



City Council Agenda Item

City Council Meeting Date: May 5, 2020

TO: Jim Throop, City Manager

FROM: Christie Alarcon, Community Development Director
c_alarcon@ci.lompoc.ca.us

SUBJECT: Approval of Onetime Change Order Limit Increase for City Building Division Services with California Code Check, Inc. for the Fiscal Year 2019-20; Adoption of Resolution No. 6327(20) Approving Supplemental Budget Appropriations for the Change Order Limit Increase

Recommendation:

Staff recommends the City Council:

- 1) Authorize the City Manager to execute the First Amendment to Professional Services Agreement with California Code Check, Inc. increasing the not-to-exceed amount from \$125,000 to \$375,000 for Fiscal Year (FY) 2019-20 (Attachment 1); and
- 2) Adopt Resolution No. 6327(20), approving supplemental appropriations of \$180,000 to fund those additional services (Attachment 2); or
- 3) Provide alternative direction.

Background:

The Building Division has an open purchase order for consultant services related to building plan check and inspection services with California Code Check, Inc. (Consultant) The not-to-exceed limit on the Professional Services Agreement is \$41,000.00 for FY 2018-19, and \$125,000 for FY 2019-20 (see Attachment 3, Article 5).

During the contract period, the Building Division has experienced loss of staffing as well as other extenuating circumstances, such as increased workload, which has resulted in the need to utilize the Consultant for services at a higher rate than planned for.

Discussion:

The following staffing changes have required increased Consultant services:

- September 2019, loss of Building Official resulted in utilization of Consultant building official from September 2019 through January 2020, when the City completed the recruitment of current Building Official / Building and Safety Services Manager.
- June 2019 the loss of the Building Division Development Services Assistant and filling the position at a higher cost due to the elimination of Senior Code Enforcement Officer. The vacated position was filled at a “Y” rating for one year ending June 30, 2020, at the Senior Code Enforcement Officer rate.
- The currently vacant Building Inspector position is filled by Consultant services and has been during the entire fiscal year. Recruitment for a qualified Building Inspector has been unsuccessful.
- The currently budget approved, but vacant, Plans Examiner position is pending approval of job description and salary schedule by the City Council. Human Resources will be working closely with the Building Official / Building and Safety Services Manager in order to create a position that will meet the operational needs of the City’s Building Division in the next fiscal year.
- Increased workload which has required increased Consultant services:
- Due to various economic reasons that drive development, as well as recent policy changes that have increased development in the City, there has been an increase in the number of building permits pulled during the first nine months of FY 2019-20 as reported below:

Building Permits	
2016-17	403
2017-18	454
2018-19	672
2019-20 (9 mos.)	673

- High quality level of customer service by the Building Division, and the Division’s administrative needs, which have included to date:
 - Technical assistance with applicants as well as general inquiries by the public;
 - Staff management (i.e. employee training, recruitments, evaluations and goal setting);
 - Policy administration (i.e. creation of written division policies, guidelines, and ease of use forms/tools);

May 5, 2020

Increase Building Division Services – California Code Check, Inc. FY 2019-20

Page 3 of 4

- Adoption of new 2020 Building Code; and
- Building Division Fee Study.

One recent policy implementation that the Building Division has recently created are time-specific turnaround periods for projects. The implementation of turnaround periods will allow analysis of the effects of fluctuations in staffing levels as well as the effectiveness of current processes. Current permit turnaround times for the Building Division are:

All projects not listed as “large projects”:

- Initial Review 30 business days
- Re-Checks 15 business days

Large Projects (i.e: CHC Facility, Purisima Hills, Cannabis Manufacturing/Distribution Facilities, Large Multi-Family Facilities):

- Initial Review 40 business days
- Re-Checks 20 business days

The time periods described above have been set utilizing the current staffing levels, which include using the Consultant services as follows:

- Building Inspector – as needed;
- Plans Examiner – 16 hours per week; and
- Plan checks sent out to Consultant – as needed.

Due to the variables currently existing in the Building Division with regards to workload, staffing and fees, the Division is working towards revising the Consultant’s fee schedule, but in order to do so, the Division needs to determine what the staffing capabilities will be in the next fiscal year.

Fiscal Impact:

In order to maintain the Building Division’s current service level requires increasing the professional services agreement to \$375,000 for FY 2019-20, which would require a supplemental appropriation of funds in the amount of \$180,000.

The cost increases with the Consultant services were mostly in part to the following costs separate from the building inspections and plans examiner:

Services	Cost
Building Official Contract Services (5 mos.)	\$107,154
Project Specific Plan Checks	\$46,180
Projected – Project Specific Plan Checks (Mar-June)	\$21,000
Total	\$174,334

May 5, 2020

Increase Building Division Services – California Code Check, Inc. FY 2019-20

Page 4 of 4

Conclusion:

Approval of this request for an increase to the purchase order and professional services agreement will provide the Building Division the staffing it needs to meet the demands of the community as well as maintaining an appropriate level of customer service.

The Building Division does not intend to continue Consultant services at this cost on an ongoing basis. It is the intent of the divisional management team to reach a reasonable balance between quality of service levels and the cost to deliver those services.

Respectfully submitted,

Christie Alarcon, Community Development Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Jim Throop, City Manager

- Attachments:
- 1) First Amendment to Professional Services Agreement
 - 2) Resolution No. 6327(20)
 - 3) Professional Services Agreement dated 2/15/2019