



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: May 24, 2022

Subject: Contract Amendment: M-Group Contract Planning Services

Prepared by: Laura Simpson, Interim Planning Director

Approved by: Gabriel Engeland, City Manager

Attachment(s): None

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The total contract amount for Council approval is \$180,000 (\$95,000 original agreement + \$85,000 contract amendment). These funds will come from the General Fund and will be offset by salary savings due to vacancies within the Community Development Department, as well as planning application fees for new development.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to amend the contract with M-Group to provide additional planning services?

Summary:

- The City currently has an agreement with M-Group to provide contract planning services.
- A contract amendment is needed to allow M-Group to continue providing planning contract services until vacant planning positions are filled.

Staff Recommendation:

Authorize the City Manager to execute a contract amendment M-Group in an amount not to exceed \$85,000 (total contract amount not to exceed \$180,000) for contract planning services.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE



Subject: Contract Amendment: Financial Consulting Services

Purpose

To amend the contract with M-Group for contract planning services.

Background

On February 13, 2022, the City entered into a contract with M-Group for contract planning services. In the absence of a permanent Planning Manager, and with a vacant sustainability coordinator and vacant senior planner position, staff from M-Group is assisting the City by providing three part-time contract planners.

Discussion/Analysis

The original contract with M-Group is for an amount not to exceed \$95,000. In order to provide the planning expertise the City requires during this time of transition, it is recommended that the City Council approve a contract amendment to increase the contract to \$180,000 and to extend the contract to provide planning contract services through December 31, 2022. Staff from M-Group will continue to help the City with planning project application review and to prepare commission and Council staff reports and presentations. The Sustainability Coordinator position is being filled by a part-time contract planner until the end of the fiscal year. At that time the position will be filled for FY 2023 and will be funded through the Solid Waste fund. It should be noted, that as the City fills staff vacancies within the Community Development Department and the City no longer needs contract planning services, the City will end work with contract planners. With the vacancies of several positions, there are sufficient funds to fund the contract amendment.

Recommendation

The staff recommends the approval of this contract amendment.