

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Charlene Gallina, Planning & Building Director
DATE: August 3, 2010
SUBJECT: Building Division Professional Services Agreement

APPROVAL FOR FORWARDING:



William C. Norton, Interim City Manager

1 **ISSUE:** Consideration of a Resolution to execute an amendment to the existing
2 Professional Services Agreement with Cliff Castle of Castle Consulting for building
3 services on private development and general building services as needed.
4

5 **RECOMMENDATION:** Adopt a Resolution. (Attachments 1 & 2)
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7 **BACKGROUND/DISCUSSION:** On July 3, 2007, the City Council authorized the
8 execution of a Professional Services Agreement with Castle Consulting for building
9 permit plan check and construction inspection services (Attachment 3). At that time,
10 this contract authorized Mr. Cliff Castle to assist in the inspection services for the Solage
11 project and to provide back-up inspection services during the absence of the City's
12 Building Official. The City also maintained a separate contract with Coastland
13 Engineering for structural plan checks.
14

15 Due to the recent resignation of Brad Cannon, Building Official, the Department
16 currently utilizes Castle Consulting to provide counter, code enforcement investigation
17 activities, plan check and inspection services in the mornings four to five days per week
18 for a total of 20 hours (Attachment 4). During the budget process, the full-time Building
19 Official position was left vacant and sufficient funds for consultant services was
20 authorized by the City Council to cover plan check and inspection services, and other
21 related building services as needed in the amount of \$60,000. In response to the
22 service that Castle Consulting is providing the City, staff has been very pleased with the
23 clarity and responsiveness of work performed by Mr. Castle and his staff, and finds it
24 beneficial to continue with his company's services until such time that a full time
25 Building Official is needed.
26

27 At this time, staff is recommending that the existing Professional Services Agreement
28 with Mr. Castle be amended (Attachment 2 – see tracked changes) to update Castle
29 Consulting scope of services and fee schedule to provide assistance to the Planning &
30 Building Department as needed. Through Council authorization of the amended
31 agreement, staff would continue to assign Mr. Castle plan checks, inspection requests,
32 code enforcement investigation activity, and other special programs or special projects
33 as requested (Attachment 5 – Contract Proposal)
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35 **FISCAL IMPACT:** The current Department's budget for contract services is \$60,000.
36 The costs associated with processing building permit applications and related inspection
37 services will be recovered through permit fees. Other building services such as
38 required processing of the California Building Code update this fall, other mandates by
39 the State, and code enforcement investigations to be processed by Castle Consulting
40 will be billed through the Division's contract services budget.
41

42 **ATTACHMENTS:**

- 43 1. Draft Resolution
- 44 2. Draft Professional Services Agreement – Mr. Castle
- 45 3. Executed Professional Services Agreement
- 46 4. Building Services Schedule
- 47 5. Contract Proposal

RESOLUTION NO. 2010-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA,
STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN
AGREEMENT WITH CASTLE CONSULTING FOR
BUILDING PLAN CHECK AND INSPECTION SERVICES

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Authorizing Agreement No. 0392

(Amended and Restated)

WHEREAS, the City desires to obtain building plan check and inspection services in connection with the City's Planning & Building Department; and

WHEREAS, On July 3, 2007, the City entered into an agreement with Castle Consulting to perform building plan check and inspection services for the City; and

WHEREAS, Cliff Castle continues to have the relevant expertise in the City of Calistoga to perform these services; and

WHEREAS, in response to the resignation of the Building Official in June 2010, an amendment to Section 1, Scope of Services and Section 3 A, Compensation is warranted to continue services to be provided by Castle Consulting; and

WHEREAS, the costs associated with the provision of building services are recovered through the revenue collected in conjunction with the processing of a building/grading permit applications, as well as the Building Inspection Services – Contract Services Fiscal 2010-2011 Budget for code enforcement investigations, and special projects and programs, as needed by the City.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga hereby authorizes the Interim City Manager to execute an amendment to the Professional Services Agreement with Cliff Castle of Castle Consulting in substantially the same form as attached hereto for building services as needed.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **3rd day of August 2010** by the following vote:

AYES:

NOES:

ABSTAIN/ABSENT:

MICHAEL DUNSFORD, Vice Mayor

ATTEST:

SUSAN SNEDDON, City Clerk