

**City of Carson City  
Agenda Report**

**Date Submitted:** December 5, 2014

**Agenda Date Requested:** December 18, 2014  
**Time Requested:** 15 minutes

**To:** Mayor and Supervisors  
**From:** Purchasing and Contracts

**Subject Title:** For Possible Action: To accept Carson City Community Development Department's recommendation to approve Amendment No. 1 to Contract No. 1415-050 with Charles Abbott Associates, Inc. titled "Building Permit Services" to expand the scope of work (revised Attachment I) to include building permit counter services and increase the contract amount for an amount established solely from a percentage of Building Permit fees collected as identified in "Exhibit A" to be funded from the Building Division Building Permit revenues as provided in FY 2014/2015 and FY 2015/2016. *(Kim Belt)*

**Staff Summary:** On August 21, 2014, the Carson City Board of Supervisors approved the above listed contract. The former city-employed Building Permit Technician II resigned from the position effective December 5, 2014. The proposed contract amendment would allow for the replacement of that employee and associated job functions with a contract employee through Charles Abbott Associates, Inc.

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion       Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to accept Carson City Community Development Department's recommendation to approve Amendment No. 1 to Contract No. 1415-050 with Charles Abbott Associates, Inc. titled "Building Permit Services" to expand the scope of work (revised Attachment I) to include building permit counter services and increase the contract amount for an amount established solely from a percentage of Building Permit fees collected as identified in "Exhibit A" to be funded from the Building Division Building Permit revenues as provided in FY 2014/2015 and FY 2015/2016.

**Explanation for Recommended Board Action:** Staff recommends amending contract 1415-050 with Charles Abbott Associates, Inc. in order to increase compensation and revise the Scope of Work of the original contract to include building permit counter services. This amendment would put the management of the building permit counter services under the direct supervision of the Building Official, who is also a Charles Abbott Associates contract employee.

**Applicable Statute, Code, Policy, Rule or Regulation:** NRS 332.115 subsection 1 (b).

**Fiscal Impact:** Approximate savings of approximately \$5,000-\$10,000 annually based on the projected FY 15 Building Division budget.

**Explanation of Impact:** If approved Contract 1415-050 contract amount and scope of work will be increased.

**Funding Source:** 525-3014-424-03-09 Professional Services account in the Building Division Enterprise Fund. The salary and benefit savings due to the hiring of a contract employee will be transferred to this account as provided in FY 2014/2015 and FY 2015/2016.

**Alternatives:** Provide other direction pursuant to Board Action.

**Supporting Material:** Contract Amendment No. 1, revised "Exhibit A", revised "Attachment I" and original Proposal.

Prepared By: Kim Belt, Purchasing and Contracts Manager

Reviewed By:   
(Community Development Department)  
  
(City Manager)  
  
(District Attorney)  
  
(Finance Director)

Date: 12-9-14  
Date: 12-9-14  
Date: 12/9/14  
Date: 12/9/14

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 1  
Contract No. 1415-050**

**THIS AMENDMENT** is made and entered into this 18th day of December, 2014, by and between the City and County of Carson City, a political subdivision of the State of Nevada, hereinafter referred to as "**CITY**", and **Charles Abbott Associates, Inc.**, hereinafter referred to as "**CONTRACTOR**", and is made to amend the existing contract known as **CONTRACT # 1415-050**.

**W I T N E S S E T H :**

**WHEREAS**, the **CITY** and **CONTRACTOR** desire to amend **CONTRACT #1415-050** to provide **CITY** authorization to compensate **CONTRACTOR** for the additional expense for the maintenance contract/warranty; and

**WHEREAS**, said amendment is at the request of both the **CITY** and **CONTRACTOR**, and that significant benefit will be derived by the **CITY** for said amendment.

**NOW, THEREFORE**, in consideration of the aforesaid mutual promises herein, **CITY** and **CONTRACTOR**, by and through their respective authorized representatives hereby agree to:

4     **SCOPE OF WORK**

4.1 See attached revised "**Attachment I**" from **CONTRACTOR**

5     Amend Consideration of **CONTRACT # 1415-050** to provide in its entirety as follows:

5.1 The parties agree that **CONTRACTOR** will provide the **SERVICES** specified in **Section 4 Scope of Work** and **CITY** agrees to pay **CONTRACTOR** the **CONTRACT SUM** based upon a percentage of Building Permit fees collected as set forth in the compensation schedule included in revised "**Exhibit A**".

**IT IS ALSO AGREED**, that all unaffected conditions, requirements, and restrictions of the Original Contract document remain in full force and effect for the duration of the Contract term.

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 1  
Contract No. 1415-050**

**ACKNOWLEDGMENT AND EXECUTION:**

In witness whereof, the parties hereto have caused this Amendment to be signed and intend to be legally bound thereby.

**CARSON CITY**

Finance Director  
Attn: Kim Belt, Purchasing and  
Contracts Manager  
201 North Carson Street Suite 3  
Carson City, Nevada 89701  
Telephone: 775-283-7137  
Fax: 775-887-2107  
KBelt@carson.org

**CITY'S LEGAL COUNSEL**

Neil A. Rombardo, District Attorney

I have reviewed this Contract and approve  
as to its legal form.

