



CITY COUNCIL AGENDA REPORT

MEETING DATE: Tuesday, July 8, 2025
TO: CITY COUNCIL
WRITTEN BY: ASSISTANT PUBLIC WORKS DIRECTOR FONTES
RECOMMENDED BY: PUBLIC WORKS & UTILITIES DIRECTOR LINDBERG
APPROVED BY: TAMARA VIDES, CITY MANAGER

SUBJECT: APPROVE FIFTH AMENDMENT TO CONTRACT WITH CSG CONSULTANTS, INC. FOR ON CALL ENGINEERING PLAN CHECK REVIEW SERVICES INCREASING COMPENSATION IN THE AMOUNT OF \$100,000 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$425,000.

RECOMMENDATION:

Staff recommend the Council adopt a resolution approving the Fifth Amendment to the contract with CSG Consultants, Inc., for on-call engineering plan check review services, increasing the contract by \$100,000 for a new contract total not to exceed \$425,000

BACKGROUND:

Engineering plan check reviews of private development projects has increased over the past few years and additional reviewers are needed to maintain a timely review of projects. As a result, on September 28, 2020, the City Manager executed an agreement with CSG Consultants, Inc. for on-call engineering plan check review services in an amount not to exceed \$75,000 with an expiration date of December 31, 2023.

On January 25, 2022, the City Council adopted Resolution No. 7-22 (CM) approving the First Amendment and amending the contract compensation to provide an additional \$100,000 for a new contract total amount not-to-exceed \$175,000.

On December 12, 2023, the City Council adopted Resolution No. 232-23 (CM) approving the Second Amendment, extending the contract to June 30, 2024, and updating the Engineering Hourly Rates for 2024.

On June 25, 2024, the City Council adopted Resolution No. 111-24 (CM) approving the Third Amendment extending the contract to June 30, 2025.

On February 11, 2025, the City Council adopted Resolution No. 24-25 (CM) approving the Fourth Amendment, increasing the contract compensation in the amount of \$150,000 for a new contract total amount not-to-exceed \$325,000 and extending the contract term to June 30, 2026.

DISCUSSION:

The Public Works and Utilities Department's Engineering Division has a vacancy in the development review process that has been vacant since June 2024. Since then, CSG Consultants, Inc. has provided extensive engineering plan check review services on larger residential projects, including the Hillcrest and Sunshine Gardens Subdivisions. As these two subdivisions have been going on for several years and require extensive review and oversight, staff who want to retain CSG Consultants Inc as they are familiar with the projects.

Staff recommend that the City Council approve this Fifth Amendment to the contract, increasing compensation by \$100,000 for a total contract amount not to exceed \$425,000 for on-call engineering plan check review services.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) DETERMINATION:

No additional California Environmental Quality Act (CEQA) review is required for the Pavement Program Management Services. On June 25, 2024, the City Council declared On Call Engineering Plan Review Services as exempt in accordance with CEQA Guidelines Section 15378 (b)(5), as it does not meet CEQA's definition of a "project". Further, the approval of the Fifth Amendment to Contract for On Call Engineering Plan Review Services is an administrative activity that would not have the potential to either (1) cause a direct physical change in the environment, or (2) cause a reasonably foreseeable indirect physical change in the environment. Therefore, no CEQA action is required at this time.

STRATEGIC PLAN:

This amendment is consistent with the Strategic Plan Goals:

- 2. – Infrastructure & Environment
- 3. – Housing

FINANCIAL IMPACT:

The costs associated with this contract are paid for by developer fees for each specific project, as appropriate.

ALTERNATIVE ACTION:

Not approving the amendment would place an additional burden on City staff and slow the development review efforts which may cause delays

ATTACHMENTS AND/OR REFERENCES (IF ANY):

None.