



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Adam Rush, Community Development Director

MEETING DATE: February 27, 2024

SUBJECT: Consideration of Resolution 2024-36, Approving Amendment No. 5 to a Professional Services Agreement (C00658) for Planning Services by and between the City of Banning and Romo Planning Group, Inc. (RPG)

RECOMMENDATION:

Adopt Resolution 2024-36.

BACKGROUND:

On August 25, 2020, the City Council adopted Resolution 2020-106, approving an agreement with Romo Planning Group, Inc. (RPG) for planning services in the amount of \$510,000 for a period of five (5) years.

On February 28, 2023, the City Council adopted Resolution 2023-041, approving Amendment No. 1 to the Agreement with RPG. However, Resolution 2023-41 incorrectly stated the total contract amount as \$511,200, whereas staff intended to seek approval of an increased contract sum not-to-exceed \$522,000. Therefore, on June 27, 2023, the City Council adopted Resolution 2023-124, rescinding Resolution 2023-41 and Amendment No. 1 and approving Amendment No. 2 to the Agreement, increasing the not-to-exceed contract sum amount to \$522,000, and extending the term of the Agreement through August 26, 2024. Subsequently, the City Manager approved Amendment No. 3 the Agreement dated October 2, 2023, increasing the total contract sum by \$25,000 to \$547,000.

On October 10, 2023, the City Council adopted Resolution 2023-165, approving Amendment No. 4 to the Agreement, increasing the not-to-exceed contract sum amount to \$717,000.

City staff and RPG now desire to amend the Agreement to increase the not-to-exceed contract sum amount to \$1,155,000 and extend the term of the Agreement through August 26, 2025. This will be the final request to extend this Agreement as the City's Purchasing Policy requires the issuance of a new RFP for planning consulting services.

JUSTIFICATION:

The Community Development Department continues to experience substantial growth in the number of entitlement and permit applications. In the last twelve (12) months, three new residential projects have submitted for plan review and building permits, for approximately 393 residential units. Such projects will require planning review of walls, fences, landscaping, and architectural plans, just to name a few.

In addition, the Department is processing several large industrial projects that require the preparation of Environmental Impact Reports (EIR)s, which are large and complex environmental documents.

With the addition of the Management Analyst and Associate Planner positions, the Department is organizing to establish more efficient customer service and plan review protocols. There remains a requirement to ensure dedicated planning staff can manage some of the larger and more complicated development projects without direct oversight from Department Management, thus requiring part-time, contract staff to act as supplement and augment to traditional planning staff.

The expenses incurred through this Agreement are reimbursable by Development Review (i.e. "user fees") paid by the project applicants prior to, and throughout, the entitlement process.

FISCAL IMPACT:

The Community Development Department's operational budget will fund the requested increase, Account No. 001-2800-441.33-11 (Professional Services):

Year	Estimated Amount
2023/2024	\$160,000 (in mid-year budget item)
2024/2025	\$240,000
2025/2026	\$38,000

ALTERNATIVES:

1. Adopt Resolution 2024-36, as recommended.
2. Adopt Resolution 2024-36, with modifications.
3. Do not approve Resolution 2024-36 and provide alternative direction to staff.

ATTACHMENTS:

1. [Resolution 2024-36, Romo Planning Group.docx](#)
2. [Amend_No.5_PSA_for_Romo_Planning-Comm_Development_Planning \(5\).docx](#)