



**CITY OF SALINAS COUNCIL
STAFF REPORT**

DATE: JANUARY 27, 2026

DEPARTMENT: COMMUNITY DEVELOPMENT

FROM: LISA BRINTON, DIRECTOR

BY: ANGELINE ANZINI, CHIEF BUILDING OFFICIAL
ODED ZALMANOVITCH, MANAGEMENT ANALYST

TITLE: AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT
WITH TRUE NORTH COMPLIANCE SERVICES, INC.

RECOMMENDED MOTION:

A motion to approve a resolution authorizing the City Manager to execute Amendment No. 2 to the Agreement for Professional Services with True North Compliance Services to increase the amount by \$200,000 for a new not to exceed amount of \$600,000.

EXECUTIVE SUMMARY:

The Permit Services Division relies on True North Compliance Services, Inc., as one of five consultants, to supplement City staff in plan review, permitting, and inspection services, ensuring a consistent and timely level of customer service without replacing City employees. Contracting with True North allows the City to respond efficiently to increases in development applications. The proposed Amendment No. 2 requests an increase of \$200,000, bringing the total cumulative not to exceed compensation to \$600,000 for Fiscal Years 2025-26 and 2026-27. Funding for this amendment will be fully covered through the Permit Services Enterprise Fund using plan check and inspection fees collected prior to requesting professional services.

BACKGROUND:

In 2024, the City conducted a Request for Qualifications to identify qualified consultants. True North Compliance Services, along with 4LEAF, Shums Coda Associates, Willdan Engineering, and TRB and Associates, demonstrated extensive experience providing technical services to building departments across California. Based on the RFQ results, the City Council approved an On-Call List for permit services in July 2024 and authorized execution of Agreements for Professional Services with each firm for Fiscal Years 2024-25 through 2026-27. True North Compliance Services was recognized for its certified staff, technical expertise, and proven ability to deliver timely, high-quality, and cost-effective services that support the City's operational needs.

The original compensation amount was \$150,000. As permit volumes increased and staffing shortages persisted, the Permit Center required additional technical support to sustain service levels. Amendment No. 1 to the Professional Services Agreement with True North Compliance Services, approved on October 8, 2024, authorized the use of True North’s technical staff to address staffing shortfalls and rising workload. This amendment increased total not to exceed compensation to \$400,000 dollars.

Due to continued growth in permit applications and the need to provide timely and consistent plan reviews while balancing staff workload, further consultant assistance is required. Amendment No. 2 to the Agreement for Professional Services requests an increase of \$200,000 dollars, bringing total cumulative not to exceed compensation to \$600,000 dollars. The original and both amended Agreement not to exceed compensation amounts is provided in the table below. Consultant services are billed on a time and materials basis, according to the rates of compensation set in Exhibit B to the Agreement, which is provided in Attachment 4 of this report. Funding will be fully covered by plan check and inspection fees through the Permit Services Enterprise Fund.

Not to Exceed Compensation	Original	Amendment #1	Amendment #2
True North Compliance Services	\$ 150,000	\$ 400,000	\$ 600,000

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

Yes.

STRATEGIC PLAN INITIATIVE:

The proposed Amendment supports the City of Salinas Strategic Plan 2025-2028 Goals and Strategies by advancing economic development and housing through timely review of projects that expand the economic base and increase housing supply. It strengthens infrastructure planning through consistent, efficient permit processing. Enhancing the Permit Center’s capacity also improves overall City services. By supporting safe, compliant construction, the Amendment contributes to public safety. These improvements ultimately benefit youth and seniors by promoting well-planned, accessible community development.

DEPARTMENTAL COORDINATION:

This item was prepared by the Community Development Department, in collaboration with the City Attorney’s Office and the Finance Department.

FISCAL AND SUSTAINABILITY IMPACT:

There is no impact to the General Fund. The additional cost of \$200,000 for increased services will be covered by the collection of permitting fees through the Permit Center Enterprise Fund.

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
6900	30.3350-63.5010	Outside Services Professional Services	\$228,021	\$200,000

ATTACHMENTS:

1. Resolution authorizing the City Manager to execute Amendment No. 2 to Agreement for Professional Services with True North Compliance, Inc.
2. Amendment No. 2 to True North Compliance, Inc. Agreement for Professional Services.
3. Amendment No. 1 to True North Compliance, Inc. Agreement for Professional Services
4. Agreement for Professional Services with True North Compliance Services, Inc.