

## REPORT TO CITY COUNCIL

**DATE:** AUGUST 24, 2005

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER

**BY:** MIKE KAMINO, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

**SUBJECT:** APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH RRM DESIGN GROUP FOR IMPLEMENTATION OF THE OPEN SPACE PRESERVATION ACTION PLAN

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The purpose of this item is to seek Council approval for the City to enter into a Professional Services Agreement with RRM Design Group to serve as the City's Open Space Consultant and to continue implementation of the Agoura Hills Open Space Preservation Action Plan. The Open Space Preservation Action Plan was adopted by the City in 1999 and is a comprehensive report that takes a targeted and action-oriented approach to studying various techniques to permanently preserve open space in and around Agoura Hills.

The City initially entered into a contract with RRM Design Group for implementation of the Open Space Preservation Action Plan four years ago and the contract was renewed last fiscal year. The proposed contract would extend their services through the 2005-06 fiscal year. The proposed not-to-exceed \$30,000 contract amount is less than the last fiscal year's \$50,000 contract amount. The proposed contract amount is within the approved budgeted amount for this service and is an estimate that is reflective of the scope of work proposed for this fiscal year, which includes the following services.

1. Continue negotiations with landowners to engage in the open space donation program and coordinate conservation easement transactions with the Santa Monica Mountains Conservancy. Currently, RRM Design Group and staff are in the process of actively negotiating transactions with two property owners and other new transactions may be initiated during this fiscal year.
2. Provide progress reports and strategic assistance to the City regarding open space property. As was done in the past, RRM Design Group and staff will present a progress report to the City Council during the year and any change to the scope of work and direction are given at that time.

As has been done in previous fiscal years, RRM Design Group will bill the City for the specific tasks that the City requests of them. The task of open space preservation is a dynamic process for which the City can only estimate the resources needed in advance of the fiscal year. For

example, while a budget amount of \$50,000 was adopted last year, RRM Design Group's total expenditure was for approximately \$30,000. Based on the number of potential open space transactions for this fiscal year, staff finds the approved budget amount of \$30,000 will be sufficient for RRM Design Group's services. RRM Design Group's open space preservation services during the last four years have been exemplary and staff supports a one-year contract extension to retain their services.

The City Attorney has reviewed and approved the proposed agreement as to form.

### **RECOMMENDATION**

Staff recommends that the City Council approve the attached Professional Services Agreement with RRM Design Group in the amount of \$30,000.

Attachment: Agreement

AGREEMENT FOR CONSULTING SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT: RRM Design Group

RESPONSIBLE PRINCIPAL OF CONSULTANT: T. Keith Gurnee

CONSULTANT'S ADDRESS: 190 Foss Creek Circle, Suite G  
Healdsburg, CA 95448

CITY'S ADDRESS: City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, CA 91301  
Attention: Greg Ramirez

COMMENCEMENT DATE: July 1, 2005

TERMINATION DATE: June 30, 2006

CONSIDERATION: Not to exceed \$30,000

