

MEMORANDUM

TO: David A. Hulseberg, Village Manager

FROM: William Heniff, AICP, Director of Community Development

DATE: July 30, 2010

SUBJECT: Building Department Overtime Inspection Fees

BACKGROUND:

In 2001 the Village Board of Trustees approved Ordinance 4940 amended Title 3, Chapter 36, of the Village Code to include a new subsection which allows the Village to recover overtime fees resulting from engineering inspections requested by developers and Village residents outside of normal working hours. This amendment provided for a reimbursable rate to cover after-hour inspections on weekdays after 5:00 p.m. and at any time on weekends and holidays.

In conducting a review of Building Permit Fees, Title 15, Section 150.141, staff finds that there is no provision for reimbursement of overtime building inspections. As building inspectors can be requested to perform building inspections outside of their normal working hours as a service, staff believes that a change in code is warranted.

If approved, this amendment would be consistent with the policies and procedures previously afforded the Engineering Division. The proposed amendment would also be recognized in the recently amended Building Division's rules and responsibilities to include a provision for exempt employees to receive due compensation when working overtime. Lastly, all appropriate costs associated with after-hour inspections would be borne by the party requesting the inspection and not the Village as a whole.

A summation of the proposed subsection providing for after-hour overtime inspections in the Building Code is as follows:

- Inspections conducted before 7:30 a.m. or after 5:00 p.m. on weekdays and at any time on weekends and holidays shall be billed at a rate of \$100/hour
- A minimum rate of one hour will be billed
- No-shows will be charged the minimum rate
- After-hour inspection fees are in addition to normal building permit fees
- Inspections are subject to availability of the inspector(s) and subject to the discretion of the Village
- Inspections associated with a Special/Temporary Event can be waived subject to prior approval by the Village Manager

RECOMMENDATION:

That the Village Board of Trustees approve an ordinance amending Title 15, Chapter 150, Section 150.141 to include a new subsection for overtime inspection fees. Staff is requesting a waiver of first reading in order to initiate this amendment for the summer construction period.