

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, FEBRUARY 12, 2019
6:30 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of approving bartenders licenses for Calvin Courtney, Courtney Hildebrandt, Austin Hill, and Jennafer Nehls.
5. Discussion and consideration of denying a bartenders license for Jason Urban due to past offenses. Mr. Urban to appear.
6. Discussion and consideration of proposed building inspection fee changes. (Executive Summary attached)
7. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

Executive Summary

ORDINANCE NO. _____

Title: Proposed Building Inspection Fee Changes

Background: The City has always strived to ensure that building inspection (user) fees cover the cost of building inspection services. The City's building inspection fee schedule has been unchanged since 2013. During that time, the cost of contracting building inspection services has increased at approximately 2.5% per year. Given this, Staff felt that a review of building inspection fees was warranted. With assistance from Safebuilt, the provider of the City's building inspection services, Staff compared our building inspection fees to a number of communities in Washington County, as well as similar communities in Ozaukee County. Staff received the data in January.

Compared to the other communities that we studied, the City's building inspection fees are quite low in a number of categories. As a result, Staff is recommending a number of adjustments (see attached) to bring the City's fees in line with the average fees of the other communities.

The City's electrical, plumbing and HVAC fee schedules are properly aligned with the fees of the other communities, and thus Staff does not recommend changing those at this time. It can be difficult to compare these types of fees as they can be calculated in different ways (per square foot versus number of fixtures for electrical), but in any event the City's fees in these categories appear sufficient.

The Wastewater Department's sewer hookup fee (Residential Equivalency Connection or REC) fees did not increase in 2019 and will also not increase in 2020. This fee is collected by the Building Inspection Department when a permit for a new home or building is pulled. The fact that the REC fee is flat in 2019 makes it a better year to update building inspection fees.

Assuming that this year's building activity is comparable to 2018, Staff expects increased revenue of approximately \$30,000 for the 10 months that the new fee schedule would be in place.

Recommendation Staff recommends that Building Inspection Fees be changed as of March 1, 2019 as outlined in the attached schedule.

Prepared By: Justin Drew 2/16/19
Justin Drew, Date
City Planner

Approved By: Steve Volkert 2-6-19
Steve Volkert, Date
City Administrator

ROUTING: FINANCE & PERSONNEL 02-12-19
COMMON COUNCIL 02-26-19

Permit Fee Schedule Comparison								
	Village of Germantown	Village of Grafton	Village of Slinger	Village of Jackson	City of West Bend	City of Port Washington	Current City of Hartford	Proposed City of Hartford
Residential Permits								
Building	\$.30/sq.ft.	\$.39/sq.ft.	\$.35/sq.ft.	\$.37/sq.ft.	\$.35/sq.ft.	\$.34/sq.ft.	\$.18/sq.ft.	\$.35/sq.ft.
Remodel	\$7/1000	\$11.75/1000	\$12/1000	\$.31/sq.ft.	\$.35/sq.ft.	\$.29/sq.ft.	\$.18/sq.ft.	\$.35/sq.ft.
Erosion Control	\$140	\$165	\$150	\$150	\$200	\$155	\$100	\$175
Plan Review	\$175	\$235	\$200	\$200	\$200	\$200	\$100	\$200
Occupancy	\$50/unit	\$50	\$50/unit	\$55	\$60/unit	\$50/unit	\$50/unit	\$60/unit
State Seal	\$40.00	\$63	\$45.00	\$45.00	\$40.00	\$45.00	\$38.00	\$40.00
Commercial Permits								
Building	\$.30/sq.ft.	\$.37/sq.ft.	\$.30/sq.ft.	\$.34/sq.ft.	\$.35/sq.ft.	\$.34/sq.ft.	\$.18/sq.ft.	\$.35/sq.ft.
Remodel	\$.28/sq.ft.	\$.37/sq.ft.	\$.30/sq.ft.	\$.34/sq.ft.	\$.35/sq.ft.	\$.34/sq.ft.	\$9/1000	\$.35/sq.ft.
Erosion Control	\$170+\$.5/1000sq.ft	\$315/bld.+\$.5/1000 sq.ft.	\$200+\$.5/1000sq.ft.	\$300/bld.+\$.5/1000	\$200/1/2 acre	\$250/bld+\$.7/1000	\$175-1st Acre+\$.75	\$200-1st Acre +\$.100
Plan Review	\$175	\$285	\$250	\$300	state fee	\$275	state fee	state fee
Occupancy	\$150/unit or \$30/apt.	\$205	\$160	\$180	\$60/unit	\$180	\$100/unit	\$180
Example of a New 2,500 sq.ft. home								
Building permit	\$750	\$975	\$875	\$925	\$875	\$850	\$450	\$875
Erosion Control	\$140	\$165/lot	\$150	\$150	\$200	\$155	\$100	\$175
Plan Review	\$175	\$235	\$200	\$200	\$200	\$200	\$100	\$200
Occupancy	\$50	\$50	\$50	\$55	\$60	\$50	\$50	\$60
Total	\$1,115	\$1,260	\$1,275	\$1,330	\$1,335	\$1,255	\$700	\$1,310
Example of a New 10,000 sq. ft. building								
Building permit	\$3,000	\$3,700	\$3,000	\$3,400	\$3,500	\$3,400	\$1,800	\$3,500
Erosion Control	Depends on lot	Depends on lot	Depends on lot	depends on lot	\$200/ 1/2 acre	Depends on lot	\$175/ 1 acre	\$200/ 1 acre
Plan Review	\$175	\$285	\$250	\$300	State Fee	\$275	State fee	state fee
Occupancy	\$150	\$205	\$160	\$160	\$60	\$180	\$100	\$180
Total	\$3,325	\$4,190	\$3,410	\$3,860	\$3,560	\$3,855	\$1,900	\$3,680
*Totals are only for proposed for categories where fees are proposed to be changed.								