



# COUNCIL ITEM AGENDA REQUEST FORM

**Department:** Community Development

**Meeting Date:** 12/07/2023

**Staff Contact:** Phillip Trocquet

**Agenda Section:** New Business

## Staff Report:

### Item Description:

Consideration to approve a contract amendment with SAFEbuilt for Permit Technician and Code Enforcement Services. **Phillip Trocquet, Community Development**

### Background/History:

The Town has faced a prolonged vacancy in the Permit and Compliance Specialist role causing a noticeable decline in the level of service and effectiveness of permit management and code enforcement. Additionally, attracting and hiring qualified individuals for this multi-faceted position has proven to be a significant challenge.

### Findings/Current Activity:

#### 1. PERMIT TECHNICIAN ACTIVITIES

- a. Current Operations: SAFEbuilt, our current firm for building official and building inspector services, receives 60% of building official-associated fees and 100% of Plan Review Fees.
- b. Proposed Operations: Staff is recommending an expansion of SAFEbuilt's role to include permit tech services. After a review by SAFEbuilt, these additional services would increase their percentage of building official-associated fees to 100%.
- c. Fee Distribution Example (for an average new home)

<i><b>Fee Type</b></i>	<b>Standard Fees</b>	<b>Current SAFEbuilt Share (60%)</b>	<b>Proposed SAFEbuilt Share (100%)</b>	<b>Proposed Tyrone Share</b>
<i>Base Residential Fee</i>	\$2,000	\$1,200	\$2,000	\$0
<i>Residential Plan Review Fee</i>	\$1,800	\$1,800	\$1,800	\$0
<i>T-Pole Inspection Fee</i>	\$60	\$36	\$60	\$0
<i>Tyrone Administrative Fee</i>	\$90	\$90	\$90	\$90
<i>Land Disturbance Fee</i>	\$150	\$150	\$150	\$150
<i>Certificate of Occupancy Fee</i>	\$50	\$50	\$50	\$50

d. BUDGETARY IMPACT:

i. Overview:

1. SAFEbuilt's services are 'a-la-carte' such that the Town only pays based on the number of permits issued.
2. This model differs from other payments because it does not impact the general fund as a cost born by the taxpayers, but by contractors and developers .
3. Because of this, SAFEbuilt's additional 40% capture of fees is completely self-sufficient and does not affect the Town's bottom line year to year. This makes moving to this model for permit technician services much more efficient for the Town.
4. The Town would still net collections on other non-SAFEbuilt related permit fees each year, but at a reduced rate.

2. CODE ENFORCEMENT

a. This contract amendment offers SAFEbuilt to handle all code enforcement activities in Town at a rate of \$60/hour for a minimum of 16 hours/week

i. Minimum annual cost implication is roughly \$50,000

ii. Comparative Analysis

1. Budget for Position (Salary, Benefits, Retirement, Training etc. . .): \$65,000
2.  $\$65,000 - \$50,000 = \$15,000$  savings that can be flexed for more or less code enforcement services as needed.

b. Additional LOS Benefits:

- i. Level of Service increase to a continuous and consistent level.
- ii. More than doubles code enforcement hours on the street from what employees were previously able to dedicate.
- iii. Familiarity with system/little onboarding
- iv. No interruptions due to sick days or employee turnover.

c. Unrealized Financial Benefits:

- i. Increase in fine revenues to offset some costs.
- ii. Savings through discontinuing the Fayette County IGA of approximately \$3,000/yr.
- iii. Reduction in equipment cost associated with computers, vehicle maintenance and gas, and HR-related expenses.

Is this a budgeted item? Y If so, include budget line number: \_\_\_\_\_

**Actions/Options/Recommendations:**

Staff recommends approval of a contract with SAFEbuilt to add Permit Technician and Code Enforcement services.