



City of Huntington Beach

File #: 19-349

MEETING DATE: 4/15/2019

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. 2 to Professional Services Agreement with Sagecrest Planning and Environmental, LLC for As-Needed Planning Services in the amount of \$289,000

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 \$289,000. The contract amendment is needed to continue to provide professional planning services.

Financial Impact:

No additional appropriations are requested for this action. The Sagecrest Planning and Environmental, LLC amendment will be absorbed within the Community Development Department's FY 2018/19 and FY 2019/20 budget account 10060201.69365.

Recommended Action:

Approve and authorize the Mayor and City Clerk to execute "Amendment No.2 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. On September 4, 2018, that contract was amended for additional compensation of \$147,000 for a new total not to exceed of \$237,000 to meet workload demands. Those funds have been fully utilized. Currently, there is not enough staff to perform the necessary entitlement processing to meet the State Mandated Permit Streamlining Act. With the fluctuation and current increase in entitlement processing activity in FY 18/19, the Community Development Department anticipates this increased activity to continue. Therefore, Sagecrest Planning and Environmental LLC will still be needed to assist.

In addition, two planners are currently assigned full-time to the ELM system implementation, including data conversion and testing, to help ensure a successful transition to the new permitting system later this summer. This professional services contract helps to satisfy the increased demand for entitlement processing while ensuring that the new ELM permitting system will be sufficiently tested and refined by City staff for implementation in early FY 19/20.

The Community Development Department is requesting the continuation of as-needed Planning resources to ensure services continue to be provided in a timely manner. Staff recommends the City Council approve the amendment with Sagecrest Planning and Environmental, LLC, in the amount of \$289,000, and authorize the Mayor and City Clerk to execute the documents.

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