



REPORT to the MAYOR and MEMBERS of the CITY COUNCIL  
From the CITY MANAGER

DATE: July 22, 2025

SUBJECT: RESOLUTION AUTHORIZING A TASK ORDER WITH  
RICK ENGINEERING COMPANY TO PROVIDE AS-  
NEEDED STAFF AUGMENTATION SERVICES FOR  
THE PLANNING DIVISION

ISSUING DEPARTMENT: Community Development

SUMMARY:

Issues:

Should the City of La Mesa authorize a task order with RICK Engineering Company to provide as-needed staff augmentation services for the Planning Division for an amount not to exceed \$200,000?

Recommendation:

Adopt the attached resolution authorizing a task order with RICK Engineering Company for as-needed staff augmentation services to support the Planning Division for an amount not to exceed \$200,000.

Fiscal Impact:

Funds in the amount of \$200,000 will be available in the Fiscal Year (FY) 2026/27 Planning Professional and Specialized Services account. Costs will be recovered through fees charged to applicants.

City's Strategic Goals:

- Ensure a strong financial outlook through careful planning, sustainable service levels, and fiscal sustainability.

### **BACKGROUND:**

The City has seen an increase in permit applications in the past several years, in particular accessory dwelling units (ADUs) and multi-family buildings. Permit applications require qualified staff to be available to complete plan checks and respond to inquiries in a timely manner. Flexible contract planning services allow the City the ability to provide a consistent level of customer service to permit applicants as permit reviews continue to increase. Approximately 30 to 40 construction projects are routed to the Planning Division each week, in addition to all discretionary projects that are processed and are currently in different phases of the review process.

RICK has provided crucial support to the Planning Division since early 2024 and continues to assist City staff on crucial projects. With a commitment to high level customer service, and plan check activity and customer inquiries exceeding expected levels, staff hopes to continue utilizing RICK's staff services.

In October 2024, the City Manager executed a Master Agreement with Rick Engineering to provide As-needed Staff Augmentation Services. The terms of the Master Agreement allow for the issuance of task orders in accordance with the City's Purchasing Policy. The Purchasing Policy required the City Council approve contracts exceeding \$50,000.

### **DISCUSSION:**

As mentioned above, plan check and applicant inquiries have continued at a high level. Revenues and costs from last fiscal year (FY 2025) exceeded the budgeted amounts for the fiscal year. To maintain quality customer service, plan check, and front counter support needed for Fiscal Year 2026-2027, staff requests to award a task order to RICK for \$200,000, supported by funds available in the Planning Division professional and specialized services account.

Additional support is necessary to complete all planning reviews in a timely manner, as well as assist all customers with development related inquiries via email, phone, or in-person at City Hall.

### **CONCLUSION:**

Staff recommends adopting the attached resolution authorizing a task order with RICK Engineering Company for as-needed staff augmentation services to support the Planning Division for \$200,000.

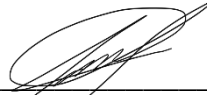
Reviewed by:



---

Greg Humora  
City Manager

Respectfully submitted by:



---

Jared Chavez  
Assistant Director of Community Development

Attachments:   A. Resolution  
                      B. FY26 Scope of Work  
                      C. Fiscal Impact Report