



COUNCIL REPORT

DATE: May 23, 2023

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Fiscal Year 2023-24 Contracts for Outside Building Plan Checking, Inspection, Consultant, and Professional Services**

RECOMMENDATION

Authorize the City Manager or designee to enter into consultant contracts for Fiscal Year 2023-24 for outside building plan checking, inspection, consultant, and professional support services with CSG Consultants, Inc., for \$225,000, and Shums Coda Associates for \$1,000,000, both contracts for services to be rendered from July 1, 2023 through June 30, 2024.

BACKGROUND

The Building Division will require outside consultant services to meet demand for plan check and inspection services in Fiscal Year 2023-24, estimated at levels similar to Fiscal Year 2022-23 (approximately 9,900 plan checks and 55,500 inspections). The Building Division processes a high volume of permits and utilizes consultants to help meet demand that exceeds staff capacity due to vacancies and to provide specialized services.

City Council Policy A-10 requires City Council authorization to enter into contracts in excess of \$100,000. Staff, therefore, requests Council authorization for contract services with CSG Consultants, Inc., and Shums Coda Associates for a total of \$1,225,000 as noted below.

- CSG Consultants, Inc.—\$225,000; and
- Shums Coda Associates—\$1,000,000.

This request is within the \$1.5 million that will be proposed as part of the Fiscal Year 2023-24 budget from the Development Services Fund. Since these are estimated contract amounts based on the proposed budget, the contracts will be executed after adoption of the Fiscal Year 2023-24 budget. Staff requires authorization ahead of the budget adoption in order to prepare and execute contracts for services to be available starting July 1, 2023. If contract service needs are less than expected, the full contract amount would not be expended. Conversely, staff may need

to return to the City Council to request an amendment to the contract amounts if development activity increases. The term of these contracts is July 1, 2023 through June 30, 2024.

FISCAL IMPACT

Building Division services are part of the Development Services Fund, and the contract amounts are fully cost-recovered from plan checking and permit fees paid for by permit applicants. The funding for these contracts is included in the Fiscal Year 2023-24 Recommended Budget.

ALTERNATIVES

1. Do not authorize the recommended amount.
2. Provide other direction to staff.

PUBLIC NOTICING—Agenda posting.

Prepared by:

Nena Bizjak
Chief Building Official

Approved by:

Aarti Shrivastava
Assistant City Manager/
Community Development Director

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

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