



Staff Report

RESOLUTION APPROVING CONSULTANT SERVICES AGREEMENT WITH LSA ASSOCIATES TO PROVIDE CONTRACT HOUSING SPECIALIST SERVICES

Honorable Chair and Board Members:

Summary

Staff is recommending Redevelopment Agency adoption of a resolution approving a Professional Services Agreement for contract services for the Housing Specialist position in the Community Development Department.

Background and Discussion

Staff is recommending the use of LSA Associates, Inc., to provide contract *Housing Specialist* services for the currently vacant position. This position has not been filled by permanent staffing since May 2005. Since that time, various duties associated with the position have been picked up by a combination of other permanent staff (i.e. Community Development Director), and LSA Associates under a previously approved Professional Services Agreement (PSA) to assist with Development Services for the Department in August 2005. Funds associated with that former PSA have been exhausted and a new contract is needed to maintain the job responsibilities associated with the position.

The City had conducted interviews to fill the position in July/August 2005, but no viable candidates were apparent at the conclusion of position evaluation period. The City has recently ramped up efforts to readvertise the position, with interviews of initial candidates to be conducted within the next 30 days. The contract services offered by LSA would bridge the gap in the provision of services until the position is permanently filled. The full measure of job responsibilities offered by LSA for the position is described in their Scope of Services (See Attachment B)

Fiscal Impact

The amount of the contract shall not exceed \$40,000. Funding for this contract would be budgeted in accounts 822-4633-9055-9020, 9517-9020, and 9533-8430.

Public Contact

1. Posting of the Redevelopment Agency Agenda.

Recommendation

Staff recommends that the Redevelopment Agency adopt the attached resolution authorizing the Interim City Manager to execute a Professional Services Agreement with the consultant, LSA Associates, Inc.

Alternatives

1. The Redevelopment Agency could ask for competitive bids from other consultants.

Attachments

- A. Resolution approving the contract
- B. Proposed scope of work from LSA Associates, Inc.

Respectfully submitted,

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Community Development Director

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Interim Executive Director

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PLEASE NOTE:

Attachments A & B are not included as part of this document - please contact the City Clerk's Office at (650) 595-7413 for further information on these attachments.