



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Administrator

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE APPROVING A SERVICE AGREEMENT WITH ROMO PLANNING GROUP, INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES TO ASSIST CITY PLANNING STAFF WITH RELATED DUTIES AND PROJECTS

MEETING DATE: October 4, 2016

RECOMMENDATION:

Adopt a Resolution to implement an Agreement between the City of Commerce and Romo Planning Group, Inc. to provide professional consulting services to assist City Planning staff with related duties and projects.

BACKGROUND/ANALYSIS:

Over the last couple of years the Public Works and Development Services Department (PWDS) retained the assistance of a temporary staffing agency to staff a contract planner position in the City's Planning Division. In late May of this year that person accepted a permanent position with a different public agency and in June relinquished her position with the City of Commerce.

Since then staff has actively worked to contract for further assistance via the Department's On-Call List that was previously approved by the City Council. However, after numerous attempts and interviews staff was unsuccessful in locating an appropriate replacement within the budget. As a result staff reached out to firms beyond the On-Call list including Romo Planning Group, Inc. (RPG). Romo Planning Group, Inc. is a planning firm that works primarily with Southern California cities and counties. They offer a team of on-call staff capable of working as an extension of City staff in any capacity ranging from Assistant Planners to Planning Directors. Staff interviewed RPG and selected a consultant planner that can help backfill a vacancy in the City's Planning Department. Among other things, the consultant will be tasked with assisting the general public and working the public counter. If approved, the consultant planner will be working a part-time schedule, similar to the previous consultant, at around 30 hours a week.

ALTERNATIVES:

1. Approve and execute the Services Agreement between the City of Commerce and Romo Planning Group, Inc.; or
2. Provide staff with further direction

FISCAL IMPACT: (TO BE UPDATED BY VILKO)

As part of the adopted FY 2016/17 budget, the City Council approved \$240,000 of Measure AA funds for various planning related matters. Based on the following assumptions, staff are requesting that the City Council approve \$60,000 for the services as highlighted in the service agreement.

- 30 hours per week
- \$55 per hour
- 9 months

If the City Council approves the agreement, \$180,000 of discretionary funds remain for future planning matters.

RELATIONSHIP TO 2012 STRATEGIC GOALS:

The proposed Resolution is associated with Council's 2012 Strategic to, "Improve and maintain infrastructure and beautify our community."

Prepared by: Jose Daniel Jimenez, City Planner

Recommended by: Maryam Babaki, Director of Public Works and Development Services

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator

ATTACHMENTS:

1. Resolution
2. Professional Services Agreement
3. RPG Proposal