



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0773      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 2/11/2020      **In control:** Baldwin County Commission Regular

**On agenda:** 2/18/2020      **Final action:** 2/18/2020

**Title:** Resolution #2020-062 - Fiscal Year 2020 Budget Amendment for the Building Inspection Department - Creation of Positions

**Indexes:**

**Attachments:** 1. Chief Building Inspector and Permit Administrator Position Descriptions, 2. Updated Organizational Chart for Building Inspections, 3. Resolution 2020-062 Budget Amendment 6, 4. \*BQ11 - Resolution 2020-026 - SIGNED

Date	Ver.	Action By	Action	Result
2/18/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 2/18/2020

**Item Status:** New

**From:** Eddie Harper, Building Official

Deidra Hanak, Personnel Director

**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Resolution #2020-062 - Fiscal Year 2020 Budget Amendment for the Building Inspection Department - Creation of Positions

### STAFF RECOMMENDATION

Take the following actions :

1) Create a Chief Building Inspector (PID #TBD) grade EC-07 (EC-07 range: \$44,476 - \$70,450 annually); and

2) Create a Permit Administrator (PID #TBD) grade EC-06 (EC-06 range: \$37,063 - \$58,709 annually); and

3) Approve the updated organizational chart for the Building Inspections Department; and

4) Approve the position descriptions for the Chief Building Inspector and Permit Administrator.

5) Adopt Resolution #2020-062 amending the Fiscal Year 2020 Budget (Resolution #2019-143 and Resolution #2019-144, adopted September 20, 2019) to authorize the funding of two (2) new positions in the Building Inspection Department by General Fund - Fund Balance.

## **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** In an effort to reorganize and build the Building Inspections Department, the Building Official respectfully requests that the above recommendations are approved.

General Fund - Fund Balance will be used to fund these new positions; however, the Building Inspection Department is currently working on a new fee structure for their permits that will increase revenues and essentially fund the new positions being requested going forward.

## **FINANCIAL IMPACT**

**Total cost of recommendation:** estimates for salary and fringe are \$82,694.00.

**Budget line item(s) to be used:** 52710 - various salaries/fringe line items

**If this is not a budgeted expenditure, does the recommendation create a need for funding?** Yes - see Resolution #2020-062

## **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

## **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

## **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Personnel - Implement Changes; Budget - enter Resolution

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
Christie Davis will enter the Budget Resolution upon Commission approval.

**Additional instructions/notes:** N/A