



MEMORANDUM

TO: Trustee Bill Johnston, Chairperson
Economic & Community Development Committee (ECDC) Members

FROM: William J. Heniff, AICP, Director of Community Development *WJH*

MEETING DATE: February 12, 2018

SUBJECT: **Text Amendment to Section 150.141: Re-Inspection Fees**

As part of an overall budget review process, Village staff was directed to various department budgets in anticipation of a budget shortfall for the 2019 calendar year. The focus was to be on charging a right sized fee for services being used.

One area staff identified was re-inspection fees. While there is current code text to require a \$55.00 fee for residential re-inspections and \$68.00 for commercial inspections, Village policy has been for many years to allow the first failure with no re-inspection and only charge any re-inspection fees after the second inspection has failed.

Staff has identified this as a possible source to charge for actual time used. In real world applications, if a scheduled inspection could not be undertaken due to delays on the contractor's end, it could result in the need for an additional inspection to be undertaken. This adds additional costs to the Village, either in the form of additional staff time and resources or by the Village's private inspection services entity undertake the additional inspection (currently at a cost of \$80.00/hour).

Staff completed a survey of 13 communities to see how others handled the same issue. While some communities charged and some did not, most did reply that they charge re-inspection fees for most failed inspections with no allowance for one failed inspection.

OPTIONS AVAILABLE

1. Do nothing and have staff continue to not charge for the first failed inspection, but charge for subsequent failed inspections
2. Have staff start charging re-inspection fees for the first failed inspection
3. Direct staff to draft language that provides for two levels of re-inspections fees to right size the fee to actual staff time involved in the re-inspection. Such language could be drafted to apply a small fee (suggest \$25) for one or two items to be re-inspected and a larger fee (\$55 residential as currently in code and \$68 Commercial as currently in code) for re-inspections that will take staff similar amounts of time as the initial inspection.

ACTIONS TO DATE

Staff brought this matter to BOBA at their January 31, 2018 meeting. Through discussion, they unanimously proposed an alternate recommendation to the ones offered by staff above. Through their deliberation, BOBA recommends that a failed first re-inspection should not have a re-inspection fee but subsequent re-inspection fees shall be assessed a higher fee than what is currently provided within Village Code; all in an attempt to offset the cost of such re-inspections incurred by the Village (\$65 for residential and \$80 for non-residential was suggested as a possible figure).

COMMITTEE ACTION REQUESTED

Staff recommends that ECDC recommend approval of the amendments to the re-inspection fees as set forth by BOBA. Any recommendation from ECDC will also be shared with the Finance Committee prior to final consideration by the Village Board.