

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: April 7, 2025

**Topic:**

Approve a professional services agreement with Matrix Consulting Group to complete a development review process evaluation for an amount not-to-exceed \$88,000, therefor, and authorize the City Manager to execute any and all documents related to the services. These expenditures are included in the FY 2024-2025 budget.

**Background:**

The proposed professional services agreement with Matrix Consulting Group includes a scope of work to conduct a review of the development review process, including all departments and divisions involved in the process (Community Development, Building Inspections, Code Enforcement, Fire, and Engineering). As part of this process, Matrix will be completing the following tasks:

- Conducting internal interviews with staff;
- Diagramming current processes;
- Conducting online surveys and focus group meetings to obtain perspective from the public;
- Compare current Development Review operations with the best practices in the industry;
- Evaluate City processes including development review, permitting, technology, customer service, and staffing; and
- Develop draft and final reports and plan for implementation based on findings and recommendations.

Matrix Consulting Group was selected through the Request for Qualifications process (RFQ 2025-05). Five firms submitted statements of qualifications that were reviewed and scored by a review committee, with Matrix being selected as the most highly qualified respondent. After such selection, staff engaged in discussions with the firm to determine fair and reasonable rates for professional services. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Staff recommends awarding a professional services agreement to Matrix Consulting Group to complete the review of the development review process and provide final recommendations and implementation plan to ensure the efficiency of the departments and staff involved while providing the level of customer service desired for our residents and businesses.

Funds for completing the proposed project were allocated in the Fiscal Year 2024-2025 budget.

**Origination:** Community Development

**Recommendation:**

Staff recommends approving a professional services agreement with Matrix Consulting Group to complete a development review process evaluation for an amount not-to-exceed \$88,000.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo

