



City of Rialto

Legislation Text

File #: CC-19-051, **Version:** 1

For City Council Meeting [January 8, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Ahmad Ansari, Interim City Administrator

Sean Grayson, Interim City Administrator

FROM: Lucy M. Garcia, Director of Human Resources & Risk Management

Request City Council to Approve an Increase to Purchase Order 2019-1189 with Richard Freiholtz in the amount of \$35,000 for a total of \$50,000 in the current fiscal year for Code Enforcement Management Services.

BACKGROUND:

In November 2018 an independent contractor agreement was entered into and signed between the City of Rialto and Richard Freiholtz to provide temporary Code Enforcement Management support services to the City. The purchase order (PO No. 2019-1189) to initiate this arrangement was approved by the Interim City Administrator for an amount not to exceed \$15,000, which is within the City Administrator's authority.

ANALYSIS/DISCUSSION:

The City has launched the recruitment of the Community Compliance Manager (Code Enforcement) position. In doing so, it will take approximately three months to recruit, select, and hire the appropriate candidate. The Interim City Administrator has requested Mr. Freiholtz continue in the temporary code enforcement manager role until such time a new code enforcement manager commences. In order to accommodate an ongoing arrangement with Mr. Freiholtz, an amendment to the purchase order is required to enable his estimated pay over the next three months.

Mr. Freiholtz is currently overseeing five members of the Code Enforcement unit and is providing support to the City Administrator's Office, where Code Enforcement is designated. Under his leadership and through the direction of the City Administrator, Mr. Freiholtz coordinates and supervises work relating to ensuring compliance with applicable ordinances, codes, and regulations subject to zoning, land use, nuisance housing, building codes, health and safety, business licensing, blight, graffiti, and other matters of public concerns. In addition, he ensures quality work and responsiveness internally and to the community.

ENVIRONMENTAL IMPACT:

Not a "Project" as defined in the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a "Project" does not include: (5) Organizational or

administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney has reviewed and approved this staff report.

FINANCIAL IMPACT:

Operating Budget Impact

Funding from position vacancy savings in the amount of \$35,000 is available to accommodate this recommendation.

Capital Improvement Budget Impact

There is no capital improvement budget impact.

Licensing

The Business License fees have been paid.

RECOMMENDATION:

Staff recommends that the City Council approve an increase to Purchase Order No 2019-1189 with Richard Freiholtz in the amount of \$35,000 for a total of \$50,000 in the current fiscal year for Code Enforcement Management Services.