



Legislation Text

File #: Res 2020-28, **Version:** 1

RESOLUTION APPROVING SELECTION OF BASELINE CORPORATION TO PROVIDE ADDITIONAL PROFESSIONAL PLANNING AND DEVELOPMENT TECHNICAL SUPPORT SERVICES

Summary and Background Information:

Additional contract help pivotal in supporting the Planning Division over the past two years with the City. The City is experiencing substantial growth and development (over 1,000 residential units and 1 million sq. ft. of industrial under review) and it is not anticipated to slow down for the foreseeable future.

In December 2019, the City entered into a new contract for a certain scope and hours of work. Since December 2019, several full time staff have left the planning division and the division finds itself in an urgent need to additional resources until new staff can be brought online. Planning staff is able to maintain existing levels of service with the help of these outside consultants.

Baseline Corporation has submitted a proposal, and has staff ready to start at any time begin processing land development applications. Because Baseline was not part of the original agreement last year, an amendment to that agreement is required. Because the sum total of that agreement exceeds the \$250,000 limit, City Council approval is needed for this amendment.

The proposed amendment would last approximately six months until such time that the vacant positions can be rehired and trained. If any additional extensions were needed, a new amendment would need to be approved by City Council. The consultant would be allowed to assist with up to 20 hours of work per week, depending on city needs.

Staff Responsible (Department Head): Jason Rogers, Community Development Director
Staff Member Presenting: Steve Timms, Planning Manager

Financial Impact: The Master Service Agreement Contract signed last year is over the \$250,000 threshold, over the three year period, although each single year would be much less than that sum, thus, requires approval from City Council. It is anticipated that this amendment would be less than \$60,000. The department would use its external contractor fund and salary savings to cover this expense.