

City of Culver City, California  
**City Council Agenda Item Report**

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------|---------------------------------------|
| Meeting Date: 5/22/06                                                                                                                                              |  | Item Number: <u>C-5</u>                                                           |                                       |
| <b>AGENDA ITEM: Consideration of an Amendment to a Professional Consulting Services Agreement with Civic Solutions, Inc. to Provide General Planning Services.</b> |  |                                                                                   |                                       |
| Contact Person/Dept.: Susan Yun                                                                                                                                    |  | Phone Number: (310) 253-5755                                                      |                                       |
| Fiscal Impact: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                 |  | General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                       |
| Public Hearing: <input type="checkbox"/>                                                                                                                           |  | Action Item: <input type="checkbox"/>                                             | Attachments: <input type="checkbox"/> |
| Public Notification: Civic Solutions, Inc. (05/04/06); Master Notification List (05/18/06).                                                                        |  |                                                                                   |                                       |
| Department Approval:<br>Susan Evans (05/10/06)                                                                                                                     |  | CAO Approval:<br>Jerry Fulwood (05/18/06)                                         |                                       |
| City Controller Approval:<br>Marlee Chang (05/16/06)                                                                                                               |  |                                                                                   |                                       |

**RECOMMENDATION:**

Staff recommends that the City Council approve an amendment to a professional consulting services agreement with Civic Solutions, Inc. in an amount not to exceed \$30,000 to provide General Planning Services.

**BACKGROUND:**

On May 2, 2005, the City Council amended its contract with Civic Solutions, Inc. to provide for an increase in their professional services contract to a maximum amount of \$510,000 for General Planning Services. This authorized contract amount is nearly exhausted.

During the past two years, Civic Solutions, Inc. has provided much needed contract planners to augment the significant shortage of personnel in the Planning Division. When the initial contract was awarded, almost one-third of the budgeted staff positions were vacant, including the position of the Deputy Community Development Director/Planning Manager. These vacancies were in the division's most experienced positions who handled the more complex and controversial assignments.

Currently, all of these vacancies have been filled with the exception of one Assistant Planner position.

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**DISCUSSION:**

During the past two years, Civic Solutions has provided key staff members to the Planning Division (one Senior Planner, one Associate Planner, and one Assistant Planner). The Senior and Associate Planners primarily worked on the Zoning Code Update and the Assistant Planner primarily provided front counter and plan check services.

Civic Solutions has provided excellent service and assisted in the Planning Division's completion of the Zoning Code Update, one of the highest priority and most critical components of the Planning Division's work program. One outstanding crucial element to the Zoning Code Update is to bring the General Plan Map and Zoning Map into conformance.

Currently, Civic Solutions provides one Senior Planner, Mr. Masa Alkire, to manage complex current planning projects and to lead the Zoning Code and General Plan Map consistency effort.

Civic Solutions was originally selected to assist the City with professional planning services in December 2003 based on a competitive process which took into account their rates and professional planning experience. Civic Solutions has agreed to continue to provide Planning services at the same rate that they have been charging. Staff has recently compared these rates to the rates of other professional planning services companies and finds that these rates remain competitive.

|                           | <b>Civic<br/>Solutions<br/>Hourly Rate</b> | <b>Wildan<br/>Hourly Rate</b> | <b>Hogle-Ireland<br/>Hourly Rate</b> |
|---------------------------|--------------------------------------------|-------------------------------|--------------------------------------|
| <b>Senior<br/>Planner</b> | \$95.00                                    | \$115.00                      | \$100.00                             |

Civic Solutions was selected due to their unique and extensive public sector planning experience and competitive rates.

The requested contract amendment with Civic Solutions (Mr. Masa Alkire) would allow the efficient completion of the General Plan and Zoning Map consistency project. Mr. Alkire was a key person who assisted in the Zoning Code Update and is the most knowledgeable and appropriate person to finish this high priority project which is approximately 80% complete.

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**FISCAL ANALYSIS:**

The Planning Division budget for Fiscal Year 2005-2006 includes sufficient funds for the proposed contract amendment. The contract will be funded through the division's Other Contractual Services account (10152100.619800). No new funds are being requested from the General Fund.

The Council is requested to amend Civic Solution's contract by increasing the maximum authorization to \$540,000.

**MOTION:**

That the City Council:

1. Authorize an amendment to the professional services agreement with Civic Solutions, Inc., increasing the contract total amount to \$540,000;
2. Instruct the City Attorney to prepare the amendment; and,
3. Authorize the Chief Administrative Officer to sign the amendment on behalf of the City.