

**TOWN OF WINDSOR
AGENDA REPORT**

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 17, 2026

To: Mayor and Council
From: Patrick Streeter, Community Development Director
Subject: Amendment No. 1 to Professional Services Agreement with 4Leaf, Inc. for Consultant Staff Support Services

Recommendation to Council:

By motion, approve Amendment No. 1 to the Professional Services Agreement with 4LEAF, Inc. for Building Division staff support, plan review, and Certified Access Specialist (CAsp) review services, increasing the contract amount by \$582,420 for a total not-to-exceed amount of \$632,420, extending the term of the agreement through December 31, 2026, and authorize the Town Manager to execute the amendment on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goals of Fiscal Health, Livability and Organizational Effectiveness. Goal Statement: Ensure the economic health and long-term financial viability of the Town. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

On March 31, 2026, the Town entered into a Professional Services Agreement (PSA) with 4LEAF, Inc. for Building Division staff support services with a total not-to-exceed amount of \$50,000 and a term ending June 30, 2026. The agreement was executed by the Town Manager to provide immediate staffing assistance following the separation of four full-time employees from the Community Development Department's Building Division.

The loss of Building Division staff created an immediate need to maintain essential permit processing, plan review, inspection, and building official functions while recruitment and longer-term service delivery options were evaluated. To avoid disruption to customers, development projects, and construction activity within the Town, staff utilized the existing 4LEAF agreement to provide interim staffing support. 4LEAF has supplied Building Division personnel and professional services on an as-needed basis, allowing the Town to continue core operations during the transition period.

Staff is now seeking to amend the agreement to extend the term through December 31, 2026, and provide sufficient funding for continued interim staffing, plan review services, and Certified Access Specialist (CAsp) review services necessary to support Building Division operations.

Discussion:

Since execution of the original agreement, 4LEAF has provided Building Division staff support services necessary to maintain continuity of operations following the departure of four full-time Building

Division employees. These services have included permit processing, inspection, plan review, and Building Official functions that are required to support development activity and ensure compliance with applicable building codes and state mandates.

An assessment of the structure and function of the Building Division is ongoing, but recruitment of new staff is presently frozen for fiscal reasons. In the absence of sufficient permanent staffing, continued consultant support is necessary to maintain acceptable service levels, avoid delays in permit processing and inspections, and ensure the Town is able to meet its statutory obligations related to building permit review and construction inspections.

The proposed amendment would extend the agreement through December 31, 2026, and increase the contract authority by \$582,420. Of this amount, approximately \$342,420 is allocated to Building Division staff augmentation, including a Permit Technician, Building Inspector, Senior Inspector/Plans Examiner, and Chief Building Official. This amount includes a 10 percent contingency to provide flexibility in responding to workload fluctuations and unanticipated service needs.

The staffing model proposed through this amendment provides a fiscally responsible means of maintaining essential services during the transition period. Based on the Fiscal Year 2026-27 adopted budget, the annual cost of the four vacant Building Division positions and associated benefits exceeds \$750,000. The six-month consultant staffing cost proposed under this amendment is lower than the equivalent six-month cost of maintaining those positions while also providing the Town flexibility to adjust staffing levels in response to workload, recruitment progress, and budget considerations.

The amendment also includes \$225,000 for plan review services and \$15,000 for Certified Access Specialist (CASp) review services. These services are utilized on an as-needed basis to support permit processing for complex development projects and are generally recovered through fees paid by project applicants. These funds are unchanged from the amounts already allocated in the biennial budget. Maintaining adequate funding for these services ensures the Town can continue to provide timely permit review and inspection services without creating project delays or requiring additional permanent staffing.

Approval of the amendment will allow the Town to continue providing essential Building Division services while maintaining flexibility to evaluate long-term staffing needs and organizational structure.

Fiscal Impact:

The proposed amendment increases the 4LEAF Professional Services Agreement by \$582,420. Of this amount, approximately \$342,420 is allocated to Building Division staff augmentation services through December 31, 2026. The cost of these services is less than the budgeted salary and benefit costs associated with the four vacant Building Division positions and can be accommodated within existing appropriations in the Community Development Department budget.

The remaining \$240,000 is allocated to plan review and Certified Access Specialist (CASp) review services. These services are generally funded through fees paid by project applicants and represent estimated pass-through costs that will vary based on the number, size, and complexity of permit applications received. Adequate funding for these services has already been included in the adopted biennial budget.

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. 4Leaf Amendment 1 to PSA - Staff Support Services
2. Exhibit A.1 Fee Schedule
3. 4LEAF, Inc PSA with Town of Windsor
- 13.5 PowerPoint (Distributed 2026.06.16)

Prepared by:

Patrick Streeter
Community Development Director

Reviewed by:

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager