



M E M O R A N D U M
COMMUNITY DEVELOPMENT RESOURCE CENTER
BUILDING SERVICES DIVISION
County of Placer

TO: Board of Supervisors DATE: January 26, 2021

FROM: Tim Wegner, Building Services Deputy Director

BY: Jennifer Ramirez, Administrative & Fiscal Operations Manager

SUBJECT: Cannabis Enforcement Services and Short-Term Rental Compliance Officer Services
– CSG Consultants, Inc.

ACTIONS REQUESTED

1. Approve an increase in the existing Cannabis Enforcement Services contract with CSG Consulting Sacramento, CA in the amount of \$57,134 resulting in a new aggregate amount of \$106,134 through February 28, 2021, authorize the Purchasing Manger to execute the contract, and close the contract.
2. Approve an increase in the existing Short-Term Rental Code Compliance contract with CSG Consulting Sacramento, CA in the amount of \$62,160 resulting in a new aggregate amount of \$107,160 through February 28, 2021, authorize the Purchasing Manager to execute the contract, and close the contract.

BACKGROUND

Placer County Community Development Resource Agency's (CDRA) Building Services Division developed a civil cannabis enforcement team a few years ago and a Short-Term Rental Program this calendar year. These programs were staffed with County full time and extra-help employees until CDRA's Building Services Division realigned its employment practices to utilize contract staff rather than extra-help employees.

On September 9, 2020, the Purchasing Manager approved the award of the current contract with CSG Consultants of Sacramento, CA for cannabis enforcement services to support the Placer County cannabis enforcement program in the maximum amount of \$49,000 for the period of September 9, 2020 through September 30, 2021. This contract was issued under Master Services Agreement No. MA001027. CSG Consultants is one of the firms on Qualified List (QL) 10609 for Plan Check Services. The QL scope also includes field inspections and knowledge of codes and ordinances. The Community Development Resource Agency is requesting to increase the contract amount by \$57,134 to pay for cannabis inspection and enforcement throughout Placer County through December 2020. The initial contract was requested for \$49,000 to provide services through the outdoor grow season. Early season enforcement was complicated by COVID limitations requiring the team to complete its work in about half the time. The team further worked into December finishing cases resulting in the current contract amount being insufficient to pay for contract services through the end of the term.

On January 28, 2020, the Purchasing Manager approved the award of the current contract with CSG Consultants of Sacramento, CA for code enforcement services to support the Placer County short-term rental program in the maximum amount of \$45,000 for the period of January 28, 2020 through June 30, 2021. The Community Development Resource Agency is requesting to increase the contract amount by \$62,160 to pay for Short Term Rental compliance officer coverage during peak seasons (July through September). CDRA implemented the Short-Term Rental Program in January 2020 and without the help of consultant staff would have been unable to keep up with complaints and enforcement of the Short-Term rental program. With any inaugural season, demand for service was somewhat unknown. The consultant contract allowed the team to increase officer presence for peak season demands. In addition, the team was overwhelmed with Community concerns particularly

involving COVID restrictions and vacation rental occupancy during State stay-at-home orders. When the initial contract was requested CDRA was not sure how much consultant time would be required. Now in month 11 of the program, it has been determined CDRA must provide seven days a weeks of officer coverage to ensure that citizen complaints are handled timely.

Both requested increases exceed the Purchasing Manager's authority and requires your Board's approval in accordance with Procurement Policy Section 6.1(B). Therefore, the Board's approval is required to increase the Cannabis Enforcement Services contract in the amount of \$57,134 for a revised maximum amount of \$106,134 and to increase the Short Term Rental Compliance Officer contact in the amount of \$62,160 for a revised maximum amount of \$107,160 for the period through February 28, 2021.

FISCAL IMPACT

Funding is provided in the FY 2020-21 Final Budget. There is no additional impact to the County General Fund. Funds are not encumbered until services are performed against the resulting contract. This additional funding will allow CDRA to pay for services through February 28, 2021.