



## STAFF REPORT

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**MEETING DATE:** January 11, 2023

**PRESENTER:** John Jansons, City Manager

**SUBJECT:** Amendment of Authorized Position List to add Code Enforcement Staff Position and Amendment to FY 22-23 Budget to Fund said Position (JAJ)

**RECOMMENDATION:** Council by motion adopt resolution amending the Authorized Position List to add the position of Code Enforcement Official and amending the FY 22-23 Budget in the amount of \$40,000.00 to fund the position.

**EXECUTIVE SUMMARY:** The City currently deploys a code enforcement person under a contract with CSG Inc. Approval of this recommendation would return the code enforcement position to a City staff position performing similar duties as the contract arrangement.

Since 2020, the code enforcement personnel and program has been funded with Measure M revenues. The requested funding will cover the fully burdened personnel expense of the revived staff position in the amount of approximately \$40,000 from the Measure M program for the remainder of Fiscal Year 22-23.

The attached resolution will effectuate this change. Exhibit 'A' to the resolution is the Position Authorized List with the addition of the Code Enforcement Official position and Exhibit 'B' is the job description for the position. The proposed position would be compensated within the Fiscal Year 22-23 salary range of \$4,199 (Step A) to \$5,628 (Step G) per month, with placement depending on qualifications. Additional costs for the standard city employee benefits package will apply to this position as well. It is planned that the restored position will be recommended to be fully funded in the Fiscal Year 23-24 Budget going forward when presented later this year. It is anticipated that a recruitment and start-up of new employee can be completed in 60 to 90 days.

**FISCAL IMPACT:** The recommended action will result in FY 22-23 cost of approximately \$40,000 from Measure M. Transitioning to a City employee is estimated to result in future annual cost savings of approximately \$65,000 per year to Measure M funds for Code Enforcement services.

**ATTACHMENTS:**

A. Resolution w/Exhibit

Attachment 'A'

**RESOLUTION NO. 23-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN AMENDING THE AUTHORIZED POSITIONS LIST BY ADDING A CODE ENFORCEMENT STAFF POSITON AND APPROVING AMENDMENT TO FISCAL YEAR 2022-2023 BUDGET IN THE AMOUNT OF \$40,000 TO FUND CODE ENFORCEMENT POSITION**

WHEREAS, the City reestablished its Code Enforcement Program in 2020; and

WHEREAS, the City has used the services of CSG, Inc. to provide part-time Code Enforcement personnel under a contract; and

WHEREAS, the City had previously used a City Staff member to perform Code Enforcement activities; and

WHEREAS, the previous position also included building inspection duties which are no longer compatible with delivering a Code Enforcement program and are now provided through other means; and

WHEREAS, it is in the best interest of community health and safety and prudent operation of the City that a code enforcement position be reestablished and reauthorized.

NOW, THEREFORE the City Council of the City of Kerman resolves as follows:

Section 1. The recitals above are true and correct and incorporated herein.

Section 2. The City Council approves of the amendment of the Authorized Positions List with the restoration of one (1) code enforcement position as detailed in Exhibit 'A', which will replace the listed, but unfunded "Building Inspector/Code Enforcer" position, with "Code Enforcement Official." A copy of the job description is attached as Exhibit 'B'.

Section 3. The City Council approves the amendment of the FY '22-'23 Budget to fund the position for FY '22-'23 in an amount of approximately \$40,000.

Section 4. The Human Resources Officer is authorized to initiate a recruitment to fill the reauthorized position.

Section 5. This resolution is effective upon its adoption.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Kerman held on the 11th day of January 2023, and passed at said meeting by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

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Maria Pacheco  
Mayor

ATTEST:

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Marci Reyes  
City Clerk