By:   
KIM BELT

By:   
Deputy District Attorney

DATED 12/9/14

DATED 12/9/14

**CITY'S ORIGINATING DEPARTMENT**

**BY:** Lee Plemel, Director  
Carson City Planning Division  
108 E. Proctor Street  
Carson City, NV 89701  
Telephone: 775-887-2262  
Fax: 775-887-2278  
lplemel@carson.org

By:   
Lee Plemel

DATED 12.9.14



**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 1  
Contract No. 1415-050**

**CONTRACT ACCEPTANCE AND EXECUTION:**

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of December 18, 2014 approved the acceptance of Amendment No. 1 **CONTRACT No. 1415-050**. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to set his hand to this document and record his signature for the execution of this contract in accordance with the action taken.

**CARSON CITY, NEVADA**

\_\_\_\_\_  
ROBERT L CROWELL, MAYOR  
DATED this 18<sup>th</sup> day of December, 2014.

**ATTEST:**

\_\_\_\_\_  
ALAN GLOVER, CLERK-RECORDER  
DATED this 18<sup>th</sup> day of December, 2014.

## REVISED EXHIBIT A

### SECTION I:

A portion of Section 1(b), subsections 22-28, of Exhibit A of Contract #1415-050, AGREEMENT are amended to include the Building Division permit counter operation functions as a permanent part of the contract, not just a back up support function, as follows (deleted text is shown in ~~strikethrough~~):

#### Building Counter Operation (~~Back-Up~~)

- (22) Receive, process and issue building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications.
- (23) Monitor and track the status of building permit applications and plan checks for expiration and develop a process to notify applicants prior to the expiration of their building permits.
- (24) Keep daily logs of building permit and inspection activities. Submit monthly, quarterly and annual reports of Consultant's activities to the City. The reports shall include, but not be limited to, the fees collected, the staffing levels provided, the staff hours expended, the number of permits issued, the number of inspections (by type) made, and other financial, operational, and statistical information pertinent to the Building Plan Check and Inspection services process.
- (25) Provide public information regarding building permit applications, plan check and inspection services and related matters.
- (26) Identify and assist in the collection of all necessary fees for building permit applications and other Building Division services.
- (27) Establish and maintain all of the materials and forms in compliance with State laws necessary for the operation of the Building Division, including "hand-out" sheets which explain building permit application processing procedures identified as being provided by the City.
- (28) All approval stamps, applications, forms and other documents used in providing Building and Safety Services to the City shall be identified with the City Seal and other identification indicating that the approval stamps, applications, and documents are from the City of Carson City. Costs for the provision of these processing tools and

supplies shall be the responsibility of the City. All of the stamps, applications, forms, and other documents or supplies shall be the property of the City.

## SECTION II:

Section 1(d) of Exhibit A of Contract #1415-050, AGREEMENT, is amended to include the Building Division Permit Technician functions as a permanent part of the contract, not just a back up support function, as follows (added text is underlined and deleted text is shown in ~~strikethrough~~):

(d) To provide the services required by this Agreement, Consultant shall provide the following personnel:

- (1) A Building Official, who will provide full-time building official/plan review services.
- (2) A ~~Backup~~ full-time Permit Technician, ~~who will be assigned to work in the absence of the City's Permit Technician.~~
- (3) A minimum of one Certified Building Inspector.

## SECTION III:

Attachment 1, Compensation Schedule, of Exhibit A of Contract #1415-050, is amended to include the Building Division Permit Technician functions as a permanent part of the contract, not just a back up support function, as revised on the following page (added text is underlined and deleted text is shown in ~~strikethrough~~):



**ATTACHMENT I**

**COMPENSATION SCHEDULE**

Consultant will provide all building plan check, a full-time Building Official/Plan Checker, ~~and~~ a minimum of one Certified Building Inspector and one Permit Technician at the monthly percentage of fees collected shown below. Note: Consultant agrees to provide additional plan review and/or inspection resources to assure that the City is never "short staffed" and should building revenues fall below historical averages, the City agrees to be flexible relative to the minimum number of Certified Building Inspectors.

Monthly Building Permit and Plan Review Fees Collected	Consultant % of Fees	
The first \$20,000	60%	<u>70%</u>
Additional amounts between \$20,001 and \$40,000	55%	<u>65%</u>
Additional amounts over \$40,000	50%	<u>60%</u>

**~~Backup Permit Technician:~~**

~~If a backup Permit Technician is needed to replace the City Permit Technician, Consultant will provide that person at the rate of \$45/hour (subject to cost of living increase(s) mutually agreed to by the City and Consultant).~~

**Replacement Permit Technician:**

If the remaining City Permit Technician leaves, CAA will provide a replacement Permit Technician at the rate of \$45/hour or at a percentage of fees collected at a rate agreeable to the City in an amendment to this contract