



Administrative Report

H.11., File # 25-1579

Meeting Date: 12/2/2025

To: MAYOR AND CITY COUNCIL

From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE AN AMENDMENT TO THE AGREEMENT WITH MELAD AND ASSOCIATES, INC. FOR BUILDING PLAN CHECK REVIEW AND PERMIT TECH SERVICES TO INCREASE THE AMOUNT BY \$140,000 FOR A NEW NOT TO EXCEED TOTAL OF \$340,000

EXECUTIVE SUMMARY

The proposed first amendment to the Agreement with Melad and Associates, Inc includes a \$140,000 increase to the total contract amount to allow the firm to continue assisting with building plan check review and providing temporary Building Permit Technician staffing. The proposed amendment brings the total contract value to \$340,000, which has been budgeted and is offset by plan check fee revenue.

BACKGROUND

In 2025, the City initiated a process to select outside consulting firms to provide plan check services on an as-needed basis to assist with building permit plan check review and staffing services. Through the request for proposals (RFP) process, the Community Development Department recommended contracts with seven firms based on their qualifications and experience. The City Council later approved the agreements including one with Melad and Associates, Inc.

These consulting firms help the Community Development Department achieve timely building plan check review and bridge staffing gaps when needed. Melad and Associates, Inc. has demonstrated competency and expertise in their work for the City and staff believes it is prudent to continue utilizing both their plan check and temporary staffing services in order to maintain and improve customer service levels in the Building Services Division.

COORDINATION

The contract amendment was prepared by the City Attorney's Office.

FISCAL IMPACT

Funding for the recommended contract plan check services was approved as part of the Community Development Department's FY 2025-26 Budget. The services provided by the contractor are offset by plan check revenue received by the City. It should be noted that the volume of plan check requests through the beginning of the Fiscal Year has exceeded past years and staff anticipates needing to make adjustments to the Building Services Division's FY 2025-26 annual revenues and expenditures at Mid-year or as part of a separate budget modification.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - First Amendment to the Agreement with Melad and Associates, Inc. with Insurance
- Agmt - Original Agreement with Melad and Associates, Inc., July 15, 2025