



**NOTICE AND CALL OF A SPECIAL MEETING OF THE
SANGER CITY COUNCIL**

TO THE MEMBERS OF THE SANGER CITY COUNCIL AND TO THE CITY CLERK:

NOTICE IS HEREBY GIVEN that a special meeting of the City Council is hereby called for Thursday, April 3, 2014 commencing at 7:00 pm at the Sanger City Hall Council Chambers, 1700 7th Street, Sanger, California. Said special meeting shall be held for:

SUBJECT: Establish a Part-time Building Inspector Position

RECOMMENDATION: That the City Council approve Resolution No. 4474 establishing the employment position for a Part-time Building Inspector in the Community and Economic Development Department; authorize establishment of a wage range of \$24.62 through \$29.92 per hour; and, approve a budget amendment for the 2013-2014 fiscal year in the amount of \$7,500.

Handwritten signature of Joshua D. Mitchell in black ink.

Dated: April 2, 2014

Mayor Joshua D. Mitchell

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Handwritten signature of Rebeca Hernandez in blue ink.

Dated: April 2, 2014

Rebeca Hernandez, City Clerk



CITY OF SANGER

REPORT TO THE CITY COUNCIL

To: Mayor and Council Members
From: Dan Spears, Community & Economic Development
Subject: Establish a Part-time Building Inspector Position
Attachments: Resolution No. 4474
Job Description
Budget Amendment

CONFLICT OF INTEREST:

None

RECOMMENDATION:

That the Council approve Resolution No. 4474 establishing the employment position for a Part-time Building Inspector in the Community and Economic Development Department; authorize establishment of a wage range of \$24.62 through \$29.92 per hour, and approve a budget amendment for the 2013-2014 fiscal year in the amount of \$7,500.

EXECUTIVE SUMMARY:

Building permit activity have increased dramatically during the past 90 days and is expected to further increase by 100% or more within the remaining months of the current fiscal year. Processing building permits and plan checks, and performing building inspections on a timely basis is not achievable at the current Building Division staffing level. Additional assistance is required in order to maintain Sanger's level of service to the public.

BACKGROUND:

The increased level of Building Division activity is at least partially due to subdivision developers trying to take advantage of the Residential Development Impact Fee Waiver Program that is scheduled

Prepared by: Dan Spears Approved by: _____

REVIEW: City Manager: BA Finance: [Signature] City Attorney: JV

TYPE OF ITEM:		COUNCIL ACTION: APPROVED DENIED NO ACTION		
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Public Hearing	
<input type="checkbox"/>	Info Item	<input type="checkbox"/>	Matter Initiated by a Council Member	
<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Other	
<input checked="" type="checkbox"/>	Department Report	<input type="checkbox"/>	Continued to: _____	
<input type="checkbox"/>	Redevelopment Agency			

to expire on June 30, 2014. Normal spring and summer building activity increases are also contributing to the increased demand for Building Division services. Sanger has not experienced this level of development since before the multi-year economic recession.

Prior to the recession, Sanger employed a Chief Building Official plus 3 to 4 full-time building inspectors, depending on work load. Until now, increased efficiencies has allowed the Building Division to meet demands with only one employee. However, because of the increase in demand for services, the current workload is overwhelming the current staff and if left unchecked, will eventually lead to a failure in service. Therefore, additional assistance is needed.

REASON FOR RECOMMENDATION

Sanger is experiencing a boom in the housing market and an increase demand for Building Division services. Several new commercial projects, combined with 5 active subdivisions and numerous other individual projects by Sanger residents, have made it impossible for one person to stay current on the plan checks, building permits, and construction inspections required. Additional assistance is needed in the Building Division, at least on a temporary basis, in order to keep economic development progressing in a professional and orderly manner.

FISCAL IMPACT:

This position will be paid from the General Fund at an hourly wage rate. That rate range will be set at \$24.62 through \$29.92. The cumulative cost to the 2013/2014 fiscal year budget will be approximately \$7,500.

ALTERNATIVES:

None recommended.

ACTIONS FOLLOWING APPROVAL:

The part-time Building Inspector will be hired and will begin work immediately.

RESOLUTION NO. 4474

**A RESOLUTION OF THE CITY OF SANGER ESTABLISHING THE
EMPLOYMENT POSITION OF PART-TIME BUILDING INSPECTOR IN THE
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**

WHEREAS, Sanger wishes to provide building services to residents and developers in a professional and timely manner; and

WHEREAS, building permit activity have increased by more than 60% in the past 90 days and is expected to increase by another 100% during the remainder of the fiscal year; and

WHEREAS, in order to maintain the professional services previously provided and desired by the City the Sanger Building Official will need assistance in responding to the increased demand; and

WHEREAS, the addition of a Part-time Building Inspector will help prevent a delay in services and allow the Sanger economy to continuing improving; and

WHEREAS, the Part-time Building Inspector position will be limited to working less than 1000 hours per fiscal year and is therefore excluded from CalPERS membership in accordance with the Sanger CalPERS Contract, Item 10.0, Positions Excluded from CalPERS Membership; and

WHEREAS, the additional cost to the 2013/2014 fiscal year budget will be \$7,500 applicable to the general fund.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the City Council of the City of Sanger, State of California does establish the position of Part-Time Building Inspector in the Community & Economic Development Department, with a wage range of \$24.62 through \$29.92 per hour.

BE IT FURTHER RESOLVED, that the part-time Building Inspector position will be limited to less than 1000 hours per fiscal year.

BE IT FURTHER RESOLVED, that the attached budget amendment for the 2013-2014 fiscal year in the amount of \$7,500 is approved.

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed by the City Council for the City of Sanger, at a Special Meeting held on the 3rd day of April 2014 by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Rebeca Hernandez
City Clerk

APPROVED AS TO LEGAL FORM:

Jenell Van Bindsbergen, City Attorney

DEFINITION

Under general direction of the Building Official, performs field inspections of new and existing structures and work involving major construction and improvement projects for compliance with applicable code; performs plan reviews, issues building permits, and enforces compliance with applicable codes, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This part-time position receives occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating procedures and policies of the work unit. The position works independently and exercises judgment and initiative as directed by the Building Official.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Assist in the organization and performance of building inspection services.
- Perform on-site inspections of new construction, room additions, alterations, rehabilitation projects, or change-of-use permits to determine compliance with uniform and national codes, City ordinances, and zoning regulations.
- Read and review building plans, blueprints, and specifications to ensure project conformity and determine compliance with codes, regulations and ordinances.
- Investigate, correspond, and follow-up on health and safety requirements on substandard housing.
- Perform progressive inspections from ground breaking to the release of occupancy; inspect and approve water, gas, electrical, and sewer connections; ensure the integrity and compliance of the structure from soil testing, foundation laying, framing, rough and final plumbing, wiring, heating, roofing, lathing and siding to the finish product.
- Calculate fees and issue building permits.
- Contact owners, architects, engineers, developers, contractors, and other public officials to explain and interpret requirements and restrictions.
- Maintain inspection logs; prepare reports and maintain various activity records.
- Issue notices for corrections, stop work orders, and citations; prepare notices and order for substandard housing.
- Conduct field inspections of buildings and structures for code and plan compliance; ensure proper construction materials and methods are utilized.
- Enter information into databases related to permitting activities.
- Perform related duties and responsibilities as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal, State and local building codes, ordinances, and regulations relating to zoning, building construction, electrical work, plumbing and gas installations.
- Accepted safety standards and methods used in building construction for commercial, industrial, and residential buildings.
- Major types of building constructions materials and methods.
- Occupational hazards and standard safety practices necessary in the area of building and facility inspection and construction.
- Modern office practices, methods, and computer equipment.
- Principles and practices of record keeping.
- Basic mathematical principals.
- Safe driving principals and practices.

Ability to:

- Analyze, interpret and check building plans and specifications;
- Interpret and enforce provisions of the applicable codes, ordinances, and regulations;
- Perform field inspections using sound inspection methods to examine workmanship and materials, and to detect deviations from plans, specifications, and standard installation practices;
- Work with considerable independence;
- Understand and carry out oral and written instructions;
- Enforce regulations, examine workmanship and materials and detect deviations from plans, regulations and standard construction practices;
- Promote and enforce safe work practices;
- Prepare reports and maintain records;
- Establish and maintain cooperative work relationships with builders, contractors, and the general public;
- Communicate effectively in oral and written form.

MINIMUM QUALIFICATIONS

Training and Experience:

Three years experience as a contractor or a journeyman in one or more of the building construction trades; including at least one year of experience as a building inspector or possession of valid International Conference of Building officials certificate as a combination inspector.

Education:

High School Diploma or G.E.D.

License:

Possession of a valid Class C driver's license issued by the California Department of Motor Vehicles and a responsible driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Position regularly requires: sitting, standing, climbing, balancing, stooping, kneeling, twisting, reaching, crouching, lifting, walking, fingering, talking, hearing, seeing and repetitive motions.

Position is subject to working outdoors and in confined workspaces and around mechanical and electrical hazards and dust. Position requires travel to worksites.

Medium Work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

City of Sanger

Fiscal Impact of Proposed Resolution and
Budget Adjustment approved by Council

Accounting Use Only
Budget Adjustment Number:

Resolution Number: 4474

Date: 4/3/2014

Reason for change in appropriation: To increase appropriations for part time building inspector

Estimated Additional Appropriations:

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
General Fund	101	060	201	5120	\$ 7,500.00
Total Requested Appropriation:					\$ 7,500.00
Current 2013-2014 Appropriation:					
Adjusted Total Appropriation:					\$ 7,500.00

Estimated Revenues Available:

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Total Estimated Additional Revenue:					\$ -
Current 2013-2014 Estimated Revenue:					
Adjusted Total Estimated Revenue:					\$ -

Signature _____ Date: _____

Finance Director's Signature _____ Date: _____