



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

9/10/2018

SUBJECT:

Second Amendment to Consultant Services Agreement for Building Division staff augmentation and related services between the City of Pacifica and CSG Consultants, Inc.

RECOMMENDED ACTION:

Move to approve a Second Amendment to the Agreement for Consultant Services between the City of Pacifica and CSG Consultants, Inc., to extend the term of the agreement to October 31, 2021 and authorize compensation not to exceed \$380,000 in Fiscal Year 18-19 with future year compensation to be determined during the budget process and authorize the City Manager to execute the Second Amendment.

STAFF CONTACT:

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BACKGROUND/DISCUSSION:

In 2015, the City issued a Request for Proposals to provide various Building Division services including but not limited to building inspections, plan check, permit issuance, code compliance, abatement, Building Official services, and as needed emergency response. CSG Consultants, Inc., was awarded the contract and Council approved an agreement with CSG Consultants, Inc. on October 26, 2015. The term of this contract expires at the end of October 2018 and annual maximum compensation was determined during the budget process.

Staff is now seeking Council authorization to extend this contract for an additional three years. On-going staff augmentation contracts typically have multiple year terms allowing for consistency in service with minimum disruption to staff and the community.

The First Amendment to this Agreement was approved in May 2017 to add Code Enforcement to the scope of services while the City recruited to fill a vacant position. The First Amendment did not change the terms of the agreement.

ALTERNATIVE ACTION:

Deny the contract amendment. If the Council denies the requested authorization, the City would need to transition to an alternative consultant to provide Building Division services or would need to recruit and hire in-house staff. If the Council desires to consider one or both of these alternatives, staff recommends approving the term extension for only one year in order to allow time to study and present options for Council consideration.

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

The tasks being performed by CSG Consultants, Inc. are not directly associated with any of the projects and initiatives on the City Council's adopted Work Plan, as the functions of the Building Division are a general responsibility of the City as a local public agency.

FISCAL IMPACT:

The approved 2018-19 budget includes \$380,000 in contractual services to operate the Building Division and no additional appropriation is required. This cost is offset by permit fees. Future year's annual maximum compensation will be determined during the budget process.

ORIGINATED BY:

Planning Department

ATTACHMENT LIST:

Second Amendment for Building Division Services (PDF)
Original 2015 Contract between City and CSG (PDF)