



STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: AUGUST 3, 2026
FROM: TOM DUBOIS, CITY MANAGER
SUBJECT: CODE ENFORCEMENT STAFFING

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to enter into an agreement with CSG Consultants to provide code enforcement services.

BACKGROUND: The City of Sutter Creek is seeking professional code enforcement support to maintain community safety and well-being through the fair and efficient resolution of municipal code violations. This support may also include assistance with developing enforcement policies, procedures, and updates to the municipal code. This agreement will be similar to contracts we have for City Attorney and Planning services.

DISCUSSION:

CSG Consultants, Inc. (CSG) is an employee-owned California company founded in 1991 and headquartered in Foster City. For over 35 years, CSG has provided consulting services exclusively to public agencies, which eliminates potential conflicts of interest with private developers. CSG currently furnishes code enforcement, building and safety, and planning services to over 250 municipal clients throughout the western United States.

CSG Consultants submitted a formal proposal dated July 23, 2026, to provide comprehensive code enforcement services tailored to Sutter Creek's specific needs. The proposed team will be led by Lee Holt, Code Enforcement Manager, who brings over 20 years of public agency experience. All work under this contract will be executed solely by CSG staff without the use of subconsultants.

Priority Focus Areas

As noted during initial site visits, the consulting code enforcement officers will focus immediately on three specific problem areas in town[cite: 1, 2]:

- **500 State Highway 49, Sutter Creek - Gas Station and Businesses:** Some of these businesses currently have excessive materials stored on their premises that require enforcement attention.
- **76 Main Street:** The former site of the Palace / Sutter Creek restaurant is currently an eye-sore in the middle of the downtown tourist district with a large hole in the ground that accumulates water

- **300 Hanford, 290 Hanford, 13343 Amador Road, 110 Lincoln ave, 130 Lincoln Ave and surrounding areas:** Enforcement efforts will affect the properties located around 300 Hanover. All three of these properties have excessive stored materials and non-operating vehicles on site. These conditions are visible to the public and are currently generating community complaints.

TEAM:

Lee Holt, CCEO – Code Enforcement Manager Lee Holt will serve as the primary project manager and Code Enforcement Manager for the Sutter Creek engagement. She brings over 20 years of public agency and special district experience across diverse code enforcement, health and safety, fire, and building services roles. Widely credentialed with CACEO, POST, and State Fire Marshal certifications, her extensive background includes serving as a Fire Fighter for the Vacaville Fire Protection District and a Vector Control Technician for the City of Berkeley. Ms. Holt is recognized for her strategic problem-solving, comprehensive reporting, and ability to foster effective collaboration between city departments, partner agencies, and the public.

Diana Garcia, CCEO – Senior Code Enforcement Officer Diana Garcia is a CACEO-certified Senior Code Enforcement Officer with extensive experience in municipal code enforcement, case management, and legal process coordination. Prior to joining CSG Consultants, she served for 5 years as a Code Enforcement Officer with the Oakdale Police Department and spent 13 years as a Family Services Specialist with Stanislaus County. At CSG, she manages complex enforcement matters, including receiverships for the Town of Woodside and program assessments for the City of Benicia, while delivering collaborative and effective code compliance solutions for local communities.

Thomas Mlady – Code Enforcement Officer II Thomas Mlady is a CACEO-certified Code Enforcement Officer II and a military veteran who brings years of specialized expertise in investigations, surveillance, and security management. Prior to joining CSG, he served as the Safety and Security Manager for the San Joaquin Regional Transit District and managed large overseas operations for the Department of Defense and the Army and Air Force Exchange Services. Holding a Bachelor of Science in Geosciences, Mr. Mlady is adept at handling complex field investigations and is highly regarded by municipal clients for his professionalism, leadership, and the high quality of his work.

CSG's general approach emphasizes community education and interpersonal engagement to promote voluntary compliance among property owners. When necessary, their officers are fully equipped to conduct thorough site inspections, issue Notices of Violation and Administrative Citations, coordinate property clean-ups or demolitions, and prepare supportive documentation for legal counsel and court appearances.

Services will be billed on an hourly basis according to CSG's proposed fee schedule. The hourly rates are fully inclusive of overhead costs, including salaries, benefits, workers' compensation insurance, travel, mileage, and office expenses:

Personnel Classification	Hourly Rate

Code Enforcement Manager	\$200
Administrative Hearing Officer	\$180
Code Enforcement Supervisor	\$170
Senior Code Enforcement Officer	\$155
Code Enforcement Officer II	\$135
Code Enforcement Officer I	\$115

Overtime services (work performed in excess of 8 hours per day or outside normal business hours) will be billed at 1.5 times the regular hourly rate. Any "on-call" work performed outside of regular assignments carries a four-hour minimum billing requirement.

BUDGET IMPACT:

Contract not to exceed \$20,000. These funds are in the budget

ATTACHMENT:

- CSG Consultants Proposal for Code Enforcement Services, dated July 23, 2026.