



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: MARCH 25, 2025

DEPARTMENT: COMMUNITY DEVELOPMENT

FROM: LISA BRINTON, DIRECTOR

BY: LORENZO SANCHEZ, CODE ENFORCEMENT MANAGER
MARIEL MERCADO, ADMINISTRATIVE AIDE

TITLE: AMENDMENT NO. 1 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH WILLDAN ENGINEERING

RECOMMENDED MOTION:

A motion to approve a resolution authorizing the City Manager to execute Amendment No. 1 to the Agreement for Professional Services with Willdan Engineering for Code Enforcement Services to increase the compensation by \$45,000 for a new not to exceed amount of \$295,000.

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 in order to provide a consistent level of service. Contracting for these services allows for the scaling up of experienced technical staffing to be able to respond in a timely manner. The proposed Amendment No. 1 to the Agreement with Willdan Engineering for Code Enforcement Services increases the not to exceed compensation amount from \$250,000 to \$295,000. There is sufficient funding in the Code Enforcement fiscal year 2024-2025 operational budget to cover the requested \$45,000 increase in compensation.

BACKGROUND:

Through a Request for Qualifications process, Willdan Engineering was recommended, and approved by City Council in July 2024 to be on an On-Call List to provide code enforcement services and entered into an Agreement for Professional Services. An 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. 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. The original, additional, and amended not to exceed compensation amount for the Agreement is provided in the table below.

Agreement with Willdan Engineering	Original July 2024	Requested Increase	Amended March 2025
Not to Exceed Compensation Amount	\$ 250,000	\$45,000	\$295,000

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). 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. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent projects resulting from this action will be assessed for CEQA applicability.

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

Yes.

STRATEGIC PLAN INITIATIVE:

The proposed Amendments support the City of Salinas Strategic Plan 2022-2025 Goals and Strategies of *Economic Development, Housing/Affordable Housing, Public Safety, and Effective and Culturally Responsive Government* by enhancing Permit Center operations and facilitating safe and efficient development within the City.

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 sufficient funding in FY 2024-2025 Operating Budget to cover the increase in compensation.

Fund	Appropriation	Appropriation Name	Total Appropriation	Amount for recommendation	FY 24-25 Operating Budget Page	Last Budget Action (Date, Resolution)*

1200	30.3353-63.5010	Outside Services Professional Services	\$71,109	\$45,000	78	6/11/24, 22984
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* The FY 24-25 Adopted Budget was adopted on June 11, 2024.

ATTACHMENTS:

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