



## MEMORANDUM

**TO:** Mayor and City Council Members

**FROM:** Sue Edwards, Assistant City Manager

**DATE:** March 5, 2015

**SUBJECT: Update on Zucker Systems' Analysis of the Planning and Development Review Department**

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As many of you know, in June 2014 City staff commissioned Zucker Systems to act as a consultant and perform a thorough analysis of the Planning and Development Review department. This action was preceded by smaller, internal review of certain areas of PDRD functions. Recently, questions have arisen about the status of the analysis, as well as the contents of information provided by Zucker to the City.

To ensure there is no further speculation about what has been provided, the information received from Zucker thus far will be released in its current form. While I disagree with releasing draft versions of consultant information without proper vetting, it's important for me to make it clear that this entire process was done with the utmost professionalism and integrity.

Between early December and mid-February, City staff received 14 different working chapters from the consultant, which include detailed information totaling over 700 pages. As is done in many consultation processes, City staff began reviewing the information provided to ensure that basic characterizations of departmental functions were accurate. This included reviewing Zucker's initial working chapters to validate procedural descriptions, references to division names, and other internal information. The consultant is still in the process of providing staff with working chapters.

After finalizing the draft report, the consultant is required to host two final public stakeholder meetings to gain input on the analysis contained in the report. These stakeholders include individuals who interact with PDRD on a regular basis—such as developers, engineers and members of the community. In the early stages of the analysis, these stakeholders assisted the consultant by providing information about PDRD and its functions. Given that PDRD works cross-functionally with many departments in the City, certain departments will also have the opportunity to review the final draft report.

City staff anticipates that the final draft report will be made available by the consultant in late March.

Please let me know if you have any further questions.

Thank you.

cc: Marc A. Ott, City Manager

Greg Gurnsey, Director Planning and Development Review Department

