



January 27, 2025

---

## MEMO

TO: Mayor & City Council Members

FROM: Don Seeman, Building Commissioner

SUBJECT: Discussion regarding hiring 2 Part Time Building Inspector Positions  
(For Information Only)

**Background:**

The Building Department requested for Human Resource Department to advertised for a full-time building inspector position and a part time building inspector position.

The applications were reviewed, and one qualified candidate was interviewed for the full-time position and one part-time candidate was interviewed.

After reviewing the results of the interviews, a Conditional Offer for Employment was prepared by Interim HR Manager Dave Strahl for each candidate.

The Full-time candidate did response to the offer and requested to be considered for a part time position. The Building Department Commission Don Seeman and the Community Development Director Patrick Ainsworth agree to hire the candidate. The pay rate is \$34.70 per hour, 1000 hours per year and 24 hours personal time.

The Part-Time candidate did response to the offer. The Building Commissioner Don Seeman and the Community Development Director Patrick Ainsworth agree to hire the candidate at the pay rate is \$32.50 per hour, 1000 hours per year and 24 hours personal time.

The Staff feels each of the current candidates are well qualified for the position and would add positively to the culture of the department/organization.

The Staff will continue to evaluate staffing needs, including the future of the full-time building inspector positions, within the department as part of the ongoing FY 26 budget process. As part of that process, Community Development Department staff will be presenting its FY 26 staffing and department organization adjustment recommendations to the City Council at an upcoming Work Session Meeting.