

**Subject:** Sunfish Lake Building Inspections Contract

<b>Meeting Date:</b> Monday, March 13th, 2023	
<b>Submitted/Presented by/Department:</b> Ben Boike - Community Development	
<b>Action Type</b>	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other: Closed Session
<b>Action</b>	
<p>Staff has negotiated the attached contract with the City of Sunfish Lake to provide building permitting and inspection services effective March 1, 2023. The proposed contract will renew annually unless 90-day written notice to cancel is provided by either city.</p> <p>Under the proposed contract, the City of WSP will provide building inspection services and plan review for all permitted activity by Sunfish Lake. The proposed contract does not include code enforcement or rental licensing services. The WSP Building Official will act as the Sunfish Lake Building Official and all permit activity for Sunfish Lake will occur through WSP City Hall. The City of WSP will collect all permit fees and retain 82% of all permit fees and plan review fees collected and make quarterly payments to Sunfish Lake for the remaining 18% (similar financial terms as Newport). Any additional services provided by the WSP Building Official will be charged at \$65/hour. Additional services provided by WSP Building Inspectors or SMF Fire Inspectors will be charged at \$50/hour.</p> <p>Sunfish Lake currently averages around 60 building permits a year, nearly all of which are residential permits for remodels or new homes. Based on the restructure of the building department last year, no additional staffing is necessary to provide the requested services. Annual revenues resulting from the contract will vary based on the number of new homes, however staff is anticipating anywhere from \$15-30,000 in annual revenue. The contract includes language stating that Sunfish Lake will pay for implementation into the building permit software system which will provide for better efficiencies. Staff has already initiated this process. In addition to the proposed building inspection services contract, WSP already provides police services to Sunfish Lake.</p> <p>The City of Sunfish Lake City Council approved the contract at their March 7, 2023 meeting.</p>	
<b>Background</b>	
N/A	
<b>Attachments</b>	
<ul style="list-style-type: none"> <li>• Contract</li> </ul>	
<b>Previous Relevant Actions</b>	
N/A	

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<b>Alternatives</b>	
N/A	
<b>Financial</b>	
Budgeted: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund:	
Department:	
Account: Click or tap here to enter text.	
Amount: Click or tap here to enter text.	