



City of Colusa California

STAFF REPORT

DATE: July 18, 2023
TO: Mayor and Members of the City Council
FROM: Sadie Ash, via Jesse Cain, City Manager

AGENDA ITEM: Consideration and approval of Resolution for Code Enforcement Job Description, and opening of position for immediate fill.

Recommendation: The Council to approve the proposed Resolution 23-

BACKGROUND ANALYSIS:

In April 2023, the City of Colusa was awarded a \$1.6M Prop. 64 Grant by BSCC. This total funding opportunity is a five-year funding opportunity to increase awareness and efforts in Cannabis management and Youth Prevention.

In this grant, the City of Colusa has 100% reimbursement for a Code Enforcement Officer. While this position has been held by staff in the past, with the Prop 64 Grant, the emphasis and lens of Cannabis needed to be accounted for. Previously, this job description was Building Inspector/Code Enforcement. With the requirements and grant narrative, the role needs to be specific to Code Enforcement, however, support with building inspection will be an expected task of the candidate that eventually will fill the role. The five-year total for eligible reimbursement is \$636,900 for salary and benefits. This position will begin at the current STEP 1 of \$4,947.00 monthly salary.

The included job description for Code Enforcement captures what the City currently needs in day-to-day operations, including the local legal cannabis industry.

Staff recommends that council approve the Role/Job Description so City Staff may go live with open position and begin to accept applicants and fill as quickly as possible.

BUDGET IMPACT:

\$127,380.00 per year through 2028, 100% reimbursed through Prop 64 Cohort 3 Grant

STAFF RECOMMENDATION:

Approve Resolution 23-
Attachment: Code Enforcement Job Description