



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

AGENDA STAFF REPORT

AGENDA DATE: July 13, 2016

ACTION REQUESTED: Approval to Expand Professional Services Scope of Work with Van Ness Feldman to Conduct Growth Management Services

BACKGROUND:

The resignation of Ms. Angela San Filippo, Long Range Planner II, has created an immediate need for long range planning services. An extensive work program designed to update the Comprehensive Plan for the County involves a large number of meetings with the citizens and professional groups within the County. Van Ness Feldman, the County's professional services consultant in land use, has been involved in the development of this process for the past year and is familiar with needs to complete the task.

While the County will search to employ a new Long Range Planner II, it is not anticipated that someone will be able to begin work before two to four months. Heavy Advisory work and approximately 18 meetings are planned for this period of time. After one is employed by Community Development Services to fulfill duties of the vacant position, it is anticipated that it will take at least two months for the new employee to take over the position so that it is performed in the same manner as performed by Ms. San Filippo. It is very possible that services from Van Ness Feldman at a much greater intensity will be required through the end of the year.

Attached is an expanded scope of work for the consultant and potential costs that may be necessary to complete this year's planned comprehensive planning work. This amount of additional funds may not be necessary since there still remains an amount of funds that were originally allocated to the contract for consultant services through the approved 2016 budget. However, duties and many of the responsibilities will be taken by the consultant that is the responsibility of the Long Range Planner II position and such funds could be required.

INTERACTION: CDS, Prosecuting Attorney, Board of County Commissioners

ATTACHMENTS: Draft Expanded Scope of Work of Van Ness Feldman, Resolution approving transmittal of such funds.

STAFF

RECOMMENDATION: CDS Interim Director recommends to the Board of County Commissioners to approve the proposed expanded scope of work

HANLDING: Presentation to the Board by Kittitas County Community Development Services.

RESPONSIBLE STAFF: Robert "Doc" Hansen, Interim Director, Community Development Services