



**Watertown City Council**  
**Work Session**  
**September 28, 2021**  
**5:30 p.m.**

Mayor Steve Washburn  
Lindsay Guetzkow  
Adam Pawelk  
Michael Walters  
Dan Schuette

1. Call To Order And Roll Call
2. New Business
  - 2.I. Building Services Request For Proposal

Documents:

[9-28-2021 WORK SESSION - BUILDING SERVICES RFP.PDF](#)

3. Adjournment

**309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388**

**Watertown City Council**

September 28 2021

**Agenda Item: Consideration of approving and authorizing Distribution of Building Inspection Services RFA****Request for Action: Same as above****Department: Jeff O'Neill, Interim City Administrator****Background:**

**At the previous meeting of City Council a motion was made and approved** *instruct staff to start to draft an RFP and RFA for the September 28, 2021 meeting that will help council understand the service workflow, identify software and services required, identify software needs, identify roles and responsibilities from an internal or subcontracted service, and identify who owns the process and how the transition from the interim to our full-time City Administrator is handled for building services moving forward.*

Here is staff response to the motion.

- **Identification of workflow (responsibilities) currently in place relating to Building Inspection Service delivery** . This information is provided via the attached Xcel spread sheet. This information was collected jointly by staff at a meeting on Wednesday, Sept 22. As a result of the discussion, it was estimated that .75 staff person effort was needed between Nancy, Christine and Lynn to provide office support to the Building Inspection process via Delano model. In the event vendor service is selected, some customer support responsibilities will remain but will be reduced to about .30 of one staff person. Conversely, if the City Hires a Building Official, the .75 office staff person responsibility will remain or increase. In sum, it looks like demands on office staff will drop by .45 of a staff person if vendor service is selected.
- **Identify software needs, identify roles and responsibilities from an internal or subcontracted service and identify who owns the process.** These topics are identified in the RFP to be addressed with the vendor response.
- **Identify how the transition from the interim to our full-time City Administrator is handled for building services moving forward.** Following are factors that help to assure timely shift to a vendor or in house system while the transition to a new City Administrator is occurring.
  - Staff and Interim Administrator have completed the draft RFA, presented a timeline and provided draft interview questions, which will culminate in interviews week of October 25. This schedule provides time for reference checking and site visits. It is hoped that Jake is able to participate in the reference checking process and will be able to attend the interviews.
  - If City Council wishes to pursue examining in house option, during the days preceding vendor interviews, staff will need to work on identifying composition and cost of a building department. It is hoped that Jake will be able to participate in this effort.

City Council is asked to review the attached timeline, review, and discuss RFA, make changes as desired and approve it for distribution accordingly. Please note that Phil Kern prefers an aggressive schedule but mentioned that he was OK with taking as long as January 2022 in the event the City pursues hiring a building official.

The RFA itself was formulated utilizing a City of Orono template. The template was useful for organizing the document with Watertown staff making significant contributions and adjustments to reflect the Watertown

setting. It is hoped that City Council goals and standards are embodied in the RFP as well. Council is asked to evaluate the RFP and determine if anything should be added or modified.

Thank you to everyone that helped put this together!

**Attached :**

**Draft Building Inspection Services Request for Proposal for review and modification as desired.**

**Current work responsibilities supporting building inspection services work flow. Identifying duties that will be reduced with the hiring of vender services.**

**Possible Time Line for selecting and implementing Building Inspection Service Model and or Vendor.**



**CITY OF WATERTOWN, MINNESOTA**

**REQUEST FOR PROPOSALS  
FOR  
BUILDING OFFICIAL, BUILDING INSPECTION, CODE  
REVIEW, AND CODE ENFORCEMENT SERVICES**

**SECTION 1. REQUEST FOR PROPOSALS FOR BUILDING INSPECTION,  
CODE REVIEW, AND CODE ENFORCEMENT SERVICES**

The City of Watertown is requesting proposals from firms for Building Official, Building Inspection, Code Review, and Code Enforcement Services (Inspection Services).

**SECTION 2. GENERAL INFORMATION**

A. The City of Watertown is a managed growth community of 4,629 people located 35 minutes west of Minneapolis in Carver County. Watertown encompasses an area of 3 square miles. Commercial and residential housing stock is a mixture of old and new.

