

CITY OF SANTA ROSA  
CITY COUNCIL

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

SUBJECT: SECOND AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT – LAND LOGISTICS, INC.

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Planning and Economic Development Department that the Council, by resolution, approve the Second Amendment to the Professional Services Agreement with Land Logistics, Inc., located in Davis, California, for contract planning services, adding an additional amount of \$100,000, for a total contracted amount not to exceed \$300,000, and extending the time of performance to September 30, 2018.

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EXECUTIVE SUMMARY

This resolution will amend an agreement with Land Logistics, Inc. for contract planning services in the additional amount of \$100,000, extend the time of performance to September 30, 2018, and modify the scope of work to include a single City Planner. 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. As part of the FY 2016/17 Year End Budget Amendment, the City Council (Council) will approve additional funding to the Department to obtain consultants to assist with the current work load; \$100,000 of the funds are being applied to the Professional Services Agreement with Land Logistics, Inc.

4. The funds (\$100,000) 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

On September 13, 2016, the Council approved the First Amendment to Professional Services Agreement – Land Logistics, Inc. increasing the compensation by \$100,000 and the time of performance by one year.

#### ANALYSIS

1. Amending the existing Agreement with Land Logistics, Inc. will allow the Department to continue using outside services for the review of Planning applications, allowing projects to move through the permitting process as expeditiously as possible.
2. The Department entered into the original Professional Services Agreement with Land Logistics, Inc. in December 2015 for a six-month term. The agreement was amended once to increase funding by \$100,000 and extend the term. The second amendment will increase the funding, extend the term, and modify the scope of work as follows:
  - Increasing compensation by \$100,000 (for a total contracted amount not to exceed \$300,000);
  - Extending performance to September 30, 2018
  - Modify the scope of work to limit the Land Logistics employees providing City Planner services to one consultant.
3. The City Attorney's Office has reviewed and approved the Second 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 16/17 budget at the June 20, 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

CONTACT

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