

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: September 15, 2020

DEPARTMENT: Community Sustainability

TITLE:

Community Code Compliance Collections Agreement with Coast Professional, Inc.

SUMMARY:

Agreement provides for a private provider, Coast Professional, Inc., to seek collections for outstanding code compliance liens and fees where code compliance has been attained.

BACKGROUND AND JUSTIFICATION:

The Code Compliance Division of the Community Sustainability Department requested proposals from qualified firms to provide private collections of outstanding code compliance liens, fines and fees. Properties where compliance has been attained but monies still owed the City will be the priority for the collection services. It is the intention of the City to enter into a long-term agreement for such services over a three (3) consecutive years, which may be extended for two (2) additional one (1) year terms. Extensions may be authorized by the City Manager.

The City advertised Request for Proposal 20-207 for Code Enforcement Lien Recovery Services on May 31, 2020, and the city received two responses. An evaluation committee met via a Webex public meeting and reviewed the responses on July 16, 2020. The response proposal from Coast Professional, Inc. was ranked highest, and Staff undertook negotiations to prepare an agreement. Following negotiations, Staff now is forwarding an agreement for approval, which would allow collections to begin October 1, 2020. All costs for collections will be borne by the contractor and will be deducted from the funds collected. It is projected that at least \$100,000 annually will be remitted to the City.

MOTION:

Move to approve/disapprove the agreement with Coast Professional, Inc. for private code compliance collections.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	0	0	0	0	0
Operating Expenditures	0	0	0	0	0
External Revenues	0	\$100,000	\$100,000	\$100,000	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	\$100,000	\$100,000	\$100,000	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Account Description	Project Number	FY20 Budget	Current Balance	Agenda Expenditure	Balance

C. Department Fiscal Review: _____