



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: Flood Control
Department No.: 054
For Agenda Of: September 13, 2016
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Directors, Flood Control and Water Conservation District

FROM: Department Scott D. McGolpin, Public Works Director, 568-3010
Director(s)
Contact Info: Thomas D. Fayram, Deputy Public Works Director, 568-3436

SUBJECT: Agreement for Plan Check Services with Flowers and Associates, All Supervisorial District

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to Form: Yes

Recommended Actions:

That the Board of Directors:

- a) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Flowers & Associates, Inc. (a local vendor) to provide plan check services for the period of September 13, 2016 through September 12, 2017 in an amount not to exceed \$100,000;
- b) Determine that the service contract does not constitute a project within the meaning of the California Environmental Quality Act pursuant to Guidelines §15378 (b)(2)(continuing administrative or maintenance activities).

Summary Text:

This item is on the agenda in order to approve an agreement to provide plan check services for the Development Review Section of the Flood Control District.

The Flood Control District has experienced staffing changes in the Development Review Section. To assist during this transition period, additional staffing with development review experience is needed.

Flowers & Associates is a local company that has the needed experience and knowledge of the development review process in our County. Flowers & Associate is also a pre-qualified consultant to provide flood control engineering services for the Public Works Department.

This agreement will consist of reviewing plan check materials submitted by developers including construction plans and drainage reports to ensure that the project meets the Flood Control District’s Standard Conditions of Project Plan Approval and has sound drainage engineering principals. Services will be billed at an hourly rate and used on an as needed basis.

Background:

For the past year, the Flood Control District’s Development Review Section has been understaffed. New employees have been hired and are being trained. To keep up with the demand and to meet our performance measure, this agreement with Flowers & Associates is needed at this time until new staff are fully trained.

Performance Measure:

This agreement is necessary to meet our performance measure of completing review of plan check submittals within two weeks.

Fiscal and Facilities Impacts:

Budgeted: Yes

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
Flood Control Funds/Fees	\$ 100,000.00		
State			
Federal			
Fees			
Other:			
Total	\$ 100,000.00	\$ -	\$ -

Fiscal Analysis:

Narrative:

Flood Control collects plan check review fees for projects that are subject to Flood Control conditions. The fees collected are paid by the developer or owner of the project and these fees will help offset the cost of this agreement. Development is an ongoing program in the Flood Control District and costs are budgeted annually. No General Fund monies will be utilized with this agreement.

Key Contract Risks:

Key risk factors are low for this agreement.

Special Instructions:

Direct the Clerk of the Board to send two copies of the Agreement with Flowers & Associates and a copy of the minute order of this action to the Flood Control District office: Attn: Christina Lopez.

Agreement for Plan Check Services with Flowers and Associates, All Supervisorial District

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Attachments:

Attachment A - Agreement for Services of Independent Contractor with Flowers & Associates Inc. (3 originals) includes contract summary

Authored by:

Jonathan Frye, PE, CFM, Engineering Manager, 568-3444