



# CITY OF SACRAMENTO

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DEPARTMENT OF PLANNING AND DEVELOPMENT  
927 10th Street  
Sacramento, Ca. 95814

Administration  
Room 200 449-5571  
Building Inspections  
Room 100 449-5716  
Planning  
Room 300 449-5604

February 6, 1985

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: CONTINUATION OF CONSULTANT CONTRACT WITH TELOS CONSULTING SERVICES  
FOR PLANNING AND DEVELOPMENT DEPARTMENT

## SUMMARY

Attached is a report being transmitted to the City Council recommending continuation of the contract with Telos Consulting Services for the Planning and Development Department.

This report is accompanied with an attachment explaining the tasks and the time necessary to accomplish these tasks, a resolution, and an appropriation transfer for the necessary funds to finance this contract.

## RECOMMENDATION

It is recommended that the Budget and Finance Committee review this report and transmit to City Council for approval.

Respectfully submitted,

Mac Mailes  
Director  
Planning and Development

RECOMMENDATION APPROVED:

Solon Wisham, Jr.  
Assistant City Manager

Attachments:



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SUBJECT: CONTINUATION OF CONSULTANT CONTRACT WITH TELOS CONSULTING SERVICES FOR PLANNING AND DEVELOPMENT DEPARTMENT

## SUMMARY

Telos Consulting Services was engaged last year to review the systems and procedures of the Planning and Development Department. As the review progresses, it has become apparent that assistance is needed for both implementation of the planning recommendations and a more detailed review of the plan checking procedures and work flow. This report is being presented to the Budget and Finance Committee and the City Council. It is recommended that the consulting contract with Telos to provide that assistance and to assist in the implementation of an integrated City parcel file system with the County Assessor be continued.

## BACKGROUND INFORMATION

On March 6, 1984, the Budget and Finance Committee and the City Council approved an augmentation to the Planning and Development Department budget including funds for a management consultant. The consultant was to provide "a rigorous study, evaluation and streamlining of personnel, accounting, administrative, and management information system". The consultant began work on March 26, 1984. The balance of the calendar year was devoted to a review of the Planning Division, primarily, the current planning process. The deficiencies pointed up in the study resulted in the recommendations which were included in this Department's report to Council on November 27, 1984 (Progress Report #2). The recommendations were approved by the City Council. The Department began to implement some of the recommendations while the consultant proceeded to Phase II, a review of the Building Division. That report is not yet complete, however it suggests need for more extensive systems work in Buildings. The complexity of the plan check process is further compounded by volume and the need for more rapid turn-around of work.

In the March 6, 1984 report, this Department also addressed the need for a current parcel file system. The report cited, "...critical needs to be addressed immediately: City-wide base maps, zoning maps and a functional parcel file system." With the coordinative efforts of the Revenue Division

and Data Processing, we are working toward on-line access of the County's parcel file system. The intent is to share information for the mutual benefit of all jurisdictions resulting in the "functional parcel file system" sought after. Linking the City parcel file system to the County property data base will also lay the foundation for adding an automated system for building permits. The Telos consultant has been involved in this development and should be instrumental in its implementation.

#### FINANCIAL DATA - COSTS

The estimated cost to continue the Telos contract is predicated on the estimated hours for each task. A list of tasks to be accomplished and the estimated time for each are included as Attachment "A" to this report. Tasks will be accomplished by paying consultant an hourly fee of \$35 not to exceed a total of \$57,500.

#### FINANCIAL DATA - FUNDING

The Planning and Development Department suffered extended position vacancies in the Planning Division during the first half of this fiscal year. We propose to use a portion of those salary savings to finance fully this contract. We therefore recommend that the City Council approve an appropriation transfer in the Planning and Development operating budget from salaries and wages to services and supplies in the amount of \$57,500 to finance fully this Telos contract.

#### RECOMMENDATION

It is recommended that the City Council:

1. Approve the attached resolution authorizing the City Manager to execute a consultant services contract with Telos Consulting Services to perform industrial engineering services for the Planning and Development Department;
2. Approve the attached appropriation transfer of salary savings within the Planning and Development budget to finance this contract.

