



City of Culver City

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Staff Report

File #: 18-0740, Version: 1

Item #: C-18.

CC - Approval of an Amendment to Existing Professional Services Agreement with Melanie Doran Traxler, DBA Planning PLUS/P+ for Continued Planning and Project Management Services for the Inglewood Oil Field Specific Plan Project in an Amount Not-to-Exceed \$45,000; and (2) Approval of a Related Budget Amendment (Requires Four-Fifths Vote).

Meeting Date: January 22, 2018

Contact Person/Dept: Heather Baker, Assistant City Attorney

Phone Number: 310-253-5660

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☐

Commission Action Required: Yes ☐ No ☐ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/17/18);

Department Approval: Sol Blumenfeld (01/16/18)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Melanie Doran Traxler, dba Planning PLUS/P+ ("Planning Plus"), for continued planning and project management services for the Inglewood Oil Field (IOF) Specific Plan Project in an amount not-to-exceed \$45,000; and (2) approval of a related budget amendment (**budget amendment requires four-fifths vote**).

BACKGROUND/DISCUSSION

Negotiation of the original terms with Planning Plus, including scope of services, rate and budget, contemplated an initial need for part-time services over an approximate 12-month period. Consistent with those terms, contract services in the total amount of \$60,000 were anticipated. In order to facilitate a timely transition between planner Sherry Jordon and Melanie Doran Traxler, a first phase of the contract (authorizing up to \$30,000 for an approximate six-month period) was authorized on August 4, 2016 under the City Manager's administrative contract approval authority.

On January 23, 2017, in consideration of the progress that ensued, in recognition of the need for continued project management and planning support to shepherd the IOF Specific Plan project through the public review and hearing process, and to coincide with a two-month extension to the Project timeline at that time, the City Council approved an amendment to the Agreement for an additional \$40,000 (for an aggregate amount of \$70,000).

Subsequently, on September 18, 2017, as a result of funds being depleted due to increased work on the Project as a result of discussions with the IOF operator and related community meetings, an additional contract amendment became necessary. The City executed a second amendment to the Agreement, under the City Manager's fiscal year administrative contract approval authority for Fiscal Year 17-18 in the additional amount of \$30,000 (for an aggregate contract amount of \$100,000).

The Project Draft Environmental Impact Report (EIR) was released on September 15, 2017 and the EIR public comment period was extended to March 14, 2018, during which the City Council encouraged an additional community meeting. As a result of these recent events, and the need to coordinate a comprehensive community meeting (presumably in February), a third amendment to the Agreement is needed to cover Planning Plus' costs through the end of the current fiscal year.

Additional funds for these services to bring this Project to completion will be requested during the Fiscal Year 18-19 budget process.

FISCAL ANALYSIS

A budget amendment is requested to appropriate General Fund reserves in the amount of \$45,000 into the Planning Division - Other Contractual Services (10150200.619800) account. **(A four-fifths vote is required to approve the budget amendment.)** These funds should cover these consultant services through the end of this fiscal year. Needed funds for the project for FY 18-19 will be requested during the budget process.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Melanie Doran Traxler, dba Planning PLUS/P+, for continued planning and project management services for the Inglewood Oil Field Specific Plan Project in an amount not-to-exceed \$45,000; and
2. Approve a related budget amendment (requires a four-fifths vote); and
3. Authorize the City Attorney to review/prepare any necessary documents; and

4. Authorize the City Manager to execute such documents on behalf of the City.