



TO : Mayor and City Commission

FROM : Linda W. Cox, City Clerk *LWC*

RE : Construction Board of Adjustments and Appeals

DATE : March 12, 2018

It was recently brought to my attention that some of the appointments to the Construction Board of Adjustments and Appeals (CBAA) were inadvertently made without consideration of all eligible applicants. In summary, I confused the eligibility requirements of the general public position with that of the Board of Examiners of Contractors (BEC). In essence, the consumer representative on the BEC may NOT be a contractor or anyone related to the industry, but that same restriction does not carry over to the CBAA. Furthermore, the term of the existing mechanical contractor was not expired as originally thought based upon our database.

In an effort to provide all eligible applicants with the ability to be considered for the general public opening on the CBAA, it is my recommendation that the City Commission cast a new vote and adopt a corrective resolution. The members of the CBAA that were previously appointed have been notified of the need for reconsideration.

At your meeting on April 2, 2018, a new resolution and the applications of all eligible candidates will be on the agenda for your consideration and a vote. If you have any questions about this matter, please don't hesitate to contact me. I apologize for any inconvenience.

cc: Nicholas Mimms, City Manager
Paul Thomas, Building Official