



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of July 10, 2018

TO: The Mayor and Members of the City Council

SUBMITTED BY: Holly Smyth, Planning Director

SUBJECT: Municipal Resources Group (MRG) Professional Services Agreement for Planning, Building, and Public Works Staff Augmentation Services for \$100,000

RECOMMENDED ACTION:

Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement for \$100,000 for Planning, Building, and Public Works Staff Augmentation Services for continued project management consulting services on development funded projects & programs, general plan related updates, planning related field inspections and conditions of approval verifications, and public works special assignments as needed for the 2018-19 Fiscal Year.

FISCAL IMPACT OF RECOMMENDATION:

The adopted 2018-19 City budget already includes funding allocation under the Planning Department Professional Services in the amount of \$112,500 for the MRG agreement in addition to some small contract(s) during the 2018-19 fiscal year. However, most of MRG's consulting services is anticipated to be either entirely reimbursable by development funded projects & programs, general plan update fees, building permit fees or from gas tax funds on public works special assignments. As such, this contract should have little impact on the City's General Fund.

DISCUSSION:

The City has worked with MRG for staff augmentation services on and off over the last several years (currently with Victor Carniglia) and the firm is currently on the City's approved Pre-qualified Vendor list. The firm has been under contract for a number of years and in prior years, the existing contract has been amended each year. This year, as we did solicit qualifications for services to which MRG did respond, we have opted to utilize a new contract. The resumes for potentially available staffers are contained in the scope of work attached to the Professional Services Agreement. The City has found that securing services through MRG is cost effective.

MRG consultants have the advantage of bringing to a local jurisdiction many years of relevant municipal experience. This assistance has proven to be beneficial in assisting the City's

Planning and Public Works Departments in carrying out day to day as well as longer range tasks that otherwise might not have been completed in a timely manner, taking into account current staffing levels. Examples of tasks that the City expects MRG to perform under this contract amendment are shown in the scope of services attached to the Agreement.

ATTACHMENTS:

Attachment 1 – Resolution

Attachment 2 – Professional Services Agreement with Municipal Resources Group (MRG) including Exhibit A Scope of Services/Compensation

<i>Financial Impact</i>			
Description:			
Consulting services for development funded projects or programs (for Lorenzeni,, Franklin Canyon, Hillcrest, and other projects), general plan related updates, planning related field inspections, and public works special assignments with specific line item expenses fluctuating dependent upon actual tasks completed.			
Funding Source:			
Development Deposit Account Funds			
General Plan Update Fund			P18001
Building Permit Fees			
Sewer Fund			
Traffic Development Impact Fee Fund			
Gas Tax Fund			
Measure J Fund			
Budget Recap:			
Total Estimated cost:	\$	New Revenue:	\$
Amount Budgeted:	\$	Lost Revenue:	\$
New funding required:	\$	New Personnel:	\$
Council Policy Change: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			