



# AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: August 15, 2017

Agenda Item 6I

Approvals:

City Manager Jm

Dept. Head CD

Attorney

Finance AV

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

**Subject:** *SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LILLEY PLANNING GROUP, INC. FOR TEMPORARY STAFF AUGMENTATION IN THE PLANNING DIVISION OF THE COMMUNITY DEVELOPMENT DEPARTMENT.*

**Fiscal Impact:** No, only the terms of the contract are being extended with Lilley Planning Group. There are no additional funds being added; therefore, there is no fiscal impact related to this contract.

**Summary:** Staff recommends the City Council approve the Second Amendment to the Professional Services Agreement with Lilley Planning Group extending the terms of the contract through June 30, 2018, or until services are deemed no longer necessary. The purpose of the contract amendment is to continue providing temporary planning services until vacant positions have been filled.

**Discussion:** On March 21, 2017, the City Council approved the First Amendment to the Professional Services Agreement for contract services with Lilley Planning Group for a temporary contract Planner. The Planning Division has a contract with Lilley Planning Group to assist the Planning Division with temporary staffing as a result of vacant planning positions within the division. Currently, the temporary contract Planner is assisting the division with: processing complex discretionary permits, preparation of planning projects, research and technical analysis, attendance at public meetings when necessary, and other similar tasks. The Second Amendment to the Professional Services Agreement with Lilley Planning would extend the contract term to June 30, 2018; however, no additional funds are being added.

The Planning Division is currently in the process of filling the open vacancies within the division; however, during this process, it is necessary to continue utilizing contract services in order to maintain customer service levels. Without temporary staff support, plan check, permit and entitlement processing, and counter and phone response times would be negatively affected. The proposed contract amendment to the Professional Services Agreement with Lilley Planning Group would allow temporary staffing until vacancies are filled.

**Recommended**

**Action:** STAFF RECOMMENDS THAT the City Council:

1. Approve and authorize the mayor to execute a Second Amendment with Lilley Planning Group, extending the contract terms through June 30, 2018, or until services are no longer needed.

**Attachment:**

1. Second Amendment to the Professional Services Agreement with Lilley Planning for temporary contract services for an Associate Level Planner.

**Notification:** Not Applicable

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

This Second Amendment to Professional Services Agreement for temporary planning staffing services, (this "Second 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 Lilly Planning Group, Inc. ("Contractor").

RECITALS:

- A. City and Contractor entered into that certain Professional Services Agreement for temporary planning staffing services (the "Original Agreement") on December 6, 2016.
- B. City and Contractor entered into that certain First Amendment to Professional Services Agreement for temporary planning staffing services ("First Amendment") on March 21, 2017. the Original Agreement, as modified by the First Amendment, is hereinafter referred to as the "Agreement."
- C. City and Contractor desire to amend the Agreement in the manner provided hereinbelow.

COVENANTS:

Section 1: Article 1.1 of the Agreement is hereby amended by extending the term of the Agreement until June 30, 2018 or until services are deemed no longer necessary. In addition to the services to be performed by Contractor as referenced in Exhibit A to the Original Agreement and Exhibit A to the First Amendment, Contractor shall also perform those services described in Exhibit A of this Second Amendment, which exhibit is attached hereto and incorporated herein by this reference.

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

IN WITNESS WHEREOF, the parties hereto have caused this Second 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"

document1 There will be no changes to the Scope of Work with this Second Amendment.