

**CITY OF TEMECULA  
AGENDA REPORT**

**TO:** City Manager/City Council

**FROM:** Greg Butler, Assistant City Manager

**DATE:** July 13, 2021

**SUBJECT:** Authorize the Preparation and Execution of a Professional Services Agreement with Citygate to Complete a Needs Assessment and Evaluate Potential Sites (At the Request of Subcommittee Members Mayor Pro Tempore Rahn and Council Member Stewart)

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**RECOMMENDATION:** That the City Council:

1. Authorize the City Manager to execute a \$42,451 Professional Services Agreement with Citygate Associates to estimate the size of a police headquarters and patrol station based upon the June 9, 2021 proposal, and approve extra work authorizations up to \$4,300, approximately 10% of the agreement amount; and
2. Appropriate \$47,000 from undesignated General Fund balance to the consultant services account within the City Manager Department.

**BACKGROUND:** At the May 11, 2021 City Council meeting, Staff provided an overview of the Police Base of Operations City Council Ad-Hoc subcommittee meetings to date, see attached Agenda Report from May 11, 2021. This was followed by a full Council discussion regarding desired scope of services with input from Citygate staff who participated in the Zoom meeting. The Council discussion provided a broad-based scope of services and asked that Citygate prepare a proposal.

The attached Citygate Proposal fulfills the understood scope of work: Citygate will estimate the personnel needs at present, plus a small expansion factor for Temecula's envisioned final size. Then, their partner firm, JKA Architecture from San Diego, will convert the personnel needed into police building needs as well as outside spaces. Citygate and JKA have conducted this work together in the past and understand both police space usage needs as well as regulations for police services and essential facilities under the California Building Standards Codes. The total space needs will then provide gross acreage needs before zoning setbacks and landscaping. With the space needs information, they will assess up to three City-identified sites.

**FISCAL IMPACT:** A total of \$47,000 will be appropriated from available General Fund balance to the Consultant Services Account (001.110.999.5248) in the City Manager Department Budget.

- ATTACHMENTS:**
1. May 11, 2021 Agenda Report
  2. Citygate Proposal Dated June 9, 2021