45.4000 - \$56.7375 Annually: \$94,432.00 - \$118,014.00
	Code Enforcement Technician I	Hourly: \$26.0500 - \$31.9875 Annually: \$54,184.00 - \$66,534.00
	Code Enforcement Technician II	Hourly: \$27.4375 - \$33.7000 Annually: \$57,070.00 - \$70,096.00
Santa Cruz	Code Compliance Investigator I	Hourly: \$32.03 - \$40.55 Annually: \$66,622.40 - \$84,344.00
	Code Compliance Investigator II	Hourly: \$37.73 - \$47.72 Annually: \$78,478.40 - \$99,257.60
	Code Compliance Investigator III	Hourly: \$41.58 - \$52.59 Annually: \$86,486.40 - \$109,387.20
	Code Compliance Investigator IV	Hourly: \$45.68 - \$57.70 Annually: \$95,014.40 - \$120,016.00
	Code Compliance Manager	Hourly: \$50.94 - \$68.27 Annually: \$105,955.20 - \$142,001.60
Soledad	Code Enforcement Officer	Hourly: N/A Annually: N/A

* Classification and Salary not included in survey, as the duties and responsibilities did not closely match the duties and responsibilities currently being performed by the position for the City of Marina.

April 15, 2025

Item No. **10f(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting of
April 15, 2025

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2025-,
APPROVING THE RECLASSIFICATION OF THE CODE
ENFORCEMENT OFFICER POSITION.**

REQUEST:

It is requested that the City Council:

1. Adopt Resolution No. 2025-, authorizing the reclassification of the Code Enforcement Officer position and salary.
2. Authorize the Finance Director to make appropriate accounting and budgetary entries

BACKGROUND:

The City currently has one full-time Code Enforcement Officer who manages all Code Enforcement functions, including the identification, investigation, and correction of violations of the City's municipal, zoning, housing, development, and signage codes. The Code Enforcement officer investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and abatement procedures. In addition, this position initiates contact with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with City codes, ordinances, and community standards.

The position operates as a functional manager, who oversees the code enforcement function within the Community Development Department, focused on long-term operational goals and resource allocation. This position does not supervise employees, as a direct manager (or line manager) who is responsible for employee day-to-day performance and administrative tasks. As the sole position dedicated to Code Enforcement, the position handles the technical functions, day-to-day administrative tasks and is greatly involved in communications efforts with the public, not only for corrective actions of code enforcement violations, but proactively to mitigate future issues.

ANALYSIS:

Staff is requesting that the City Council approve the reclassification of the Code Enforcement Officer to fully encompass the functions, duties and responsibilities currently being operationally performed by the position. The City surveyed comparator agency classifications and salary placement (**EXHIBIT A**) and determined the classification level of Code Enforcement Manager would more closely match the current functions, duties and responsibilities being performed by the position.

Below is the current salary schedule for the Code Enforcement Officer classification and the proposed reclassification title and salary schedule.

Current

	A	B	C	D	E
Code Enforcement Officer	\$36.8714	\$38.7566	\$40.6508	\$42.6833	\$44.8176
Annual	\$76,692.3512 - \$93,220.608				

Proposed

	A	B	C	D	E
Code Enforcement Manager	\$46.2856	\$48.5999	\$51.0299	\$53.5814	\$56.2604
Annual	\$96,274.048 - \$117,021.632				

FISCAL IMPACT:

The reclassification of the Code Enforcement Officer to a Code Enforcement Manager will have an on-going additional annual cost (salary and benefits) projected at approximately \$38,000. There is no impact to the Fiscal Year 24/25 budget as the estimated \$6,500 cost for the remaining fiscal year can be funded through salary savings.

This request is submitted for City Council consideration and action.

Respectfully submitted,

Belinda Varela
Director, Human Resources & Risk Management
City of Marina

REVIEWED/CONCUR:

Layne Long,
City Manager
City of Marina