



**MAYOR AND COUNCIL COMMUNICATION**

DATE: 2/16/16  
**REGULAR**  
ITEM #: 17  
**MOTION**

**AGENDA ITEM:** Building Official reporting supervisor  
**SUBMITTED BY:** Clark Schroeder  
**THROUGH:** Clark Schroeder  
**REVIEWED BY:** Clark Schroeder

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**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item.....Staff
- Report/Presentation .....Staff
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion ..... Mayor Facilitates

**PUBLIC POLICY STATEMENT:** Council will set policy of who the building official reports to.

**SUMMARY AND ACTION REQUESTED:**

The Administrator is requesting direction as to organizational structure and chain of command for the building official.

**BACKGROUND AND STAFF REPORT:**

During the development of the 2016 budget book a discrepancy was noticed in reporting structure. Past Organizational Charts, have had the Building Official report to the Community Development Director. Our city ordinance clearly states that the Building Official reports to the City Administrator. There can be arguments made for both reporting structures. The Administrator is looking for council direction regarding this matter.

**RECOMMENDATION:**

Two motions are set before the Council.

Motion one:

*“Move to change the Organizational Chart to align with the city code and have the building official report to the City Administrator.”*

Motion Two:

***“Move to change the ordinance to have the Building Official report to the Planning Director.”***