

Infrastructure & Development Committee

4/19/2010

304 E. Grand River Avenue, Howell, MI

7:30 PM

AGENDA

- 1. CALL MEETING TO ORDER**
 - 2. APPROVAL OF MINUTES**
Minutes of March 22, 2010
 - 3. APPROVAL OF AGENDA**
 - 4. REPORTS**
 - 5. CALL TO THE PUBLIC**
 - 6. RESOLUTIONS FOR CONSIDERATION**
-
- 7. Building Inspections**
RESOLUTION AMENDING RESOLUTION #2010-02-080 APPROVING AN AGREEMENT WITH THE CITY OF BRIGHTON FOR LIVINGSTON COUNTY BUILDING DEPARTMENT OPERATIONS - Building Inspection
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- 8. ADJOURNMENT**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AMENDING RESOLUTION #2010-02-080 APPROVING AN AGREEMENT WITH THE CITY OF BRIGHTON FOR LIVINGSTON COUNTY BUILDING DEPARTMENT OPERATIONS - Co. ADMINISTRATION / I&D-4.19.10

- WHEREAS,** the Livingston County Building Department has a need to fill a vacant Building Official position as same will be vacated by a retirement on February 26, 2010; and
- WHEREAS,** for purposes of continuity, the Infrastructure and Development Committee has researched many options for filling the vacant Building Official position; and
- WHEREAS,** this position is vital to the continuation of State-mandated building inspection and plan review functions; and
- WHEREAS,** the City of Brighton submitted a Proposal for Provision of Building Department Services, dated February 18, 2010, which provides the best interim solution to the management of the Livingston County Building Department; and
- WHEREAS,** the six (6) month duration of this contract will allow an adequate amount of transition time for the County to resolve the need for filling the vacant Building Official position with a permanent solution to serve the future needs of Livingston County; and
- WHEREAS,** funding for this Agreement is available in the 2010 Building Department Budget.
- WHEREAS,** this Resolution has been recommended for approval by the Infrastructure & Development Committee.

THEREFORE BE IT RESOLVED that Livingston County will contract with the City of Brighton to perform County Building Department functions, including Chief Building Official duties, per State statute, as set forth in the attached Amended Proposal and Contract for Provision of Building Department Services, dated February 18, 2010, for six (6) months.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign any Agreement Amendment upon the approval and review of civil counsel.

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MOVED:
SECONDED:
CARRIED:

PROPOSAL FOR PROVISION OF BUILDING DEPARTMENT SERVICES TO LIVINGSTON COUNTY – 2/18/10

OBJECTIVE: TO PROVIDE LIVINGSTON COUNTY WITH BUILDING DEPARTMENT MANAGEMENT SERVICES, INCLUDING TECHNICAL ASSISTANCE FOR BUILDING PLAN REVIEW AND INSPECTION SERVICES THROUGH THE APPOINTMENT OF THE CITY OF BRIGHTON BUILDING OFFICIAL AS THE CHIEF BUILDING OFFICIAL.

SCOPE OF WORK:

- Provide consistent advice and guidance to citizens, contractors and architects regarding building codes and building department related issues.
- Provide on-site presence (Building Official) at the County offices for no less than 16 hours per week, or as mutually determined by the Livingston County and the City of Brighton.
- Provide responsive and timely plan reviews as needed with the same high quality of service currently in the City of Brighton; consistent with the current building codes and applicable township, village, county and state ordinances.
- Utilize the existing Livingston County administrative organization to receive and document all permit applications, plan reviews and inspection requests.
- Provide on-site inspections as needed.
- Manage the provision of tracking and documentation of all projects and inspections for the Livingston County records and staff through the use of the existing administration structure or as directed by the Acting County Administrator.
- The City will use the current County fee schedule for permits issued in the respective client communities.
- Attend pre-construction and red flag meetings with the Township officials, planning staff and clients as needed for potential construction projects.
- Administer Construction Board of Appeals meeting when needed.
- The final agreement will reflect records retention policy required by the County.
- Provide ordinance enforcement on an as needed basis.

LIVINGSTON COUNTY RESPONSIBILITIES:

- Provide office space necessary at County offices
- Provide vehicle and gas to Building Official.
- Agreement is for a 6 month period with an option to extend an additional 6 months
- Cost of \$25,000 for the services paid to the City of Brighton in monthly installments of \$4,166.66 for the 6-month initial period. The costs of services over and above sixteen (16) hours per week will be charged to Livingston County at the rate of \$70 per hour.
- Provide insurance coverage as deemed necessary by the parties' respective Attorneys.

BENEFITS TO LIVINGSTON COUNTY:

- Provides seamless transition for County Building Services.
- Maintain high level of service at significant reduction in costs.

TIMING:

- The transition of the basic services could be immediate. Adjustments to details would be ongoing.