

## COUNCIL ACTION FORM

Meeting Date: May 11, 2023

Staff Contact: Leslie Herring, City Administrator

---

Agenda Item: Consider 2023 Addendum to the Contract for Building Official Services  
with the City of Mission Woods

---

### **Background/Description of Item**

The Contract for Building Official Services with the City of Mission Woods provides for an annual review of rates. The last time the Building Official's contractual hourly rate was adjusted was in December 2020, with an effective date of January 1, 2021. The rate adjustment at that time was from \$35/hour to \$40/hour. The cost to the City of Westwood for providing for a Building Official has increased since December 2020 and, as such, a rate increase for the City's contracting services is warranted.

### **Staff Comments/Recommendation**

The City of Westwood's cost for providing for a Building Official based on 2023 wages, benefits, and necessary insurance coverage is \$46/hour. As such, staff recommends the City Council authorize the Mayor to execute the 2023 Addendum to the Contract for Building Official Services with the City of Mission Woods to increase the hourly contract rate from \$40/hour to \$46/hour.

The City of Westwood will begin assessing the adjusted hourly rate on its invoice to Westwood Hills for May 2023 services.

### **Budget Impact**

The budget impact of this increase will be nominally felt by both Westwood and Mission Woods. In 2022, the City of Westwood collected less than \$500 in revenue from Mission Woods for Building Official services, which services are assessed in quarter-hour increments.

### *Suggested Motion*

*I move to authorize the Mayor to execute the 2023 Addendum to the Contract for Building Official Services with the City of Mission Woods.*