



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 3, 2026

Originating Department: Human Resources

Agenda Title: Amendment - FY 2027 Town of Lake Park Pay Grade Chart - Building Official

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: 001-408-597 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Proposed Job Description for Building Official

Cooperative Purchase Sample Agreement (with SAFEbuilt, LLC)

Please initial one:

_____ Yes, I have notified everyone.

DMP Not applicable in this case

Summary Explanation/Background:

The Human Resources Department, in coordination with the Community Development Department, has identified a need to propose a new in-house Building Official position in an attempt to reduce costs and reduce/stop the need to contract Building Official services. The proposed in-house Building Official position would be included to begin during the upcoming FY 2027 Budget (state law provides that this type of position may be supported by permit revenues).

Note: The intent for this request is to provide that an in-house Building Official would complete all necessary plan reviews and inspections. However, the Town may continue to have a need to utilize a private/contracted company to provide additional (as-needed) plan review and/or inspection services due to increasing permit requests that may be experienced in the future.

- **Building Official** (Full Time) – create a new, in-house, position within the Permitting Division - Community Development Department to provide the needed support, compliance and oversight of the Florida Building Code. The annual salary range (or pay grade) for this new, in-house position will be Pay Grade 170 (\$118,452.72 to \$189,524.36) with an estimated salary of \$140,000 plus employee benefits and operational costs (Total estimated cost - \$211,700).

This position will be responsible for technical work reviewing plans and inspecting building, electrical, mechanical, plumbing, and gas construction, alterations or repairs for compliance with codes, laws and regulations. Duties require sound technical judgment in multiple disciplines and discretions in applying standard trade practices. The Building Official must be able to perform responsible, independent and skilled work in plan review and the inspection of the following disciplines: building, electrical, mechanical, plumbing, and gas and would assume a supervisory role within the Permitting Division.

This agenda item was prepared by the Human Resources Department in coordination with the Community Development Department and reviewed by the Finance Director and the Town Manager.

Recommendation:

I move to approve an amendment to the FY 2027 Town of Lake Park Pay Grade Chart to include a new in-house Building Official position.