Watertown operates as a Statutory Plan A City. The City is governed by a five member City Council which includes four members elected at large, and a Mayor elected at large. The City Council meets the second and fourth Tuesday of each month. The Planning Commission meets on the third Thursday of each month. The City has a City Administrator and a private vendor providing, planning and zoning service to the City of Watertown.

B. In 2020, the City issued 1,059 permits, including 58 new homes. Total valuation added was 13 million. Almost all homes are on public water and sewer system. Given west metro location, availability of undeveloped land, an annexation agreement and wherewithal to fund infrastructure the City of Watertown is poised for continued growth.

C. Watertown features a historic “downtown” commercial district that is both a place for local commerce and a tourist attraction for those that enjoy great restaurants and small-town charm.

D. For the past number of years, Inspection Services have been provided to the City of Watertown by the City of Delano via a joint powers agreement. Combining service demand from two cities into one worked well as a cost saving arrangement for both when building activity was slow. With the increase in building activity and concurrent need for added Inspection Services capacity, both cities have agreed to pursue a new direction. The separation will allow Delano to focus its resources locally and Watertown will be free to establish a service level that meets its growing demand.

C. The City places a high value on Customer service and strives to:

1. Be a leader in customer service in the public sector by displaying professionalism and being responsive to community needs;
2. For building permit applications that are complete, provide consistent plan review turn around time of 10 working days or less. Offer a minimum lead time for scheduling inspections at 48 hours or less.

3. Provide efficient and effective support to all departments;
4. Work as a department to review, develop, revise, implement, and integrate processes and strategic goals to best serve the residents and customers of Watertown;
5. Realize the goals of the City through the consistent and accurate application of rules, policies, and plans developed and enacted by the City Council.
6. Available for service and trusted to follow up promptly on requests from staff and the public.

### **SECTION 3. GENERAL INSTRUCTIONS AND TIMETABLE**

- A. All proposals should be sent and all questions and correspondence should be directed to the City of Watertown, Lynn Tschudi, Administrative Services Director (952-955-2681) at 309 Lewis Avenue South PO Box 279, Watertown, MN 55388.
- B. All proposals must be received at the City offices no later than 4:00 p.m., Wednesday, October 13, 2021. The copies shall be sealed and clearly identified with "Building Services RFP" by the submittal deadline.
- C. Proposals must be signed by an authorized representative of the company.
- D. Proposals should be limited to a maximum of 30 pages, including all supporting documentation.
- E. In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with the City staff or Councilmembers regarding their proposals.
- F. The City staff plan to review and analyze all proposals immediately, contact references and schedule interviews with one or more firms during the week of October 25<sup>th</sup> 2021.
- G. Simultaneous to the process of identifying a preferred vendor, the City could be examining the possibility of hiring in-house staff for fulfilling the Building Inspection Services function. The City plans to choose a service model direction make a final selection no later than December 11, 2021. This date for selecting a vendor could move up if during the process the option of hiring in-house staff is dropped from consideration.
- H. The effective date of Inspection Services commencement will be negotiated to assure a smooth transition in services, but the transition is expected to occur expeditiously.
- I. The term of the contract shall be indefinite, subject to ongoing review and evaluation by the City.

