



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 18, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL KLEIN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: RECOMMENDATION TO AWARD A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT TO TELECOM LAW FIRM, P.C. FOR WIRELESS COMMUNICATIONS PROFESSIONAL CONSULTING SERVICES NOT TO EXCEED \$150,000.

MEETING DATE: SEPTEMBER 27, 2023

SUMMARY RECOMMENDATION:

Recommendation to award a five-year professional services agreement to Telecom Law Firm, P.C. for wireless communications professional consulting services in an amount not to exceed \$150,000.

BACKGROUND:

In 2011, the City conducted an extensive RFQ process to secure a consultant to provide wireless telecommunications professional consulting services. The City received six submittals in response to the RFQ, which were reviewed by a subcommittee of the Communications and Technology Commission (CTC). At their meeting of October 3, 2011, the full CTC reviewed the RFQ responses and voted to recommend that the City Council award Kramer Firm to provide the above-mentioned consulting services. On October 26, 2011, based on the recommendation from the CTC, the City Council directed that staff enter into a Professional Services Agreement with Kramer Firm to provide Wireless Telecommunications Professional Consulting Services for six months, at an amount not to exceed \$25,000. Since then the City has entered into annual PSAs at an

amount not to exceed \$25,000, and updated the firm's name to Telecom Law Firm, P.C. The current contract expires on October 23, 2023.

DISCUSSION/ANALYSIS:

The draft PSA for Council's consideration has been aligned to reflect the current scope of work performed by Telecom Law Firm, P.C. In accordance with Section 17.31 of the CMC, the City may retain one or more independent, qualified consultants to review any application for wireless facilities for technical aspects of proposed projects, such as accuracy, completeness, alternatives and compliance with city, state and federal regulations. The adopted fee schedule includes a consultant review fee to cover this aspect of the contract. Telecom Law Firm, P.C., may also provide non-project related wireless services to staff from time to time, such as review of ordinance updates, presentations to the CTC and review of lease agreements with wireless carriers. Such services are charged to the City at an hourly rate, and are not recovered by project fees. The table below outlines the professional service type, associated cost and source of funding.

Service Type	Cost*	Source of Funding
Wireless project review	Flat - \$2,643	Project fees
Non project related	Hourly - \$99-\$370	General Fund

*The fee schedule is subject to an annual increase of 4%

FISCAL IMPACT:

For the normal review of wireless applications, the above mentioned flat rate is accounted for in the citywide fee schedule for wireless projects, which are paid by the applicant. Non-project related professional services are accounted for in the Community Development Department budget for contractual services (10-412-5252-00). No change to the budget is requested.

REQUESTED ACTION:

Recommendation to award a five-year professional services agreement to Telecom Law Firm, P.C. for wireless communications professional consulting services in an amount not to exceed \$150,000.

ATTACHMENTS:

Attachment A: Professional Services Agreement