



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 27, 2017**

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

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 ADD AN ADDITION YEAR, WITH THE OPTION FOR TWO ONE YEAR EXTENSIONS, FOR AN ANNUAL COST OF \$100,000 PER FISCAL YEAR, REVISED CONTRACT TOTAL \$400,000

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 add an additional year, with the option for two one year extensions, \$100,000 per fiscal year, for a total contract amount of \$400,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment to the Professional Consultant Services Agreement with CSG Consultants, Inc., to add an additional year, with the option for two one year extensions, \$100,000 per fiscal year, for a total contract amount of \$400,000;
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; and
3. Authorize the City Manager, or his designee, to execute the two one year extensions to the Second Amendment to the Professional Consultant Services Agreement with CSG Consultants, Inc., including making minor and non-substantive changes.

BACKGROUND:

In the spring of 2014, Community & Economic Development released Request for Qualifications (RFQ) number DSM0001 for temporary employment services to meet the Interim Staffing Needs of Building & Safety Division.

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 term of the agreement was for the temporary employment service needs of the Building & Safety Division thorough June 30, 2017.

As construction activity continued to rise, on June 9, 2015, City Council approved the First Amendment to the Professional Consultant Services Agreement with CSG Consultants, increasing the contact by \$60,000 for a total sum not to exceed \$100,000 per fiscal year, term through June 30, 2017

DISCUSSION:

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 the limited resources and increasing workload, an extension of contract support services is necessary.

CSG Consultants has agreed to the same pricing for temporary services as established with the original contract for the additional three year term. At the conclusion of the Second Amendment, the Community & Economic Development Department will issue a Request for Proposal (RFP) for these services.

The Purchasing Manager is satisfied that the best terms and conditions have been negotiated, and agrees with the recommendations in the report.

FISCAL IMPACT:

The fiscal impact of the Second Amendment to the Professional Consultant Services Agreement with CSG Consultants, Inc. is for an estimated annual expenditure of \$100,000 for fiscal year 2017/18. The Mid-Cycle Update to the FY 2017-18 Budget, includes funding for fiscal year 2017/18 in the Building Division, Professional Services account 2825000-421000. If the two one year contract extensions are executed, the annual fiscal impact is for an estimated expenditure of \$100,000 per year, budget requests for those periods will be included to fund this contract.

Prepared by:	Rafael Guzman, Community & Economic Development Director
Certified as to	
availability of funds:	Scott G. Miller, Chief Financial 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.