



DATE: September 19, 2017

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT Amendment No. 1 to Professional Services Agreement with CSG Consultants, Inc.

RECOMMENDATION

That Council adopts the attached resolutions (Attachments II and III):

1. Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with CSG Consultants, Inc.; and
2. Increasing the Public Works Administration Consultant budget by \$425,000

BACKGROUND

Public Works staff is responsible for reviewing grading plans, subdivision maps, improvement plans, and soils and geological reports for private development projects. An agreement was entered with CSG Consultants on November 18, 2016 to provide these services on a temporary basis due to staff vacancies and significant private development workload.

DISCUSSION

CSG Consulting, Inc. (CSG) is currently providing temporary development review services in an amount not-to-exceed \$75,000 over the term of the one-year agreement. The services were initially needed due to the vacancy of an Assistant Civil Engineer and increased workload due to multiple large developments currently being planned in the City. The position has been filled; however, the Assistant City Engineer who oversaw Development Review resigned at the end of March. A CSG consultant is now temporarily providing necessary oversight and support of the division due to the increased workload.

Due to the extended need for CSG services, the original amount of \$75,000 in the agreement has been expended. Staff anticipates that these services will continue to be needed until the end of the fiscal year. Therefore, staff is requesting an amendment to the current agreement with CSG for an additional amount of \$425,000 and an extension of the termination date to June 30, 2018.

STRATEGIC PRIORITIES

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

FISCAL IMPACT

This amendment would increase the agreement's not-to-exceed amount from \$75,000 to \$500,000 for Development Review Services. The addition of \$425,000 to the Public Works – Engineering and Transportation Administration Consultant Services FY18 budget will be offset by charges to developers and salary savings from the vacant Deputy Director position (previously Assistant City Engineer). Because the expenses incurred will be reimbursed by charges to developers, there will be no net impact to the General Fund.

SUSTAINABILITY FEATURES

CSG does not provide any physical improvements to the City's infrastructure. Therefore, this section is not applicable.

NEXT STEPS

If Council approves this request, the City Manager will execute an amendment to the agreement with CSG to increase the contract amount to \$500,000 and extend the term to June 30, 2018.

Prepared by: Karyn Neklason, Management Analyst II

Recommended by: Morad Fakhrai, Director of Public Works

Approved by:



Kelly McAdoo, City Manager