



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: NOVEMBER 19, 2013

ITEM NUMBER:

**SUBJECT: PROFESSIONAL SERVICES CONTRACT FOR PLANNING CONSULTANTS**

**DATE: NOVEMBER 19, 2013**

**FROM: DEVELOPMENT SERVICES DEPARTMENT**

**PRESENTATION BY: GARY ARMSTRONG, ECONOMIC & DEVELOPMENT SERVICES  
DIRECTOR/DEPUTY CEO**

**FOR FURTHER INFORMATION CONTACT: HILDA VETURIS, MANAGEMENT ANALYST  
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## **RECOMMENDATION**

Approve contract with Lilley Planning Group in the amount of \$100,000 for planning services from citywide salary savings.

## **BACKGROUND**

A temporary vacancy was recently created in the Planning Division, upon the unanticipated departure of a staff member for an unspecified period of time.

### ***Adopted Budget***

In June 2013, the City Council adopted a \$4.8 million dollar operating and capital improvement budget for the Development Services Department.

The Development Services Department is comprised of the following divisions:

- Administration
- Planning
- Building Safety / Code Enforcement
- Housing and Community Development

The Planning Division provides comprehensive planning services and assistance to the City's elected and appointed officials, residents, developers, business owners, and many other individuals. Advance planning functions involve General Plan amendments, rezones, Master Plans, Specific Plans, ordinances, and environmental analysis. Current planning functions relate also to interpretation of the State/Federal laws, City Council policies, and the Zoning Code.

## **ANALYSIS**

### ***Funding Request***

This request is strictly limited to applying the salary savings from the citywide vacant positions to assist Development Services in meeting the needs of the public. Responding to planning and zoning inquiries at the public counter is an essential service. With the recent uptick in the economy, the Development Services Department has experienced increased service requests and expects further need to respond to many new project applications and development activities.

Based on current staffing needs, the workload and the increase in projects, staff believes that planning consultant assistance is essential to keep pace with the customer visits and requests. Attached is a Professional Services Agreement with Lilley Planning Group to provide planning services for a term of six months (November 19, 2013 to May 19, 2013) in the contract amount of \$100,000.

### ***Justification***

In summary, the justifications for the allocation request include:

- *Increased activity at the public counter.* There is a range of 475 to 600 visitors to the Planning Division's public counter per month and 550 to 650 callers. Counter activity has increased about 10 to 15 percent compared to the previous year, with an uptick in activity observed during the current summer months.
- *Increased plan check activity.* Planners at the public counter are required to review all construction plans prior to their submission for plan check. This excludes requests for plumbing, mechanical, and electrical permits. Compared to last year, plan check activity has slightly increased.
- *Increased work activity on the General Plan Update.* The following elements of the General Plan are currently being updated in consultation with MIG/Hogle-Ireland, Inc: Housing Element, Land Use Element, Transportation Element, and Noise Element. Because existing Planning staff resources may be committed to this two-year work effort, it would be necessary to have assistance at the public counter.

## **ALTERNATIVES**

The City Council could consider other options involving the funding of contract planning services. The Council could also decide to "receive and file" this report.

## **FISCAL ANALYSIS**

At the end of the fiscal year Finance staff will make a budget adjustment, as the planning consulting services are proposed to be paid out of citywide salary savings. A budget adjustment is not required at this time.

## **LEGAL ANALYSIS**

Approved as to form.

## **CONCLUSION**

Due to increased development activity and a current vacancy (for an unspecified period of time), staff is seeking authorization for the allocation of funds for planning services.

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HILDA VETURIS  
Management Analyst

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GARY ARMSTRONG  
Director of Economic & Development  
Services/Deputy CEO

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STEPHEN DUNIVENT  
Interim Finance and I.T. Director

Attachment: [1. Professional Services Agreement- Lilley Planning Group](#)

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