



Staff Report

File #: REPORT 19-0531, Version: 1

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of August 27, 2019**

**APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR
CONTINUING SENIOR PLANNING CONSULTING SERVICES**

(Community Development Director Ken Robertson)

Recommended Action:

Staff recommends that the City Council approve a Professional Services Agreement with Sagecrest Planning + Environmental to continue providing Senior Planner professional consulting services.

Background:

The Community Development Department, since May 2019, has been temporarily filling an urgent staffing need due to an emergency medical leave of the Planning Manager. David Blumenthal, a Senior Planning Consultant for Sagecrest Planning + Environmental, has been providing 20 hours a week of services to help fill that need, with excellent results. The Department continues to need immediate Senior Planning services due to the prolonged disability leave of the Planning Manager, and recommends retaining Mr. Blumenthal for that service.

Analysis:

David Blumenthal has proven to be an excellent interim addition to the Department, taking the lead on several key projects, including the Short-Term Vacation Rental ordinance and several planning entitlements. David has also shown great versatility and expertise in assisting with many ongoing projects, as well as providing support and oversight to the Associate and Assistant Planners. In addition to the Planning Manager's leave, one of the Department's two Assistant Planners is currently on maternity leave, creating further temporary staff shortages. The consultant's continued services are essential for the Department to continue to provide excellent service to the community, manage the planning caseload, and meet our customer service and efficiency goals.

Fiscal Implications:

Cost for this service will be funded through salary savings from vacant positions. Consulting services will initially be provided on a 20-hour a week basis transitioning to an as needed basis; with the agreement allowing for up to a \$52,800 expenditure for these continuing services based on a six-month estimate at 20 hours per week. Final expenditures for these consulting services will be dependent on the timing of the Planning Manager's return to fulltime work.

Attachment:

Draft Professional Services Agreement and Scope of Services

Respectfully Submitted by: Ken Robertson, Community Development Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager