



## MAYOR AND COUNCIL COMMUNICATION

DATE: 3/2/16

**REGULAR**

ITEM #: 19

**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.”***

**CITY OF LAKE ELMO  
COUNTY OF WASHINGTON  
STATE OF MINNESOTA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES BY  
AMENDING THE CITY'S PROVISIONS RELATED TO THE BUILDING  
DEPARTMENT**

**SECTION 1.** The City Council of the City of Lake Elmo hereby amends Title III: Administration; Chapter 32: City Organizations; Section 32.001 by adding the double-underlined material and deleting the ~~stricken~~ material as follows:

**§ 32.001 BUILDING DEPARTMENT**

There is continued in the city a Building Department which shall be under the jurisdiction of the Building Official designated by the Council; the Building Official shall report to the ~~City Administrator~~ Planning Director.

**SECTION 2. Effective Date.** This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

**SECTION 3. Adoption Date.** This Ordinance No. \_\_\_\_ was adopted on this 16th day of February, 2016, by a vote of \_\_ Ayes and \_\_ Nays.

**LAKE ELMO CITY COUNCIL**

\_\_\_\_\_  
Mike Pearson, Mayor

ATTEST:

\_\_\_\_\_  
Julie Johnson, City Clerk

This Ordinance \_\_\_\_\_ was published on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.