**SECTION 4. REQUIRED CONTENTS FOR PROPOSALS:**

- A. Title Page. Show the proposal subject, the name of the proposer’s firm, address, telephone number, e-mail address, name of the contact person, and the date.
- B. Table of Contents. Include a clear identification of the material by section and page number.
- C. Proposing Firm Overview
- D. Describe your firm’s background and history, including the number of years in business and the number and breakdown of personnel that will serve the city. Include information about the firm’s experience performing similar work.
- E. Provide a list of other services offered by your firm that may benefit the City.
- F. Identification and Qualification of Assigned Personnel.
- a. Describe your firm’s capacity for providing Inspection services as indicated in this RFP. The ideal firm should have extensive experience in Building Inspection including, but not limited to, the following areas:
- State of Minnesota Building Official Certification
  - Multiple State of Minnesota Inspector Certification
  - Experience in City zoning code enforcement (if applicable)
2. Describe the training and experience (including years) of the persons who will be providing Inspection services.
3. The City of Watertown prefers the assignment of one or two individuals to Watertown to help establish familiarity and trust between the building inspector, city residents and the community. In your proposal, please respond as to the feasibility of this preference.
4. Describe your firm’s staff and resource capacity to respond to time-sensitive or short notice requests and complicated issues. Include the proposed hours of availability of Building Official and additional support staff from your firm.
5. Describe your firm’s commitment, and the commitment of the key individuals in this proposal, to personal and professional development, and the benefit of that commitment to the City.
6. Describe the approach you would use to communicate with the city council, city clerk, city employees, the public, and the media.
7. Describe the challenges that come with providing service in a community with many older structures occupied by retail and restaurant uses.
8. Describe your experience with use of escrow or other financial security intended to assure completion of all site improvements and the process of assisting the City in refunding these escrows.
9. Describe your role and process assuring proper erosion control measures are in place during individual home construction.
10. Providing City staff and citizens easy access to information on an open or closed permit is an important goal. Describe the methods by which citizens and builders can obtain information on their current or past building project.
11. Describe the software and technology your company uses both in the field for inspections and for storing and receiving permits. What technology requirements are expected of City staff?
12. Describe the tasks and responsibilities of office staff needed in support of your service.
13. Describe your process for issuing temporary and permanent Certificate of Occupancies and how City staff is involved in this process.

#### G. Basis for Compensation

1. Provide a proposed hourly rate schedule, including any multipliers or pay factors for overhead for all positions (Building Official, Building Inspector, Plan Review, Code Enforcement (if applicable), Court Testimony, etc.), for those services referred to as hourly services.

2. If you are proposing a fee based on a percentage of permit fees or plan check fees, include any variables or assumptions that would influence the City's financial responsibility. Indicate what services are to be provided within the scope of the retainer.

3. Provide your thought on the advisability of scheduling blocks of time during the week for inspections. For example, is there any financial merit in scheduling inspections three days per week versus five. If so, please describe the financial benefit to the City, if any.

#### H. List of References, Potential Conflicts, and Claims

1. Provide at least five references from public clients, at least two of which are from cities of similar size for whom similar services have been performed within the past five years.

2. Describe the procedure employed by your firm for identifying and resolving conflict of interest issues. State any potential conflict(s) of interest (i.e. real estate developers, other units of government, etc.) that your firm may have in providing services as outlined in this RFP.

3. Provide a statement of any insurance claims and/or ethics complaints taken against the firm or firm's official(s) over the last five years and the status or outcomes of such action. Please indicate whether the action is pending or is currently under review by the State Ethics Board.

#### I. Detailed Response to the Scope of Services

1. The proposal should address in a detailed fashion the approach of the firm to each of the general work elements outlined in the following Scope of Services.

2. The proposing firm should be able to provide all the required services listed in the Scope of Services, either with the organization or by using a sub-consultant.

### **SECTION 5. SCOPE OF WORK**

The City of Watertown is searching for a firm that will provide a wide range of professional services. The general work elements are outlined below. The items listed as "required" must be included in a proposal to be considered.

#### A. Building Official Services. (Required.)

1. Serve as the designated Building Official, under the general direction of the City Administrator with proper accreditation.
2. Plan, program, direct and participate in all building service activities associated with setting and ensuring compliance with building standards.
3. Perform, plan, organize, direct, and review the operations and activities of building inspections.
4. Review building plans for conformance with the code provisions and approve plans/specifications as necessary, perform plan checks for energy, plumbing, mechanical, accessibility, and other codes.
5. Advise homeowners, builders, architects, contractors, residents, and others concerning building code provisions and construction methods including minimum standards of construction and materials.
6. Prepare complex reports and letters.
7. Assist staff in resolving technical questions relating to various code requirements.
8. Explain City policies to the public, developers, and builders.
9. Establish and maintain relationships with appropriate government bodies, private firms, organizations, or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.
10. Assist in resolving disputes between the City and contractors.

11. Provide highly responsive customer service to permittees, staff, and the general public.
12. Advise City Staff as needed.

