



DATE: May 20, 2024

TO: Mayor and Members of the City Council

VIA: Stefan Chatwin, City Manager
Marlene Subhashini, Assistant City Manager

FROM: Sofia Mangalam, Community Development Director
Becki Hanan, Management Analyst

DEPARTMENT: Community Development

SUBJECT: AUTHORIZATION OF CONTRACT AMENDMENT NO. 1 IN THE
AMOUNT OF \$89,000 WITH 4LEAF, INC. FOR PROFESSIONAL
ON-CALL BUILDING SERVICES

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution (Attachment 1) authorizing the Mayor to execute Contract Amendment No. 1 to the existing agreement with 4LEAF, Inc. (4LEAF) for professional on-call building services including interim Chief Building Official (CBO) services in the amount of \$89,000 and extend the term to September 30, 2024; and find the request exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15061(b)(3).

EXECUTIVE SUMMARY

On July 17, 2023, the City Council authorized Master Services Agreements with 4LEAF and West Code Consultants (WC3) for on-call Building services in an amount not to exceed \$75,000 each to augment building staff and without limitation for certain plan check fees that will be payable directly by the applicant on an on-call basis. Staff is currently utilizing the agreement with 4LEAF for consulting services and to serve as interim CBO for the vacant CBO position. While the City is actively trying to recruit and fill this vacant position, a contract amendment to add an additional amount of \$89,000 is being requested to continue utilizing 4LEAF for interim CBO services and extend the term for additional three (3) months (through September 30, 2024).

BACKGROUND/ANALYSIS

Staff has been utilizing consultant services from 4LEAF to augment staffing needs due to vacant positions and/or absences, including Senior Building Inspector in July and August 2023, and currently, interim CBO since March 2024.

Currently, the Building Division is staffed by one (1) plan examiner, two (2) building inspectors, and two (2) permit technicians. The CBO position is currently vacant (since March 19, 2024), and recruitment is ongoing. The CBO develops building division policies, interprets state laws and regulations, prepares the budget along with revenue projections, and supervises staff engaged in the implementation of building construction regulations and codes. Currently, staff is utilizing 4LEAF for interim CBO services.

The recruitment for the vacant CBO position is in the process but can take anywhere between 2-4 months before the position is successfully filled. In recent times, filling vacancies and finding qualified candidates has been a challenge given the current job market and when competing with other jurisdictions which have similar job openings.

As of April 30, the City has used approximately \$45,803 of the current total contract amount of \$75,000. Additional funds are required to cover ongoing costs and provide the continuity of service until the vacant CBO position is filled. The hourly rate for the Interim CBO is \$190 per hour. Therefore, staff is requesting that the original contract be amended with a new contract amount to cover for interim CBO services until such time a new and permanent CBO is hired. The additional funds will be sufficient to cover the interim CBO services for approximately three (3) months. It shall be noted that there are salary savings from the vacant CBO position (projected salary savings of \$65,302 till May 31, 2024, or \$89,255 till June 30, 2024) to cover for additional contract amendment amount.

Thus, staff is requesting that the City Council approve the Contract Amendment No. 1 to the existing Contract Agreement with 4LEAF for professional on-call building services, in an amount not to exceed \$164,000 (initial contract amount \$75,000 + Contract Amendment No. 1 in the amount of \$89,000) and extend the term for additional three (3) months (September 30, 2024).

CALIFORNIA ENVIRONMENTAL QUALITY ACT

CEQA General Rule Exempt per Guideline, Section 15061(b)(3)

FISCAL IMPACT

The CBO position within the Building Division has been vacant from March 19, 2024. The projected salary savings from the vacant CBO position is \$89,255 until June 30, 2024, and staff is proposing to offset the cost of the contract amendment from these salary savings.

CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA

Smart Planning, Development, and the Local Economy

ATTACHMENTS

Attachment 1 – Resolution

Attachment 2 – Contract Amendment No. 1

Attachment 3 – 4Leaf, Inc Agreement