



Folsom City Council Staff Report

MEETING DATE:	2/10/2026
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11546 - A Resolution Authorizing the City Manager to Execute a Contract with REY Engineering, Inc. for Contract Development Engineering Management Staff Services up to \$200,000 Utilizing Salary and Benefit Cost Savings from the General Fund (Fund 010)
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff respectfully recommends that the City Council move to approve Resolution No. 11546 - A Resolution Authorizing the City Manager to Execute a Contract with REY Engineering, Inc. for Contract Development Engineering Management Staff Services up to \$200,000 Utilizing Salary and Benefit Cost Savings from the General Fund (Fund 010).

BACKGROUND

All engineering plans for proposed development in the City of Folsom are submitted to the Community Development Department, Engineering Division. The submittals are reviewed by qualified plan check staff for conformance to engineering standards and best practices prior to issuance of site improvement permits. Once the site improvement permits are issued and construction begins, qualified construction inspection staff will inspect the site to ensure construction is consistent with the approved plans and requirements.

Development activity in the City each year fluctuates in response to a variety of factors including but not limited to economic conditions, market demand, land use trends, and land availability and readiness. Regardless of the fluctuation, the City is obligated to review plans, issue permits, and conduct inspections in a timely manner. Since the recession in 2008, the Community Development Department has utilized a model of minimal baseline staffing in all divisions for relatively low levels of development activity and utilizing a contract service model to supplement baseline staffing levels for higher levels of development activity for plan check, inspections, and contract surveying services. For the last ten-year period, development activity has consistently exceeded baseline staffing capacity and the City has utilized contract services for a variety of engineering service demands. Costs for those contract services are generally covered by the pay for service model of fee revenue associated with development activity.

On January 14, 2026 City Council approved additional contract budget appropriation for both development engineering and building services to support higher levels of development activity. At the same time, Community Development has been recruiting to fill several current staffing vacancies in the development engineering team as shown in the table below.

CDD Engineering Positions	# Staff	Current Status
Development Engineering Manager	1	Vacant
Senior Civil Engineer	1	Vacant
Assistant Civil Engineer	2	Filled
Senior Construction Inspector	1	Vacant

Currently, with the promotion and transfer of top senior engineering staff (Rebecca Neves and Turaj Hosseini) to the Public Works Department, the Community Development Engineering Team has three vacant positions. After a recent failed recruitment for Development Engineering Manager, staff recommends a half-time consultant contract to staff that role for the 2026 calendar year utilizing salary and benefit cost savings from the vacant position. Community Development will move forward with recruitments for the vacant Senior Civil Engineer and Senior Construction Inspector in the near term and plan to recruit for Development Engineering Manager again in the next nine to twelve months.

Staff is recommending the City Manager be authorized to execute a contract with REY Engineering, Inc for a part-time contract Development Engineering Manager for a one-year period, with a cumulative not-to-exceed annual amount of \$200,000 utilizing savings from General Fund (Fund 010) salary and benefit cost savings for that position.

POLICY / RULE

In accordance with Chapter 2.36 of the Folsom Municipal Code, contracts greater than \$77,426 shall be awarded by the City Council. Contracts for professional services are not required to go through a standard public procurement process pursuant to Folsom Municipal Code section 2.36.120. Engineering services are included in the definition of professional services in section 2.36.030. As applicable here, contracting for any work or operation of the City is a City Management Right as described in the City of Folsom Personnel Rules and Regulations, section 2.03.030(H).

ANALYSIS

As described in the background section of this report, Folsom has experienced consistently high volumes of development engineering permit, plan check, and inspection activity over the last ten years exceeding our baseline staffing capacity. The third-party service contracts for engineering services that were authorized in 2025 included on-call staffing positions in addition to engineering plan check, surveying, and inspection services. In response to engineering staffing vacancies for promotion and reorganization in October and November 2025, Community Development requested consultant resumes for Development Engineering Manager and selected Vanessa Humphreys, PE, with REY Engineering, Inc for a limited term supplemental staffing during recruitment for that position.

In January 2026, the City conducted interviews for Development Engineering Manager to replace Rebecca Neves and were unsuccessful in finding a qualified candidate to lead the team. Community Development now recommends a longer-term contract solution to fill the staffing vacancy for Development Engineering Manager while we recruit for the other two staffing vacancies. Fortunately, Vanessa Humphreys, PE, with REY, Engineering Inc. has agreed to serve as contract Development Engineering Manager approximately half time for the 2026 calendar year. Vanessa lives and works in Folsom and has more than 28 years of experience in public works, residential, and commercial development projects. Vanessa will be contracted approximately half time (20 hours/week) to manage the team and services for development engineering in partnership with other City divisions and departments. Staff anticipates that the appropriation of time (20 hours/week) for the Contract Development Engineering Manager will be distributed and funded as outlined below.

