



MEMORANDUM

DATE: April 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Authorization to Recruit for a Building Inspector/Code Enforcement Officer

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

Motions to approve, table, or deny the following:

- Recruit for a Building Inspector/Code Enforcement Officer

Background

Following the resignation of the current Building Inspector/Code Enforcement Officer, the City will have vacancy for this position. The anticipated process is below:

- Anticipated process:
- Council approves authorization to begin the recruitment process
 - Staff posts for the position
 - Staff reviews applications and selects interview candidates
 - Staff will conduct necessary interviews of selected candidates and select 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 designate Councilmembers to attend they should do so with this authorization (it would need to be pulled from consent and approved).

Budget Impact

This is replacing a previously budgeted position; no impacts are foreseen at this point.

Attachments

N/A