



COMMUNITY DEVELOPMENT

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MEMO

To: Common Council

From: Jennifer Andrews, Acting Community Development Director

Date: August 12, 2014

Re: Temporary employment contract

At the August 19th Common Council meeting the City administrator and I are asking that a contract with Independent Inspections be approved. The contract allows the department to use inspectors from the agency for inspection duties and plan review. The City Administrator approved the temporary employment and we felt it would be most efficient to contract with an agency for this short term employment. In the past the department has used individuals to fill in on a period not exceeding 1 week but at this time we feel that we need 2 inspectors full time for the next three months. The department has posted the open positions several times and has not received qualified applicants in the past. The most recent postings closed earlier this month and we will be interviewing applicants later in August.

The contract presented would allow the department to catch up on back logged workload and operate more efficiently while we continue to search for qualified candidates to fill the 2.5 open positions. The department has had these openings since the end of 2013 and beginning of 2014. As a result of these vacancies, there is unused salary money in the department budget which would cover the cost of the contract.

Please contact me with any questions. Thank you for your consideration.

