



TITLE

Permit Technician Services

RECOMMENDATION

Adopt a Resolution approving Amendment 3 to Agreement 2022-A136 with the BPR Consulting Group to extend the contract for Permit Technician Services to the end of Fiscal Year 2025/26 and increase the total contract amount by \$120,000 not to exceed \$444,500.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

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

Stacy Barker, BPR employee, provides a very responsible and accurate level of service for the City. As a backup and augment to our full-time staff, working an equivalent of 0.7 Full Time Equivalent (FTE), Ms. Barker is able to provide our community with seamless Permit Technician services. 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 \$120,000 annual services cost and associated building permit revenue is included in the upcoming Fiscal Year 2025/26 budget.

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

- [1. BPR Contract Resolution 3rd Amendment](#)
- [2. Draft BPR Agreement - 3rd Amendment](#)

