



October 2, 2019

Council Meeting of October 15, 2019
Subject: Building Division Budget
Amendment-Full-Time Building Inspector
Position

The Honorable Mayor
and
Members of the City Council

Ladies and Gentlemen:

The City Council is requested to consider an amendment to the FY2020 budget to replace the existing part-time building inspector position, currently vacant, with a full-time building inspector position. This amendment will result in an overall net increase to the budget of \$63,400.

The reason for this request is to address the backlog of expired building permits and open property maintenance complaints currently existing within the Building Division. In addition, the new position will help to aid in performing timely inspections on current and upcoming projects.

A resolution is attached for City Council's consideration.

Respectfully submitted,

Mark C. Meyers
City Administrator

MCM/RG
Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, that an amendment to the FY2020 Building Division budget to eliminate the vacant part-time building inspector position and replace it with a full-time building inspector position and increase personnel appropriations by \$63,400 is hereby authorized.

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 15th day of October, 2019, the foregoing resolution was moved for adoption by Council Member . The motion was supported by Council Member .

Ayes:

Nays:

Resolution declared .

Shelly Stibitz, City Clerk



Internal Memo

September 10, 2019

To: Mark Meyers, City Administrator
From: Robert Gagnon, Fire Chief
Subject: Full-Time Building Inspector

At the September 3rd City Council meeting, City Council approved, by resolution, an amendment to our building fee schedule. The adopted fee schedule is anticipated to generate approximately \$83,400 in additional revenue.

As you recall, during the FY2020 budget process I requested to convert the part-time building inspector position into a full-time position. Due to budget constraints and the projected budget deficit, this request was denied.

With council's approval of the new building fee schedule and its anticipated revenue increase, I would like to recommend we re-consider hiring a full-time building inspector to replace the now vacant part-time building inspector position.

During the budget process, several examples were provided to justify the need for the new full-time position. We have updated our data and have included them below for your review.

BUILDING DIVISION BACK-LOG		
All Expired Permits (Electrical, Plumbing, Mechanical and Building) (Over 180 Days)	1,095	
Expired Building Permits Only (Over 180 Days)	555	
Open Property Maintenance Complaints	573	
Open Property Maintenance Complaints with fees awarded but not yet collected. (awarded by the court or placed on property taxes)	94	\$9,288
Inspections with outstanding discrepancies (2014-Present)	186	

I would like to request that City Council consider amending the FY2020 budget to remove the part-time building inspector position, which is currently vacant, with a full-time building inspector. This would result in a net increase to the budget of approximately \$63,400.

I would be available to discuss this with you at your convenience.