



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Planning and
Development
Department No.: 053
For Agenda Of: December 3, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Lisa Plowman, Director, Planning and Development
Director(s) (805) 568-2086
Contact Info: Andrew Rasura, Deputy Director, Planning and Development
(805) 568-2031
**SUBJECT: Jason Addison Smith Consulting dba JAS Pacific Building & Safety Consultant
Increase**

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions: That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with JAS Pacific for plan review, permit technician, and related permit services for a period of performance from December 3, 2024 through June 30, 2025 (Agreement). This Agreement converts a Purchase Order to a Board Contract and increases funding by \$305,000, for a revised total contract amount not to exceed \$500,000, inclusive of \$195,000 under Purchase Order CN9179.
- b) Approve and authorize the Planning and Development Department Director, or designee, to make immaterial changes in accordance with Section 35 of the Agreement for Services of Independent Contractor.
- c) Determine that the recommended actions are not a "Project" within the meaning of the California Environmental Quality Act (CEQA) and are exempt per CEQA Guideline Section 15478(b)(5), since the recommended actions are organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

A combination of delays in the submittal process and ongoing vacancies within the Building and Safety Division of the Planning and Development Department has exacerbated the backlog in plan check review

and permit issuance in the building permit process. Specialized experience is required to efficiently address the backlog of applications and pending permits.

The Planning and Development Department has contracted with JAS Pacific to provide such specialized review and processing services in FY 2024-25 under Purchase Order CN9179 totaling \$195,000. Due to unanticipated vacancies in key positions within the Building and Safety Division, Planning and Development requests that the Board approve an agreement with JAS Pacific that converts the current Purchase Order to a Board Contract and increases funding by \$305,000, for a revised total contract amount not to exceed \$500,000, inclusive of the \$195,000 under Purchase Order CN9179. The requested amount of \$500,000 for this Agreement exceeds the \$200,000 Purchasing authorization threshold, and therefore requires Board approval.

Background:

During the COVID 19 pandemic, the Building and Safety Division quickly transitioned to an interim online application submittal process to accommodate those desiring to obtain permits during the pandemic. Continuation of these “temporary” electronic submittal procedures for application intake resulted in a backlog of permit applications and delays in the three phases of the application and plan review process. Over the last year, process improvements and consultant support needed due to vacancies in hard-to-fill positions have resulted in initial plan check review in two to four weeks (from 12-16 weeks), with initial Final Review being completed two to three weeks after all items are completed by the applicant. Plan check review timelines will increase without continued consultant support. The recommended Agreement would provide for additional specialized review and processing services to resolve the current permitting backlog.

Performance Measure:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

County staff costs for permitting review and processing are paid by applicants in conformance with the current Board-adopted fee Ordinance. The estimated total remaining cost to process the current permitting backlog is \$305,000.00. P&D’s current hourly recovers all but \$20/hour of the difference of the consultant hourly rate and the department estimates using 3,000 hours during the term of this contract. The \$60,000 difference is offset by salary savings from the current staff vacancy. Funding for this consultant project is budgeted in the Planning and Development’s Permitting Budget Program, on Page D-317 of the County of Santa Barbara FY 2024-25 adopted Budget. Future permitting costs associated with this project will be borne completely by applicants.

Staffing Impacts:

No additional staffing is needed to implement and manage this Agreement.

Special Instructions:

Please forward a copy of the executed Agreement and hearing Action Summary to (1) Andrew Rasura, P&D Administration, and (2) David Villalobos, P&D Hearing Support

Attachments:

1. Agreement for Services of Independent Contractor
 - Exhibit A: Statement of Work
 - Exhibit B: Payment Arrangements
 - Exhibit C: Indemnification and Insurance Requirements
2. JAS Pacific Inc Purchase Order CN9179
3. CEQA Exemption

Authored by:

Andrew Rasura, Deputy Director - Administration (805) 568-2031