

Council Workshop
November 3, 2004

Mayor Marse called to order the job description workshop for a planner and code inspector of November 3, 2004 at 9.15 pm.

Members Present: Mayor J.M. Marse, Council members Janice McLean, Earl King, Jean Arrant, Mike Helton, and Ray Jackson were present. Also present: City Clerk Diane Riley and City Attorney Clayton Adkinson.

The invocation and the pledge of allegiance had already been done during the planning board meeting.

Paul Miller of WFRPC explained what he has been doing for the City as the planner. He handed out a description of the planning department personal. Planner tech performs general types of services. Provides information to the public on zoning, explains in general terms the land development code, and takes information to forward to the planner. Salary would be about \$17, 000 yearly. Planner I addresses developers request, conducts pre-application meetings, checks to see if everything meets the LDC, rezoning and issues development orders. Salary range from \$25-30K annually.

Planner II would do large and small-scale amendments, plat recording, research, ordinances, notices, mail-outs, maps. It could also involve code inspecting and permitting. Salary starts at \$30K and go up. Paul Miller recommended a Planner I job description for the position. Normally counties and cities have more than one planner. After a brief discussion the Council chose to have a job description of a Planner I with a salary range of \$25-30K annually and would negotiate the salary if the applicant has more experience.

A code inspector would be checking street grades, water/sewer line installation, swells, footers, and all other infrastructure needs. This applicant must know how to read blue prints and site plans. Councilwoman asked for a written job description and Councilman King suggested that the position be on a contract bases. Clerk Riley will call around for a job description of a site inspector. She was also instructed to call Larry Laird in DeFuniak Springs and get his guidance on this position.

Council will review the job descriptions at the next Council meeting on 11/9/04.

With no further questions or comments, Councilman Helton motioned to adjourn at 10:05 pm.

ATTEST:

APPROVED:

J.M. Marse, Mayor

Diane Riley, City Clerk

Janice McLean, President of Council