



STAFF REPORT	
SUBJECT: Approval of Code Enforcement Supervisor and Chief Building Inspector Positions and Update of the 23/24 FY Salary Schedule; Resolution No. 2024-02	MEETING DATE: January 18, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the job description for the Code Enforcement Supervisor position and the updated job description for Chief Building Inspector, set the salary ranges for both positions at Range 43, and authorize the positions for the 2023-24 Fiscal Year budget.

BACKGROUND/DISCUSSION:

CHIEF BUILDING INSPECTOR/PLANS EXAMINER

The City currently contracts with BRP Consulting for building inspections and plans examination. Recently, the inspector dedicated to the City gave notice that he accepted a new position elsewhere. This resulted in an evaluation of what would be the best solution for his replacement. In this assessment of organizational efficiencies and effectiveness, staff determined the need for the full-time position of Chief Building Inspector/Plan Examiner.

The increasing complexity of construction projects, a growing population, and the requirement for stringent adherence to building codes underscore the necessity for a dedicated professional in this role. The Chief Building Inspector/Plans Examiner would play a pivotal role in overseeing and coordinating the inspection process for new construction and renovations, not only ensuring compliance with building regulations but also streamlining the inspection and plan review workflow.

As the City experiences continued growth, the demand for building inspections has risen significantly. A dedicated Chief Building Inspector would enhance our ability to meet citizen and businessowner demand while maintaining the highest standards of safety and regulatory compliance.

The Chief Building Inspector position was adopted in 1998, and staff has updated the description to emphasize plans examination and to report to the City Manager. With the Council's approval, the position would be placed at Range 44, \$69,474.86 - \$84,447.12 annually. A copy of the redlined

description is attached. The positions will be included in the Clearlake Middle Management Association.

CODE ENFORCEMENT SUPERVISOR

The Code Enforcement Supervisor position has historically overseen building inspections prior to the City’s contract with BRP Consulting. With the proposed adoption of the Chief Building Inspector/Plans Examiner classification, the Code Enforcement Supervisor no longer be the lead on-staff inspector. However, there may be an extenuating circumstance when the Code Enforcement Supervisor may be called on to perform inspections, if qualified. To reflect this, the attached job description was drafted for Council’s consideration. This position would also be at salary Range 44 \$69,474.86 - \$84,447.12 annually.

There would be no change to the salary or the bargaining unit for the Code Enforcement Supervisor.

OPTIONS:

- 1. Move to adopt Resolution No. 2024-02.
- 2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt Resolution No. 2024-02.

- Attachments:**
 - 1) Redlined Chief Building Inspector/Plans Examiner Job Description
 - 2) Code Enforcement Supervisor Job Description
 - 3) Resolution No. 2024-02