

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take action to Revise the Job Description of Code Administrator to Add Duties of Planner 1 and Increase Hours Wages According.

AGENDA ITEM SUMMARY:

Mr. Jim Burton has done an outstanding job as Code Administrator and has also taken the lead in all City permits, inspections and development. Mr. Burton was originally hired with the intent to only be responsible for Code Administration but since has taken on additional duties. The job description presented includes job duties for a Planner 1 position. In addition, to the Planner 1 duties it is also recommended that pay be increased from \$20 per hour to \$25 per hour with a beginning date of January 1, 2024.

RECOMMENDATION:

Approve the amended job description for the Code Administrator/Planner 1 and increase the hourly wage to \$25 starting January 1, 2024.

FINANCIAL IMPACT:

An additional \$7,800 annual expense for the position based on 30 hours per week for the part time contract position.

SUBMITTED BY:

Kevin Rule

AGENDA TYPE:

New Business

COMPLETION DATE:

1/16/2024 2:30:28 PM

MS FORM ID:

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