



## AGENDA REPORT

**Meeting Date:** December 15, 2015

**Item Number:** D-10

**To:** Honorable Mayor & City Council

**From:** Susan Healy Keene, AICP, Director of Community Development

**Subject:**

AMENDMENT NO. 4 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND MANAGEMENT PARTNERS FOR INTERIM MANAGEMENT CONSULTING SERVICES; AND

APPROVAL OF A CHANGE PURCHASE ORDER IN THE AMOUNT OF \$50,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$250,000

**Attachments:** 1) Agreement

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### RECOMMENDATION

Staff recommends that the City Council approve Amendment No. 4 between the City of Beverly Hills and Management Partners for interim management consulting services to increase the consideration of the agreement and purchase order by \$50,000 for a total not-to-exceed amount of \$250,000 to fund the cost of these services.

### INTRODUCTION

The City entered into an agreement with Management Partners on September 4, 2014 to provide interim management assistance to the Community Development Department while the department completes its recruitment for vacant positions. Since then, Management Partners has assisted the department in providing continuity to the work gaps which resulted from these vacancies.

Management Partners was recruited to provide these services because of its national reputation for delivering extraordinary quality service. It has a staff of professionals who are experienced public service managers and have first-hand knowledge of local government operations.

## **DISCUSSION**

Currently, the Community Development Department has two vacant positions critical to its day-to-day operations. These positions are the Urban Designer position and Principal Planner position in the department's Planning Division. The department has many significant projects underway and with these positions being vacant, it had become imperative for the department to maintain the services of a consulting agency to provide the department a seasoned professional to continuously assist with these projects and organizational work particularly its Historic Preservation Program and Zoning Code update.

Jay Trevino, a Special Advisor in Management Partners has been assigned to this engagement since the establishment of the agreement in 2014. He has 31 years of extensive public sector experience including land use planning and regulation, transit oriented development, environmental analysis, strategic management and organizational development. He has served in a variety of planning positions with the latest being the Executive Director of the Planning and Building Agency of the City of Santa Ana where he had direct responsibility for the leadership and administration of the 108-member agency which included advance, current and environmental planning, plan check, permit issuance, new construction inspection and code enforcement.

The recruitment for the vacant Principal Planner and the Urban Designer positions is in its final stages and has an estimated date of completion of January 2016. Until that time, staff recommends that the agreement with Management Partners be increased to continue provision of management services to the department. This amendment increases the consideration amount of the current agreement and purchase order by \$50,000 for a total not-to-exceed amount of \$250,000 providing the department the funds to support these continuing services.

## **FISCAL IMPACT**

Funding for this agreement is included in the existing budget.

Susan Healy Keene, AICP

Approved by:



# **Attachment 1**

AMENDMENT NO. 4 TO AN AGREEMENT BETWEEN THE CITY OF  
BEVERLY HILLS AND MANAGEMENT PARTNERS FOR INTERIM  
MANAGEMENT CONSULTING SERVICES

NAME OF CONTRACTOR: Management Partners

RESPONSIBLE PRINCIPAL OF CONTRACTOR: Gerald E. Newfarmer, President and CEO

CONTRACTOR'S ADDRESS: 3152 Red Hill Avenue, Suite 210  
Costa Mesa, CA 92626

CITY'S ADDRESS: City of Beverly Hills  
455 N. Rexford Drive  
Beverly Hills, CA 90210  
Attention: Susan Healy Keene, AICP, Director,  
Community Development Department

COMMENCEMENT DATE: August 25, 2014

TERMINATION DATE: June 30, 2016 unless extended pursuant to Section 2  
of the Agreement

CONSIDERATION:

	<u>Not to Exceed</u>
Original Agreement:	\$ 50,000
Amendment No. 1	\$ 100,000
Amendment No. 2	\$ 10,000
Amendment No. 3	\$ 40,000
Amendment No. 4	\$ 50,000

For a total not-to-exceed amount of \$250,000 based on  
the rates set forth in Exhibit B including reimbursables

AMENDMENT NO. 4 TO AN AGREEMENT BETWEEN THE CITY OF  
BEVERLY HILLS AND MANAGEMENT PARTNERS FOR INTERIM  
MANAGEMENT CONSULTING SERVICES

This Amendment No. 4 is to that certain Agreement between the City of Beverly Hills ("CITY"), a municipal corporation, and Management Partners ("CONTRACTOR"), for interim management consulting services dated September 4, 2014 and identified as Contract No. 469-14, as amended by Amendment No. 1 dated December 2, 2014 and identified as Contract No. 624-14, Amendment No. 2, dated April 10, 2015 and identified as Contract No. 138-15("Agreement"), and further amended by Amendment No.3 dated July 13, 2015 and identified as Contract No.331-15, copies of which are on file in the City Clerk's office.

RECITALS

A. CITY entered into a written agreement with CONTRACTOR on September 4, 2014 for interim management consulting services, which has been previously amended.

B. CITY desires to add funds to the Consideration so that, due to the continued absence of an Urban Designer and Principal Planner, CONTRACTOR may go on with its work on the Historic Preservation Program and Zoning Code update.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Consideration shall be amended as set forth above.

Section 2. Except as expressly modified by Section 4 of Amendment No. 1, Section 2 of Amendment No. 2, Section 1 of Amendment No. 3 and this Amendment No. 4, all of the provisions of the Agreement shall remain in full force and effect.

EXECUTED the \_\_\_\_\_ day of \_\_\_\_\_ 201\_, at Beverly Hills, California.

CITY OF BEVERLY HILLS  
A Municipal Corporation

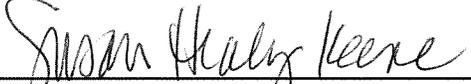
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JULIAN A. GOLD, M.D.  
Mayor of the City of Beverly Hills, California

ATTEST:

\_\_\_\_\_  
BYRON POPE  
City Clerk

MANAGEMENT PARTNERS  
  
GERALD E. NEWFARMER  
President and Chief Executive Officer

APPROVED AS TO FORM:  
  
DAVID M. SNOW  
Interim City Attorney

APPROVED AS TO CONTENT  
  
\_\_\_\_\_  
MAHDI ALUZRI  
City Manager  
  
SUSAN HEALY KEENE, AICP  
Director of Community Development Department  
  
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KARL KIRKMAN  
Risk Manager