- Administrative Work (~10 hours/week). This mid-management position includes staff training and mentoring, coordination with other Community Development divisions and other City departments, responding to public inquiries, and other non-billable tasks. This work would be paid for through City Council appropriated salary and benefit cost savings from the vacant Development Engineering Manager position under this new contract and is not anticipated to be full cost recovery.
- Development Project Work (~10 hours/week). For larger and more complex engineering reviews of development projects, this mid-management position would lead in-house engineering plan check with cost recovery from engineering fees paid for through appropriated contract engineering budget. On January 12, 2026 City Council amended the contract engineering budget appropriation to increase the initial contract budget amount and the contract expenses for this work would be covered under that contract budget and are anticipated to be full cost recovery.

In the current FY 2025-26 budget approved by City Council, salary and benefit funds for the Development Engineering Manager in the amount of \$216,614 are budgeted and available annually for this position. REY Engineering, Inc. hourly rate for contract Development Engineering Manager is \$315/hour. The annual cost for 10 hours estimated administrative work each week for a year is \$163,800. Staff has also requested that REY prepare an update to the City's Subdivision Ordinance in the Folsom Municipal Code at a cost of not more than \$20,000. This resolution requests approval to transfer \$200,000 from engineering salary and benefit savings to execute a one-year contract with REY Engineering, Inc for a not-to-exceed amount of \$200,000 for supplemental contract staff services as outlined herein.

The cost of baseline development engineering staffing and supplemental contract consultant services is primarily offset by revenue generated by Engineering Plan Check and Inspection Fees adopted by City Council Resolution. There are some services provided by the engineering staff that do not have a corresponding fee or revenue source (e.g., public record requests, public inquiries, certain enforcement services, surveying and mapping of City owned property).

The General Fund (Fund 010) Engineering Division salary and benefit appropriation is established by City Council budget authorization. In the current FY 2025-26 budget, salary and

benefit funds for the Development Engineering Manager in the amount of \$216,614 are budgeted and available annually with incremental adjustments. This Resolution authorizes the transfer of \$200,000 from appropriated engineering division salary and benefit cost savings to support part-time contract staffing for the Development Engineering Manager for one year with REY Engineering, Inc up to a not to exceed amount of \$200,000.

FINANCIAL IMPACT

If approved, the contract with REY Engineering, Inc. would be approved for an amount not to exceed \$200,000. Adequate funding is available within the General Fund (Fund 010) to support this expenditure. The cost of the agreement will be fully offset by salary and benefit savings resulting from the vacant Development Engineering Manager position.

ENVIRONMENTAL REVIEW

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) (the Common Sense Exemption) of the CEQA Guidelines.

ATTACHMENT

Resolution No. 11546 - A Resolution Authorizing the City Manager to Execute a Contract with REY Engineering, Inc. for Contract Development Engineering Management Staff Services up to \$200,000 utilizing Salary and Benefit Cost Savings from the General Fund (Fund 010)

Submitted,

A handwritten signature in blue ink, appearing to read "Pam Johns".

Pam Johns, Community Development Director

RESOLUTION NO. 11546

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH REY ENGINEERING, INC. FOR CONTRACT DEVELOPMENT ENGINEERING MANAGEMENT STAFF SERVICES UP TO \$200,000 UTILIZING SALARY AND BENEFIT COST SAVINGS FROM THE GENERAL FUND (FUND 010)

WHEREAS, the Community Development Department, Engineering Division, has established the need for as-needed outside development engineering staffing, plan check, construction inspection, and on-call surveying services; and

WHEREAS, funds have been appropriated and are available for this purpose in the 2025-2026 fiscal year budget through both salary and benefits and engineering contracts; and

WHEREAS, engineering staff vacancies and recruitment challenges have created the need to consider contract staff services; and

WHEREAS, City Council has appropriated \$216,614 for the Development Engineering Manager salary and benefits as part of the FY 2025-26 annual budget; and

WHEREAS, the Development Engineering Manager position has been vacant since September 1, 2025 and after an unsuccessful recruitment for the position, Community Development recommends an alternative part-time contract position with a qualified consultant for a full year; and

WHEREAS, REY Engineering, Inc. is a qualified consultant currently under contract with the City to provide engineering services; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute a contract with REY Engineering, Inc. for contract Development Engineering Management Staff Services up to \$200,000 with Salary and Benefit Cost Savings in the General Fund (Fund 010).

PASSED AND ADOPTED this 10th day of February, 2026, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Justin Raithel, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE