

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 9/06/05		Item Number: <u>A-1</u>	
AGENDA ITEM: Consideration of an Amendment to a Professional Consulting Services Agreement with Aurthur Associates to Provide General Planning Services.			
Contact Person/Dept.: Sherry Jordan / CDD		Phone Number: (310) 253-5746	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Elinor Aurthur was notified on August 17, 2005 and the Master Notification List on August 31, 2005.			
Department Approval: Susan Evans 8/25/05		CAO Approval: John Montanio for Jerry Fulwood 8/31/05	
City Controller Approval: Marlee Change 8/31/05			
<u>RECOMMENDATION:</u> Staff recommends that the City Council approve an amendment to a professional consulting services agreement with Aurthur Associates in an amount not to exceed \$25,000 to provide general planning services. <u>BACKGROUND:</u> The FY 05-06 budget provides for nine full time planning positions in the Planning Division (counting the Planning Manager position in the CDD Administration budget). Currently three of the positions are vacant and there is the equivalent of 1.5 contract planners helping to offset the vacancies. Recruitment for these vacant positions is under way, but our recent experience has shown that it is very difficult to attract experienced and skilled professionals. It may be some time before these positions are filled. This comes at a time when the Division is focused on completing a number of high priority and very involved programs like the Zoning Code Update and Redevelopment Agency initiated projects. The Division is at risk of being unable to complete its work program, support other City Departments, and maintain a high level of customer service. Contract planning services are needed to provide sufficient staff resources to support City and Agency work programs.			

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DISCUSSION:

In June of 2005, the City entered into an Administrative Contract with Aurthur Associates to provide planning counter and general planning services. The maximum contract is \$10,000: to date, approximately 98% of this contract has been expended.

Ms. Aurthur has provided contractual planning services for Culver City on and off since 1992. In light of this experience, she is able to step in and assist the Planning Division in a variety of key assignments.

Staff is very pleased with Elinor Aurthur's performance and quality of service. She has been responsive, efficient, and complete in her work. In the past few months Ms. Aurthur has been vital in assisting staff with plan checking, counter services, case management, assistance with code enforcement, etc.

FISCAL ANALYSIS:

Staff proposes to use \$25,000 from salary savings due to vacant positions in the Planning Division this fiscal year. The money would be transferred from the salary account to Planning Division's Other Contractual Services account (10152100.619800).

The Council is requested to amend Aurthur Associates contract by increasing the maximum authorization from \$10,000 to \$25,000 for a total amount of \$35,000.

MOTION:

That the City Council:

1. Authorize an amendment to the professional services agreement with Aurthur Associates increasing the contract total amount to \$25,000;
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.