



Legislation Details (With Text)

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**File created:** 12/28/2017    **In control:** Regular City Commission Meeting  
**On agenda:** 1/24/2018    **Final action:** 1/24/2018  
**Title:** RESOLUTION - AUTHORIZING THE ADDITION OF THE POSITION OF LEAD PERMIT SPECIALIST AND AN ADDITIONAL OFFICE SPECIALIST I POSITION IN THE BUILDING DEPARTMENT.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. RESOLUTION, 2. BACKGROUND

| Date      | Ver. | Action By                       | Action | Result |
|-----------|------|---------------------------------|--------|--------|
| 1/24/2018 | 1    | Regular City Commission Meeting |        |        |

**TO:** Mayor and City Commission

**FROM:** Samuel A. May, City Manager

**DATE:** January 24, 2018

RESOLUTION - AUTHORIZING THE ADDITION OF THE POSITION OF LEAD PERMIT SPECIALIST AND AN ADDITIONAL OFFICE SPECIALIST I POSITION IN THE BUILDING DEPARTMENT.

**BACKGROUND:** Effective January 8, 2018, the Building Department permit window is now open Monday through Friday from 7:30 a.m. to 5:30 p.m. In an effort to ensure adequate staffing and supervision throughout the 50 hours/week, the addition of two positions is requested. The Lead Permit Specialist position is requested as a new position and will provide for a backup to the Office Manager.

**RECOMMENDATION:** For approval.

**FISCAL IMPACT:** The positions will be funded through the General Fund Building Department revenue and any fund balance restricted for the Building Department. The addition of the positions and funding will be approved with the FY 2018 budget amendment that will occur in November.

Estimated annual costs including all benefits:

Lead Permit Specialist - \$75,100

Office Specialist I - \$59,500

**CONTACT PERSON:** Richard Nixon, Building Official

