

**CITY COUNCIL AGENDA TOPIC**

Resolution authorizing of an amendment to a five-year Professional Services Contract with Lani O'Connor Consulting Engineers for plan review services in an amount not exceeding a total of \$500,000, plus all applicable taxes, for all services performed and expenses incurred under the Contract. The original amount of the contract was \$275,000.

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Gregg Schrader, Building Official, 452-6451  
*Development Services Department*

Matt McFarland, Asst. City Attorney, 452-5284  
*City Attorney's Office*

**EXECUTIVE SUMMARY****ACTION**

This Resolution amends the Professional Services Contract with Lani O'Connor Consulting Engineers to provide additional capacity for Development Services plan review service.

**RECOMMENDATION**

Move to adopt Resolution No. 10387

**BACKGROUND/ANALYSIS**

The level of development activity over recent years has presented challenges for the City to maintain timely service in reviewing permit plans. While review timelines are trending in the right direction, this contract is part of an overall workload and performance management strategy to ensure that additional resources are available to respond to project schedule needs for contractors and land developers.

The magnitude and extended 10-year duration of the current cycle, coupled with challenges filling vacant positions, created the need to outplace some permit review work to consultants, which continues to be an important element in managing development services workload.

Development cycles generate peaks and valleys in permitting activity and associated workload in Development Services. To manage through the cycles, the City uses a combination of resource options: regular employees (FTE's) for ongoing baseline work, and private consultants to address short-term spikes or to bring in technical expertise that is not available internally. Flexible resource options are critical in efforts to achieve the key objective of delivering high quality, fast, and predictable services.

This Professional Services Agreement will continue to provide the option to outplace building plan review services for single family projects during this period when workload exceeds the capacity of "in-house review." Although the total contract amount is being increased by this amendment, permit fees will continue to cover the full cost of services provided under this agreement.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

A lack of available plan review consultants would slow permit application timelines.

### **Fiscal Impact**

The contracted amount of \$500,000 for plan review is funded through review fees paid by the permit applicant, so there is negligible fiscal impact.

## **OPTIONS**

1. Adopt the Resolution authorizing of an amendment to a five-year Professional Services Contract with Lani O'Connor Consulting Engineers for plan review services in an amount not exceeding a total of \$500,000, plus all applicable taxes, for all services performed and expenses incurred under the Contract. The original amount of the contract was \$275,000.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS**

Proposed Resolution No. 10387

## **AVAILABLE IN COUNCIL LIBRARY**

Lani O'Connor Consulting Engineers Contract