



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/24/2020

Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

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

REPORT BY: Barbette Ruffino, Staff Services Manager - (707) 299-1330

SUBJECT: Approval of Amendment No. 2 to Agreement No. 180193B with California Code Check

RECOMMENDATION

Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 180193B with Bureau Veritas to extend the terms of the agreement to June 30, 2022, with an automatic renewal for no more than two (2) additional years, to assist with review of building plans for code compliance.

EXECUTIVE SUMMARY

In January 2018 the County entered into an agreement with California Code Check to assist with review of building plans for code compliance at a total cost of \$65,000 per fiscal year. This agreement was amended in May 2019 to increase the annual maximum to \$200,000 to effectively manage workload and to address an increase in permit activity. This agreement is set to expire on June 30, 2020 and the Director of Planning, Building and Environmental Services would like to extend the terms of the agreement for two additional years. In addition California Code Check was acquired this year by Bureau Veritas and the amendment will recognize Bureau Veritas as the Contractor.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Building Subdivision 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 three vacancies in the plans examiner positions. 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 cost of the outside plan review.
Is the general fund affected?	Yes
Future fiscal impact:	The commitment of up to \$200,000 annually would continue in the next fiscal year 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 permits would take longer than established performance targets.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit
Additional Information:	

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 CEQA is not applicable.

BACKGROUND AND DISCUSSION

On January 1, 2018 the County entered into an agreement with California Code Check to assist with review of building plans for code compliance at a total cost of \$65,000. This agreement was amended on May 14, 2019 to increase the annual maximum to \$200,000. This agreement is set to expire on June 30, 2020 and there is still a need for outside plan review firms as there are three vacancies in the plans examiner position. In addition the firm of California Code Check has been acquired by Bureau Veritas and this amendment would extend the terms of the agreement as well as recognizing the Contractor by the new company name. California Code Check has been crucial in our ability to retain our plan review performance goals. The use of a contractor provides flexibility to handle staffing for the spikes in permitting, plan review, and field construction inspections. California Code Check has proven to provide the County with competent and timely services.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi