



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Building Code Official

RECOMMENDED ACTION:

The City needs to make a final determination on how to proceed with Building Official services for our residents. We have three options for Council's consideration.

Option 1: Back in July, Council approved Garrett Reitneour as the Interim Building Official. Garrett has proposed the following:

- 50/50 split of the base permit fees between the Building Official and the City.
- All inspectors, (electrical, mechanical, building and eventually plumbing) would be paid \$75 per/inspection by the City.
- Building Official would do application review and issuance of all permits including electrical, mechanical & eventually plumbing, scheduling trade inspections, oversight of inspections and inspection records.
- Garrett is proposing to bring back Plumbing inspections to the local level.
- Garrett does NOT provide any planning or zoning compliance inspections.

Option 2: SafeBuilt has provided a quote to provide all Building Official and inspection fees for the City.

- 100% of building permit fees.
- Building Official and ALL inspections covered by SafeBuilt being paid by 100% permit fees.
- The City would need to add a 10% administrative fee to each permit to cover the City's costs.
- SafeBuilt would provide planning and zoning compliance inspections for an additional fee.

Option 3: We can issue a RFQ (Request for Qualifications) to see what other options exist for Building official and inspection services.

Considerations for Council's review:

- The City MUST raise building permit fees to cover the cost. Last adjustment was 23 years ago
- The City CANNOT subsidize the permitting process with other budgeted funds.
- The City CANNOT make money off of the permitting process.
- All trades must go through the building official and not individual permitting
- SafeBuilt proposal ensures the City is in compliance with statues, as long as fees are raised to cover costs.
- Garrett's proposal has an unknown factor of # of required inspections, would need to ensure fess are raised cover costs.