



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: DECEMBER 1, 2015

ITEM NUMBER: **CC-4**

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

**DATE: NOVEMBER 12, 2015**

**FROM: DEVELOPMENT SERVICES DEPARTMENT**

**PRESENTATION BY: WILLA BOUWENS-KILLEEN, AICP  
ZONING ADMINISTRATOR**

**FOR FURTHER INFORMATION CONTACT: WILLA BOUWENS-KILLEEN, AICP  
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## **RECOMMENDATION**

1. Approve the Professional Services Agreement with The Lilley Planning Group, not to exceed \$93,000; and
2. Authorize the City Chief Executive Officer to sign the attached Professional Services Agreement with Lilley Planning Group; and
3. Authorize the City Chief Executive Officer to sign the renewals of the approved Professional Services Agreement.

## **BACKGROUND**

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.

There are two vacancies (Associate Planner and Senior Planner) in the Planning Division.

## **ANALYSIS**

Responding to planning and zoning inquiries at the public counter is an essential service. With the recent rise in the economy, the Development Services Department has experienced increased service requests and expects to respond to many new project applications and development activities.

Based on current staffing needs, workload, and increase in projects, staff believes that planning consultant assistance is essential to keep pace with entitlement processing, customer visits and requests. Attached is the Professional Services Agreement (PSA) with Lilley Planning Group to provide planning services for a term of seven months (December 2015 through June 30, 2016) with the potential for two one year renewals as referenced in the PSA.

### **FISCAL ANALYSIS**

There is no fiscal impact because funding for the current agreement is accommodated in the Consulting General Fund budget through Development Services Department's salary savings. Consequently, any expenditures in excess of existing approvals will be required to be pre-authorized with total expenditures not to exceed the approved cap.

### **LEGAL ANALYSIS**

There is no adverse legal impact anticipated by the Council's taking the recommended action(s), based upon the documents and information provided to this office.

### **CONCLUSION**

Due to increased development activity and current vacancies (for an unspecified period of time), staff is seeking authorization to enter into contract with the Lilley Planning Group .

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GARY ARMSTRONG  
Director of Economic & Development  
Services/Deputy CEO

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STEPHEN DUNIVENT  
Interim Finance Director

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WILLA BOUWENS-KILLEEN, AICP  
Zoning Administrator

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SILVIA KENNERSON  
Management Analyst

Attachment A: [Professional Services](#)  
Attachment B: [Agreement Purchase Requisition](#)