



## Legislation Text

File #: 2017-837, Version: 1

### Report to Mayor and City Council

Monday, November 06, 2017

Consent

#### **SUBJECT:**

**AMENDMENT NO. 1 TO THE AGREEMENT WITH CSG CONSULTANTS, INC. FOR ON-CALL PLANNING SERVICES (CITY COUNCIL)**

#### **I. SUMMARY**

In December 2016, the City entered into an agreement with CSG Consultants, Inc. to provide on-call planning services. Staff is recommending City Council approve Amendment No. 1 increasing the annual limit under the contract from \$100,000 to \$200,000 thereby amending the overall contract amount of the three year contract.

#### **II. RECOMMENDATION**

APPROVE Amendment No. 1 to the On-Call Planning Services agreement with CSG Consultants, Inc.

AUTHORIZE the Mayor to execute the agreements following approval as to Form by the City Attorney.

#### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

#### **IV. BACKGROUND**

On December 6, 2016, the City entered into an agreement with the firm CSG Consultant's, Inc. to provide on-call planning services (Exhibit No. 1). The Planning Division has utilized the staff from CSG Consultants to provide core services to its customers.

Since the agreement was initiated, the City has experienced an increased demand for planning services from projects such as MBK Homes' 300-unit apartment project, the District at South Bay Specific Plan Amendment and Supplemental Environmental Impact Report, and other complex development applications. The use of consultants benefits the Planning Division and its customers by ensuring responsive and timely services, while simultaneously providing Planning with the flexibility it needs to meet fluctuations in workload on an as-needed basis.

In order to maintain this high level of services and flexibility to meet fluctuations in workload, staff is recommending the City Council approve the amendment, increasing the annual limit from \$100,000 to \$200,000. (Exhibit No. 2)

## **V. FISCAL IMPACT**

The not-to-exceed amount requested for the consultant will increase from \$100,000 annually, to \$200,000 annually, or \$600,000 for the life of the three year contract (vs. original \$300,000). The costs of the consultant services are borne by project applicants through the Planning Application Deposit Program. As a result, there is no direct impact to the City's General Fund.

## **VI. EXHIBITS**

1. Contract Services Agreement with CSG Consultants, Inc. (pgs. 3-31)
2. Amendment to Contract Services Agreement with CSG Consultants, Inc. (pgs. 32-36)

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