



STAFF REPORT
7/10/2024

TO: Honorable Mayor and City Council Members

FROM: Gabriel Perez, Development Services Director

SUBJECT: Authorize the City Manager to execute a revised task order with DTA for On-Call Professional Planning Consultant Services for a Fiscal Analysis of the Existing Coachella Sphere of Influence.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute the attached revised Task Order 1 with DTA for On-Call Professional Planning Consultant Services for preparation of a fiscal analysis and plan of services for the existing Coachella Sphere of Influence (SOI).

BACKGROUND:

In 2021, the Development Services Department established a list of qualified on-call Professional Planning Consultant Services to assist with Project Management/Entitlements, Long Range Planning, Environmental Review Analysis, Fiscal Impact Analysis, Design Review, and Landscape Architecture. DTA is a professional planning and fiscal consultant. The Development Services Department has an increased need for on-call professional planning consulting services related to current planning and long-range planning efforts. A fiscal analysis and plan of services for annexation applications to the Riverside Local Agency Formation Commission (LAFCO) are required from municipalities and special districts. On May 8, 2024, the City Council authorized the City Manager to execute a Professional Services Agreement with DTA to add the company to the City's list of On-Call Professional Planning Consultant and execute a task order of \$37,500 for the fiscal analysis and plan of services. Subsequent to the meeting it was determined that the City's Western Annexation application to Riverside LAFCO will need to include 7 additional parcels in the existing Coachella sphere of influence West of Calhoun Street for a total amount of \$42,000.

DISCUSSION/ANALYSIS:

Attached to this staff report is a draft Professional Services Agreement for DTA to provide on-call professional planning consultant services for a term of a year until March 1, 2026. The consultant will provide assistance with planning and fiscal analysis services to the Planning Division for development projects or long-range planning efforts. A task order for \$42,000 is included for preparation of the fiscal analysis of the Pocket 7/Mesquite SOI (Coachella Western Annexation) and the Southern Airport SOI that will evaluate the fiscal impact of potential annexations of the City of Coachella SOI.

ALTERNATIVES:

1. Authorize the City Manager to execute a revised task order of \$42,000 for preparation of fiscal study for the Pocket 7/Mesquite and Southern Airport SOI.
2. Continue this item and provide staff direction.

FISCAL IMPACT:

The fiscal impact of this action would immediately be \$42,000 and would require an appropriation from the General Fund. Additional fiscal and planning services from DTA cannot be directly determined and will be secured on an as needed basis based on the fee schedule provided in the PSA.

RECOMMENDED ALTERNATIVE(S):

Staff recommends Alternative #1 as noted above.

Attachment:

1. Task Order #1 (Revised) – Pocket 7/Mesquite and Southern Airport SOI fiscal analysis