



Agenda Report

March 20, 2017

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 \$323,000 TO \$473,000 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);
2. Authorize the 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 \$323,000 to \$473,000; and
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 the following services:

- Enforcement of the City's code sections respective to property maintenance, zoning, noise, tree protection and building requirements
- Multi-family rental inspections (Quadrennial Inspection Program)
- Housing inspections of for-sale units (Occupancy Inspection Program)

The Code Compliance Division augments its capacity to meet desired customer service standards by utilizing contract code compliance officers on an as-needed basis. Contract resources provide comprehensive support for all of the aforementioned services provided by the Code Compliance Division. Following a formal competitive

selection process, on May 20, 2015, the City administratively awarded a contract to Anderson Penna Partners Inc. On February 22, 2016, the City Council authorized a contract amendment with Anderson Penna Partners, increasing the total not to exceed amount from \$173,000 to \$323,000. It is anticipated that the existing contract amount will be expended by mid-April.

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 delivering desired levels of customer service.

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 \$323,000 to \$473,000. This increase will allow for the retention of a full-time contract code officer until May, 2018. Anderson Penna Partners Inc. charges an hourly rate for contract code compliance services that is in line with industry standards.

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 the Department's Operating Budget for Consultant Services. There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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Development

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