



Memorandum

Date: March 12, 2025

To: Honorable Mayor and Councilmembers

From: Zeida C. Sardiñas
City Manager

Subject: **Work Order No. 2 Corradino Group, Inc., Professional Planning Services**

Introduction

This memorandum provides the recommendation to exercise a one-year option for professional planning services, under the July 11, 2022 agreement with Corradino Group, Inc., and authorizing the City Manager to execute a Work Order with Corradino Group, Inc. to continue providing interim oversight of the Planning and Zoning Department for a one (1) year.

Background

On July 11, 2022, the City executed a three (3) year agreement, with two (2), one (1) year options to renew with the Corradino Group, Inc. On April 22, 2024, the City executed a six-month agreement, with a six-month option to extend to the Corradino Group for professional planning services. During the past year, Michelle Lopez from the Corradino Group has taken charge of the City's Planning and Zoning Department. Under her leadership, the City has been able to provide exceptional service to all applicants, implemented necessary changes to its code and in concert with the City's attorney, has ensured that our land development regulations are being adhered to.

Fiscal Impact:

While the work order is capped at \$251,000 per year, the net fiscal impact is expected to be \$0. The Planning and Zoning Department has a vacant Director position and additional funds were included in the FY 24-25 budget for enhanced professional services.

Strategic Plan Alignment

This item is consistent with the City's Strategic Plan.

Recommendation

I respectfully request authorization from the Mayor and City Councilmembers to exercise an option to extend the July 11, 2022, Agreement with the Corradino Group, Inc. for one-year, and execute Work Order 2, for professional planning services with the Corradino Group, Inc.