

Agenda Report

February 22, 2016

TO: Honorable Mayor and City Council

FROM: Planning and Community Development Department

SUBJECT: **AUTHORIZATION TO AMEND CONTRACT NO. 22,276 WITH ANDERSON PENNA PARTNERS, INC. TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$150,000 FROM \$173,000 TO \$323,000 FOR CONTRACTED CODE COMPLIANCE SERVICES**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Authorize the Interim City Manager to amend Contract No. 22,276 with Anderson Penna Partners, Inc. to increase the contract amount by \$150,000, thereby increasing the total not-to-exceed amount from \$173,000 to \$323,000.
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the Council grant the contract an exemption pursuant to P.M.C Section 4.08.049(b), contracts for which the City's best interest are served.

BACKGROUND:

The Planning and Community Development Department's Code Compliance Division provides multi-family rental inspections, housing inspections of for-sale units, business license inspections, complaint related inspections (e.g. property maintenance, zoning, noise, lighting) and nuisance abatements. The Code Compliance Division had experienced a decrease in resources over the past several years, which resulted in a backlog of open cases and extended time periods to respond to complaints. This was largely attributed to reductions in staffing, extended medical/disability leaves and long-term jury service. The Department is currently in the selection process to fill one Code Compliance Officer vacancy.

Following a competitive selection process, on May 20, 2015, the City administratively awarded a contract to Anderson Penna Partners Inc. for an amount not-to-exceed \$73,000, for contract code compliance inspection services. It was necessary to increase the contract amount to expeditiously address the open case backlog related to property maintenance, zoning, noise and lighting complaints. On July 13, 2015, the City Council authorized an amendment to the contract increasing the total not-to-exceed amount from \$73,000 to \$173,000. Within a span of approximately 7 months, two contract code compliance officers were able to successfully address the backlog related to property maintenance, zoning, noise and lighting complaints.

The Code Compliance Division also has a backlog of open case work related to the Occupancy Inspection Program and Quadrennial Inspection Program. The Occupancy Inspection Program is designed to ensure the quality and maintenance of the City's single family homes, duplexes, and condominiums. This is achieved by conducting inspections of these dwelling units at the time of sale or change of occupancy. The Quadrennial Inspection Program was established to ensure the quality and maintenance of the City's multi-family housing stock. All rental properties containing three or more units are subject to the Quadrennial Inspection Program, and are inspected once every four years.

Utilization of additional contract code compliance officers will allow for an accelerated elimination of the Occupancy Inspection Program and Quadrennial Inspection Program backlogs. The proposed contract amendment in the amount of \$150,000 is based on an assessment of the scope and quantity of services needed to eliminate the backlog within the Occupancy Inspection Program and Quadrennial Inspection Program.

Anderson Penna has been providing the City excellent service via quality personnel that work effectively under direction of City staff, performing inspections and completing work assignments in a timely and thorough manner, while maintaining the City's high customer services standards.

It is recommended to amend the existing contract with Anderson Penna Partners Inc., increasing the contract amount by \$150,000 thereby increasing the total not-to-exceed amount from \$173,000 to \$323,000. Anderson Penna Partners Inc. charges an hourly rate for contract code compliance services that is in line with industry standards. The proposed contract amendment reflects what is anticipated as a \$323,000 total one-time expense to complete the short-term work program of addressing the Code Compliance Division's backlogs.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers City Council's strategic plan goals to ensure public safety; and support and promote the quality of life and the local economy. Additionally, it furthers the City's mission to deliver exemplary municipal services.

ENVIRONMENTAL ANALYSIS:

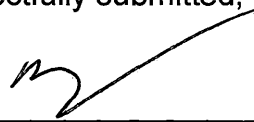
This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The proposed work is contract services for Code Compliance inspections and there will be no related environmental impacts.

FISCAL IMPACT:

The proposed contract amendment with Anderson Penna Partners Inc., has a fiscal impact of up to \$150,000. The contract will be paid out of existing Operating Budget appropriations for Consultant Services.

There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



DAVID M. REYES
Interim Director of Planning &
Community Development Department

Prepared by:



Sarkis Nazerian
Building Official

Approved by:



STEVE MERMELL
Interim City Manager