



MAYOR & COUNCIL COMMUNICATION

DATE: March 2, 2016
REGULAR
ITEM #9

AGENDA ITEM: Authorize Posting Building Official Position

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Cathy Bendel, Finance Director

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Interim Administrator
- Report/Presentation.....Interim Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: City Clerk

FISCAL IMPACT: \$56,028 - \$77,251 salary per year, plus benefits

SUMMARY AND ACTION REQUESTED: City Building Official Rick Chase submitted his resignation and 30 day notice on February 24th; his last day of work with the City will be Friday, March 25th. Staff is requesting Council approval to advertise the position vacancy and solicit applications per the attached posting.

The proposed advertised salary range was obtained through a salary survey from the League of Minnesota Cities website for Minnesota cities with a population size similar to Lake Elmo, ranging from 6,139 to 13,156. The current Building Official's salary falls well within the proposed range. A closing date of Friday, March 18th is proposed to allow enough time for a quality pool of candidates to apply. We would hope to interview candidates, negotiate an offer and have a candidate for Council approval at the April 5, 2016 Council Meeting.

Staff is currently investigating options for an interim Building Official and will have a recommendation for covering the statutory requirement for a Building Official on a temporary basis if there is a gap. Staff is also preparing to utilize the contract with the City of Hugo for building inspection services to avoid any lapse in service in our building department.

RECOMMENDATION: If removed from the Consent Agenda, staff recommends the following motion:

“Motion to authorize staff to advertise the Building Official position opening.”