



**MENDOCINO COUNTY BOARD OF SUPERVISORS**  
**ONLINE AGENDA SUMMARY**

**BOARD AGENDA # 4(r)**

- Arrangements for public hearings and timed presentations must be made with the Clerk of the Board in advance of public/media noticing
- Agenda Summaries must be submitted no later than *noon* Monday, 15 days prior to the meeting date (along with electronic submittals)
- Send 14 complete sets (original, single-sided+13 copies) – Items must be signed-off by appropriate departments and/or County Counsel
- Transmittal of electronic Agenda Summaries and associated records must be emailed to: [bosagenda@co.mendocino.ca.us](mailto:bosagenda@co.mendocino.ca.us)
- Electronic Agenda Transmission Checklist:  Agenda Summary  Records  If applicable, list other online information below
- Executed records will be returned to the department within one week. Arrangements for expedited processing must be made in advance

**TO:** Board of Supervisors **DATE:** March 24, 2016

**FROM:** Planning and Building Services **MEETING DATE:** April 5, 2016

**DEPARTMENT RESOURCE/CONTACT:** Jon Moore **PHONE:** 234-6650 Present  On Call   
Steve Dunncliff **PHONE:** 234-6650 Present  On Call

Consent Agenda  Regular Agenda  Noticed Public Hearing  Time Allocated for Item: N/A

■ **AGENDA TITLE:** Approval of an Amendment to Agreement No. PA 16-62 with 4Leaf, Inc., Increasing the Cost from \$50,000 to \$150,000, to Expand the Scope of Work to Include On-Call Building Plan Check and Extending the Term to December 31, 2016

■ **PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** None.

■ **SUMMARY OF REQUEST:** In August 2015 the Chief Building Inspector retired from County service after 29 years. Planning and Building Services (PBS) conducted two recruitments to fill the position and was unable to identify a replacement. In response, as an interim measure, PBS contacted several private companies to provide interim building official services. 4Leaf, Inc., was the only company at the time that had a qualified person available. In January 2016, PBS entered into a contract with 4Leaf, Inc., to provide interim building official services. Since then, PBS has been working with Human Resources to update the Chief Building Inspector position title, description and pay classification. In addition, a long term Building Inspector III has just accepted employment with another jurisdiction. Operationally, the 4Leaf contract should be extended and expanded to also include on-call plan check services. Because the amended contract will exceed \$50,000, approval lies with the Board of Supervisors.

■ **SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT:** N/A

■ **ADDITIONAL INFORMATION ON FILE WITH THE CLERK OF THE BOARD (CHECKED BY COB IF APPLICABLE):**

FISCAL IMPACT:			
Source of Funding	Current F/Y Cost	Annual Recurring Cost	Budgeted in Current F/Y
BU # 02851	Additional \$100,000	None	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

■ **SUPERVISORIAL DISTRICT:** 1  2  3  4  5  All  **VOTE REQUIREMENT:** Majority  4/5ths

■ **RECOMMENDED ACTION/MOTION:** Approve amendment to Agreement No. PA 16-62 with 4Leaf, Inc., to increase the cost from \$50,000 to \$150,000, to expand the scope of work to include on-call building plan check and extending the term to December 31, 2016; and further, authorize Chair to sign same.

■ **ALTERNATIVES:** Provide further direction to staff.

■ **CEO REVIEW (NAME):** Christopher Shaver, Deputy CEO **PHONE:** 463-4441

**RECOMMENDATION:** Agree  Disagree  No Opinion  Alternate  Staff Report Attached

**BOARD ACTION (DATE: \_\_\_\_\_):**  Approved  Referred to \_\_\_\_\_  Other \_\_\_\_\_

**RECORDS EXECUTED:**  Agreement: \_\_\_\_\_  Resolution: \_\_\_\_\_  Ordinance: \_\_\_\_\_  Other \_\_\_\_\_