



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: June 12, 2018

Agenda Item 6-J
Approvals: fw
City Manager ES
Dept. Head ES
Attorney _____
Finance JV

Department: Finance and Administrative Services
Prepared By: Erik Sund, Assistant City Manager

Subject: *INTERIM CITY PLANNER SERVICES*

Fiscal Impact: Yes. Interim City Planner Services are to be funded with budgeted salary savings. If additional funding is needed, it will be addressed at the mid-year budget process for FY 2018-19.

Summary: The City seeks authorization to continue the engagement of interim City Planner Services through Kimley Horn until the recruitment for City Planner concludes.

Discussion: Under City Manager authority, the City engaged the services of Kimley Horn for interim City Planner services for \$25,000. As the City embarks on a professional recruitment process to fill the vacant City Planner, these interim services will exceed \$25,000 and the City will need these services until the position is filled. The City anticipates this position will be filled at the end of the 2018 summer.

Kimley Horn has been instrumental in providing continuity and a significant amount of experience to this deployment of City Planner services. These services include supporting the Planning Commission and providing mentoring skills to the City's Planning Division.

It is estimated that an additional \$113,000 will be needed to continue these services until the recruitment process is completed.

Recommended

Action: STAFF RECOMMENDS THAT the City Council:
1. Approve, and authorize the City Manager to execute the First Amendment to the Professional Services Agreement between Kimley Horn and the City of San Clemente, adding \$113,000 to provide as needed interim City Planner services.

Notification: None