



DATE: February 25, 2020

TO: Mayor & City Council

FROM: Director of Development Services

SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Agreements with The Metropolitan Group, and CSG Consultants, for Planning and Engineering Services Increasing the Not-to-Exceed Amount to \$125,000 Per Agreement.

RECOMMENDATION

That Council adopts a Resolution (Attachment II) authorizing the City Manager to execute an amendment to the agreements with The Metropolitan Group, and CSG Consultants, for Planning and Engineering Services Increasing the Not-to-Exceed Amount to \$125,000 Per Agreement.

SUMMARY

Staff seeks Council approval authorizing the City Manager to execute Amendments to the Agreements with The Metropolitan Group, and CSG Consultants to provide Planning and Engineering Services by increasing the not to exceed amount to \$125,000 per agreement and extending the terms to December 31, 2020.

BACKGROUND

The Development Services Department currently has valid agreements with The Metropolitan Group (M-Group), and CSG Consultants (CSG) to provide temporary, on-call, professional planning consultant services. These consultants provide qualified temporary staffing to perform a wide range of technical responsibilities related to Planning Division activities. Recent unexpected vacancies within the Planning Division, as well as the anticipation of several large projects, and the implementation of BlueBeam and EnerGov, result in a foreseeable need for further staff augmentation.

DISCUSSION

The current agreements with M-Group and CSG are valid through June 2020. Recent unexpected vacancies in the Planning Division requiring utilization of temporary staffing to maintain the workflow and customer service levels, have exhausted the original \$75,000 budget for these agreements.

The Development Services Department has also been designated to lead fifteen projects within the Strategic Roadmap. The Planning Division will be responsible for initiating six of those projects in years one and two. Staff is concurrently scheduled to implement new plan review software (BlueBeam) within the next two months in order to integrate it with the new EnerGov permitting software (Strategic Roadmap Priority of Organizational Health, Project #15), which is scheduled to begin development by the end of the fiscal year. Amending the current agreements to increase the not to exceed amount from \$75,000 to \$125,000 per agreement, and extending the term to December 31, 2020, will allow staff to develop the best approach to the projects associated with the Strategic Roadmap, as well as the best strategies for developing and implementing BlueBeam and the EnerGov permitting software.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Preserve, Protect, & Produce Housing. Specifically, this item relates to the implementation of the following projects:

- Project 4, Part 4.b: Amend Density Bonus Ordinance
- Project 4, Part 4.c: Update Accessory Dwelling Unit (ADU) Ordinance
- Project 4, Part 4.d: Develop an Overlay Zoning District to allow RS zoned properties (single family residential) to develop into a variety of housing types at densities permitted under the applicable General Plan designation.
- Project 9: Update the Housing Element Plan

This agenda item also supports the Strategic Priority of Grow the Economy. Specifically, this item relates to the implementation of the following projects:

- Project 6: Update and implement a revised cannabis ordinance to incorporate best practices to better support cannabis businesses
- Project 8: Revise alcohol use regulation to support existing and encouraging more full-service restaurants
- Project 9: Update form-based zoning codes along Mission Boulevard to streamline new development, focus commercial development where appropriate, and create a cohesively designed corridor.

This agenda item supports the Strategic Priority of Combat Climate Change. Specifically, this item relates to the implementation of the following projects:

- Project 9: Complete Shoreline Master Plan
- Project 9, Part 9.a: Complete EIR for Shoreline Master Plan

This agenda item supports the Strategic Priority of Improve Organizational Health. Specifically, this item relates to the implementation of the following projects:

Project 15, Part 15.b: Implement new online planning and permitting solution

FISCAL IMPACT

All costs for this professional services agreement will be covered within the FY20 approved budget for Contract and Consulting Services.

PUBLIC CONTACT

No public contact has occurred associated with this action.

NEXT STEPS

If the Council approves this resolution, staff will execute contract amendments.

Prepared by: Jade Kim, Administrative Analyst II

Recommended by: Laura Simpson, Director of Development Services

Approved by:



Kelly McAdoo, City Manager