



## Agenda Report

18-829

Agenda Date: 6/26/2018

### REPORT TO COUNCIL

#### SUBJECT

Consideration of Amendment No. 3 to the Agreement for the Performance of Services with Metropolitan Planning Group for the Code Enforcement Services

#### BACKGROUND

In July of 2014 the City Council approved a two-year Agreement with Metropolitan Planning Group (M-Group) to provide contract Code Enforcement personnel staffing as a service to the City on a temporary basis. Initially the Agreement provided supplemental contract Code Enforcement staff to support the City's Planning Code Enforcement program, allowing the City to maintain a total of three Planning Code Enforcement personnel, including both regular and contract employees. Initially the program was supported by one budgeted Full Time Employee (FTE). The Agreement was amended in 2016 and again in 2017 to extend the use of contract personnel to provide Code Enforcement service. The scope of the Agreement was reduced in 2017 to one contract personnel as the City had increased its staffing to two FTEs.

#### DISCUSSION

The purpose of the proposed Amendment is to allow the City to continue to provide three Code Enforcement personnel assigned to the Planning Division. The Planning Division personnel are responsible for responding to complaints and engaging in proactive enforcement related to the City's Zoning Ordinance. Typical activities include enforcement of blight restrictions, the sign ordinance and permit requirements established within the Zoning Code.

The Fiscal Year 2018/19 Adopted Budget included an action to insource the contractual work by adding one FTE for Planning Code Enforcement, which would allow the City to maintain the current level of Code Enforcement staffing without the use of contract personnel. However, it is anticipated that the City's recruitment process will require approximately six months. While the recruitment is in process, with this Amendment, the City will be able to continue to make use of contract staffing to maintain the City's current level of service delivery. All consultants working in the capacity of a Code Enforcement Officer will be required to complete a Conflict of Interest - Form 700. The Amendment would also provide for a 3% increase in billing rates for the contract personnel.

#### ENVIRONMENTAL REVIEW

This action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 1537(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### FISCAL IMPACT

This extension request includes a contract funding increase of \$87,500. As the FY2018/19 budget

includes the addition of one full time position and the contract staffing would only be used until an employee is hired for that position, funding for this agreement will be available in the Code Enforcement Program budget (5525) through salary savings.

**COORDINATION**

This report has been coordinated with the Finance Department and City Attorney's office.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve and authorize the City Manager to execute Amendment No. 3 to the Agreement for the Performance of Services with Metropolitan Planning Group for Code Enforcement Services with an increase of \$87,500 for a total contract cost not to exceed \$1,198,100.00.

Reviewed by: Andrew Crabtree, Director of Community Development

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Amendment No. 3 to Services Agreement with Metropolitan Planning Group