



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: APRIL 19, 2016

ITEM NUMBER: **CC-14**

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

**DATE: APRIL 7, 2016**

**FROM: DEVELOPMENT SERVICES DEPARTMENT**

**PRESENTATION BY: MINOO ASHABI, PRINCIPAL PLANNER**

**FOR FURTHER INFORMATION CONTACT: MINOO ASHABI, AIA  
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## **RECOMMENDATION**

1. Approve Amendment One of the Professional Services Agreement (PSA) with the Lilley Planning Group for an additional \$42,427.00 and extend the PSA through June 30, 2017; and,
2. Authorize the City Chief Executive Officer to sign the attached Amendment to the Professional Services Agreement with the Lilley Planning Group.

## **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 assistant 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. The City Council authorized a seven month contract with

Lilley Planning on December 1, 2015. Since that time, the two vacancies have not been filled and \$17,325 from the original \$93,000 has been expended. Staff is requesting an amendment to the contract to add \$42,427.00 from salary savings and extend the contract for one year as previously authorized. Attached is Amendment One to the PSA with the Lilley Planning Group to extend the contract for one year (July 1, 2016 through June 30, 2017) with the potential for another one year renewal as referenced in the original 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 extend and add funds to the PSA 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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MINOO ASHABI, AIA  
Principal Planner

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