- B. Building Inspection Services. Under the direction of the Building Official. (Required):
- a. Perform all manner of inspections for residential, commercial, institutional projects.
  - b. Document inspection findings accurately.
- C. City Meetings (required)
- a. The assigned building official should plan on attending staff meetings on an as needed basis. Very rarely is attendance requested at a Planning Commission or City Council meeting.
  - b. As necessary, it is desired to meet the property owners or developers regarding building codes before an application is submitted.
- D. Code Enforcement. (optional)
- Under the general direction of the City Administrator and Consulting Planner: The firm will perform Public Nuisance related code enforcement activities, including, inspections, letter writing, follow up inspections, reporting, etc. The individual would also provide testimony at Court as necessary. In 2019, the city processed 57 complaint cases in addition to 63 long grass/snow removal letters.

**SECTION 6. PROPOSAL EVALUATION:**

- A. The City intends to retain the services of the firm evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost, and other performance factors considered.
- B. Proposals will be evaluated based on the 100- point scale listed below. Interviews will be conducted to finalize the selection.
- C. A firm that does not provide the required services will not be considered.
1. The firm's approach to, and understanding of, the Scope of Services (20 pts.)
  2. The experience and qualifications of key personnel (20 pts.)
  3. The firm's experience and performance with similar contracts and clients (20 pts.)
  4. Cost of services (30 pts.)
  5. City Meetings option (5 pts)
    - i. Cost to attend public meetings
    - ii. Cost to attend internal staff meetings
  6. Approach to optional service, (5 pts)
    - a. Code Enforcement option
      - i. Approach to Code Enforcement
      - ii. Cost for Code Enforcement Services
- D. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.
- E. The City reserves the right to request additional information from any and all proposers for purposes of clarification, and to accept or negotiate any modification to any proposal received by the posted deadline.



**SECTION 7. TERMS AND CONDITIONS:**

A. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.

B. The contract for services will require that the firm selected maintain general liability, automobile, worker’s compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected firm to indemnify the City and firm serves at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.

C. The contract for services will require the firm provide all equipment necessary to perform the functions of the job, including cell phones, mobile computers, vehicles, and office equipment.

**SECTION 8. REQUEST FOR PROPOSALS AND SELECTION SCHEDULE**

Advertise and Distribute RFP:	September 29, 2021
RFP Submittal Deadline:	October 13, 2021
Review of Proposals:	October 13-18, 2021
Interviews:	Week of October 25, 2021
Award Date Range:	October 26 – Dec 11, 2021
Start Date:	As soon as possible after award.

## Summary of Current Staff Responsibilities relating directly or indirectly to Building

It is estimated that the activities completed by office staff represent .75 of an office staff person

Switch to vendor service will reduce office staff commitment to .30 of an office staff person

Switch to vendor would not appear to affect workload for other positions unless Vendor provides blight

Given descriptions of

P = Primary or Shared Equally

S=Secondary or back up



= process that will print

Task or responsibility		Nancy	Christine	Lynn	Scott	Inspctr
1	Greets visitors at the counter, determines the nature of their business, directs them to appropriate person,	P	S	S		
2	Answers telephones for department, directs inquiries, provides information and assistance to callers and takes messages.	P	S	S		
3	Performs routine clerical work by providing information and assistance to city staff and public.	P	S	S		
4	Completes necessary paperwork, department activity reports, data entry, and filing services.	P	S	S		
5	Acts as cashier accepting payments to the City.	P	S	S		
6	Maintains supply of published information sheets, checklists, maps and application forms.	P				
7	Prepare public nuisance mailings, work with the City Attorney on prosecuting violators.	P				
8	Acts as initial contact with builders, contractors, and general public providing information and scheduling relating to building inspection process	S				
9	Serves as primary knowledgeable contact at public service counter and on telephone for information about building inspections.	P	S	S		
10	Receives building plans and related materials and determines and assures completeness of application submittals and fees.	P	S	S	P	
11	Assures application materials are properly received, dated, logged and distributed.	P	S	S		
12	Distributes building permits and certificates of occupancy to builders/owners.	P	S	S		
13	Distributes CO's to builders/owners	S			P	
14	Types building permits and informs applicant when permit is ready for issuance.				P	
15	Schedules inspections; issues miscellaneous permits (i.e. over the counter, etc)	P	P	P		

