



Napa County

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Legislation Text

File #: 22-845, **Version:** 1

TO: Board of Supervisors

FROM: David Morrison - Director of Planning, Building and Environmental Services

REPORT BY: Adriana Franco-Ramos, Staff Services Analyst

SUBJECT: Approval of Amendment No. 3 to Agreement No. 200066B with CSG Consultants, Inc.

RECOMMENDATION

Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 200066B with CSG Consultants, Inc. to extend the terms of the agreement to June 30, 2023, with an automatic renewal for no more than two (2) additional years, to assist with the review of building plans for code compliance.

EXECUTIVE SUMMARY

In July 2019 the County entered into an agreement with CSG Consultants, Inc. to assist with review of building plans for code compliance at a total of \$65,000 per fiscal year. This agreement was amended in November 2019 to increase the annual maximum to \$185,000 per fiscal year to effectively manage workload and to address an increase in permit activity. This agreement was amended again in May 2021 to increase the annual maximum to \$215,000 per fiscal year. This agreement is set to expire on June 30, 2022 and the Director of Planning, Building and Environmental Services would like to extend the terms of the agreement for three additional years with no increase in annual maximum compensation.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Budgeted in Building Division 21400-00
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The Building Department has established a four week initial plan check review time as one of it's performance targets. To meet this goal, the Chief Building Official may opt to use an outside plan review firm when the workload cannot be accomplished by department staff. The Building Division currently has one vacancy in the plans examiner position. The use of this service would fluctuate depending on the level of permits submitted and would be used to ensure good customer service. The Building Department collects a plan review fee from the applicant at the time of submittal that will fully cover the costs of the outside plan review.
Is the general fund affected?	No
Future fiscal impact:	The commitment of up to \$215,000 annually would continue until termination. Appropriations will be budgeted accordingly in future fiscal years.
Consequences if not approved:	There would be times when the Department's initial plan check of building permit would take longer than established performance targets.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore is not applicable.

BACKGROUND AND DISCUSSION

On July 10, 2019, the County entered into an agreement with CSG Consultants, Inc. to assist with plan review and building inspection services at a total cost of \$65,000 per fiscal year. This agreement has been amended and now has a maximum compensation of \$215,000. The Building Division currently has one vacancy in the plans examiner position. The Division would like to use the outside services of CSG Consultants to assist with plan review and building inspections to maintain customer service and response times. The use of a contractor provides flexibility to handle staffing for the spikes in permitting, plan review, and field construction inspections. The Building Division collects an inspection fee and plan review fee on every permit which will offset the cost of the agreement. The Director of Planning, Building and Environmental Services would like to extend the terms of the agreement with no increase in maximum annual compensation. All other terms of the agreement remain unchanged.