Respectfully submitted,



Mac Mailes  
Director  
Planning and Development

Recommendation Approved:

Walter J. Slupe, City Manager

Attachments:

February 19, 1985  
All Districts

February 6, 1985

TO: Robert B. Wall, Deputy Director for Planning and Development  
 FROM: Jerry Cohen, Consultant

<u>TASKS TO BE ACCOMPLISHED</u>	<u>TIME ESTIMATE</u>
1. Inspections Division management evaluation report	3 weeks
<u>Comments</u>	
<p>A summary report of management performance in the Inspections Division was prepared separately as this area of activity warrants special attention and consideration. The purpose of this report is to direct the attention of Department management to the special management problems within the Inspections Division.</p>	
2. Implementation of recommendations in Planning Division report.	
<p>A. Preparation of position descriptions.            B. Preparation of performance evaluation forms and procedures.            C. Preparation of a procedures manual including formal training programs.            D. Forms design and control (multi-use forms designed for word processing operations).</p>	
<p>All of the above implementation items (A - D) can be accomplished most productively by either a Procedures Writer or Summer Intern working with the Systems Analyst. The following recommendations (E - I) require the participation of a System Analyst and the Department Administrative Services Officer.</p>	
E. Develop and implement a workload measurement and reporting system.	)
F. Develop and implement an information retrieval system in conjunction with the microfilm system.	)
G. Microfilm planning and file preparation.	)
H. Develop standardized legal ad format.	)
I. Develop work-in-process status reporting system.	)
	10-12 weeks

Comments

Task 2 represents the implementation phase of Progress Report #2 - Department of Planning and Development Reorganization as approved.

3. Study of commercial plan check including data collection and evaluation; development of workload and staff capacity relationship; evaluation of work in process status reporting and means of improving public service. 8-10 weeks
4. Prepare a report on the structural systems and service aspects of the Inspections Division. 3-4 weeks

Comments (3 and 4)

These tasks represent a report on the non-management-related aspects of the operation of the Inspections Division, and include:

- 1/ A redesigned system for review of special permit conditions by the Planning Division.
  - 2/ Control of the implementation of conditions in special permits by the Inspections Division.
  - 3/ Development of quality standards for Building Inspections.
  - 4/ Development of a system to perform productivity measurements and evaluations.
  - 5/ Control permit fees and activity by permit number.
  - 6/ Control of inactive permits.
  - 7/ Monitor construction activity performed on expired permits or without any permit.
  - 8/ Development of status reporting system for commercial plan check and inspections.
  - 9/ Analysis, evaluation and reduction of process cycle time in commercial plan check.
  - 10/ Development of process controls and an early warning system to signify and forecast changes in workload and service in Inspections Division.
5. Evaluate the County Property Data Base System to determine the ability of the system to meet the needs of both Planning and Inspections, including the growth potential of the system in areas such as work measurement and analysis, quality standards, measurement and evaluation, projections of workload and staff capacity, land use information in addition to zoning such as parcel history, community plan area, preservation area, redevelopment project area, PUD area, non-conforming land use, vacant land, etc. 3-4 weeks

6. Integrate the Property Data Base System into the daily operations of both Planning and Inspections. This will include facilities planning, training of data entry personnel to maintain the system, and staff personnel to utilize the system, coordination with Finance and Data Processing, and resolution of other problems as they arise.

6-8 weeks

Comments (5 and 6)

These tasks represent the steps necessary to integrate the Sacramento County Property Data Base System into the daily operations of both the Planning and Inspections Divisions. This system is capable of satisfying many of the existing systems requirements of these Divisions and eliminates the necessity of designing similar systems to accomplish the same result. In addition, it is desirable at this time to evaluate the growth potential of the Data Base System to prevent duplication of effort in the future.

RESOLUTION NO.  
ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT FOR  
CONSULTANT SERVICES FOR THE PLANNING AND  
DEVELOPMENT DEPARTMENT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

That the City Manager and City Clerk are hereby authorized and directed to execute on behalf of the City of Sacramento that certain consultant services agreement with Telos Consulting Services for industrial engineer review of Planning and Development Department's clerical and administrative procedures in an amount not to exceed \$57,500.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

BW:lr  
2/7/85  
pc

## **RESOLUTION No.**

**Adopted by The Sacramento City Council on date of**

A RESOLUTION AMENDING THE CITY BUDGET  
FOR FY 1984 - 85 FOR THE  
PLANNING AND DEVELOPMENT DEPARTMENT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The Planning and Development Department has a need for continued assistance from Telos Consulting Services for the implementation of its Planning Division Recommendations and the evaluation of Plan Checking Services. The services will be financed by the utilization of savings in the Department's salary account.
2. The City Budget for Fiscal Year 1984 - 85 is hereby amended by transferring \$57,500 from the Planning and Community Development Budget (1-01-3522-0000-4101) to the Planning and Development Administration Budget (1-01-3510-0000-4258) for the purpose stated in Paragraph 1 above.

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MAYOR

ATTEST:

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CITY CLERK

## CONSULTANT SERVICES AGREEMENT

### INDUSTRIAL ENGINEER

This Agreement is made at Sacramento, California, on February 19, 1985 between the CITY OF SACRAMENTO, a municipal corporation, hereafter referred to as "CITY" and Telos Consulting Services, hereafter referred to as "CONSULTANT", who agree as follows:

#### 1. Services

Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to CITY the services described in Exhibit A. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit A.

#### 2. Payment

a. CITY shall pay CONSULTANT for services rendered pursuant to this Agreement at the times and in the manner set forth as follows: CITY shall pay CONSULTANT an hourly fee of \$35.00 not to exceed a maximum total sum of \$57,500, for the services required pursuant to this Agreement.

b. Required Documentation: Each 2 weeks during the term of this Agreement, CONSULTANT shall submit a statement for services rendered for the preceding two weeks. CITY shall pay CONSULTANT for each statement submitted within 15 days of the date such statement is received by CITY. CITY shall make no payment for extra, further or additional services or expenses pursuant to this Agreement unless such services or expenses and the price thereof are agreed to in advance and such agreement is reduced to writing and executed by CONSULTANT and CITY.

c. Extra Work: The payments specified in 2(a) shall be the only payments to be made to CONSULTANT for services rendered pursuant to this Agreement, unless CITY approves additional compensation for additional services in writing prior to accomplishing any such additional services. CONSULTANT shall submit all billings for additional services rendered pursuant to this Agreement to CITY in the manner previously specified. Any work requested by CITY in excess of the maximum agreed amount shall be at the same hourly rate as specified in 2(a).

#### 3. Facilities and Equipment

CITY shall furnish facilities as may be required for CONSULTANT'S use in quality and quantity, and in a location, as CITY, in its sole discretion, may determine to be appropriate. Such facilities will include a desk, office supplies, telephone, filing space, conference space, office procedure manuals, along with policy and procedure manuals. Except as previously set forth, CONSULTANT shall, at his/her sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement. CITY shall furnish to CONSULTANT only facilities and equipment previously listed according to the terms and conditions previously set forth.

4. General Provisions

The general provisions set forth in Exhibit B are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the other terms or conditions shall control insofar as it is inconsistent with the general provisions.

5. Exhibits

All exhibits referred to herein are attached hereto and are by reference incorporated herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth opposite their respective signatures.

CITY OF SACRAMENTO  
a municipal corporation

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONSULTANT  
Telos Consulting Services  
106 K Street, Suite 320  
Sacramento, CA 95814

ATTEST:

APPROVED AS TO FORM;

\_\_\_\_\_  
CITY CLERK

*Diane B. Balter*  
\_\_\_\_\_  
DEP. CITY ATTORNEY

## EXHIBIT A

### 1. Project Purpose

The purpose of this program is to review the Planning and Development Department's clerical and administrative procedures with the ultimate intention of developing a more efficient process. Toward that end, the project involves documenting the existing manual procedures and then designing a more efficient office procedure for various divisions of the Planning and Development Department.

### 2. Project Supervision

Throughout this phase, CONSULTANT shall work under the general supervision of the Director of Planning and Development with product review provided by the Director of Data Processing. On-going contract monitoring shall be conducted by a Management Analyst on behalf of the City Manager's office.

### 3. Project Time Frame

It is anticipated that activities for this project shall cover a period not to exceed 1,643 hours from the date of this Agreement.

