



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: November 1, 2016

Agenda Item 6H

Approvals:

City Manager gm

Dept. Head CD

Attorney S

Finance JV

Department: Community Development / Planning Division
Prepared By: Cliff Jones, Associate Planner

Subject: *FIRST AMENDMENT TO TWO PROFESSIONAL SERVICES AGREEMENTS WITH CIVIC SOLUTIONS FOR TEMPORARY STAFF AUGMENTATION IN THE PLANNING DIVISION OF THE COMMUNITY DEVELOPMENT DEPARTMENT.*

Fiscal Impact: Yes, the cost of \$50,472 for two temporary staff is offset by salary savings from two budgeted but vacant positions in the Planning Division.

Summary: Two separate Professional Service Agreements have been executed with Civic Solutions for temporary staff. Staff recommends the City Council approve an Amendment to each Agreement for a combined total of an additional \$50,472, and to extend the term of the first contract through February 15, 2017 and the second contract through March 29, 2017. The purpose of the Amendments are to continue providing temporary planning services to assist the Planning Division while the Division is being analyzed by an on-going Matrix Consulting Group study.

Discussion: On July 13, 2016 and September 22, 2016 the City Manager approved two separate Professional Services Agreements with Civic Solutions to assist the Planning Division with temporary staffing as a result of two vacant planning positions. The temporary staff are assisting in processing minor discretionary permits, plan checks, counter and phone support, and other similar tasks. The cost of the temporary contract planners will be offset by the salary savings of the two vacant positions in the Planning Division.

The Planning Division is currently being evaluated through a study by the Matrix Consulting Group. As a result of this on-going study, two vacant planning positions have not been filled. Without temporary staff support, plan check, permit and entitlement processing, and counter and phone response times will be negatively affected. The proposed \$50,472 amendments allows temporary staff to remain until February 15, 2017 and March 29, 2017. At that time, it is envisioned that the study will be complete and permanent staff will be hired. The first contract amendment will increase the not-to-exceed amount from \$25,000 to \$40,486 and the second contract amendment will increase the not-to-exceed amount from \$25,000 to \$59,986. The combined increase for both contracts will be \$50,472.

Recommended

Action: STAFF RECOMMENDS THAT the City Council:

1. Approve a budget transfer in the amount of \$50,472 from Account No. 001-433-41010-000-00000 (Salaries, Full Time) to Account No. 001-431-43890-000-00000 (Contractual Services); and
2. Approve and authorize the mayor to execute a First Amendment with Civic Solutions increasing the Professional Services Agreement for the Planning Technician total compensation from \$25,000 to \$40,486, and extending the contract terms through February 15, 2017, or until services are no longer needed.
3. Approve and authorize the mayor to execute a First Amendment with Civic Solutions increasing the Professional Services Agreement for the Part-Time Planning Assistant total compensation from \$25,000 to \$59,986, and extending the contract terms through March 29, 2017, or until services are no longer needed.

- Attachments:**
1. First Amendment to Civic Solutions Contract for temporary staffing for Planning Technician.
 2. First Amendment to Civic Solutions Contract for temporary staffing for Part Time Planning Assistant.

Notification: None.

ATTACHMENT 1

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR TEMPORARY CONTRACT PLANNER FOR THE PLANNING DIVISION

This First Amendment to Professional Services Agreement for temporary planning staffing services (this "First Amendment") is made and entered into on this ____ day of _____, 20__, by and between the CITY OF SAN CLEMENTE, a California municipal corporation ("City"), and Civic Solutions ("Contractor").

RECITALS:

- A. City and Contractor entered into that certain Professional Services Agreement for temporary planning staffing services (the "Agreement") on September 22, 2016.
- B. City and Contractor desire to amend the Agreement in the manner provided herein.

COVENANTS:

Section 1: Article 3.1 of the Agreement is hereby amended by increasing the total compensation amount from Twenty Five Thousand Dollars (\$25,000) to Forty Thousand Four Hundred and Eighty Six Dollars (\$40,486). In addition to the services to be performed by Consultant as referenced in Exhibit A to the Agreement, Consultant shall also perform those services described in Exhibit "A" to this First Amendment, which exhibit is attached hereto and incorporated herein by this reference.

Section 2: Section 1.1 of the Agreement is hereby amended by extending the term of the Agreement until consultant reaches 960 hours, which is anticipated to be February 15, 2017, unless terminated earlier pursuant to the terms hereof.

Section 3: Except as expressly amended by this First Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: _____

Its: _____

Dated: _____, 20__

ATTEST:

CITY CLERK of the City of
San Clemente, California

Approved as to form;
BEST BEST & KRIEGER

City Attorney

("CONTRACTOR")

By: _____

Its: _____

Dated: _____, 20__

Finance Authorization

EXHIBIT "A"

There are no changes to the Scope of Work as part of this First Amendment.

document3

ATTACHMENT 2

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR TEMPORARY CONTRACT PLANNER FOR THE PLANNING DIVISION

This First Amendment to Professional Services Agreement for temporary planning staffing services (this "First Amendment") is made and entered into on this ____ day of _____, 20__, by and between the CITY OF SAN CLEMENTE, a California municipal corporation ("City"), and Civic Solutions ("Contractor").

RECITALS:

- A. City and Contractor entered into that certain Professional Services Agreement for temporary planning staffing services (the "Agreement") on July 13, 2016.
- B. City and Contractor desire to amend the Agreement in the manner provided herein.

COVENANTS:

Section 1: Article 3.1 of the Agreement is hereby amended by increasing the total compensation amount from Twenty Five Thousand Dollars (\$25,000) to Fifty Nine Thousand Nine Hundred and Eighty Six Dollars (\$59,986). In addition to the services to be performed by Consultant as referenced in Exhibit A to the Agreement, Consultant shall also perform those services described in Exhibit "A" to this First Amendment, which exhibit is attached hereto and incorporated herein by this reference.

Section 2: Section 1.1 of the Agreement is hereby amended by extending the term of the Agreement until consultant reaches 960 hours, which is anticipated to be March 29, 2017, unless terminated earlier pursuant to the terms hereof.

Section 3: Except as expressly amended by this First Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: _____

Its: _____

Dated: _____, 20__

ATTEST:

CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

City Attorney

Finance Authorization

("CONTRACTOR")

By: _____

Its: _____

Dated: _____, 20__

EXHIBIT "A"

There are no changes to the Scope of Work as part of this First Amendment

document3