



DATE: April 28, 2020

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Amend Professional Services Agreement for Planning Services**

RECOMMENDATION

Authorize the City Manager, or her designee, to execute an amendment to a professional services agreement with Netto Planning Services, LLC, to provide planning services for an additional amount of \$30,000 for a total contract not to exceed \$130,000 for Fiscal Year 2019-20.

BACKGROUND

On March 6, 2018, City Council authorized the City Manager to enter into a professional services agreement with Netto Planning Services, LLC, in an amount not to exceed \$250,000 for the period March 13, 2018 through June 30, 2020. For administrative purposes, the amount was broken down to \$50,000 for Fiscal Year 2017-18, \$100,000 for Fiscal Year 2018-19, and \$100,000 for Fiscal Year 2019-20.

ANALYSIS

The Planning Division uses planning consultant assistance to help manage the high volume of planning projects in a timely manner as required by State law. Planning consultants work on development projects that are funded by developer fees through cost-recovery accounts. An amendment to the current agreement with Netto Planning Services, LLC, is required to provide additional consultant services through the current fiscal year.

FISCAL IMPACT

As these planning services are funded primarily through cost-recovery accounts, any costs not recovered by fees would be funded by salary savings from vacant positions.

ALTERNATIVES

1. Do not authorize the contract amendment.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Martin Alkire
Advanced Planning Manager

Aarti Shrivastava
Assistant City Manager/
Community Development Director

Approved by:

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

MA-AS/5/CAM
891-04-28-20CR
200244