



STAFF REPORT
11/9/2022

TO: Honorable Mayor and City Council Members

FROM: Gabriel Perez, Development Services Director

SUBJECT: Authorize the City Manager to execute Professional Services Agreements with City Advisors for On-Call Professional Planning Consultant Services and Add City Advisors to the Official list of On-Call Professional Planning Consultants.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute the attached Professional Services Agreement with City Advisors for On-Call Professional Planning Consultant Services.

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. The Development Services Department has an increased need for on-call professional planning consulting services related to current planning and long-range planning efforts due to existing vacancies in the Planning Division and an increase in development applications submitted to the City.

DISCUSSION/ANALYSIS:

Attached to this staff report is a draft Professional Services Agreement for City Advisors to provide on-call professional planning consultant services for a term of 2 years until 2025. The consultant will provide assistance with project management and long-range planning services to the Planning Division due to current Associate Planner and Senior Planner vacancies. Stephanie Tomaino serves as the principal of City Advisors and has a long history in providing quality professional planning services to Southern California cities.

ALTERNATIVES:

1. Authorize the City Manager to add City Advisors to the list of on-call professional planning consultants and execute Professional Services Agreements with City Advisors.
2. Continue this item and provide staff direction.

FISCAL IMPACT:

The fiscal impact of this action cannot be directly determined. Planning services from the planning consultants 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. Professional Services Agreement (PSA) with City Advisors
2. City Advisors Statement of Qualifications