16	Performs record keeping duties for the building inspection department.	P				
17	Monitors project status---flags problems.	P	P	P	P	P
18	Coordinates building inspection and public works inspection activities.	P	P	P		
19	Enter building permits into the cash register.		P	S		
20	Provides land parcel information to the public including PID numbers and legal descriptions.	P	P	P		
21	Collects escrows from developers and builders and monitors accounts.	S	S	P		
22	Prepares routine reports including monthly and quarterly reports; and special reports as directed.	P	S			
23	Conducts development plan review of "as-built" land surveys.					
24	Performs blight inspections as assigned by AA & CA.					
25	Conducts inspections to enforce City Zoning Code as assigned by CA & Planner.					P
26	Conducts plan review and residential permitting for decks, fence, basements, etc.				P	
27	Issues counter over the counter permits: appliances, roof, siding.	P	S	S		
28	Calculation of plan review and permit fees.				P	
29	Assists or issues sign permits.	S	S	S		
30	Observes and inspects the building, landscaping, mechanical (including plumbing, heating, cooling, ventilation, refrigeration and process piping) fire suppression, fire alarm, and other work of contractors and sub-contractors. Inspects structures for compliance with land use ordinances and fire safety regulations; and inspects structures for compliance with building codes.				P	P
31	Reviews building and other development plans for conformance with city approved plans, Minnesota laws and rules and city ordinances.				P	
32	Issues orders, notices and citations when necessary to enforce compliance with building codes.				P	
33	Issues orders, notices and citations when necessary to enforce compliance with zoning ordinances.					
34	Conducts observations and inspects; prepares enforcement notices as necessary or as directed to enforce city Public Nuisance Ordinances.					

35	Performs on-site inspections for all building construction work and land use permits to ensure code compliance.					
36	Verifies work permits, certifications and licenses of person engaged in building work.				P	
37	Prepares records and reports of observations and violations of city ordinances and state laws, building codes and zoning ordinances.				P	
38	Reviews, issues, and inspects mobile home installation permits.				P	
39	Attends Planning Commission and City Council meetings; prepares agenda items pertaining to variance requests and prepares other information as requested by Assistant Administrator or Planning Commission.					
40	Prepares and monitors building inspection budget; prepares local, state, and federal reports, monthly.			P		
41	Reviews reports on building and site plans for conformance to building and zoning codes; forwards report to Administrator.				P	
42	Performs on-site inspections for all building construction work and land use permits to ensure code compliance.				P	P
43	Investigates complaints regarding material and workmanship, and violations of zoning ordinance.				P	
44	Issues citations when necessary to enforce compliance with building codes and zoning ordinances; may testify in court.				P	
45	Verifies work permits and City certifications of person engaged in building work.				P	
46	Prepares records and reports of investigations and violations of building codes, City contract specification, zoning ordinances, and work permits.				P	
47	Assures compliance with PUD standards associated with individual developments				P	
48	Maintains all necessary records for day to day activity and permanent files.	P	P	P	S	
49	Directs completion of necessary City Hall maintenance activity.					

50	Administers the City's building, plumbing, and mechanical code enforcement program, including plan review, permit issuance, inspection and related responsibilities				P	
51	Administers the City's public nuisance enforcement program, supervises and coordinates the enforcement of the public nuisance ordinance					
52	Explains building code, zoning ordinance, and specifications of city contracts to contractors, property owners, and general public upon request.	P	P	P	P	
53	Inspects structures for compliance with zoning ordinance and fire safety regulations, and inspects damaged or deteriorated structures for compliance with building code.				P	
54	Inspects the work of contractors and subcontractors, updates contractors when licensing requirements change.				P	
55	Reviews development plans for consistency with site development standards, including grading and drainage and other city ordinance requirements.				P	
56	Prepares cost estimates for projects for expenses relating to utility and building fees.				P	
57	Reviews code reports and building and site plans for conformance to building and zoning codes; forwards report to Deputy City Administrator				P	
58	Performs on-site inspections for building construction work and land use permits to ensure code compliance.				P	P
59	Investigates complaints regarding material and workmanship quality and violation of the zoning ordinance.				P	
60	Issues citations when necessary to enforce compliance with building codes ; may testify in court concerning results of inspections.				P	
61	Issues citations when necessary to enforce compliance with zoning ordinance; may testify in court concerning results of inspections.					
62	Attends professional development seminars and continuing education for license requirements.				P	P
63	Makes recommendations jointly with other City personnel regarding policy	S	S	S	P	

