



## ***Agenda Report***

**MEETING DATE:** Tuesday, April 13, 2021

**TO:** City Council

**FROM:** COMMUNITY DEVELOPMENT DIRECTOR MERRIAM

**SUBJECT: CONTRACT AMENDMENT WITH MOORE IACOFANO GOLTSMAN, INC. IN THE AMOUNT OF \$235,000, FOR CONSULTANT SERVICES TO ASSIST THE CITY WITH DEVELOPMENT PERMIT PROCESSING**

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### **STATEMENT OF ISSUES:**

The City has received several complicated planning applications that we are unable to process in-house due to increased workloads in the last year. Staff is requesting a contract amendment for Moore Iacofano Goltsman, Inc. to allow the company to assist in processing applications until we can hire a second principal planner to process applications in-house.

### **RECOMMENDED ACTION:**

Staff recommends that the City Council adopt a resolution approving additional funds to an existing contract with Moore Iacofano Goltsman, Inc. (MIG) for planning assistance and appropriate \$70,000 of revenue and expense for the remainder of FY 2020-21.

### **BACKGROUND**

On March 13, 2018, the City issued a Request for Proposals (RFP) for on-call planning consultant services. After receiving applications and consultant interviews, the City entered into a contract with MIG to provide on-call consultant services for current, advanced planning and environmental review services to the City on July 23, 2018. The contract has been extended twice, from 2019 to 2020, and then from 2020 to June 30, 2021, with a contract amount not to exceed \$30,000. Through the consultant services contract, MIG worked on a previous proposal to amend the Manabe-Ow Specific Plan.

### **DISCUSSION**

In the last year, the City has received several complicated planning applications which require a senior/principal planner level of experience to process. Given the limited number of planning staff in the department currently, we are unable to process all of these applications in a timely manner, as required by state law. It is for this reason that staff is requesting an increase to the contract for MIG, to assist in processing the following applications:

<b>Address</b>	<b>Project Description</b>	<b>Cost</b>
70 Nielson	Process development application for a mini storage facility	\$58,933
Manabe-Ow	Specific Plan amendment Process 2 development applications	\$104,279
Westridge Zoning Overlay	Process zoning overlay to allow medical uses	\$43,726
547 Airport	Process development application	\$27,997
<b>Total</b>		<b>\$234,935</b>

The City will enter into a reimbursement agreement for the Manabe-Ow Specific Plan amendment, while all other projects will be paid for through permit fees. It is anticipated that once the new Principal Planner position in CDD is filled, we will have the ability to process future development permits in-house. Environmental documents will continue to be prepared by our planning consultants.

#### **STRATEGIC PLAN:**

The approval of this contract supports Goal 4 (Economic Development) of the 2018-2020 Strategic Plan by assisting City staff in the processing of planning applications, which will allow the City to process development applications in a timely manner.

#### **FINANCIAL IMPACT:**

There will be no financial impact to the City for approval of the contract amendment, as the cost for services will be covered by reimbursement agreements and permit fees, as such we are requesting appropriation of \$70,000 in revenue and expense for the remainder of FY 2020-21 into accounts 0150-315-5131 and 0150-315-7307.

#### **ALTERNATIVE ACTION:**

The City Council may deny the contract amendment; however, this would result in a reduced capacity of the City to process applications in a timely manner.

#### **ATTACHMENTS AND/OR REFERENCES (If any):**

None.