



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 7

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Community Development Department
MEETING DATE: April 06, 2020

SUBJECT:
Planning Contract Coaching Services – Amendment

RECOMMENDATION:

Approve an Amendment to the Professional Services Agreement with Good City Company to include Planning and Leadership services, increasing the total Agreement amount not to exceed \$500,000, and authorize the Community Development Director to execute the agreement in substantially the form presented.

BACKGROUND:

The Planning Division will have a Planning Manager vacancy as of April 13, 2020. Due to the impacts of COVID-19, recruitment will be difficult and will likely take an extended period of time. In addition, the Planning Division is currently experiencing staff planner vacancies, so there is a continued need for supplementing planning entitlement review services.

Good City Company has qualified staff that can provide coaching and leadership services for the division, as well as continuing to provide the existing project review services. Good City Company has agreed to provide the services as amended to help fill the gap until the Planning Manager position is filled.

BUDGET IMPACT:

The Construction Services Fund (Fund 26) for current planning activities is operating under budget by approximately 25% based on year-to-date expenses. This savings is due to staff vacancies and salary savings, as well as the underutilization of the current budget for professional services. Therefore, sufficient funds are available for the current fiscal year without increasing the budget allocation. The existing salary savings are expected to continue into the next fiscal year and the budget has been prepared to provide this level of professional services.

ENVIRONMENTAL DETERMINATION:

This professional services contract is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Amendment
Att 2 – Agreement

STAFF CONTACT

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