64	Coordinates plan review and inspection activities with the City Engineer				P	
65	Coordinates development and preparation of policies and processes associated					
66	Supervises implementation and development of city-wide addressing system.	P				
67	Assists with conversion and maintenance of manual building inspection recordkeeping system to a computerized system.	P	P	P	P	
68	Manages and evaluates the job performance of the Building Inspectors .					
69	Represents the City on local, regional and state committees and boards as directed.					
70	Provides admin support to the Planning Commission and may make recommendations with other City personnel to Boards, Commission and Council regarding policy development and ordinance amendments.		S			
71	Provides technical and administrative work pertaining to development, implementation and regulation of City-wide land use ordinances and building, environmental health, life safety and fire codes.				P	
72	Reviews and makes recommendations on fees and charges for building, mechanical, plumbing, fire suppression, fire alarm, demolition, ZONING, and other related permits.	S	S	S	S	
73	Monitors compliance of on-site development sureties, including letters of credit, bonds and escrows.			S		
74	Provides or Coordinates final review of plan information and works with Public Works in coordinating issuance of permits prior to allowing work to begin on utility, street and private grading projects.	S				
75	Processes Right of Way permits	P				
76	Coordinates preparation of maps and blueprints as needed for planning purposes and maintains complete and accurate library of as-built maps.					
77	Monitors and administers city fee program for recovering city costs relating to design, and construction of the utility and road systems.					

78	Responds to concerns, issues and complaints from the public regarding installation and operation and functioning of road, and utility systems..					
79	Provides engineering assistance to City departments.					
80	Locates sewer and water services for Gopher State One Call; checks base maps, record drawings, and service inspection reports to verify location of utility services; contacts Gopher State one Call with specific location of “No Locate Required”, as needed.					
81	Conducts service hookup inspections.				P	
82	Monitors erosion control measures at work sites and addresses violations					
83	Installs meter valves and charge lines; hooks up service test pump; closes curb stop and performs water line test.					
84	Orders work stoppages until violations of City contract specifications are corrected.				P	
85	Provides final approval of site elevations prior to issuance of Occupancy Permit					
86	Monitors compliance with specific PUD standards regulating various development projects					
87	Reviews administrative clerical operations and recommends changes to increase the efficiency of the work produced and improve work flow.				P	
88	Notarizes documents as needed.	P	P	P		
89	Handles preparation of special assessments searches and assists in the preparation of assessment rolls.	p	P	S		
90	Handles updating of the City’s web site.	p	P	P		
91	Establish and maintains database of properties as well as building permit database.	p	S	S	P	
92	Coordinates sewer and water inspection processes; issues excavation permits; schedules inspections; maintains list of contractors insurance and license & permit bonds ensuring all are current and on file before issuance of permits.				P	
93	Coordinates water hookup process; puts together water meters; issues water meters; issues appropriate wire and gives direction on location of remote reader; sets up appointments for remote readers to be set and water to be turned on.		P			









			S	P
			P	P
P			P	P
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P				S



## Building Inspection Services Decision Process Possible Timeline/Chronology

Allows In-House service option to be considered within a time frame acceptable to Delano.

1. September 28
  - a. City Council work session
    - i. Review draft RFA
  - b. City Council meeting
    - i. Approve RFA for distribution
2. September 29
  - a. Distribution of RFA
  - b. Begin analysis of in-house option
3. October 12 -18
  - a. Proposals returned
  - b. Check References
  - c. Site visits
  - d. Optional Community engagement event
4. October 25 or 26
  - a. City Council vendor interviews
  - b. City Council reviews In-house option
  - c. City Council Selects vendor or
  - d. Advertise for Building Official Position and hold on vendor decision.
5. October 27
  - a. Job description complete
  - b. Advertise Building Official Position opening
6. November 1
  - a. Jake on board full time
7. November 22
  - a. Building Official Applications returned
8. November 23<sup>rd</sup> City Council - Finalists Selected – or if none qualified – select vendor
9. November 25<sup>th</sup> Thanksgiving
10. November 29 through December 7<sup>rd</sup> City Council Special Meeting
  - a. Applicants Interviewed
  - b. Selection of Building Official or select vendor
11. Employee start date – Approx Jan 1.