



MEMORANDUM

TO: Board of Building Appeals (BOBA) Members

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

MEETING DATE: January 31, 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-inspection 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.

ACTION REQUESTED

Staff is bringing this matter to BOBA and the ECDC for a recommendation to consider possible code amendments and policies relative to reinspection fees. At the BOBA meeting, staff will discuss the options and will seek input of the members about the proposed adjustments from a developer/contractor perspective.