



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: JUNE 20, 2023

DEPARTMENT: COMMUNITY DEVELOPMENT

FROM: LISA BRINTON, DIRECTOR

THROUGH: ROD POWELL, ASSISTANT DIRECTOR - ACTING

BY: MELISSA GUILFOYLE, ADMINISTRATIVE ANALYST I

TITLE: AGREEMENTS FOR PROFESSIONAL SERVICES WITH CSG CONSULTANTS INC. AND 4LEAF INC. FOR FY 2023-2024

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the Mayor to enter into Agreements for Professional Services with CSG Consultants Inc. and 4LEAF Inc. to provide Building Official, technical permitting, plan review, and construction inspection services to the City's Permit Center through Fiscal Year 2023-24.

EXECUTIVE SUMMARY:

The Community Development Department (CDD) is seeking authorization to enter into a FY 2023-24 Agreement for Professional Services with CSG Consultants Inc. (CSG) in an amount not to exceed \$250,000 and a FY 2023-24 Agreement for Professional Services with 4LEAF Inc.(4LEAF) in an amount not to exceed \$50,000. Consultant contract services are necessary due to increases in workload, staff vacancies, and large-scale development projects. Source funding for each of these Agreements comes from a Permit Center Enterprise Fund which requires the Permit Services Division to maintain a high level of customer service and efficiently move projects forward within required timelines. Both CSG and 4LEAF provide services and staff specifically tailored to assist the City in executing its development processes including key Building Official, plan review, permitting, and construction inspection services. Contracted staff are each required to hold and maintain all appropriate certifications relative to their assigned duties. The strategic use of consultant services in coordination with City Permit Center staff allows the Division to provide a much higher and sustained level of customer service.

BACKGROUND:

The Permit Services Division, funded through the Permit Center Enterprise Fund, has utilized contracted consultants to augment its capacity for many years. Both CSG and 4LEAF have long-established, contractual relationships with the City making them readily familiar with existing and emerging Permit Center structures, staff and projects. CSG has held a contractual relationship with the City since 2000 and 4LEAF has held a similar relationship since 2012. Both firms have

extensive knowledge and experience in providing similar technical services to multiple jurisdictions throughout California.

Currently, the City utilizes CSG to provide Building Official services through the provision of a specific certified and experienced individual serving in an assistive Interim Building Official capacity. This contracted individual provides services that address complex Building Code issues and interpretations; assistive resolution of inquiries and complaints; oversight of the application of all aspects of the California Building Codes and applicable local amendments; review and authorization for the use of alternative materials and methods; staff development and continuing education; coordination with other divisions, departments, and agencies; guiding participation in the pre-development review of proposed projects; and general meeting attendance and staffing associated with City Council, Planning Commission and Building Board of Appeals.

DISCUSSION:

Scalable, supportive resources are the driver for each of the proposed Agreements and help the Permit Center respond to new applications in a timely manner. The proposed Agreements will allow CDD's Permit Services Division to maintain its flexibility and responsiveness to inquiries and applications through the efficient incorporation of additional contractual staff, as needed, to address staffing shortfalls and assist as workloads increase.

Last year, the Permit Services Division successfully onboarded three permanent, full-time Combination Building Inspectors. These much needed positions have allowed for a cumulative FY 2023-24 contractual cost reduction of \$250,000 within the proposed Agreements in comparison to the FY 2022-23 contracts totaling \$550,000. CDD has also identified proposed changes to the organizational structure and prioritized revision of current Permit Center job specifications with an explicit intent to recruit and onboard qualified, experienced permanent staff that will allow for further reductions and reliance on contracted consultants in the future.

Additionally, the influx of large and complex projects poses a significant issue as they often require City staff to balance their available time to allow for adequate focus and time on complex and difficult tasks, while still providing the required customer service for the smaller, less complex projects. In order to balance the time and workload, the Division has been able to utilize the contract workforce for ongoing projects such as the tenant improvement for Vallarta Supermarket, a large Creekbridge Village II commercial to residential apartment complex conversion, a new Starbucks at 27 John Street, a new Toyota Materials Handling facility, and proposed tenant improvements at the Kohl's retail facility.

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).

STRATEGIC PLAN INITIATIVE:

The proposed Agreements 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 represents a continuation of collaborative effort among the Community Development, Fire, and Finance Departments as well as the City Attorney.

FISCAL AND SUSTAINABILITY IMPACT:

Execution of the proposed Agreements has no impact to the General Fund. Supportive funding for the proposed Agreements will come from a current, available Permit Center Enterprise Fund appropriation.

ATTACHMENTS:

Resolution

Agreement for Professional Services with 4LEAF Inc. – Draft

4LEAF Inc. FY 2023-24 Fee Schedule

Agreement for Professional Services with CSG Consultants Inc. - Draft

CSG Consultants Inc. FY 2023-24 Contract Rates