



CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-1346

DATE: August 6, 2024

TO: City Council

FROM: Steve Williams, Interim City Administrator

RE: APPROVING THE ESTABLISHMENT OF NEW JOB DESCRIPTION OF BUILDING AND FIRE CODE OFFICIAL/CODE ENFORCEMENT OFFICER AND ASSOCIATED COST-NEUTRAL BUDGET TRANSFER

RECOMMENDATION:

Resolution: Approving the establishment of a new job description of Building and Fire Code Official/Code Enforcement Officer.

Resolution: Approving a cost-neutral budget adjustment transferring \$170,000 from General Fund Building and Planning Consultant to General Fund Building and Planning Salaries & Benefits.

STRATEGIC PLAN ALIGNMENT:

Maintain and, where feasible, increase levels of city-provided water service, wastewater service, fire police, parks, parking, public works, administrative and other services and infrastructure.

BACKGROUND/DISCUSSION:

On June 6, 2022, The City of Angels entered into an agreement with CSG Consultants to serve as on-call, contract Building Official, Building Inspector, and Code Enforcement services on an “as-needed” basis.



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One CSG Building Official/Inspector and one CSG Code Enforcement Officer is typically assigned to the City of Angels one day per week for a period of 6-8 hours each.

In fiscal year 2023-2024, the City of Angels paid CSG Consultants \$152,864 for on-call, one day per week Building Official, Building Inspector, and Code Enforcement services without increasing costs.

The quality of services received from CSG Consultants has been satisfactory, however the City is in need of more frequent and consistent services.

The City of Angels strives to provide consistent and timely customer service. The current arrangement of having a building official and a code enforcement officer available only one, variable, day per week during limited hours is neither consistent nor timely service.

The individuals CSG Consultants assigned to Angeles Camp have been inconsistent. While CSG Consultants endeavors to assign a single person to serve Angeles Camp for each discipline, that person is not always available on the assigned day, and turnover in contracted professionals has been high.

The term of the existing agreement between the City of Angels and CSG Consultants concludes on June 6, 2025. Staff recommends maintaining this agreement with CSG Consultants through the established term of the agreement in the event the City has additional or excessive work which would benefit from supplemental staff from CSG Consultants.

In fiscal year 2024-2025, the City of Angels budgeted \$191,600 for CSG Consultant services. Staff recommends transferring \$170,000 of the \$191,600 budgeted to create a cost-neutral establishment of the recommended position. This would result in \$21,600 remaining in the CSG Consultant budget lines this fiscal year.

The essential functions of the proposed Building and Fire Code Official/Code Enforcement Officer include all the duties described in the current scope of services of the CSG Consultants agreement. Under the proposal contained herein, the City has the option to continue to use CSG Consultants on an as needed basis depending on workload and work demands of the individual selected to fill the Building and Fire Code Official/Code Enforcement Officer position.



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The City of Angles and the community will benefit from a full-time, permanent Building and Fire Code Official/Code Enforcement Officer. The employment of a single individual will provide for consistency in the application of Building, Fire, and Municipal Codes. The regular schedule of the Building and Fire Code Official/Code Enforcement Officer will be Monday through Friday during regular business hours.

The Building and Fire Code Official/Code Enforcement Officer will be a fulltime employee assigned to the Exempt labor group. This position is FLSA exempt under the “Learned Professional” exemption. The Exempt labor group agrees to the establishment of this position as well as the proposed salary range.

Salary Plan Range 48

Annually					Hourly					
Step 1	Step 2	Step 3	Step 4	Step 5		Step 1	Step 2	Step 3	Step 4	Step 5
\$89,885	\$94,379	\$99,098	\$104,053	\$109,256		\$43.21	\$45.37	\$47.64	\$50.03	\$52.53

FINANCIAL IMPACT:

Budget Transfer of \$170,000 from Outside Consultant and Code Enforcement to Salaries and Benefits under Building and Planning budget.

ATTACHMENT:

- 1) Building and Fire Code Official/Code Enforcement Officer Job Description
- 2) Department of Labor Fact Sheet #17A – FLSA Exemption
- 3) Revised Exempt Salary Schedule
- 4) 2020 Salary Plan
- 5) Budget Transfer Form



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