



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 MOORE IACOFANO GOLTSMAN, INC. (MIG) TO PROVIDE PLANNING CONSULTING SERVICES TO ASSIST CITY PLANNING STAFF WITH RELATED DUTIES AND PROJECTS

MEETING DATE: March 6, 2018

RECOMMENDATION:

Adopt a Resolution to authorize an Agreement between the City of Commerce and MIG to provide planning consulting services to assist City Planning staff with related duties and projects.

BACKGROUND/ANALYSIS:

Over the last few of years the Public Works and Development Services Department (PWDS) retained the services of a contract planner position in the City's Planning Division to assist with daily duties and special projects. Currently, there is one contract Planner assisting the Division three days a week. Recently, the City's Assistant Planner initiated maternity leave and is expected to be out of the office for at least the next five months. Due to the amount of work and projects being undertaken by the Planning Division, staff believes help is needed to maintain a high level of service. Therefore, staff is asking for approval of an agreement with MIG for Planning consulting services. The agreement would cover a six month period. .

Staff worked to obtain proposals for this work via the Department's On-Call List that was previously approved by the City Council. The only response from the On-Call List was from MIG. Staff also contacted Romo Planning Group to obtain a proposal. Romo is not on the On-Call List, but the current contract Planner is a Romo employee. MIG and Romo each presented staff with Planners they felt are qualified for this position. Staff interviewed both Planners and determined MIG's to be the best qualified to assist staff over the next several months. Staff believes there is a need for the additional contract Planner to work up to 32 hours a week. The hourly rate proposed by MIG is \$70. Staff is requesting an allocation of \$65,000 to cover the costs of the contract Planner for the next six months. If the services of the contract planner are not needed for the entire six months, staff will terminate the agreement accordingly.

In order to maintain a high level of service and to keep projects moving through related processes, additional help is needed in the Planning Division. At minimum, the contract Planner would assist with daily duties at the public counter, would help answering phone inquiries, assist with processing business license applications, conduct plan checks, conduct special studies and research as needed, assist with processing select entitlements, and prepare zoning clearance letters. Over the last several years, the City has contracted with MIG for several matters including, but not limited to, drafting several CEQA documents and facilitating and implementing the Green Zones Action Plan. Staff has been satisfied with the work MIG has provided and as stated earlier in this report, believes their candidate for the subject work is adequately qualified to assist the City once again.

ALTERNATIVES:

1. Approve and execute the Services Agreement between the City of Commerce and MIG; or
2. Provide staff with further direction

FISCAL IMPACT:

As part of the adopted FY 2017/18 budget, the City Council approved \$125,000 of Measure AA funds for contract planning support services. Based on the following assumptions, staff is requesting that the City Council approve and allocate \$65,000 (of the \$125,000 aforementioned) for the services as highlighted in the service agreement.

- Up to 32 hours per week
- \$70 per hour
- 6 month contract

RELATIONSHIP TO STRATEGIC GOALS:

The proposed project is consistent with Economic Growth Guiding Principle 2 of the City's Strategic Action Plan. This Guiding Principle seeks to ensure that the City's development services are continually streamlined, efficient, customer focused and responsive to efficiently support local economic growth.

Prepared by: Matt Marquez, Deputy Director of Development Services

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

Reviewed by: Vilko Domic, Director of Finance

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Edgar P. Cisneros, City Administrator

ATTACHMENTS:

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