



## **TITLE**

Permit Technician Services

## **RECOMMENDATION**

Adopt a Resolution approving Amendment 4 to Agreement 2022-A136 with the BPR Consulting Group to extend the contract for Permit Technician Services to the end of Fiscal Year 2026/27 and increase the total contract amount by \$147,000 not to exceed \$591,500.

## **CONTACT**

Brent Cooper, AICP, Community Development Director

## **BACKGROUND & ANALYSIS**

BPR Consulting Group augments our City Permit Technician with these services on a contract basis. The contract is funded from building permit fees on an hourly basis.

Given the variability of building permit activity, having a contract enables the city to expand and retract services to meet demands seamlessly. This service also provides continuous service when the City's Permit Technician is out of the office for approved leave time, training, and meetings. For this reason, staff recommends extending the contract for one additional fiscal year.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **FISCAL IMPACT**

The proposed \$147,000 annual services cost and associated building permit revenue is included in the upcoming Fiscal Year 2026/27 budget.

## **ENVIRONMENTAL REVIEW**

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

## **COMMUNICATION**

Level 0: No Further Public Communication Needed

**ATTACHMENTS:**

1. [Resolution - BPR Contract Amendment #4](#)