



## **CITY OF SALINAS COUNCIL STAFF REPORT**

---

**DATE:** JULY 1, 2025

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**FROM:** LISA BRINTON, DIRECTOR

**BY:** LORENZO SANCHEZ, CODE ENFORCEMENT MANAGER  
ANDREA MENDOZA, ADMINISTRATIVE ANALYST

**TITLE:** AMENDMENT NO. 2 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH WILLDAN ENGINEERING

**RECOMMENDED MOTION:**

A motion to approve a resolution authorizing the City Manager to execute Amendment No. 2 to the Agreement for Professional Services with Willdan Engineering for code enforcement services to increase the compensation by \$300,000 for a total not to exceed amount of \$595,000.

**EXECUTIVE SUMMARY:**

The Code Enforcement Division relies on outside technical professionals to ensure appropriate resources are available to support their divisional objectives of addressing violations, including nonpermitted vendors. These services do not replace City employees otherwise doing the same work, rather these services supplement the work being performed by City employees to provide a consistent level of service. Contracting for these services allows for experienced technical staff to respond in a timely manner. The proposed Amendment No. 2 to the Agreement with Willdan Engineering for Code Enforcement Services increases the not to exceed compensation amount from \$295,000 to \$595,000. The increase of \$300,000 is included in the FY 2025-2026 Operational Budget adopted by City Council on June 17, 2025.

**BACKGROUND:**

Through a Request for Qualifications process, Willdan Engineering was recommended and approved by City Council in June 2024 to be on an On-Call List to provide code enforcement services. On June 11, 2024, City Council Resolution No. 22984 authorized execution of a professional services agreement with Willdan Engineering in an amount not to exceed \$250,000. The agreement went into effect July 1, 2024, through June 30, 2027. In March 2025, City Council Resolution No. 23214 authorized the execution of Amendment No. 1 to the professional services agreement with Willdan Engineering, increasing the not to exceed amount to \$295,000 to continue provision of the same level of service.

The adopted fiscal year 2025-2026 Operational Budget includes \$300,000 for code enforcement professional services. Amendment No. 2 increases the not to exceed compensation amount \$300,000, from \$295,000 to \$595,000, for Willdan Engineering to continue providing code enforcement services focused on evening and weekend nonpermitted vending. The end of term, June 30, 2027, remains unchanged.

This increase to the not to exceed compensation amount is needed to allow Code Enforcement to continue to use technical staff and services to address staff vacancies, increasing workload, after hours, weekend and special events work, and vendor enforcement in FY 2025-2026. 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 as an Attachment to this report.

**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). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. 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 for Public Safety by expanding code enforcement capacity to address City-wide issues of blight, nuisance, parking, health and unpermitted vending.

**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:**

Funding for the increase of \$300,000 is included in the FY 2025-2026 Operational Budget adopted by City Council on June 17, 2025.

Fund	Appropriation	Appropriation Name	Total Appropriation	Amount for recommendation	FY 25-26 Operating Budget Page	Last Budget Action (Date, Resolution)*
1200	30.3353-63.5010	Outside services- Other professional	\$300,000	\$300,000	Pg. 109	6/17/25, 23214

\* The FY 25-26 Adopted Budget was adopted on June 17, 2025.

ATTACHMENTS:

1. Resolution authorizing City Manager to execute Amendment No. 2 for Agreement for Professional Services
2. Amendment No. 2 to Willdan Engineering Agreement for Professional Services
3. Amendment No. 1 to Willdan Engineering Agreement for Professional Services
4. Agreement for Professional Services with Willdan Engineering