

REPORT TO THE CITY COUNCIL



DATE: March 20, 2018

TITLE: Award Professional Services Agreement with Terra Nova Planning to Assist the City with the General Plan Update

Prepared by: Scott Taschner, Senior Planner

Reviewed by: Daniel Porras, Community Development Director

RECOMMENDATION

Authorize the City Manager to execute a contract with Terra Nova Planning to perform specific tasks in relation to the City-Wide General Plan Update, with approval as to form by the City Attorney.

BACKGROUND

On June 6, 2017, the City Council authorized the City Manager to enter into an agreement with MIG Consulting to resume and complete the work on the City-Wide General Plan Update, which includes all elements of the General Plan. MIG is currently working on the update and has made a recommendation to the city to hire an outside consultant to assist with work on the Housing Element.

Staff has reached out to Terra Nova Planning, a local Coachella Valley firm, to assist the City with the Housing Element portion of the update and to help the City come into compliance with state laws. Staff has also requested Terra Nova to peer review the draft General Plan & EIR once the draft becomes available. Terra Nova stated they could begin work immediately and has submitted a scope of work and a budget for this work. (Exhibit 1).

Staff has reviewed the proposal and believes the assistance that Terra Nova can provide with (1) assisting the City with state law compliance, (2) helping with negotiations with HCD over past penalties, and (3) having a local firm to peer review MIG's work and the draft EIR would be invaluable to the successful completion of the Citywide General Plan Update.

FISCAL IMPACT

The General Plan Update was approved as part of 2016-2017 Capital Improvement Plan and was budgeted at \$200,000 for FY2016-2017, and \$150,000 for FY2017-2018 for a total budget of \$350,000.

If the contract with Terra Nova is approved, it will cost an estimated \$62,870 over a period of two fiscal years. This will require a budget adjustment for Fiscal Year 2017-2018 of approximately \$20,000. An additional line item of approximately \$42,870 will be included as part of the Fiscal Year 2018-2019 budget.

RECOMMENDATION

After a thorough review and based on the cost, timeline, and overall benefit, Staff is recommending the City Council to Authorize the City Manager to execute a contract with Terra Nova Planning to perform specific tasks in relation to the City-Wide General Plan Update, with approval as to form by the City Attorney.

EXHIBIT(S)

1. Scope of work and Budget Proposal from Terra Nova Planning