

CONSENT ITEM – 8H



MEMORANDUM

DATE: March 9, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Jessica Jagoe, City Administrator

SUBJECT: Authorization to Recruit for a Building & Code Enforcement Inspector

Budgeted Amount: \$104,587 (Salary & Benefits)	Actual Amount: TBD	Funding Source: General Fund-Building Inspections
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Council Should Consider

Motions to approve, table, or deny the following:

- Authorization to Recruit for a Building & Code Enforcement Inspector position.

Background

The City will have a vacancy for a Building & Code Enforcement Inspector position following the termination of the current Building Official and subsequent appointment of the City's current Building & Code Enforcement Inspector to the Building Official position. Below is an example of a typical recruitment process:

- Council approves authorization to begin the recruitment process
- Staff posts for the position
- Staff reviews applications and selects interview candidates and selects a finalist
- Staff will bring forward a finalist for official Council approval

Councilmembers have previously expressed an interest in being part of the interview panel for certain positions at City Hall; currently no Councilmembers are slated to be on the interview panel for this position. Should Council want to discuss if any Councilmembers would want to be designated to participate that should occur with this authorization (it would need to be pulled from Consent and approved).

Budget Impact

This position is filling an existing budgeted position and should not adversely affect the budget.

Attachments

Attachment A: Job Description