



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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**MEETING DATE:** November 12, 2019

**AGENDA TITLE:** Amended Agreement with Regional Government Services (dba "RGS") for Planning Advisor Services for the Community Development Department through January 2020.

**LEAD DEPARTMENT:** Community Development

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### RECOMMENDATION

- 1- Approve the draft Resolution (**Attachment 1**) which:
- a. Authorizes the City Manager to execute a 4<sup>th</sup> amendment to an agreement with RGS for the provision of Program Advisor Services to perform the tasks of the Community Development Department through January 2020; and
  - b. Amends the budget to appropriate \$152,000.00 into the FY 2019/20 budget (**Attachment 2**).
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### DISCUSSION

Since May 2019, the City of Sausalito has contracted for professional planning services to offset vacancies in the Community Development Department that resulted from resignations and extended leaves of absence. The chronology is outlined below.

- MuniTemps provided contract services to address a vacant Assistant Planner position and for a Senior Planner who was out on extended leave until September 16<sup>th</sup>. The City was recruiting for a permanent Assistant Planner at that time and interim services were expected to last approximately 3-4 months (until the end of August 2019). The recruitment process did not yield an Assistant Planner and the City initiated another search.
- MuniTemps was unable to provide Assistant Planner services beyond May, so the City contracted with RGS to provide planning support starting in June 2019.
- MuniTemps' contract Senior Planner services could not be continued beyond the end of August and the RGS contract was extended to compensate for that loss.
- The Community Development Director went out on maternity leave beginning September 2, 2019, extending through January 31, 2020. RGS was hired to provide professional planning consultants to assume the responsibilities and perform the tasks of the Community Development Director on an interim basis during this time.
- The staff Senior Planner returned from extended leave on September 16, 2019.

- The City has been conducting an active recruitment process to fill the staff Assistant Planner position and interviews were held on October 18<sup>th</sup>. A candidate has been selected and is expected to begin in November.
- Most recently, the Community Development Department's Administrative Aide, Associate Planner and Senior Planner each resigned, effective November 1<sup>st</sup>, November 8<sup>th</sup> and November 15<sup>th</sup> respectively.

RGS continues to provide contract services to meet the demands of current and advanced planning functions of the Community Development Department with two experienced Planning Managers and one Senior Advisor. The Senior Advisor's primary focus has been reducing the backlog of current planning applications that was created by the termination of two consulting planners and the vacancies of the staff Assistant, Associate and Senior Planners. The contract for the Senior Advisor was executed in June 2019 and has been amended by increments of \$10,000 three times since. However, these increases have not kept pace with the additional demand on contract staff as City staff vacancies mount. It is recommended that the Council authorize a fourth amendment contract with RSG not-to-exceed \$152,000.00 for Program Advisor Services.

### **FISCAL IMPACT**

The total cost of the RGS contract as amended is \$152,000, which staff is requesting to be added to the FY 19-20 budget for Community Development Department professional services account.

### **RECOMMENDATION**

Approve the draft Resolution (**Attachment 1**), which:

- a) Authorizes the City Manager to amend the agreement with RGS for Program Advisor Services to support the Community Development Department through January 31, 2020; and
- b) Amends the budget to appropriate \$152,000 into the FY 2019/20 budget (**Attachment 2**).

PREPARED BY: Steve Flint, Acting Community Development Director  
 REVIEWED BY: Mary Wagner, City Attorney  
 REVIEWED BY: Yulia Carter, Assistant City Manager/Administrative Services Director  
 SUBMITTED BY: Adam W. Politzer, City Manager

### **ATTACHMENTS**

**Attachment 1-** Draft Resolution authorizing the City Manager to amend an agreement with RGS for the provision of Community Development Department planning services through January 31, 2020, and amending the budget to appropriate \$152,000 into the FY 2019/20 budget.

**Attachment 2-** Amendment No. 4 to Management and Administrative Services Agreement