

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 18, 2025

To: Mayor and Town Council
From: Patrick Streeter, Community Development Director
Subject: Amendment No. 4 to Professional Services Agreement with the Law Offices of Robert A. Smith for Code Enforcement Services

Recommendation to Council:

Approve Amendment No. 4 to Professional Services Agreement with the Law Offices of Robert A. Smith (the Consultant) for Code Enforcement Services to increase the not-to-exceed amount by \$120,000, to extend the term of the contract to June 30, 2026, and authorize the Town Manager to execute said agreement on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Livability. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

On August 12, 2021, the Town of Windsor entered into a professional service agreement (PSA) with the Law Offices of Robert A. Smith for the provision of code enforcement services. The PSA included two primary tasks:

Task 1

Develop a comprehensive code enforcement program for the Town, consisting of a ordinances or other municipal code amendments, fines and/or fee recommendations, procedures, template letters and notices as needed for effective enforcement of the Town's codes.

Task 2

Manage the Town's day-to-day enforcement of zoning and municipal codes as directed by the Community Development Director. This would include receiving, investigating and responding to registered complaints, establishing deadlines for compliance, monitoring compliance efforts, levying fines or penalties as necessary, leading complaint through any necessary hearing processes, set up and maintenance of legally compliant complaint files and closing of complaints and files.

On June 9, 2022, the Interim Town Manager signed Amendment 1 to the PSA which increased the total not-to-exceed amount and extended the term of the agreement to June 30, 2023.

On June 6, 2023, the Town Manager signed Amendment 2 to the PSA which increased the total not-to-exceed amount and extended the term of the agreement to June 30, 2024.

On April 16, 2024, the Town Manager signed Amendment 3 to the PSA which increased the total not-to-exceed amount and extended the term of the agreement to June 30, 2025.

Discussion:

In accordance with Task 1 of the PSA, the Consultant brought proposed amendments to the Windsor Municipal Code to the Town Council on February 2, 2022. The text amendments created the administrative enforcement tools necessary to implement a robust and responsive code enforcement program. By ordinance, the Town Council adopted the text amendments, which went into effect in April of 2022.

With the enforcement mechanism codified and in place, the Consultant has been responding to code enforcement complaints, which includes communicating with property owners, issuing citations when necessary, and scheduling hearings. Community Development staff is satisfied with the quality of work done to date.

Fiscal Impact:

The Community Development Department has requested \$120,000 per year budgeted for Professional Services for Code Enforcement in the next budget cycle. If approved, Amendment No. 4 will bring the total not-to-exceed amount of the contract, originally entered into in 2021, to \$545,000.

Staff continues to explore alternatives for provision of code enforcement services, including transitioning to in-house. At this time, staff's determination is that consultant-provided services are the most efficient and cost effective.

Environmental Review:

The approval of this amendment is not a project under CEQA, and, therefore, this action does not require environmental review.

Attachment(s):

1. [Amendment 4 to Agreement with Law Offices of Robert A. Smith](#)
2. [Agreement with Law Offices Robert A Smith - Code Enforcement Services](#)
3. [Amendment 1 to Agreement with Law Offices of Robert A. Smith](#)
4. [Amendment 2 to Agreement with Law Offices of Robert A Smith](#)
5. [Amendment 3 to Agreement with Law Offices of Robert A. Smith](#)

Prepared by:

Patrick Streeter
Community Development Director

Approved by:

Jon Davis
Town Manager