



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

Submitted on:
(COB Stamp)

Department Name: Planning and Development
Department No.: 053
Agenda Date: July 15, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Director: Lisa Plowman
Contact: Jeff Wilson, Assistant Director
SUBJECT: Agreement for Services for Independent Contractor for Inspections for the Isla Vista Rental Housing Inspection Pilot Program

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

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 the attached professional services Agreement (Attachment A) between the County of Santa Barbara and 4LEAF, Inc. to provide substandard housing inspection services for the Isla Vista Rental Housing Inspection Pilot Program (Pilot Program), commencing on July 16, 2025, to June 13, 2026, for a base Agreement amount not to exceed \$535,600 plus a 5 percent contingency fund of \$26,780.
- b) Approve and Authorize the Planning and Development (P&D) Director, or designee, subject to the Board's ability to rescind this delegated authority at any time to:
 - i) Approve changes or additions to the Agreement up to the contingency amount of \$26,780 for services or reimbursements that may be needed; and
 - ii) Make immaterial changes in accordance with Section 35 of the Agreement for Services of Independent Contractor.
- c) Approve Budget Revision Request No. BJE - 0010522 to establish appropriations of \$600,000 for Fiscal Year (FY) 2025-2026; and
- d) Determine that the proposed actions do not constitute a "Project" within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(3) and Section 15378(b)(5) of the CEQA Guidelines, because the actions are organizational or administrative

activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This Board item recommends the approval of the Agreement for Services to provide consultant services for substandard housing inspections to support the Isla Vista Rental Housing Inspection Pilot Program.

Discussion:

Planning and Development (P&D) initiated a competitive bid process and issued a Request for Proposal (RFP) in order to provide housing expertise regarding substandard conditions to assist P&D permit compliance and enforcement staff in providing inspections and identifying substandard housing conditions and violations for the unincorporated community of Isla Vista in the County. The RFP specifically identified that the professional services may include the following:

- Conduct inspections of rental housing units to identify substandard housing conditions
- Document inspection results and observations of any violations or potential violations
- Coordinate with P&D project team and other departments or agencies (Fire Department, Environmental Health Services, and the Building Official)
- Issue correction notices, notice and orders, or other enforcement actions at the direction of P&D

One firm responded to the RFP, and P&D selected 4LEAF, Inc. (4LEAF) to provide consultant services to support P&D's Building and Code Enforcement team in substandard housing inspections in the Isla Vista Community through the Rental Housing Inspection Pilot Program. 4LEAF will provide rental registration and document support, inspections, prepare and issue correction notices, provide recommendations on corrective actions, and program reporting for the Rental Housing Inspection Pilot Program.

The Agreement for Services of Independent Contractor (Attachment A), not to exceed \$562,380, including a 5% contingency, is above the \$200,000 cumulative threshold and therefore, requires the Board of Supervisors approval. Staff recommends the Board of Supervisors approve the Agreement for Services of this Independent Contractor.

Background:

On May 13, 2025, the Board of Supervisors adopted an ordinance that establishes and implements a pilot rental housing inspection program within the Isla Vista Community to address substandard housing conditions and to protect the public health, safety and welfare of its residents. To address these substandard housing concerns, \$600,000 was allocated as part of a settlement between the County of Santa Barbara and the University of California, Santa Barbara (UCSB), for the creation of a pilot rental housing inspection program. The 12-month Pilot Program allows the County to proactively inspect rental properties in Isla Vista for safety and code violations to improve health and safety standards, hold landlords accountable and protect tenants from exploitative practices.

The following is a summary of the Pilot Program's framework:

- Enacting regulations
- Registration of rental properties
- Inspections and eligible exemptions

- Enforcement measures

For more information about the program framework, please see the Isla Vista Rental Housing Inspection Pilot Program Board Agenda Letter, dated May 6, 2025.

Fiscal and Facilities Impacts:

Costs associated with the implementation and administration of this Pilot Program, an amount not to exceed \$535,600 plus a 5 percent contingency fund of \$26,780 for a total of \$562,380 are included in the \$600,000 designated funds from Santa Barbara County's Agreement with UCSB's Long Range Development Plan. Funding for administering this program is currently set aside in the General County Program Fund but is not included in Fiscal Year 2025-26 Adopted Budget. As such, Budget Revision No. 0010522 (Attachment D) is requested to increase Services and Supplies appropriations by \$600,000 and recognize an additional \$600,000 in operating transfer from the General County Program Fund to cover the cost of the Agreement for Services of Independent Contractor (Attachment A) for Fiscal Year 2025-26. Administration of this program will have no net financial impact on the department.

The Contractor will invoice monthly for the services provided and these costs, along with any departmental enforcement staff costs, will be offset by these designated funds and will not exceed the \$600,000 total amount. Staff will direct and monitor the Contractor's work to ensure timely completion of contract tasks and to monitor and control costs.

Funding Source	FY 2025-26	Total
General Fund		
State		
Federal		
Fees		
General County Program Funds	600,000	600,000
Total		600,000

Key Contract Risks:

The recommended Contractor, 4LEAF, will be providing this service to P&D service for the first time. As stated previously, P&D conducted a competitive bid process, and 4LEAF was the only respondent and was selected. 4LEAF has the requisite training and skills to conduct substandard housing inspections in support of the Isla Vista Rental Housing Inspection Pilot Program. The scope of work and contract clearly outline expectations and objectives. There are minimal to no risks with the contract language and expected deliverables. The Agreement indemnifies County agents, officers, and employees from all claims that arise from activities performed under the Agreement.

Special Instructions:

Please forward a duplicate original executed Agreement and a copy of the Minute Order to David Mitchell, P&D Accounting. Please forward one copy of the executed Agreement and one copy of the Minute Order to Jeff Wilson, Assistant Director, Planning and Development Department.

Attachments:

Attachment A – 4LEAF, Inc. Contract

Attachment B – Board Contract Summary

Attachment C – CEQA Notice of Exemption

Attachment D – Budget Revision No. 0010522

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