



City of Culver City

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Staff Report

File #: 23-787, **Version:** 1

Item #: C-4

CC - CONSENT ITEM: 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 Projects in an Amount Not-to-Exceed \$41,200.

Meeting Date: May 8, 2023

Contact Person/Dept: Heather Baker, City Attorney
Phone Number: 310-253-5660

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Attachments: Yes ☐ No ☒

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/03/2023);

Department Approval: Heather Baker, City Attorney (04/26/2023); and Mark Muenzer, Planning and Development Director (04/26/2023)

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 projects in an amount not-to-exceed \$41,200.

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 June 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) and related study groups, including Health Working Group (HWG), Health Assessment Steering Committee, and the County Health Assessment Advisory Panel (CHAAP), as well as review related to proposed amendments to the CSD; facilitating and managing

City's involvement in the California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; representing the City on the Los Angeles County & City of Los Angeles collaborative partnership for the Just Transition Task Force, addressing transition away from urban oil drilling; 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. Most recently, Planning Plus has assisted the City with navigation of regulation leading to adoption of the Oil Termination Ordinance, its pending implementation, and negotiations toward facilitating closure of the IOF within the City.

Multiple amendments were approved by City Council and administratively over the years on January 23 and September 18, 2017, January 22, 2018, March 7 and September 16, 2019, August 4, 2020, and April 13 and October 2, 2021 and September 27, 2022, resulting in a current aggregate contract amount of \$411,400.

During the Fiscal Year 2022-2023 budget process, the amount of \$91,200 was approved for these continuing services. The September 27, 2022 amendment, which was administratively approved for \$50,000, partially exhausted the administrative contract authority for Fiscal Year 2022-2023, leaving \$41,200 still available for this fiscal year.

The contract funds are close to depletion, and staff recommends the remaining funds of \$41,200 be approved to cover work on IOF-related matters through at least June 30, 2022. Additional funds for the planning and project management services needed during the next fiscal year will be requested during the Fiscal Year 2023-2024 budget process.

FISCAL ANALYSIS

There are sufficient funds in Account # 10150200.619800 (Current Planning Division - Other Contractual Services) for the requested contract amendment in an amount not-to-exceed \$41,200. These funds should cover consultant services through the end of this fiscal year. Needed funds for IOF-related project services for Fiscal Year 2023-2024 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 projects in an amount not-to-exceed \$41,200;

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.