

**SECOND AMENDMENT TO
PROFESSIONAL CONSULTANT SERVICES AGREEMENT**

Temporary Employment Services / Interim Staffing Needs of Building & Safety Division

CSG CONSULTANTS, INC.

THIS SECOND AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT ("Second Amendment") is made and entered into this ____ day of _____, 2017 ("Effective Date"), by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation ("City"), and CSG CONSULTANTS, INC., a California corporation ("Consultant").

RECITALS

WHEREAS, on August 19, 2014, City and Consultant entered into a Professional Consultant Services Agreement for Temporary Employment Services/Interim Staffing Needs of Building & Safety Division ("Agreement"), expiring; and

WHEREAS, on June 30, 2015, City and Consultant entered into a First Amendment to Professional Consultant Services Agreement for Temporary Employment Services/Interim Staffing Needs of Building & Safety Division ("First Amendment"); and

WHEREAS, City is satisfied with the performance of Consultant; and

WHEREAS, City continues to have a need for services; and

WHEREAS, Consultant agrees to extend the term for an additional one year, with two one-year extensions, for a total extension term not to exceed three years; and

WHEREAS, Consultant agrees to provide continued services and City agrees to compensate Consultant for such services in an additional amount not to exceed One Hundred Thousand Dollars (\$100,000) per year.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by this reference, City and Consultant agree as follows:

1. The term of the Agreement is hereby extended until June 30, 2018, unless otherwise terminated pursuant to the provisions set forth in the Agreement. The term may be extended by mutual consent of the parties for two additional one-year periods, with the extended term not to exceed a total of three additional years.

2. During the first extended term of the Agreement, Consultant shall perform the Services under this Agreement for the total sum not to exceed One Hundred Thousand Dollars (\$100,000) per year, payable in accordance with the terms set forth in Exhibit "B." to the Agreement. Said payment shall be made in accordance with City's usual accounting procedures

upon receipt and approval of an itemized invoice setting forth the services performed. The invoices shall be delivered to City at the address set forth in Section 4 of the Agreement.

3. All terms and conditions of the Agreement not inconsistent with this Second Amendment shall remain in full force and effect, and are incorporated herein by this reference as if set forth in full.

IN WITNESS WHEREOF, City and Consultant have caused this Second Amendment to Professional Consultant Services Agreement for Temporary Employment Services/Interim Staffing Needs of Building & Safety Division be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California
charter city and municipal corporation

By: _____
City Manager

Attest: _____
City Clerk

CSG CONSULTANTS, INC.,
a California corporation

By: _____
Name: Cyrus Kianpour, PE, PLS
Its: President

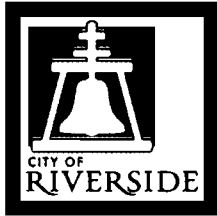
By: _____
Name: Nourdin Khayata, PE
Its: Secretary

Approved as to Form:

By: _____
Assistant City Attorney

CERTIFIED AS TO FUNDS AVAILABILITY:

BY: _____
Chief Financial Officer/ City Treasurer



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 20, 2017**

FROM: COMMUNITY & ECONOMIC DEVELOPMENT **WARDS: ALL**
DEPARTMENT

SUBJECT: SECOND AMENDMENT TO THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH CSG CONSULTANTS, INC., FOR THE TEMPORARY EMPLOYMENT SERVICE NEEDS OF THE BUILDING & SAFETY DIVISION TO INCREASE THE TERM FOR AN ADDITIONAL THREE YEARS, TOTAL ANNUAL CONTRACT OF \$100,000 PER FISCAL YEAR, REVISED CONTRACT TOTAL \$300,000

ISSUE:

Approve the Second Amendment to the Professional Consultant Services Agreement with CSG Consultants, Inc. for the temporary employment service needs of the Building & Safety Division to increase the term for three additional years, \$100,000 per fiscal year, for a total contract amount of \$300,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment to the Professional Consultant Services Agreement with CSG Consultants, Inc., to increase the term for three years, \$100,000 per fiscal year; and
2. Authorize the City Manager, or his designee, to execute the Second Amendment to the Professional Consultant Services Agreement with CSG Consultants, Inc., including making minor and non-substantive changes.

BACKGROUND:

On August 19, 2014, the Community & Economic Development Department executed a Professional Consultant Services Agreement with CSG Consultants, Inc., in the amount of \$40,000 per fiscal year. The agreement remains in effect through June 30, 2017, for the temporary employment service needs of the Building & Safety Division. As construction activity continued to rise, the agreement was subsequently increased by adding \$60,000 annually for a total sum not to exceed \$100,000 per fiscal year during the June 9, 2015, City Council Meeting, as a first amendment to the agreement.

The Building & Safety Division has continued experiencing a high volume of building activity over the past two fiscal years and has several job positions in transition within the Division, including two recent retirements. CSG Consultants has assisted the City with our plan review and inspection service needs in order to help maintain the highest level of customer service possible through our Streamline Riverside initiative. There also continues to be an upward trend in building permit activity and this is anticipated to continue into the foreseeable future.

The Building & Safety Division has pending recruitments to fill several vacancies including a Development Services Representative, Plans Examiner, Building Inspector I/II, and Senior Building Inspector position. Given our limited resources and increasing workload, an extension of contract support services is necessary.

FISCAL IMPACT:

The fiscal impact of the Second Amendment to the Professional Consultant Services Agreement with CSG Consultants, Inc., is \$300,000. Funding is available pursuant to the mid cycle update to the FY 2017-2018 budget.

Prepared by:	Rafael Guzman, Community & Economic Development Director
Certified as to availability of funds:	Scott G. Miller, Chief Finance Officer/Treasurer
Approved by:	Al Zelinka, FAICP, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachment:	Second Amendment to the Professional Consultant Services Agreement with CSG Consultants, Inc.
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