



CITY COUNCIL AGENDA REPORT

MEETING DATE: APRIL 21, 2015

ITEM NUMBER: CC-8

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH TRI PLANNING GROUP FOR INTERIM MANAGEMENT ASSISTANCE REGARDING COMMUNITY IMPROVEMENT EFFORTS

DATE: APRIL 14, 2015

FROM: OFFICE OF THE CEO

PRESENTATION BY: THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

FOR FURTHER INFORMATION CONTACT: DANIEL K. BAKER AT (714) 754-5156

RECOMMENDATION:

It is recommended that the City Council provide authorization for the City CEO to enter into a Professional Services Agreement (Attachment 1) with the Tri Planning Group to provide interim management assistance regarding community improvement efforts in an amount not to exceed \$100,000.

BACKGROUND:

Over the past sixteen months Mr. Jerry Guarracino has been responsible for the development and implementation of the City's Motel Ordinance to limit long term occupancy at local motels and the Group Home Ordinance to require permits for and regulation of Group Homes in the City's R1 zone. His responsibilities have included establishing administrative procedures and application packages, tracking code enforcement investigations and complaints, public outreach, coordinating City's response to related lawsuits and HUD discrimination complaints, budget preparation, and improving communications with the State's Department of Health Care Services. He is currently working with the City Attorney's office to develop a Group Home Ordinance for the City's multi-family zones.

During this time, Mr. Guarracino has worked under the Lilley Planning Group contract at the Assistant Director level for the City. Subsequently, the Lilley contract will expire in May of 2015. In order to continue with the work of Mr. Guarracino, The City is seeking Council authorization to enter into agreement with the Tri Planning Group (TPG). Mr. Guarracino is currently a part owner of (TPG) and with his current background and unique City experience, allows him to immediately start administering the City's Group Home, Motel, and Apartment Stabilization Programs and maintain the momentum of success the City is experiencing with these programs.

ANALYSIS:

TPG and specifically Mr. Guarracino, will provide experienced professional staff to continue the City's effort regarding oversight of the Community Improvement Division (CID), which is responsible for several ongoing programs including the Group Home Program, Motel Inspection and Stabilization Program and the Apartment Stabilization Program. The responsibility for the management of the CID will transfer from the CEO's office to the Economic and Development Services Department. Mr. Guarracino will continue to oversee the proactive code enforcement team assigned to implement these programs and will facilitate close cooperation with other City Departments, including the Economic and Development Services Department, Public Services, Finance & IT, Public Information Office, Transportation, Recreation, City Attorney's Office and the CEO's Office.

Typical responsibilities include but are not limited to the following activities:

- Provide guidance and oversight to City staff implementing CID programs.
- Coordinate with outside agencies and city, county, state and Federal Government representatives on relevant legislative or rule changes as needed to support CID Programs.
- Coordinate with the City Attorney's Office to defend CID sponsored ordinances such as the Motel – Long Term Stay Ordinance and the Group Home Ordinance.
- Develop administrative procedures and application documents for implementation of CID Programs.
- Oversee the Development of an Apartment Stabilization Program that can be implemented in various multi-family neighborhoods.
- Provide other planning, community development, code enforcement or city administrative function as needed by the Economic and Development Services Department or as directed by the CEO's Office.

ALTERNATIVES CONSIDERED:

An alternate consideration would be to not enter into a professional services agreement with the Tri Planning Group. The responsibilities listed above and all other duties originally assigned to the position will be allocated to existing staff for completion. Given the high volume workload of existing staff this is not a realistic alternative.

FISCAL REVIEW:

Mr. Guarracino is currently providing an average of 40 hours a week as a management consultant. For the proposed agreement, it is recommended that TPG provide the same level of service to ensure that the proper oversight of the Community Improvement division remains consistent. At the proposed work level, the amount of \$100,000 should provide funding for approximately 6 months. Funds for this agreement will come from City-wide salary savings. During this time, the City Council will review and consider adding a full-time position to ensure that the needs of the community are met regarding group home oversight.

LEGAL REVIEW:

The City Attorney has prepared the documents as to form.

CONCLUSION:

The CEO's Office recommends that the City Council authorize the CEO to enter into a Professional Services Agreement with the Tri Planning Group, for interim management assistance in an amount not to exceed \$100,000.

THOMAS R. HATCH
Chief Executive Officer

DANIEL K. BAKER
Public Affairs Manager

ATTACHMENTS: 1 [Professional Services Agreement with The Tri Planning Group](#)