

RESOLUTION

NO: 2025-06-080

LIVINGSTON COUNTY

DATE: June 23, 2025

Resolution to Reorganize the Building Department Staff Hours – Building Department

- WHEREAS,** the County Board has expressed concerns about creating new positions, or filling open positions without justification; and
- WHEREAS** the county board has expressed a desire for departments to eliminate unnecessary positions and reduce staff where justified; and
- WHEREAS** the Building Department has seen a reduction in permit activity from 2023 to 2024 of approximately 15.8% and a reduction in activity in the first 4 months of 2025 over the first 4 months of 2024 of approximately 25.2%; and
- WHEREAS,** the building department currently has a funded, unfilled position, and the Building Department Director has determined that an increase in staffing is unnecessary; and
- WHEREAS,** there are 2 Building Department employees, one administrative specialist, and one building inspector/plan reviewer that have volunteered to reduce their hours to 32 hours, resulting in a gross savings of 20% of their hourly wage rate; and
- WHEREAS,** the Building Department Director has determined the department can continue to deliver the same quality of services with the proposed reductions.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this reorganization of the Building Department to eliminate a full-time Inspector/Plan Reviewer position and reduce an Inspector/Plan Reviewer and Administrative Specialist from 40-hour positions 32-hour positions.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
37100111	INSPECTOR/PLAN REVIEWER	NU	9	1.00	A
37100108	INSPECTOR/PLAN REVIEWER	NU	9	1.00	A
37100115	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
37100111	INSPECTOR/PLAN REVIEWER	NU	9	0.00	I
37100108	INSPECTOR/PLAN REVIEWER	NU	9	0.80	A
37100115	ADMINISTRATIVE SPECIALIST	NU	5	0.80	A

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MOVED:
SECONDED:
CARRIED: