

COUNCIL ACTION FORM

Meeting Date: September 11, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider renewing Master Agreement for Building Official Services with George Butler Associates, Inc. (GBA)

Background/Description of Item

In August 2023, the City Council approved entering into a Master Service Agreement with GBA (George Butler Associates, Inc.) for Building Official services to supplement what Westwood staff could manage in-house.

Staff Comments/Recommendation

At the time of engagement two years ago, the only immediate need for GBA's services was to provide engineering review of the Karbank development submittal, which was covered under Task Order No. 1.

Although it was contemplated then that GBA could fill-in when the City's in-house Building Official was on vacation, otherwise unavailable, or desired a second opinion on a project application, the intent at that time was not to use GBA as the City's full-time Building Official. When Westwood's former Building Official separated from the City in September 2024, GBA stepped in under a new task order (No. 2) to perform on-call, as-needed services until the position could be fully evaluated and a determination made about whether to fill the vacancy. When, in January 2025, the City determined the vacancy should be filled and another Building Official/Codes Administrator hired, it was another two months before the position was filled. The vacancy was filled by Michael McCoy in March 2025. McCoy is not ICC certified to review plans nor to conduct inspections nor was he trained at that time to conduct the host of duties assigned to the desk of the Westwood Building Official. Over the past four months, Michael has trained with GBA staff in the lead on review and inspections and he is studying for his certification tests. However, until the time McCoy is certified and comfortable conducting plan review and inspections independently, GBA is providing those services.

In August 2025, Task Order No. 3 was executed to retain GBA staff to facilitate the City's process to review and adopt the 2024 ICC Code set.

City staff recommends renewing the Master Service Agreement with GBA to continue providing services under task orders as provided by the City's Financial and Purchasing Policy.

Budget Impact

There is no fee to renew the MSA nor is there a retainer fee nor monies due to GBA in the absence of an approved, mutually agreed upon task order, which template is included in the Master Services Agreement as Exhibit B.

Under Task Order No. 2, the City has spent a total of \$42,438 – on average \$4,250/month – for GBA's Building Official services from October 2024 – July 2025, which includes around \$1,500 in total services over that 10-month period charged to Westwood Hills and Mission Woods project, which costs are reimbursed by those cities.

This expense is unbudgeted in the FY 2025 budget due to budget adoption occurring in September 2024, the month before the City unexpectedly began using GBA full time when the former Building Official left the City's employ. During that same 10-month period (October 2024 – July 2025), the City collected just over \$82,000 in Westwood building permit fees.

Expectations were established upon hire that the City's full-time Codes Administrator will be sufficiently trained at six months to allow GBA to begin reducing their number of hours and number of inspections spent in Westwood each month. McCoy is learning quickly and is eager to take the reigns; however will likely need longer to earn ICC certification and completely relinquish GBA of the interim Building Official role. However, a plan has been established – and is currently being worked – to draw down and draw back GBA's services and for McCoy to increase taking on their work load.

Suggested Motion

I move to authorize the City Administrator to renew the Master Agreement with GBA for Building Code Services for an additional four year term.