



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of October 24, 2017

TO: The Mayor and Members of the City Council

SUBMITTED BY: Holly Smyth, AICP Planning Director

SUBJECT: First Amendment to Contract #14008 with Contract Costa County for Building Inspection and Planning Services

RECOMMENDATION:

1. Approve the First Amendment to the Existing Agreement between the City and Contra Costa County (Contract #14008) in order to update the Building Inspector, Engineer, Planning, and IT hourly billing rates for FY 2017/18, FY 2018/19, and FY 2019/20.

FISCAL IMPACT OF RECOMMENDATION:

The fees charged by the County only affect specially requested work by the City and do not affect the regular building permit inspections which are paid for directly from collected building permit fees. A portion of administrative fees collected by the County will continue to be returned to the City to assist with offsetting some of these charge and other direct City costs associated with front counter coverage by our Building Technician, occasional building inspection services of part-time or contract employees, and a portion of oversight of the building inspection function by the Planning Director.

DISCUSSION:

In February 2014 the City entered into an agreement with Contra Costa County for Building Plan Check and Inspection Services, Code Enforcement Services, and Planning Services with Hourly Billing Rates set for FY 2013-2014. The agreement does not have an expiration date but can be terminated by either party with a 30-day notice. The hourly billing rates have not been revised since that time.

Concurrently with execution of the 2014 Agreement, the City updated its Master User Fee Schedule Building Inspection Division section to state that "The City of Hercules adopted the Contra Costa County Conservation & Development Dept. Fee Schedule" for purposes of issuing Building Permits through the County system. City Building permit fees remained the same in the Master User Fee Schedule for permits directly issued and inspected by the City.

Almost all building permit fees are taken in at the City Building Division Counter, issued through the County's computer system and then plan checked and inspected by the County. Fees for these services are paid directly to Contra Costa County. The City still calculates and collects various impact fees as they are applied to new construction projects; the hourly billing rates do not apply to these services.

On occasion, the City issues some minor tenant improvements and plan checks and inspections on small structures by issuing permits through the City's internal system that may only utilize minor services of the County. This type of work would be subject to the hourly billing rates.

In regards to Code Enforcement, the county can conduct inspections and investigations at the request of the City, but will not take any enforcement action, pursue various remedies or issue any notices. In the past this service has only been used in egregious cases that occur during regular business hours of the County Monday through Friday (stop work permits, red-tagging marijuana grow houses, inspections of illegal garage conversions, grading inspections at the Carson site).

County Planning Services can also be utilized if needed, but have not been utilized since the execution of the original contract because the cost of the County's service far exceeds the cost of contract services by firms such as Municipal Resources Group, use of Part-Time personnel, or use of volunteers.

ATTACHMENTS:

1. Resolution and Exhibit A
2. Original 2014 Agreement for Building Inspection and Planning Services (Contract #14008)
3. First Amendment to the Agreement for Services with Contra Costa County
-Exhibit A to Att 3 - Revised DCD Hourly Billing Rates for FY 2017/18, FY 2018/19, & FY 2019/20