



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Grant Yates, City Manager

Prepared by: Barbara Leibold, City Attorney

Date: January 28, 2020

Subject: Amendment No. 1 to Professional Services Agreement with Letterly Environmental & Land Planning Management for Environmental and Project Management Services

Recommendation

Approve and authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Letterly Environmental & Land Planning Management in substantially the form attached and in such final form as approved by the City Attorney.

Background

The City entered into a Professional Services Agreement with Letterly Environmental & Land Planning Management dated January 1, 2019 for a contract amount up to \$24,500. The original agreement was for environmental and project management services in connection with the Back Basin Biological Compliance (B3) Program to address natural resource regulatory issues within the Back Basin and (ii) on-call environmental consulting services to review project specific documents to evaluate impacts to the Back Basin and consistency with the comprehensive B3 Program approach. The goal of the B3 Program is to address all-natural resource regulatory issues within the Back Basin and to produce a biological compliance program for development within the East Lake Specific Plan (ELSP).

Discussion

Letterly Environmental & Land Planning Management has the qualifications, skills and expertise to provide services necessary to develop the B3 Program. The initial B3 Program work effort involved close coordination with California Department of Fish and Wildlife (CDFW) and resulted in identification of all outstanding streambed alteration agreement compliance issues within the Back Basin. To continue efforts toward the development of the B3 Program, the Professional Services Agreement must be amended. The proposed Amendment No. 1 provides for compensation up to \$60,280 for professional services related to the B3 Program as outlined in the consultant's proposal attached to the proposed Amendment No. 1.

In addition, Letterly Environmental & Land Planning Management qualifications, skills and expertise provide a valuable resource to the City for on-call resource agency regulatory matters. The proposed Amendment No. 1 expands the scope of on-call services from the Back Basin

area to citywide services that will be available to the City on an as needed basis. The proposed Amendment No. 1 provides for compensation for on-call services not to exceed \$15,000 annually.

Fiscal Impact

Professional Services for the B3 Program and environmental regulatory matters are budgeted and paid from the General Fund – planning outside services. Compensation under the Amendment will not exceed \$60,280 for professional services related to the B3 Program and \$15,000 annually for on-call services.

Exhibits

- A – Amendment No. 1
- B - Original Agreement