



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}G

Yountville Town Council Staff Report

DATE: June 18, 2024
TO: Mayor and Town Council
FROM: Irene Borba, Planning & Building Director
PREPARED BY: Irene Borba, Planning & Building Director

RECOMMENDATION

Adopt Resolution Number 24-xxxx Approving Professional Service Agreement with BPR Consulting Group to provide contracted building official services, plan review/check, building inspection, and optional code enforcement, technology consulting/ geographic information system services, and IT support in an amount not to exceed \$135,000 per fiscal year. This Professional Service Agreement with BPR Consulting Group is for two fiscal years: FY 24/25 and FY 25/26 for the total of \$270,000 for both fiscal years.

DISCUSSION/BACKGROUND

Since 2015, the Town of Yountville has contracted for plan check, building inspection, and building official services as needed on a part-time basis. These specialized services are needed to ensure new construction and additions and modifications to existing buildings comply with the health and safety requirements of the Town's Building Code.

In October 2021, the Town entered into a one-year Professional Services Agreement with BPR Consulting Group ("BPR") to perform these services. In addition to plan check, building inspection, and building official services, BPR also provides optional code enforcement, technology consulting, WELO review and IT support including assist with Solar APP+. The attached Professional Services Agreement includes these optional services. The agreement with BPR needs to be renewed to allow for continuation of these services for the upcoming two fiscal years, as the Town of Yountville is now completing biennial budgets. The current Professional Service Agreement will expire at the end of June 2024. The Town has been satisfied with the services provided by BPR. Staff recommends adoption of the resolution to continue these important services within the Town.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it Currently Budgeted? Yes
Where is it Budgeted? Planning & Building Department Budget.

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Yes

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Given Yountville's lean staffing, consultant services are necessary to deliver high quality services to the community.