



### Memorandum

To: Common Council  
From: Greg Keil, CDD *GK*  
Date: August 20, 2013  
RE: Report on Reduced Building Inspection Hours

Ald. Benner requested that I make a report to the Common Council regarding the above-referenced matter.

On January 16, 2012 the Common Council approved an amendment to the building inspection services contract with Independent Inspections, Ltd (IIL). This amendment provided for the reduction in office hours. The office hours contained in the original contract were from 8:00-10:00AM and 12:00-1:00PM daily. The amendment reduced the hours to 8:00-9:30AM daily, and 12:00 to 1:00PM two days per week. The amendment authorized the reduced office hours for a two month trial period which ran from January 17 through April 15, 2012. The amendment was requested by IIL due to reduced permit activity and revenues to support staffing.

The reduction in office hours was terminated on April 15, 2012, and the office hours as provided in the original contract were reinstated and have been in effect since April 16, 2012. I am not aware of any complaints from residents or contractors associated with the reduced office hours during that period. Building permit activity has picked up considerably since the low points we experienced in 2010, 2011 and early 2012, and I do not anticipate a request from IIL to return to reduced office hours this year.