

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



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

Agenda Number:
Prepared on: 2/10/03
Department Name: Planning & Development
Department No.: 053
Agenda Date: 3/4/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Dianne Meester, Interim Director
Planning and Development

STAFF CONTACT: Michael Zimmer
Building Official x3120

SUBJECT: Specialized Plan Review Services Contract with Roy Harthorn

Recommendation(s):

That the Board of Supervisors:

Execute Professional Services Contract with Roy Harthorn, a local vendor, increasing by \$50,000.00 the original Purchase Order number 8190350 for \$100,000.00 with a New Not-To-Exceed Amount of \$150,000.00, due to two unfilled vacancies for the position of Assistant Plan Check Engineer.

Alignment with Board Strategic Plan:

The recommendations are primarily aligned with Goal No. 2 a Safe and Healthy Community in Which to Live, Work and Visit.

Executive Summary and Discussion:

The FY 02-03 budget includes funding for contract plan review services. These services are necessary to provide building and grading plan reviews within the time allowances recommended by state codes, meet industry demands and public expectations.

Permit activity remains above average, which pays for the cost of outside plan reviews and more important the Building and Safety Division has two vacancies for the position of Assistant Plan Check Engineer. In addition the division has reduced the number of out-of-county contracts for plan reviews, which will shift work to our remaining contracts. Mr. Harthorn has provided quality reviews and his knowledge of local conditions and county ordinances contributes to a thorough plan review. Also, Mr. Harthorn being a local vendor can meet with designers and county staff to resolve code problems quickly.

The department will shift funds from salary savings and contracts for outside the area firms to cover all contract costs. All plan review contracts are funded from building permit fees for new construction projects. There is no General Fund cost to this contract.

Mandates and Service Levels:

The California Health and Safety Code require that the local permitting agency provide for plan review services to assure compliance with state and local building codes.

Fiscal and Facilities Impacts:

All contract costs are offset with permitting revenue. The FY 02-03 approved budget included this contract amount.

Special Instructions:

Clerk of the Board will forward a copy of the Minute Order to Planning and Development, Accounting.

Concurrence:

Risk Management
Auditor-Controller
County Counsel