



City of Huntington Beach

File #: 18-310

MEETING DATE: 9/4/2018

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Fred A. Wilson, City Manager

PREPARED BY: Ursula Luna-Reynosa, Director of Community Development

Subject:

Approve and authorize execution of Amendment No. 1 to Professional Services with Sagecrest Planning and Environmental, LLC for As-Needed Planning Services in the amount of \$147,000

Statement of Issue:

Transmitted for City Council's consideration is a request to amend an existing contract between the City and Sagecrest Planning and Environmental, LLC. The contract for professional planning services would be increased by \$147,000. The contract amendment is needed to continue to provide professional planning services.

Financial Impact:

The Sagecrest Planning and Environmental, LLC amendment will not require additional appropriation as it will be funded from the approved Community Development Department FY 18/19 budget, Professional Services account 10060201.69365.

Recommended Action:

Approve and authorize the Mayor and City Clerk to execute: "Amendment No.1 to Professional Services Contract between the City of Huntington Beach and Sagecrest Planning and Environmental, LLC for Professional Planning Services."

Alternative Action(s):

Deny the Amendment between the City and Sagecrest Planning and Environmental, LLC and direct staff accordingly.

Analysis:

Applicants who submit projects to the City pay fees for these services and expect reasonable service levels. When City staff can no longer meet the demands of increased development activity, these services have historically been supplemented with professional services provided by planning consultants. This approach is a cost effective method of closing the gap between the demands for planning services and the ability of City staff to meet this demand.

On November 27, 2017, the City of Huntington Beach approved a three-year, \$90,000 contract with Sagecrest Planning and Environmental, LLC for Professional Planning Services. Currently, there is not enough staff to perform the necessary entitlement processing to meet the State Mandated Permit Streamlining Act. Therefore, outside consultants are continuing to be used.

With the fluctuation and current increase in entitlement processing activity in FY 18/19 we anticipate this increased activity to continue. In addition, in the upcoming months certain staff members will need to utilize FMLA leave. We have been utilizing professional services contracts to satisfy the increase in demand for entitlement processing since there is not enough staff to do this work. The Community Development Department is requesting the continuation of resources to provide as-needed Planning Services in a timely manner. Staff recommends the City Council approve the amendment with Sagecrest Planning and Environmental, LLC in the amount of \$147,000 and authorize the Mayor and City clerk to execute the documents.

There is no impact to the General Fund.

Environmental Status:

The request is exempt pursuant to Section 15061(b) (3) of the California Environmental Quality Act.

Strategic Plan Goal:

Enhance and Maintain City Service Delivery

Attachment(s):

1. Amendment No 1 to Agreement between City of Huntington Beach and Sagecrest Planning and Environmental, LLC for As-Needed Planning Services
2. Original Professional Services Contract between the City of Huntington Beach and Sagecrest Planning and Environmental, LLC for Professional Planning Services
3. Insurance Certificate