



CITY OF POMONA COUNCIL REPORT

December 17, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: Mario Suarez, AICP, Development Services Director

Subject: **Approve an Amendment to the Agreement with National Relocation Services (NRS) for Office Space Planning, Furniture and Installation in the Amount of \$39,145.87 under the Sole Source Provision of the City's Purchasing Ordinance; and Adopt a Resolution Amending the FY 2018-19 Capital Improvement Program (CIP) Budget by Appropriating \$12,100 to "City Hall First Floor Remodel", CIP Project No. 428-2590-XXXXX-74115 via a Budget Transfer from the General Services Department in the General Fund**

OVERVIEW:

Recommendation – That the City Council:

1. Approve an Amendment to the Agreement with National Relocation Services in the amount of \$39,145.87 bringing the contract total to \$69,123.48 (pursuant to the sole source provision of the City's Purchasing Ordinance) for office space planning, furniture and installation for the Neighborhood Services Division, Planning Division, Revenue Division and Public Works Department; and
2. Adopt a Resolution Amending the FY2018-19 Operating and CIP budgets by transferring an appropriation of \$12,100 of General Services Department budget to CIP Project No 428-2590-XXXXX-74115, "City Hall First Floor Remodel" (Attachment 1).
3. Authorize the City Manager to execute the amendment to the agreement with National Relocation Services, subject to review by the City Attorney.

Fiscal Impact – The fiscal impact to the "City Hall First Floor Remodel" is an additional appropriation of \$12,100. Funding for this appropriation is available in the General Services Department of the General Fund and will be transferred from the General Fund Account No. 101-0101-89987-74115 to CIP "City Hall First Floor Remodel" Project No 428-2590-XXXXX-74115.

As part of the recommendation, there is an amendment to the NRS agreement, which is required to continue with the project. The original contract with NRS was for \$29,977.61 and the amendment is for \$39,145.87, which will bring the agreement amount to a total of

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\$69,123.48. The original contract ended up being Phase I of the City Hall first floor space changes to consolidate revenue, utilities and business license services in one area of the City Hall lobby to make it more convenient for the public. Phase II is part of this proposed amendment, and Phase III will depend on City Council’s future direction on providing public service needs related to inspection and planning services.

Table 1 below summarizes the fiscal impact for the recommended actions:

Table 1

Category	City Hall First Floor Remodel Project No. 428-2590-XXXXX-74115
Initial Budget	\$ 170,716
Budget Amendment (Transfer from General Fund/General Services)	\$12,100
Revised Budget	\$182,816

Authority to use sole source purchasing provision – Staff is requesting to expand the original contract amount of \$29,977.61 by an additional \$39,145.87 so that the office space planning, furniture and installation will be compatible and uniform with the furniture that has already been purchased.

In accordance with Section 2-970 (1) c.3. **Formal bid procedure.** c. *Exceptions.* An award of purchase may be made without competitive bidding after conducting a good faith review of all available alternatives and sources which result in a finding that there is only one practical source available for the required supplies, services or equipment and that there is no other practical option or alternative available (sole source). The finding shall be in writing and shall document the basis and reason for the selection under the following circumstances: 3. Additional products or services are required to complete a budgeted project, and compatibility or uniformity with existing product or service is a requirement.

EXECUTIVE SUMMARY:

The NRS contract is for services and equipment costs to rearrange first floor space in City Hall in order to improve customer service by combining the Utilities and Revenue Divisions service counters and accommodating additional staff in the Planning and Engineering Divisions. Phase I dealt with Utilities/Revenue, Planning and Engineering to some extent. Phase II will finish Public Works, Engineering, Planning, and storage for Neighborhood Services. This contract increase (\$39,146) and this budget amendment (\$12,100) are requested to complete Phase II. Since this space reorganization commenced with NRS, it is requested that the contract amendment be approved within the sole source exception in the City’s purchasing ordinance.

DISCUSSION

This request is part of continued efforts in designing the first floor to be more customer friendly and to also prepare for additional customer service requests by the City Council. Two phases of the space planning include the following changes to City Hall first floor:

Phase I

- **Cashier Consolidation.** Consolidate all cashier/payment services to east side of the

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floor plan making it more convenient for residents to make payments for permits, water services, and business license requests.

Phase II

- **Planning Staff Increase.** Increase Planning Staff to provide needed services in addressing high activity of permits and long-range planning efforts of the City. This also includes providing adequate office area for planners to conduct plan check services and write reports for incoming entitlements, building plan check reviews, and other planning tasks that have fallen behind in the past three years. This also includes opening the Planning Counter up from part-time hours to full time hours Monday through Thursday from 8:00 a.m. to 5:00 pm.
- **Public Works Counter Shift.** The Public Works Counter has moved to make room for the Planning Counter. Public Works engineering counter services are moving over to former financial services counter. This requires its current design to change from a cashier design to an engineering services counter providing two main staff offices with open counter area. This will allow engineering to store engineering plans and provide continued regular engineering services to the public. In addition, this will also allow engineering and planning to be adjacent to each other providing more convenience for the public instead of having to walk across the lobby to obtain development information. The next phase will be to further enhance customer services with a "one-stop permit service counter" in further improving customer service and permit/inspections services of the City.
- **Storage Needs.** Additional storage needs for Planning are also needed to organize new incoming projects and provide for filing of projects before they are sent to archive. In order to achieve these efforts Neighborhood Services will be relocating their file storage shared by Planning and Neighborhood Services to a new location. Therefore, the new location will open up storage of files for the Planning Division and also assist Neighborhood Services in providing more appropriate storage of their files, which is also required to be secured under a locking system as required by Housing Law.

Potential Phase III – There is a potential Phase III if a Rental/Resale Inspection Ordinance and/or expanded Code Enforcement staffing are approved/directed by the Council in the near future.

INSTALLATION DATES

Approval of the contract amendment with NRS will permit staff to plan for installation of Phase II between January and March of 2019.

Attachments

1. Resolution – Amending the FY 2018-19 CIP Budget