



# MAYOR & COUNCIL COMMUNICATION

**DATE:** November 19, 2013

**REGULAR**

**ITEM: # 12**

**AGENDA ITEM:** Municipal Electrical Permitting and Inspections Program

**SUBMITTED BY:** Rick Chase, Building Official

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Adam Bell, City Clerk  
Kyle Klatt, Community Development Director

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECCOMENDER:** The Building Department recommends assuming responsibility for the electrical permitting and inspections program to improve service delivery and customer service.

**FISCAL IMPACT:** Administering the electrical inspections program will shift revenue from the State to the City of Lake Elmo.

**SUMMARY AND ACTION REQUESTED:** With the adoption of local electrical permitting and inspections, it is the City’s goal to improve service delivery and customer service. Staff recommends that the City contract electrical inspection services and assume responsibility for all electrical permitting. The attached ordinances and service agreement outlines the process for how permitting and inspections for electrical permits will be completed.

*Staff is recommending that the City Council adopt the City Electrical Permitting and Inspections Program through the following motion:*

***“Move to adopt Ordinance 08-093 to adopt the City Electrical Permitting and Inspections Program.”***

*In addition, Staff is recommending that the City Council amend the City's Fee Schedule through the following motion:*

***“Move to adopt Ordinance 08-094 to amend the City's Fee Schedule to incorporate fees related to the City Electrical Permitting and Inspections Program.”***

*Finally, Staff recommends the approval of the Electrical Inspection Services Agreement through the following motion:*

***“Move to approve the Electrical Inspection Services Agreement.”***

**LEGISLATIVE HISTORY:** N/A

**BACKGROUND INFORMATION (SWOT):**

**Strengths**

It is currently becoming more common for local municipalities to implement an electrical inspection program. The recommendation to adopt an electrical inspection program reflects the growing trend of administering these programs locally, which is consistent with the City's goal to provide exceptional service and incorporate best practices. Staff is recommending retaining the contract services of Mr. Joe Wheaton. Mr. Wheaton currently provides electrical inspections for the City as a contract state electrical inspector. Under this agreement, Mr. Wheaton would provide electrical inspections under contract of the City of Lake Elmo.

**Weaknesses**

With the existing permitting and inspection structure, applicants are required to complete all electrical permitting and inspection requirements through the State of Minnesota. Assuming responsibility of the Electrical Permitting and Inspections Program would allow the City to administer all electrical services, streamlining the permitting process for all applicants in Lake Elmo.

**Opportunities**

Removing the State from the electrical permitting and inspections equation would make the process more straightforward for all applicants.

**Threats**

N/A

**RECOMMENDATION:**

*Staff is recommending that the City Council adopt the City Electrical Permitting and Inspections Program through the following motion:*

***“Move to adopt Ordinance 08-093 to adopt the City Electrical Permitting and Inspections Program.”***

*In addition, Staff is recommending that the City Council amend the City’s Fee Schedule through the following motion:*

***“Move to adopt Ordinance 08-094 to amend the City’s Fee Schedule to incorporate fees related to the City Electrical Permitting and Inspections Program.”***

*Finally, Staff recommends the approval of the Electrical Inspection Services Agreement through the following motion:*

***“Move to approve the Electrical Inspection Services Agreement.”***

**ATTACHMENTS:**

1. Ordinance 08-093
2. Ordinance 08-094
3. Electrical Inspection Service Agreement