

Mayor
William Siegel
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**Public Works/
Planning**

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Staff Report

ITEM 4

To: Lemoore City Council
From: Judy Holwell, Project Manager
Date: May 30, 2013
Subject: City Engineer Agreement – Quad Knopf
Scope of Services for Planning Services Contract

Discussion

With the elimination of the Planning Department, Mayor Siegel recommended outsourcing the technical planning services to Quad Knopf, our City Engineer, as a way to reduce the City's budget by not having to maintain a full functioning department in the City. The Mayor and City staff met with Steve Brandt, Principal Entitlement Specialist with Quad Knopf to discuss the needs of the City going forward. Following the meeting, Mr. Brandt submitted the attached Scope of Services, which describes Quad Knopf's understanding of the planning functions identified during the meeting.

The Scope of Services divides the planning functions into two tasks. Task 1 provides for Quad Knopf to act as the City Planner and to perform the more technical planning functions estimated at 10-15 hours per week depending on the amount of development occurring in the community. Task 1 is estimated at \$100,000 for Fiscal Year 2013-2014. This amount is prorated for the remainder of Fiscal Year 2012-2013 not to exceed \$16,400. Task 2 entails overhauling our recently adopted Zoning Ordinance to make it easier to use by the development community, as well as City staff. The desired outcome is a Zoning Ordinance that uses a "cookie cutter" approach so that approval times can be reduced. Task 2 is estimated at \$30,000. A monthly report of charges will be submitted to the City, so that the total cost of services can be tracked.

If approved, Mr. Brandt will be our main point of contact at Quad Knopf for the technical planning functions. He will work directly with City staff located in the Public Works Department, primarily David Wlaschin and Judy Holwell.

Council is asked to consider the Scope of Services, which is proposed as an interim solution on a month-to-month basis. The rates are effective through June 30, 2014. However, if at any point, the City determines that Quad Knopf is not performing the services sufficiently, the Contract can be revoked by providing a 30-day written notice.

Budget Impact

- Up to \$ 16,400 for Task 1 – planning services Fiscal Year 2012-2013
- Up to \$100,000 for Task 1 – planning services Fiscal Year 2013-2014
- Up to \$ 30,000 for Task 2 – streamlining the Zoning Ordinance

Recommendation

That Council approve the attached month-to-month Planning Services Contract with Quad Knopf based on the Scope of Services identified in Attachment A in an amount not to exceed \$146,400 through June 30, 2014 as an addition to our existing contract for Engineering Services.