

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: CLARE HARTMAN, DEPUTY DIRECTOR - PLANNING
PLANNING AND ECONOMIC DEVELOPMENT

SUBJECT: FIRST AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT – METROPOLITAN GROUP, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Planning and Economic Development Department that the Council, by resolution, approve the First Amendment to Professional Services Agreement Number F001494 with Metropolitan Group, Inc. ("M Group") to extend planning agency staff services through August 31, 2018 and to increase compensation under the Agreement by \$400,000 for a total amount not to exceed \$500,000.

EXECUTIVE SUMMARY

This resolution will amend the agreement with M Group for planning agency staff contract services in the additional amount of \$400,000 and extending the time of performance of the Agreement to August 31, 2019. It is related to Council Goal 1 Create a Strong, Sustainable Economic Base.

BACKGROUND

1. The Planning Division of the Planning and Economic Development Department is responsible for current and long range planning.
2. As a result of increasing permit activity, the Department has relied on consultants to assist with planning services, including but not limited to the facilitation of processing cannabis and housing-related projects.
3. On August 31, 2017, the Planning & Economic Development Department entered into a Professional Services Agreement with M Group for agency staffing assistance in the Planning Division's Development Review section. The contract provides M Group City Planners and Senior Planners as needed for the City's use in an amount not to exceed \$100,000.

4. On December 5, 2017, the City Council (Council) amended the FY 2018-17 budget to approved additional funding to the Department to obtain consultants to assist with the current work load; \$400,000 of the funds are being applied to the Professional Services Agreement with M Group, Inc.
5. The funds (\$400,000) associated with this contract amendment are existing resources within the current fiscal year budget for the Department; accordingly, no new General Fund resources are needed to accommodate this amendment request.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

1. Amending the existing Agreement with M Group will allow the Department to continue using a Senior Planner for the review of Planning applications, allowing projects to move through the permitting process as expeditiously as possible. In addition, City Planners can be brought on to address the backlog of cannabis and housing applications.
2. The Department entered into the original Professional Services Agreement with M Group in August 2017 quickly made use of the funds and services. This first amendment will increase the funding and extend the time of performance as follows:
 - Increasing compensation by \$400,000 (for a total contracted amount not to exceed \$500,000);
 - Extending time of performance to August 31, 2019
3. The City Attorney's Office has reviewed and approved the First Amendment to the Professional Services Agreement and upon Council approval, it is ready for execution by all parties.

FISCAL IMPACT

The funds for the amendment to this agreement were appropriated to the Department's FY 2017-18 budget at the December 5, 2017 Council meeting.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/First Amendment to Professional Services Agreement

CONTACT

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