



# City of Culver City

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## Staff Report

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**File #:** 21-831, **Version:** 1

**Item #:** C-12.

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**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 Inglewood Oil Field-Related Matters in an Amount Not-to-Exceed \$36,400.**

**Meeting Date:** April 12, 2021

**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 (04/07/2021);

**Department Approval:** Sol Blumenfeld, Community Development Director (04/05/2021)

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### **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 Inglewood Oil Field (IOF)-Related matters in an amount not-to-exceed \$36,400.

### **BACKGROUND/DISCUSSION**

The City originally retained Planning Plus in 2016 to assist with various IOF-related projects, including the IOF Specific Plan Project and Environmental Impact Report, which were subsequently placed on hold in 2018. During this time Planning Plus has also been providing a multitude of planning and project management services for various IOF-related matters, including, but not limited to participation in the Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD); facilitating and managing City's involvement in the California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations, including collaborating agencies, regarding oil drilling operations (i.e. fracking, air and water quality, health, etc.) that may influence

activities related to the IOF; and, most recently, managing the study of options related to the longevity of the IOF within the City.

Multiple amendments were approved by City Council and administratively over the last few years on January 23 and September 18, 2017, January 22, 2018, March 8 and September 16, 2019, and, most recently on August 4, 2020, resulting in a current aggregate contract amount of \$275,000.

During the FY 20-21 process, the amount of \$86,400 was approved for these continuing project management and planning services. The August 4, 2020 amendment, which was administratively approved for \$50,000, exhausted the administrative contract authority for FY 20-21, leaving \$36,400 still available in the budget for this fiscal year.

The current contract funds are close to depletion and staff recommends a contract amendment to encumber the remaining budgeted funds of \$36,400 in order to cover continued work on IOF-related matters through June 30, 2021. Additional funds for the planning and project management services needed during the next fiscal year will be requested during the FY 21-22 budget process.

### **FISCAL ANALYSIS**

There are sufficient funds in Other Contractual Services (10150100.61900) account for the requested contract amendment in an amount not-to-exceed \$36,400. These funds should cover consultant services through the end of this fiscal year. Needed funds for IOF-related project services for FY 21-22 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 Inglewood Oil Field-related matters in an amount not-to-exceed \$36,400;
2. Authorize the City Attorney to review/prepare any necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.