



# Town of Johnstown

## TOWN COUNCIL AGENDA COMMUNICATIONS

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<b>AGENDA DATE:</b>	October 18, 2021
<b>SUBJECT:</b>	Town of Johnstown and ProCode Agreement for Building Division Services
<b>ACTION PROPOSED:</b>	Consider Approval the Agreement with ProCode for Building Division Services
<b>ATTACHMENTS:</b>	1. Agreement/Contract for Building Department Services
<b>PRESENTED BY:</b>	Matt LeCerf, Town Manager

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### AGENDA ITEM DESCRIPTION:

Enclosed for your review and consideration is an agreement for building division services between the Town of Johnstown and ProCode. The agreement provides for a clear and comprehensive coordination and execution of building services to be delivered to our construction community for the Town of Johnstown. More specifically, some of the highlights of the agreement include:

- A 3-year agreement subject to annual appropriations with compensation at:
  - 2022 calendar year - \$15,750.00 monthly
  - 2023 calendar year - \$16,225 monthly
  - 2024 calendar year and subsequent years - \$16,725 monthly
- Inspect properties, residential, commercial and industrial, with twenty-four (24) hours of a request by the Town, except that weekends and holidays shall not be included in the twenty-four (24) hour time period;
- Review development plans, in whatever form, within ten (10) days business days of a request by the Town;
- Provide regular reports as may be required by the Town Manager concerning building activity within the Town;
- On or before June 1, 2022, provide the Town Manager with updated internal procedures implemented to streamline the permit process for quicker processing and, if requested, to amend the internal procedures consistent with the Town Manager's direction;

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- On or before June 1, 2022, recommend updated permit fee schedules for residential, commercial and industrial properties and thereafter present such recommended fee schedules to Town Council;
- During the 2022 calendar year and each year thereafter during this contract, conduct a 2 hour program annually to educate members of the public regarding building guidelines and best practices and provide the Town Manager with documentation that may be posted on the Town of Johnstown's website to further community education.
- ProCode will carry its own liability and indemnify and hold harmless the Town of Johnstown for their actions related to the duties of this agreement.

**LEGAL ADVICE:**

The Town Attorney drafted the original agreement and this document was use from the last agreement.

**FINANCIAL ADVICE:**

Funds have been proposed in the FY2022 to accommodate this cost for services.

**RECOMMENDED ACTION:** Approve the Building Services Agreement with ProCode as presented.

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*Reviewed and Approved for Presentation,*



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Town Manager