

# Capitola City Council

## Agenda Report

**Meeting:** March 24, 2022

**From:** Community Development Department

**Subject:** Consider Extending an Agreement with the City of Scotts Valley for Sharing of Chief Building Official Services



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**Recommended Action:** Extend agreement with the City of Scotts Valley to share Chief Building Official Services for an additional three years.

**Background:** The City of Capitola has had a budgeted building official on staff since its incorporation in 1949. The Building Official is responsible for ensuring compliance with the California Building Code, the State Housing Code, and the International Existing Building Code. In addition, the Building Official serves as the City of Capitola's Americans with Disabilities Act (ADA) compliance officer.

On September 13, 2018, the City Council ratified an agreement with the City of Scotts Valley to share Building Official services. This was done in response to a challenging labor market due to the robust private construction industry. The innovative solution allowed the City to hire a Building Official, while sharing the costs with the City of Scotts Valley. Capitola's building division was reorganized to include the part-time building official, a full-time building inspector, and a part-time development service technician. When fully staffed, the division functions at a high level with dedicated customer service during counter hours, daily building inspections, and internal building plan review.

On March 8, 2022, the City's full-time building inspector vacancy was filled; the new inspector is scheduled to start work on March 21, 2022.

**Discussion:** Since 2018, the cities of Capitola and Scotts Valley have been sharing the Chief Building Official under the parameters of the 2018 agreement. The agreement has a three-year term and now must be extended. The following are highlights of the terms of the agreement:

- Shared model: Building Official is employed by Capitola but also serves as Building Official of Scotts Valley
- Shared services: Approximately half total working time is devoted to each City
- Term: Three years
- Termination: Either party may terminate the agreement with six months' notice.
- Contract is terminated if building official is no longer employed by the City of Capitola.
- Capitola provides a vehicle, with the cost incorporated into the contract
- Scotts Valley's share of total costs are not to exceed \$120,000 per year. (The amount increased from \$105,000 in the original contract.)
- Each party is solely responsible for any claims arising out of employee's work for each jurisdiction
- Scotts Valley participated in the interview and selection process; Annual employee evaluation is completed in coordination with both jurisdictions

**Fiscal Impact:** None. The shared building official wages and benefits will follow the mid-management MOU and are included in the City's budget.

Attachments:

1. Updated Agreement

Report Prepared By: Katie Herlihy

Reviewed By: Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager