

OMB Granicus Review

Granicus Title	Ranking of firms and agreements with HR Green, Inc., Joe Payne, Inc. d/b/a JPI, and Willdan Engineering for Building and Development Review on-call services.				
Granicus ID#	23-0958A	Reference #		Date	June 28, 2023

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information:

New Contract (Y/N)	Y	Original Amount	N/A
Fund(s)	1030, 0001	Amount of Change (+/-)	\$1,100,000
Cost Center(s)	222010, 221010	Total Amount	\$1,100,000
Program(s)	1263, 1262	Amount Available	FY23 = \$0; FY24 = \$202,400
Account(s)	TBD	Included in Applicable Budget? (Y/N)	Partially
Fiscal Year(s)	FY23-FY25		

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Summary

Building and Development Review Services is requesting the approval of the ranking of three firms for on-call building plan examination, building inspection, and engineering site plan review services.

Three firms have been chosen to provide these services for a cumulative amount of \$1,100,000 over a two-year period (\$550,000 annually).

Background

The department has contracted with one of the firms (Joe Payne, Inc d/b/a JPI) prior for construction inspection services and construction building code enforcement services (Granicus items 16-1457A and 21-2395A).

Data

The FY23 Budget for Other Contractual Services for the Building Services Fund 1030 is \$349,200. FY23 expenditures, through June 28, 2023 (including encumbrances) is \$750,685. This is \$401,485 (215%) over budget. The total budget for FY23 (Operating Expenses and Personal Services) is \$9,622,120 and the Building Services has expended \$6,943,991 (including encumbrances) to date (72%). The FY24 Budget Request for Other Contractual Services totals \$202,400.

The FY23 budget for Other Contractual Services for the General Fund 0001 (Development Review Services Program) is \$9,680. FY23 expenditures, through June 28, 2023 (including encumbrances) totals \$17,273.09. This is \$7,593.09 (18%) over budget. The total budget for FY23 (Operating Expenses, Personal Services, and Capital Outlay) is \$3,247,680 and Development Review Services has expended \$2,242,631 (including encumbrances) to date (69%). The FY24 Budget Request for Other Contractual Services totals \$206,600.

Currently, the FY24 Budget for Other Contractual Services for the Building Services Fund 1030 and General Fund 0001 (Development Review Services Program) combined total is \$409,000, not enough to cover an annual cost of the annual contract amount of \$550,000. However, historically the department has used lapse funds to assist in covering overages. Lapse in Personal Services for Building Services Fund 1030; FY22 = \$204,917, FY21 = \$222,900, FY20 = \$463,945. Lapse in Personal Services for the General

Fund/Development Review Services Program; FY22 = \$130,569, FY21 = 23,725, FY20 = \$346,391. Other Contractual Services along with Personal Services lapse should be sufficient to cover the annual contract amount.

OMB strongly advises the department to be extremely diligent in spending within their FY Budgets and monitor spending regularly.

Analyst:
Belinda Amundson

Ok to Sign:
