



AGENDA REPORT

Meeting Date: November 18, 2008
Item Number: F-14
To: Honorable Mayor & City Council
From: Katie Lichtig, Assistant City Manager
Subject: APPROVING AN AMENDMENT NO. 1 TO AN AGREEMENT
BETWEEN THE CITY OF BEVERLY HILLS AND ANNE BROWNING
MCINTOSH FOR COMMUNITY DEVELOPMENT SERVICES;
Attachments: 1. Agreement

RECOMMENDATION

Staff recommends that the City Council authorize an amendment to the agreement with Anne Browning McIntosh and approve a purchase order in the total amount not to exceed \$195,040 for consultant services relating to interim director services to the Community Development Department while the city is recruiting for a Director of Community Development.

INTRODUCTION

Anne Browning McIntosh has ably provided consultation and supervision services to the City of Beverly Hills 24 hours per week, for the last six months while the City recruits for a permanent Director. The recruitment is extending into the new year necessitating a contract amendment.

DISCUSSION

As you know, Anne Browning McIntosh is a seasoned professional with more than 25 years of experience in the fields of planning, community development and overall municipal management. She is well suited to provide oversight, management of and overall direction of Community Development Department. During her tenure as Interim Director she will focus on implementation of Department's Management Assessment conducted by Matrix Consulting Group; ensure that re-engineering of business processes associated with the opening of the Customer Service Center are accomplished; advise and counsel Community Development staff on improved business processes and policy development; guide development and implementation of strategic

accomplished; advise and counsel Community Development staff on improved business processes and policy development; guide development and implementation of strategic community development council goals, work plans and departmental budget; and coach and mentor existing staff as they manage the day-to-day operations of the department.

These services will continue to be provided an average of 24 hours per week in this interim period until the new Director of Community Development is recruited and appointed. Additionally, the consultant will provide expert advice and counsel to the new Director of Community Development in order to maximize their effectiveness in this new position. The contract is a month-to-month agreement not to exceed a twelve month period. Ms. McIntosh began providing service on June 2, 2008 and will conclude when a permanent Director of Community Development is appointed and begins working for the City.

FISCAL IMPACT

She will provide consultation and supervision services to the City of Beverly Hills for a cost of \$15,840 per month (pro-rated for the month of June). A contingency of \$4,960 has been included for reimbursement of incidental reimbursable expenses. Funds for this purpose will come from salary and benefits savings associated with the vacant Director of Community Development position.


Dr. Scott Miller
CFO/Administrative Service Director

Finance Approval

Katie E. Lichtig 
Assistant City Manager

Approved By

Attachment 1

Agreement

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE
CITY OF BEVERLY HILLS AND ANNE BROWNING
MCINTOSH FOR COMMUNITY DEVELOPMENT SERVICES

NAME OF CONSULTANT: Anne Browning McIntosh, AICP
City Planning and Administration

RESPONSIBLE PRINCIPAL
OF CONSULTANT: Anne Browning McIntosh, AICP

CONSULTANT'S ADDRESS: 220 Highland Place
Monrovia, California 91016

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Rod Wood, City Manager

COMMENCEMENT DATE: June 2, 2008

TERMINATION DATE: May 31, 2009, unless extended pursuant to
Section 2 or sooner terminated pursuant to
Section 11 of the Agreement

CONSIDERATION: Not to exceed \$15,840 per month or a total
not to exceed of \$195,040.00, based on the
rates set forth in Exhibit B-1 plus
contingency amount of \$4,960.00

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE
CITY OF BEVERLY HILLS AND ANNE BROWNING
MCINTOSH FOR COMMUNITY DEVELOPMENT SERVICES

This Amendment No. 1 is to that certain Agreement between the City of Beverly Hills, a municipal corporation ("CITY"), and Ann Browning McIntosh, AICP, City Planning and Administration. (hereinafter called "CONSULTANT") dated June 17, 2008 and identified as Contract No. 216-08 ("Agreement") for community development services.

R E C I T A L S

A. CITY entered into the Agreement for community development services.

B. CITY desires to amend the Agreement to extend the term and increase , the Consideration to compensate CONSULTANT for the additional time.

NOW, THEREFORE, the parties hereto do amend the Agreement as follows:

Section 1. The Termination Date shall be amended as set forth above.

Section 2. The Consideration shall be amended as set forth above.

Section 3. Exhibit B-1 entitled "Schedule of Rates" shall be amended as attached hereto and incorporated herein by this reference.

Section 3. Except as specifically amended by this Amendment No. 1, the Agreement between the CITY and CONSULTANT. shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the ____ day of _____, 200__, in Beverly Hills, California

CITY
CITY OF BEVERLY HILLS
A Municipal Corporation

BARRY BRUCKER,
Mayor of the City of
Beverly Hills, California

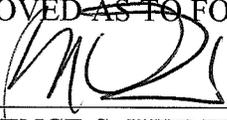
ATTEST:

_____(SEAL)
BYRON POPE
City Clerk

CONSULTANT:

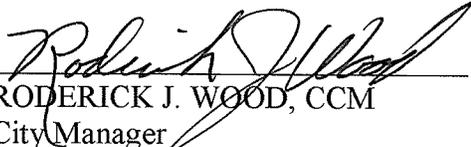
ANNE BROWNING MCINTOSH, AICP
Sole Proprietor

APPROVED AS TO FORM



LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:



RODERICK J. WOOD, CCM
City Manager



KARL KIRKMAN
Risk Manager

EXHIBIT B-1

SCHEDULE OF RATES

HOURLY RATE \$165.00

Contingency funds for incidental expenses..... \$ 4,960.00

Compensation will not exceed \$15,840.00 per month, at an hourly rate of \$165.00; this rate is an approximate 15% reduction from normal hourly rate of \$195.00. In addition, total compensation and any reasonable incidental expense under this Agreement will not exceed \$195,040.00 without prior written approval of CITY.