



# Agenda Item

## City Council

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**Item #:** 3.9.

4/8/2025

**File #:** 25-0136

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**TO:** Honorable Mayor and Members of the City Council

**FROM:** Russell Bunim, Community Development Director

### 1. SUBJECT

First Amendment to an Agreement with Sagecrest Planning and Environmental for Planning staff services.

### 2. SUMMARY

A First Amendment to an Agreement with Sagecrest Planning and Environmental to provide planning staff services for the City of Orange to maintain service levels and support economic development activity given vacant Planning positions in the Community Development Department.

### 3. RECOMMENDED ACTION

Approve the First Amendment to an Agreement with Sagecrest Planning and Environmental in the amount of \$70,000 for planning staff services; and authorize the Mayor and City Clerk to execute on behalf of the City.

### 4. FISCAL IMPACT

The total expenditure for this amendment is \$70,000 and will be funded through General Fund (100) utilizing salary savings from staff vacancies.

The requested funding anticipates approximately six months of contract staffing.

### 5. STRATEGIC PLAN GOALS

Goal 2: Enhance Economic Development and Achieve Fiscal Sustainability

Goal 4: Improve Employee Retention and Recruitment

### 6. DISCUSSION AND BACKGROUND

Sagecrest Planning and Environmental (Sagecrest) provides contract planning staff services to local jurisdictions. As part of those services, the firm offers staff with various backgrounds and expertise that function as an extension of staff to serve customers at the public counter and perform the review and processing of development applications, preparation of policy documents, and project management. In recent years, the City has intermittently retained Sagecrest to backfill vacant positions in the Planning Division while recruitments are underway.

With recent staff turnover in the Planning Division, a contract staffing services Agreement in the amount of \$30,000 was executed by the City Manager. With the recent departure of key Planning staff from the Community Development Department, and anticipated timing for recruitment and onboarding of new staff, the need for contract staffing is expected through the end of the calendar year to maintain a high level of customer service and organizational expectations for timely development

review that supports economic development and property reinvestment.

## 7. ATTACHMENTS

- First Amendment to Agreement with Sagecrest Planning and Environmental