### 4. Work Program

The following activities will be required of CONSULTANT:

- a. Prepare a report evaluating the management and management systems of the Building Inspections Division.
- b. Coordinate the implementation of the Planning Division recommendations approved by City Council on November 27, 1984.
- c. Study, evaluate, report and recommend on the systems and procedures related to the plan checking process toward improved public service.
- d. Evaluate and recommend on the structural systems and service aspects of the Building Inspections Division.
- e. Evaluate and coordinate the development of integrating the property data base system into the daily operations of the Planning and Building Inspections Divisions.
- f. Review existing manual procedures, documents, document flow, and manual report generation and document the systems currently used.
- g. Analyze and design more efficient, streamlined management, analytical, and office procedures including the redesign of existing documents and/or reports where necessary.
- d. Develop user manuals to support the manual procedures. Redesign and instruct appropriate Department and Division staff in the use of the said manuals.

Reporting

CONSULTANT may be asked to make a presentation on the status of the project to the City Council or any committee of the Council at the completion of this work program. It is understood that these presentations are within the scope of the project and shall be made at no additional cost to CITY.

It is understood and agreed between CITY and CONSULTANT that the aforementioned responsibilities are to be for the development of efficient, streamlined management, analytical and office procedures for the Planning and Development Department. The final products shall include, as appropriate, the submission of redesigned forms, redesigned report formats, improved document flowcharts, and user manuals which support the implementation of the new procedures.

5. Work Location

CONSULTANT shall perform the foregoing responsibilities in the Planning and Development Department office.

6. Schedule

All work called for in this Agreement will be completed and billed prior to November 30, 1985. In the process of project definition a schedule of events, along with specific milestones, will be identified. The CONSULTANT will be required to adhere very closely to said schedule.

7. Project Continuation

Upon completion of this work program, CITY shall review the final documents submitted. Upon approval of this material, CITY may authorize the continuation of the program. CITY shall have no obligation to CONSULTANT for additional work unless authorization is granted and may select to use an alternative method of completing said work.

## EXHIBIT B

### GENERAL PROVISIONS

#### 1. Independent Contractor

At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of CITY. CITY shall have the right to control CONSULTANT only insofar as the results of Consultant's services rendered pursuant to this Agreement; however, CITY shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

#### 2. Licenses, Permits, Etc.

CONSULTANT represents and warrants to CITY that he has all licenses, permits, legally required for CONSULTANT to practice his profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at his sole cost and expenses, keep in effect at all times during the term of this Agreement any licenses, permits and approvals which are legally required for CONSULTANT to practice his profession.

#### 3. Time

CONSULTANT shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT'S obligations pursuant to this Agreement.

#### 4. Insurance

a. Public Liability: During the term of this Agreement, CONSULTANT shall maintain in full force and effect a policy of public liability insurance with minimum coverages as follows: \$500,000 for injury to one person in any one occurrence; \$1,000,000 for injury to more than one person in any one occurrence; and \$100,000 for property damage. CONSULTANT shall cause CITY to be named as an additional assured on said policy and shall obtain a waiver of the insurer's right of subrogation against CITY.

b. Workers Compensation: During the term of this Agreement, CONSULTANT shall fully comply with the terms of the law of California concerning worker's compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability CONSULTANT may have for worker's compensation. Personnel assigned to perform this Agreement shall be employees of CONSULTANT during the term of this Agreement.

#### 5. Consultant Not Agent

Except as CITY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement to bind CITY to any obligation whatsoever.

6. Assignment Prohibited

No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

7. Personnel

CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that CITY, in its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

If any person or persons assigned by CONSULTANT are removed by CITY for reasonable cause, CONSULTANT shall have the option of discontinuing this Agreement or providing replacement persons with a 1 to 2 week orientation and training period to allow said replacement person to become productive on the project. The decision as to the time period from a minimum of 1 to a maximum of 2 weeks shall be at the sole discretion of the CITY and the orientation and training period shall be at no cost to the CITY.

In the event CONSULTANT determines to discontinue this Agreement, CONSULTANT shall deliver to CITY all material, information documentation, programs and other products which CONSULTANT has worked on regardless of whether any such items are complete.

8. Standard of Performance

CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his profession. All products of whatsoever nature which CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a substantial, first class and workmanlike manner and conform to the standard of quality normally observed by a person practicing in CONSULTANT'S profession.

9. Property Rights

All material, information, documentation, programs and other products produced by CONSULTANT shall be the property of CITY.