



STAFF REPORT

---

2/25/2025

---

**AGENDA ITEM**

**TO: HONORABLE MAYOR  
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO  
CITY MANAGER**

**BY: YVETTE AGUILAR  
DEPUTY CITY MANAGER / DIRECTOR OF ARKS, RECREATION AND LIBRARY  
SERVICES**

**PATRICIA AHUMADA  
HUMAN RESOURCES MANAGER**

**SUBJECT: RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION PLAN**

**Summary:**

As part of the Fiscal Year 2024-2025 Operating Budget, the City Council authorized a part-time Code Enforcement Officer position. Over the past several months, the City has recruited for the position but has not successfully identified a suitable part-time candidate. After carefully discussing and considering options, staff believes the community would be best served by a full-time Code Enforcement Officer to enable the City to meet growing service demands in this area. Staff recommends these changes to enhance service for residents and businesses; the proposed changes are supported by ongoing revenues. With City Council approval of the proposed class specification, staff would proceed with the recruitment of a full-time position. The City's total Full-Time Equivalent (FTE) positions would thereby increase from 128.75 in Fiscal Year 2024-2025 to 129.25 FTE. The proposed appropriation for this reclassification is included as part of the mid-year budget adjustment; staff would subsequently include this position as part of the in Fiscal Year 2025-2026 Operating Budget. The City would also update its class specification to include this position within the Community Development Department.

**Strategic Plan Goal(s):**

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

**Recommendation:**

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA,  
AMENDING THE CLASSIFICATION PLAN TO INCLUDE A FULL-TIME CODE ENFORCEMENT  
OFFICER

Fiscal Impact:

The proposed conversion from part-time to full-time Code Enforcement Officer is expected to increase the budget allocation for this position by \$85,000 for the current Fiscal Year and require a total budget allocation of \$121,000 starting in Fiscal Year 2025-2026. The Finance Department determined there are sufficient ongoing revenues to support the staff's recommended action.

Background:

During the City Council study session of May 14, 2024, staff presented personnel changes that require a change in class specifications, including Code Enforcement Officer (part-time). As part of the budget process, staff initially proposed a part-time position to effectively create a cost-neutral change in the budget whereby the Community Development Department decreased contract planning services to accommodate expenditures for in-house staff which included a full-time Assistant Planner and a part-time Code Enforcement Officer. The City Council subsequently adopted the class specification for Code Enforcement Officer (Part-Time) at its June 11, 2024, meeting. The City opened the recruitment for part-time Code Enforcement Officer September 16, 2024. However, the recruitments have rendered very few qualified applicants.

Analysis:

As Signal Hill continues to grow and evolve, so have the demand for code enforcement services. The City is experiencing increased calls for service related to private property maintenance, zoning violations, and nuisance abatement. A full-time Code Enforcement Officer would help the City better address these needs in a timely and consistent manner. As code enforcement plays a crucial role in preserving community standards, improving neighborhoods, ensuring public safety, and maintaining high standards for the City's shopping centers, staff determined that this position would better serve the needs of the City as a full-time position.

While converting the position to full-time will incur additional costs, this investment will result in long-term savings by helping to reduce legal fees, mitigate major violations early, and improve compliance with local, state, and federal regulations. Additionally, given that sales tax is an important source for the City's local economy, the Neighborhood Enhancement Team is working closely shopping centers owners to address deferred maintenance and other issues with the goal of ensuring that commercial centers throughout the community reflect the City's desired standards.

Staff recommends the proposed conversion of the Code Enforcement Officer position part-time to full-time to better position the City to continue meeting its overarching strategic plan goals, continue to encourage development, enhance public safety, and attract talented candidates interested in long-term employment opportunities in Signal Hill. Staff prepared the attached Resolution, updating the City's Classification and Compensation Plan and updated the job specification for this position.

---

2/25/2025

---

Reviewed for Fiscal Impact:

---

Siamlu Cox

Attachments:

- A. Resolution
- B. Exhibit A - Code Enforcement Officer Class Specification