



**CITY OF SALINAS  
COUNCIL STAFF REPORT**

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**DATE:** JUNE 21, 2022

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**FROM:** MEGAN HUNTER, DIRECTOR

**BY:** TERESA KISTLER, REVENUE OFFICER  
ANGELINE SICKLER, SENIOR PLAN CHECK ENGINEER

**TITLE:** SERVICE AGREEMENTS FOR CONSULTANT PROFESSIONAL SERVICES

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the Mayor to enter into Professional Services Agreements with CSG Consultants Inc., Bureau Veritas North America Inc. and 4LEAF Inc. to provide building official, technical permitting and inspection services to the City's Permit Center through Fiscal Year 2022-23.

RECOMMENDATION:

It is recommended that the City Council approve the attached Resolution authorizing the Mayor to enter into Professional Services Agreements with CSG Consultants Inc., Bureau Veritas North America Inc and 4LEAF Inc.

EXECUTIVE SUMMARY:

The Community Development Department is seeking authorization to enter into Professional Services Agreements with CSG Consultants Inc., Bureau Veritas North America Inc. and 4LEAF Inc., in the amount of \$550,000 for Fiscal Year 2022-23. Contract services are necessary due to increases in workload, staff vacancies and large-scale development projects. Funding comes from permitting fees and requires the Permit Services Division to be efficient and provide specific choices on which projects are addressed through outside services in order to maintain excellent customer service while staying within required timelines.

These firms provide services and staff specifically tailored to manage the development process and can provide all levels of building official, plan review, permitting, and inspection services. All contract staff hold the required certifications to conduct the assigned duties. The strategic use of these contractors along with regular staff allows the Division to provide the best service possible. The authorization is limited to \$550,000; the Division only expends the amount needed

to provide the service, and all fees are collected at permit application submittal and are completely cost recovered prior to permit issuance.

#### BACKGROUND:

The Permit Services Division, funded through the Permit Center Enterprise Fund, has utilized consulting firms to augment the capacity of the Permit Center for many years and continues to have a close working relationship with these firms. CSG has been contracted with the City since 2000, Bureau Veritas since 2016 and 4LEAF since 2012. These firms have extensive knowledge and experience in providing technical services to building departments throughout multiple jurisdictions in California.

#### DISCUSSION:

The Agreements with the three consulting firms will allow the Permit Services Division in the Community Development Department (CDD) to be flexible by using contract support to address staffing shortfalls and assist as workload ramps up. Scalable resources are the driver for the Services Agreements and help the Permit Center respond to new applications in a timely manner. Last year, the Permit Services Division filled a second Senior Plan Check Engineer position; however, we still seek to fill the Building Official, Senior Combination Building Inspector and Combination Building Inspector II positions.

We are temporarily filling the Building Official vacancy with a consultant Interim Building Official (B.O.) The B.O. provides many services such as addressing complex building code issues, code interpretation and resolution of inquiries and complaints, application of all aspects of the California building codes and local amendments, alternative materials and methods approval, staff education, coordination with other divisions and agencies, participation in pre-development reviews, and attending Council or Building Board of Appeals meetings.

Beginning July 1, 2020, Fire Plan Check services were also provided by the consulting firms, largely for the same purpose as Building Plan Review. The scalable resource allows for timely review of applications with minimal staffing.

Large and complex projects pose the greatest issue of balancing staff time to focus on those difficult tasks, while still providing the required customer service for the smaller, less complex projects. To balance the time and workload, the Division has been able to utilize the contract workforce for projects such as the Love's Travel Center, the Parkside Phase 1 affordable housing project, North Salinas Valley Mosquito Abatement District Facility, E. Romie Parking Garage, 11 Hill Circle, N. Davis hotels, and a new storage facility on Westridge Parkway.

The careful use of contract staff allows Permit Services to stay on top of the ebb and flow of development and stabilize workflow while maintaining limited staffing levels. Additionally, the City can assign specific contract staff to focus on certain projects without the loss or the inability to address the normal workload of the Permit Center.

Permit Services is proposing to renew our Agreements with CSG, Bureau Veritas and 4LEAF because of their expertise and demonstrated ability to provide a full complement of cost effective and efficient services. Because they have been providing permitting services in Salinas for years, their contract staff have knowledge of the City and our customer base and therefore, are able to provide more efficient building official, plan review and inspection services. Contracting with new companies would require additional staff training and would be more expensive. Moreover, there are no vendors within the City of Salinas or the County of Monterey that can perform this level of work, and while we are always searching for local preferred providers, staff must contract with companies outside of this jurisdiction.

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).

ECONOMIC DEVELOPMENT:

The use of contract staff supports City Council's goal of Economic Development and will enhance permit center operations and facilitate community development in the City.

DEPARTMENTAL COORDINATION:

The Services Agreements for Consultant Professional Services is a collaborative effort among the Community Development Department (Permit Services), Fire Prevention Bureau, City Attorney's Office, and Finance Department.

FISCAL AND SUSTAINABILITY IMPACT:

The cost incurred from contract staff is covered through the Permit Center Enterprise Fund and no fees are taken from the General Fund or any other accounts.

ATTACHMENTS:

- Resolution
- Consultant Service Agreements (3)
- Consultant Rate Proposals (3)