



CITY COUNCIL AGENDA REPORT

MEETING DATE: SEPTEMBER 6, 2016

ITEM NUMBER: **CC-8**

SUBJECT: EXTENSION OF EXISTING PROFESSIONAL SERVICES AGREEMENT WITH MANAGEMENT PARTNERS FOR DEVELOPMENT-RELATED CONSULTING SERVICES AND INTERIM MANAGEMENT ASSISTANCE

DATE: AUGUST 19, 2016

FROM: OFFICE OF THE CHIEF EXECUTIVE OFFICER

PRESENTATION BY: THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

FOR FURTHER INFORMATION CONTACT: ASHLEY M. GARCIA AT (714) 754-5249

RECOMMENDATION:

1. City Council approve Amendment One to the existing Professional Services Agreement (Attachment 2) with Management Partners Inc. to perform consulting services and interim management assistance on an hourly basis in an additional amount not to exceed \$200,000 and extend the term of the agreement through December 30, 2017.
2. Authorize the Chief Executive Officer and City Clerk to execute the amendment; and
3. Authorize the Chief Executive Officer and City Clerk to accept and execute future amendments to the agreement.

BACKGROUND:

In June 2016, the City entered into a Professional Services Agreement (PSA) with Management Partners Inc. to retain Mr. Jay Trevino, Special Advisor with Management Partners to provide consulting management assistance for development-related projects. In July 2016, Assistant Development Services Director, Claire Flynn, left employment from the City and Mr. Trevino has subsequently carried out the duties of the vacant position in addition to his project management assistance. Extending the PSA will allow the City to address the workload in the Development Services Department while searching for a permanent replacement for the Assistant Development Services Director position. Going forward, Mr. Trevino will formally take on the interim assignment in Development Services and assist with process improvement. He will focus his role and provide expertise in all aspects of planning and development services, policy development and organizational leadership to augment management capacity in the Development Services Department.

ANALYSIS:

Increasing the existing PSA will allow Management Partners and Mr. Trevino to continue to provide the City with the necessary managerial experience to complete the above mentioned tasks.

ALTERNATIVES CONSIDERED:

An alternate consideration would be to not continue this consultant assistance. The responsibilities listed above and all other duties originally assigned to the consultant will be allocated to existing staff for completion. Given the high volume workload of existing staff, this is not a preferred alternative.

FISCAL REVIEW:

Mr. Trevino is currently providing on average, 28 hours per week as a management consultant. It is recommended that he maintains the same average hours per week at the hourly rate of \$137.00 proposed by Management Partners. At this work level, the amendment will provide funding for an additional year. Funding for this agreement is to come from salary savings from the current vacant position.

LEGAL REVIEW:

The City Attorney’s Office has reviewed the attached PSA and approved it as to form.

CONCLUSION:

Staff requests that the City Council approve the attached Amendment Number One to the existing Professional Services Agreement (Attachment 2) with Management Partners Inc., and authorize the Chief Executive Officer and City Clerk to execute the agreement. Staff also requests City Council’s authorization for the Chief Executive Officer to augment the scope of work as necessary and execute future amendments to the agreement.

ASHLEY M. GARCIA
Management Analyst

THOMAS R. HATCH
Chief Executive Officer

THOMAS DUARTE
City Attorney

STEPHEN DUNIVENT
Interim Finance Director

ATTACHMENTS:

- 1 Professional Services Agreement with Management Partners Incorporated for Development-Related Project Management Assistance
- 2 Amendment Number One to Professional Services Agreement with Management Partners, Inc.