



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: September 21, 2021

TO: Mayor and Town Council

FROM: Sandra Liston, Planning & Building Director

PREPARED BY: Sandra Liston, Planning & Building Director

SUBJECT:

Adopt Resolution Number 21-4074 Approving Professional Service Agreement with BPR to provide contracted plan check, building inspection, and building official services, and optional code enforcement, technology consulting, and IT support, in the amount of \$125,000.

DISCUSSION/BACKGROUND

Since 2015 the Town of Yountville has contracted with Interwest Consulting Group to provide contracted plan check and building inspection services as needed on a part-time basis. Until recently, the Town has been satisfied with these services. However, when Interwest was purchased by Safe-Built we began to see the quality of our relationship and these services decline.

Three of the Town's primary contacts with Interwest have since started their own consulting firm – BPR – and staff now seeks to transition services to this group to maintain the high-quality relationships and services to which we have become accustomed. We anticipate this change in services to be seamless as we will be working with many of the same people and subject to the same approved budget for these services for Fiscal Year 2021-22.

In addition to plan check, building inspection, and building official services, BPR also provides code enforcement, technology consulting, and IT support. The attached Professional Services Agreement includes these optional additional services.

Staff recommends adoption of the resolution in order 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? Nominal

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 delivery high quality services to the community.

RECOMMENDATION

Adopt Resolution Number 21-4074 Approving Professional Services Agreement with BPR to provide contracted plan check, building inspection, and building official services, and optional code enforcement, technology consulting, and IT support, in the amount of \$125,000.