



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: May 11, 2021

Subject: Building Official Salary Adjustment

Building Official Baker has informed me that an offer is imminent for a Building Official job in another community that is offering a higher salary.

Mr. Baker, over the past two years, has proven to me that he is an asset to the City of Spring Lake Park that we would like to retain. His loss would be a tremendous blow to the City. It is difficult to find qualified building officials. On the LMC website, there are currently 10 entities looking for building officials or building inspectors right now. Therefore, staff is recommending advancing Mr. Baker from Step 2 of the City's salary schedule to Step 6.

Currently, the Building Official salary range is \$33.87 - \$43.42/hour (\$70,443 - \$90,311/year). Mr. Baker is currently at Step 2 of the salary schedule (\$36.57/hour) with eligibility to move to Step 3 of the salary schedule (\$38.21/hour) on August 5. Staff is proposing to move him up to Step 6 (\$43.42/hour) of the salary schedule. Staff is also requesting to give Mr. Baker an extra week of vacation as well, from 2 weeks to 3 weeks.

Staff recommends approval of the proposed salary and vacation adjustment and authorizes staff to take actions commensurate with implementing the proposed salary adjustment.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

