



CITY COUNCIL AGENDA REPORT

MEETING DATE: SEPTEMBER 2, 2014

ITEM NUMBER:

SUBJECT: PROFESSIONAL SERVICES CONTRACT EXTENSION FOR LILLEY PLANNING CONSULTANTS

DATE: AUGUST 15, 2014

FROM: DEVELOPMENT SERVICES DEPARTMENT

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

**FOR FURTHER INFORMATION CONTACT: DANIEL K. BAKER, MANAGEMENT ANALYST
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RECOMMENDATION

It is recommended that the City Council authorize the extension to the existing Professional Services Agreement extension (Attachment 1) with the Lilley Group, for interim staffing assistance, in an amount not to exceed \$225,000.

Authorize the City Chief Executive Officer to sign the amended Professional Services Agreement with the Lilley Planning Group.

BACKGROUND

In November 2013, the City entered into a Professional Services Agreement (PSA) with the Lilley Planning Group in the amount of \$100,000 to provide the Development Services Department with interim staffing assistance. The additional assistance was to accommodate for both the rapid increase in new project applications and development activities and help augment staffing levels as the department worked through a number of vacancies and unexpected absences in both its' Planning and Housing and Community Development (HCD) Divisions, specifically, the Assistant Director of Development Services.

In February 2014, The City Council authorized the extension of the existing PSA which added \$155,000 to the existing contractual amount of \$100,000. This increased the contractual obligation to a not-to-exceed amount of \$255,000 to allow the Lilley Group to continue to provide the Department with interim staffing assistance to meet the growing demands of the community.

Since February, the Lilley Group has provided two employees at over 80 plus hours a week to assist both senior management as well as provide planning counter assistance.

Specifically, Mr. Jerry Guarracino has been filling the role of Interim Assistant Director of Development Services and has overseen a number of key projects which has included the Colleen Island annexation, small lot subdivision ordinance, and general support for the Planning Commission with an extensive list of goals.

ANALYSIS

In the next few months, neighborhood improvement code enforcement officers responsible for motel, drug and alcohol recovery facilities, and problem property enforcement will be transitioning from 5th floor administration to the 2nd floor with the Development Services Department. Due to the unique and complex nature of this enforcement, combined with the high volume of complaints for existing code enforcement staff, it is recommended that the neighborhood improvement code officers be managed by an additional manager to ensure proper complaint over-site and assist with proactive solutions to neighborhood impacts. This, combined with the return of staff in September from an extended absence, makes the Lilley Group an appropriate fit to ensure these high priority initiatives move forward and meet City Council and community expectations. Jerry Guarracino is well versed in the City's municipal code and its enforcement and his continued assistance will allow for a needed overlap period as staff transitions occur. In addition to code enforcement oversight, Mr. Guarracino, will also be assisting staff with a number of other special projects including economic development projects.

This additional extension is necessary as the funds originally allocated for the first extension of the original PSA will be expended at the end of October, 2014.

ALTERNATIVES CONSIDERED

An alternate consideration would be to not continue this consultant assistance. The responsibilities listed above and all other duties originally assigned to the group will be allocated to existing staff for completion. Given the high volume workload of existing staff this is not a feasible alternative.

FISCAL REVIEW

The Lilley group is currently providing two staff members at 80 or more hours a week in both management and support staff capacities. The Lilley Group's hourly rate sheet (Attachment 2) is attached and provides ranges according to staff assignments. Based upon a 70-80 hour pay period for two employees, the total compensation will be approximately \$225,000. Funding for this expense will come from salary savings throughout the organization. Specifically, the Development Services Department currently has several vacancies that include the positions of principal planner, chief of code enforcement and the department budget analyst. Although the Human Resources department is moving forward with recruitments to assist the department, it will be a number of months until full staffing can be realized.

LEGAL ANALYSIS

The attached professional services agreement extension was prepared and reviewed by the City Attorney's office.

CONCLUSION

It is recommended that the City Council authorize the City CEO to sign the existing Professional Services Agreement extension (Attachment A) with Lilley Planning Consultants, for interim departmental assistance, for an additional amount of \$225,000 to ensure staff coverage in the Development Services Department through June, 2015.

GARY ARMSTRONG
Director of Economic & Development
Services/Deputy CEO

THOMAS R. HATCH
City CEO

DANIEL K. BAKER
Management Analyst

Attachment 1: [Extension 2](#)
Attachment 2: [Fee Schedule](#)