



# County of El Dorado

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## Legislation Text

**File #:** 06-1710, **Version:** 1

Development Services Department, Planning Services Division, recommending Chairman be authorized to sign Amendment 1 to Agreement 558-S0611 (PLS-05-02) with Pacific Municipal Consultants, Inc. extending the term for one additional year to October 24, 2007 to assist in providing planning project review and processing services on an "as-needed" basis for said Department.

**RECOMMENDED ACTION:** Approve.

### BUDGET SUMMARY:

Total Estimated Cost \$150,000

Funding	
Budgeted	\$150,000
New Funding	\$
Savings	\$
Other	\$
Total Funding Available	\$
Change in Net County Cost	\$0

### Fiscal Impact/Change to Net County Cost:

#### Background:

#### Reason for Recommendation:

Under this contract, the consultant furnishes personnel and services necessary to assist the department in performing project application review/processing. This has been especially helpful in managing our workload as we progress toward full staffing. This one year extension is required since we are still short of a full staff (2 Senior Planners and 1 Assistant/Associate Planner) and there are a number of projects currently in progress.

The existing contract expired on October 24, 2006 making this extension retroactive by one week. During the merging of contract activities from Planning and Building into one Development Services contract administration function, the expiration date of this contract was overlooked and there was insufficient time to process the amendment within the existing term. The Department's contract and management staff have learned from this experience and re-doubled efforts to ensure that all contract dates are tracked and that appropriate action to extend contracts is initiated in time for processing prior to contract expiration dates. I am confident that problems of this nature will not recur.

**Action to be taken following Board approval:**

1. The Board Clerk's Office will forward the executed agreement to the Development Services Department for distribution.
2. The Chief Administrative Office, Procurements & Purchasing Division, will encumber the funds.
3. The Development Services Department will administer the agreement consistent with generally accepted contract administration practices and government accepted accounting principles/practices.

**Contact: Marianne Oliphant 5334**

**Concurrences: Approvals have been received from County Counsel and Risk Management**