



AGENDA ITEM MEMORADUM

Item No. 11e

Town Manager's Office

Bud Bentley

Assistant Town Manager / Development Services
Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Aug 23, 2011	Aug 12 th

*Subject to Change

- Presentation Reports **Consent** Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM: Efficiency of Government

SUBJECT TITLE: Contract with Cecelia Ward of JC Consulting for Planning Services

EXPLANATION: As noted in the Town Manager's report, our recruitment for Town Planner has been extended due to the withdrawal of our top two candidates. In the meantime, the work has to be accomplished. Cecelia Ward who is working on our Planning Priorities is available to provide about 20 hours per week of assistance at a very reasonable price of \$5,000 per month. Ms. Ward would spend about 8 to 12 hours per week at Town Hall and the remaining time would be spent on the aspects of the Town planning priorities that were to have been done by the staff planner.

Our alternative would be to use the services of one of the existing planning firms under contract, but those contracts are 2 to 3 times more expensive.

Funds are available in the Developments Services Department's Professional Services Account this fiscal year and in FY12.

RECOMMENDATION: We recommend the Commission authorized the Town Manager to enter into a planning services agreement with JC Consulting for September and October in an amount not to exceed ten thousand (\$10,000) dollars.

Reviewed by Town Attorney
 Yes No

Town Manager Initials CJB

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