



TO: Mayor and Councilmembers

FROM: Jennifer Carman, Planning and Environmental Review Director

CONTACT: Anne Wells, Advance Planning Manager

SUBJECT: Amendment No. 5 to an Agreement for Professional Services with Andrew Newkirk

RECOMMENDATION:

Authorize the City Manager to execute Amendment No. 5 to Agreement No. 2013-086 for Professional Services with Andrew Newkirk, to increase the maximum compensation by \$77,500 for a total not to exceed amount of \$293,000 and extend the agreement term to June 30, 2016 (Attachment 1).

BACKGROUND:

In October 2013, the City Manager authorized a professional services agreement with Andrew Newkirk for contract planning services to support Advance Planning Division programs, including implementation of General Plan policies and assistance with preparation of long-range planning documents, public outreach support, climate action plan studies, and general research. The contract was funded in the Advance Planning Professional Services budget and was amended on March 18, 2013, July 14, 2014, February 17, 2015, and June 9, 2015 to allow for continued Advance Planning project consultant services. Including all amendments, the contract totals \$215,500 with a December 31, 2015 termination date.

The amendments enabled Mr. Newkirk to provide expanded public outreach and analysis related to the New Zoning Ordinance Project, provide an extensive inventory of the City's existing land use standards for comparison with the New Zoning Ordinance Project, assist with the preparation of the now adopted and state-certified 2015-2023 Housing Element and related regulations, and review regional planning and development projects. Mr. Newkirk has provided consultant services to the City at a rate of approximately 20 to 30 hours a week since October 2013 and staff is pleased with his performance.

DISCUSSION:

The Advance Planning Division is currently undertaking multiple complex and multi-year projects including the New Zoning Ordinance, Local Coastal Program, and Climate Adaptation and Planning studies, in addition to the Division's other ongoing responsibilities. As a result, staffing needs in Advance Planning remain high. In order to respond to these demands and to ensure that some of the City's important planning projects move forward with expanded public outreach, staff is requesting this amendment to the contract with Mr. Newkirk. If authorized, Mr. Newkirk will largely focus his attention on assisting with development of the New Zoning Ordinance and Local Coastal Program including extensive public outreach for both projects, and assisting with the review of local planning projects outside the City's jurisdiction.


FISCAL IMPACTS:

Sufficient funds are available in the Advance Planning Division budget to cover the additional cost of the proposed contract amendment; therefore, no additional appropriation is needed at this time.

ALTERNATIVES:


The City Council could elect not to authorize the recommended action. If the contract amendment is not authorized, staff will monitor and manage services according to existing contract terms, which terminates on December 31, 2015. However, managing existing resources to address the services provided in Advance Planning will cause delays in developing and/or implementing the programs and services provided by the Division.

Reviewed by:



Tim W. Giles
City Attorney

Approved By:



Michelle Greene
City Manager

ATTACHMENTS:

1. Amendment No. 5 to Professional Services Agreement No. 2013-086

Attachment 1

Amendment No. 5 to Professional Services Agreement No. 2013-086