



MAYOR AND COUNCIL COMMUNICATION

DATE: 4/5/16

REGULAR

ITEM #: 6

AGENDA ITEM: Hiring Building Official

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

The City advertised for applications for the Building Official position from March 3-18, 2016. On March 20, 2016 staff interviewed four applicants.

ISSUE BEFORE COUNCIL: Should Michael Bent be hired as the Building Official at the terms described below?

PROPOSAL DETAILS/ANALYSIS:

Staff is recommending the Council hire Michael Bent as the Building Official contingent upon passing a background and driving record check. Staff is further recommending a starting salary of \$85,000 and an increase to \$87,000 after successful completion of the probationary period. Lastly, Mr. Bent would begin accruing PTO at the 10 year service level (8 hours bi-weekly) on his start date.

Mr. Bent has state inspection certifications which would allow the City to retain revenues previously not able to do in house. Although there may not be capacity with current staff to always retain the work, the City now would have the option to do so.

FISCAL IMPACT:

The 2016 budget for position was \$64.8k base; \$88.7k fully loaded. Proposed offer is \$23.3k higher than budget however additional anticipated revenue from a state delegation will offset the increased expense.

OPTIONS:

- 1) Hire Michael Bent as the Building Official at the terms described above.
- 2) Offer the job to Mr. Bent under different terms
- 3) Offer position to another candidate
- 4) Re-advertise the position

RECOMMENDATION:

Motion to hire Michael Bent as the Building Official with a starting annual salary of \$85,000, an increase to \$87,000 after successful completion of the orientation period, and PTO accrual at the 10 year service rate.