



Staff Report

TO: Honorable Mayor Noon and Members of City Council

THROUGH: Elisha Thomas, Interim City Manager
Andrew Firestine, AICP, Assistant City Manager

FROM: Steven Greer, Community Development Director

DATE OF MEETING: November 14, 2016

DATE OF SUBMITTAL: October 14, 2016

SUBJECT: Resolution No. 2016-R-67, A Resolution Approving A First Amendment to the Professional Services Agreement with SAFEbuilt, Inc. for Building Services

1. Executive Summary:

Staff is presenting Resolution No. 2016-R-67 for an amendment to the Professional Services Agreement (PSA) with SAFEbuilt to add an hourly rate for a Planning Technician and expand the duties defined within Exhibit C - Enhanced Services.

2. Discussion:

The Community Development Department has experienced an increased demand for planning services from SAFEbuilt because of recent development activity and employee turnover. Amending the PSA would further define the needed planning services to ensure a high level of responsiveness to our customers and add more selection to the type and cost associated with the employee needed for the job. The Enhanced Services may include, but are not limited to:

1. Reviewing and managing the review and approval processes for land development applications to ensure consistency with City codes and regulations;
2. Reviewing building permits for consistency with applicable City codes and regulations, including review and processing of fence, sign and accessory structure permits;
3. Providing assistance and support for other planning projects within the Community Development Department as requested by the City; and
4. Inspecting development approved by issued permits.

Although much of these Enhanced Services already exist within the current PSA providing this added flexibility in our workforce has been successful in reducing costs associated with hiring full time staff. However, as the City grows and the needs for continued levels of service increase the Community Development Department will re-evaluate the need for increasing permanent staffing levels during each budget cycle.

3. Recommendation:

Staff recommends City Council approve Resolution 2016-R-67 amending the Professional Services Agreement with SAFEbuilt, Inc. for building services.

4. Alternatives:

City Council may choose to approve or deny the resolution request.

5. Fiscal Impact:

None. Enhanced Services costs are offset by employee turnover and building permit fees.

6. Next Steps:

If City Council approves Resolution 2016-R-67, Staff will amend the Enhance Services portion of the Professional Services Agreement with SAFEbuilt, Inc. for building services.

7. Previous Actions:

Council approved the 2016 Professional Services Agreement with SAFEbuilt on December 7, 2015.

8. Suggested Motion:

MOTION FOR APPROVAL: I MOVE TO APPROVE RESOLUTION NO. 2016-R-67, A RESOLUTION APPROVING A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH SAFE BUILT, INC.FOR BUILDING SERVICES.

MOTION FOR DENIAL: I MOVE TO DENY RESOLUTION NO. 2016-R-67, A RESOLUTION APPROVING A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH SAFE BUILT, INC.FOR BUILDING SERVICES.

9. Attachments:

Attachment 1: Resolution 2016-R-67

Attachment 2: First Amendment PSA Building Services