



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: May 16, 2017

Agenda Item 65

Approvals:

City Manager [Signature]
Dept. Head [Signature]
Attorney _____
Finance [Signature]

Department: Community Development Department, Planning Division
Prepared By: Amber Gregg, City Planner

Subject: *FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT FOR TEMPORARY STAFF AUGMENTATION IN THE PLANNING DIVISION WITH SUMMIT ENVIRONMENTAL GROUP.*

Fiscal Impact: Yes, the cost of \$37,000 for temporary staff is offset by salary savings from the budgeted but vacant positions in the Planning Division.

Summary: Staff recommends the City Council approve the First Amendment to the Professional Services Agreement (PSA) with Summit Environmental Group for a total of \$37,000. The term of contract will be until June 30, 2018 or until services are deemed no longer necessary. The purpose of the First Amendment to the PSA is to continue utilizing consultant services related to the Local Coastal Program (LCP) update, including the Land Use Plan (LUP) and Local Implementation Plan (LIP).

Discussion: On December 6, 2016, the City Council approved a Professional Services Agreement with Summit Environmental Group in the amount of \$25,000. The consultant has worked diligently with City Staff and the California Coastal Commission to ensure that all LCP project goals are met and the LCP process continues to move forward in a timely manner. In order to continue moving forward with the LCP Grant, it is necessary to utilize contract services while staffing needs are currently being addressed within the Planning Division.

The consultant currently assists with the management of the LCP update efforts, including the Land Use Plan (LUP) and Local Implementation Plan (LIP); ensures the final/adopted LUP policies are integrated into the LIP; coordinates with Staff and California Coastal Commission (CCC) on all LCP project related items including grants, and other coastal duties as needed. The hourly rate for the consultant is \$110 an hour and the proposed amendment to the Professional Services Agreement for Summit Environmental Group would increase the not-to-exceed contract amount from \$25,000 to \$62,000.

Recommended Actions: STAFF RECOMMENDS THAT the City Council:

1. Approve a budget transfer in the amount of \$37,000 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 the First Amendment with Summit Environmental Group in the amount of \$37,000 to provide temporary contract services on an as-needed basis to assist the Planning Division with the Local Coastal Program.

Attachment:

1. First Amendment to the Professional Services Agreement with Summit Environmental Group for temporary contract services to assist the Planning Division in tasks related to the Local Coastal Program (LCP).

Notification: Not Applicable

**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 _____, 2017, by and between the CITY OF SAN CLEMENTE, a California municipal corporation ("City"), and Summit Environmental Group ("Contractor").

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for temporary planning staffing services (the "Agreement") on December 6, 2016.
- B. City and Contractor desire to amend the Agreement in the manner provided herein.

C O V E N A N T S:

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 Sixty Two Thousand Dollars (\$62,000). 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 June 1, 2018 or until services are deemed no longer necessary.

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