



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Damaris Abraham, Assistant Community Development Director

Date: January 9, 2024

Subject: Professional Services Agreement with Michael Baker International Inc. for On-call Contract Planning Services

Recommendation

Approve and authorize the City Manager to execute an Agreement for Professional Services with Michael Baker International Inc. to provide on-call contract planning services in the amount of \$280,800, in such final form as approved by City Attorney.

Background

The Planning Division of the Community Development Department operates to assist citizens, businesses, and City departments to ensure that land use complies with the General Plan and Zoning regulations and meets the needs of the City and its citizens. Currently, the Planning Division has vacant positions. Michael Baker International Inc. (Michael Baker) will provide on-call planning services to allow the department to continue to provide the needed customer service to the public while the full-time positions are being filled.

Discussion

Michael Baker will provide on-call planning services which will include a combination of in-person and remote support services. Michael Baker will provide contract planning services at a Senior/Project Manager level to assist both the Advanced Planning Section as well as the Current Section in the technical review and evaluation of a wide variety of discretionary land development applications.

The planning functions that will be performed by the contract planner(s) will include the following:

- Review, analyze and process discretionary cases consistent with City codes, policies, and standards.
- Provide direction to the City's consultant regarding the General Plan Update.
- Provide direction to junior staff regarding industry best practices.

- Prepare environmental analysis, including, but not limited to, Initial Studies and Negative Declarations, as required by the California Environmental Quality Act (CEQA).
- Prepare and file Notice of Determination (NOD) Notice of Exemption (NOE).
- Coordinate the preparation and filing of all required notices.
- Provide Plan check services
- Route plans to City departments; consolidate comments; and present recommendations and revisions to the applicant.
- Review proposed development plans for compliance with City's General Plan, Zoning Ordinance, and any applicable design guidelines.
- Coordinate the City's interdepartmental review of proposed projects which would include interaction with various homeowner associations and other interest groups.
- Meet and/or teleconference with staff and/or the applicant as necessary to identify and discuss critical items and develop workable solutions, as necessary.
- Prepare staff reports, for consideration and action by the appropriate decision-making bodies.
- Prepare resolutions and/or ordinances related to proposed development projects.

Fiscal Impact

The cost for these services will be paid from salary savings and no General Funds shall be used to pay for said services.

Attachments

Attachment 1 – Agreement
Exhibit A - Proposal