



DATE: June 25, 2019

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute Amendment No. 4 to the Professional Services Agreement with CSG Consultants, Inc., (CSG) for Private Development Plan Check Review and Related Services

RECOMMENDATION

That Council adopts the attached resolution authorizing the City Manager to execute Amendment No. 4 to the Professional Services Agreement (Agreement) with CSG for Private Development Plan Check Review and Related Services.

SUMMARY

A fourth amendment to the Agreement with CSG for the review of grading plans, subdivision maps, improvement plans, and other services is needed due to the continued high level of private development activities in the City. The amendment will extend the Agreement by one year to June 30, 2020 and will increase the Agreement amount by \$200,000 for a not-to-exceed amount of \$880,000. The additional cost was approved as part of the FY20 Operating Budget.

BACKGROUND

Public Works staff is responsible for reviewing grading plans, subdivision maps, improvement plans, and soils and geological reports for private development projects. Due to staff vacancies and significant private development workload, the City entered into an Agreement with CSG on November 18, 2016, to provide these services on a temporary basis. On September 19, 2017, Council approved Amendment No. 1, increasing the original \$75,000 Agreement amount by an additional \$425,000, for a total Agreement amount of \$500,000, and extending the Agreement to June 30, 2018. Amendment No. 2, which was approved on May 22, 2018, increased the total of the Agreement to \$680,000 and extended the Agreement to December 31, 2018. Amendment No. 3, which was approved on January 8, 2019, extended the Agreement to June 30, 2019.

DISCUSSION

The current Agreement with CSG for Development Review Services expires on June 30, 2019 and due to the extended need for CSG services, the Agreement amount of \$680,000 has been nearly expended. Staff anticipates that these services will be required through the end of

FY2020. Staff requests approval of Amendment No. 4 to extend the term of the Agreement to June 30, 2020 and to increase the Agreement amount by \$200,000.

ECONOMIC IMPACT

This agreement facilitates timely development in the City, which impacts the local economy.

FISCAL IMPACT

This amendment would increase the Agreement’s not-to-exceed amount from \$680,000 to \$880,000 for Development Review Services. An increase to the Public Works – Engineering and Transportation Administration budget in the amount of \$200,000 for this amendment was approved in the FY2020 Budget. Staff anticipates that if the entire \$200,000 is utilized, approximately \$110,000 will be offset by charges to developers. The remaining \$90,000 will have an impact on the General Fund but is expected to be offset through the continued economic development of the City.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council’s Strategic Initiatives.

SUSTAINABILITY FEATURES

No sustainability features are associated with this item.

PUBLIC CONTACT

No public contact has been made related to this amendment.

NEXT STEPS

If Council approves this request, the City Manager will execute an amendment to the Agreement with CSG to extend the term to June 30, 2020 and to increase the Agreement amount to \$880,000.

Prepared by: Kathy Garcia, Deputy Director of Public Works

Recommended by: Alex Ameri, Director of Public Works

Approved by:



Kelly McAdoo, City Manager