

TO: JAMES L. APP, CITY MANAGER

FROM: ROBERT A. LATA, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: BUILDING INSPECTION: TEMPORARY CONTRACT SERVICES

DATE: JANUARY 7, 2003

Needs: For the City Council to consider funding for temporary building inspector position during an absence of the City's Building Inspectors.

Facts:

1. The Building Division has experienced the temporary loss of a Building Inspector as the result of a work related injury requiring surgery December 19, 2002.
2. Currently, building inspections are being accomplished by reducing the staff time normally attributed to plan review and permit issuance.
3. The shift of resources is impacting plan review, extending time required to secure building permits
4. The Building Division understands that it may be two to six months before the absent inspector may be released to return to duty.
5. In order to provide for inspection coverage until the Building Inspector returns, the City issued a Request for Proposal to companies known to provide contract services.
6. Only JAS Corp. agreed to provide the City with candidates for interview by the Building Divisions.
7. The cost for this service, including vehicle mileage should a full six-month recuperation be necessary is \$46,720.00.

Analysis and
Conclusion:

The Building Division cannot continue to absorb the workload created by the temporary loss of the Building Inspector. It could be June of 2003, before his return to work.

The Building Official suggests negotiating a six-month contract with JAS Corporation for building inspection services at a cost of \$47.00 dollars per hour plus vehicle mileage of \$.32 per mile. The contract would be structured in a manner that it could be terminated by the City at any time for convenience, subject to a thirty (30) calendar day notice. This would give the City the most flexibility. Based on a 40-hour week, the cost including mileage would be \$46,720.00.

Reference: None.

Fiscal

Impact:

Allocation of \$47,000.00 to cover the cost of contract inspections are generally offset by building permit fees. However, the budget update presented to the Council on June 18, 2002, indicated that all permit fees were taken into consideration when determining status of General Fund reserves. This appropriation, assuming a worst-case scenario, could exceed operating income thus impacting General Fund Reserves. However, General Fund Reserves are projected to be in excess of \$6,000,000 at June 30, 2003.

Options:

The following options are offered for consideration by City Council:

- a. Adopt Resolution No. 03-xx appropriating \$47,000 to retain building inspections service from JAS Corporation from January 7 to June 30, 2003, as necessary.
- b. Amend, modify, or reject the above options.

Attachment:

Draft Resolution appropriating funding for the hire of a contract building inspector.

RESOLUTION NO. 03-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROPRIATING FUNDS FOR CONTRACT BUILDING INSPECTION SERVICES
FOR THE CITY OF EL PASO DE ROBLES

WHEREAS, the City Council of the City of El Paso de Robles has determined the need for contract building inspection services; and

WHEREAS, the Request for Proposal process for a contract individual was completed on December 6, 2002; and

WHEREAS, funding for the current contract position does not exist within the Building Division Budget; and

WHEREAS, the permit fees paid by the development community offset these costs.

THEREFORE BE IT RESOLVED by the City Council of the City of Paso Robles that \$47,000.00 is hereby appropriated from the General Fund to Account No. 100-710-5224-217, effective January 7, 2003, to provide contract building inspection services through June 30, 2003, as necessary.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 7th day of January 2003 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk