



Staff Report

File #: REPORT 22-0493, Version: 1

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of August 9, 2022

**APPROVAL OF FIRST AMENDMENT TO AGREEMENTS
FOR ON-CALL STAFF AUGMENTATION SERVICES
FOR COMMUNITY DEVELOPMENT**
(Community Development Director Jeannie Naughton)

Recommended Action:

Staff recommends City Council:

1. Approve the proposed first amendment to an agreement with 4LEAF, Inc. for staff augmentation services to increase the not-to-exceed amount by \$45,000, resulting in a total amended contract term of three years and a total not-to exceed amount of \$75,000 **(Attachment 3)**;
2. Approve the proposed first amendment to an agreement with Willdan Engineering for staff augmentation services to increase the not-to-exceed amount by \$45,000, resulting in a total amended contract term of three years and a total not-to exceed amount of \$75,000 **(Attachment 4)**; and
3. Authorize the Mayor to execute and the City Clerk to attest the attached first amendments subject to approval by the City Attorney.

Executive Summary:

The City entered into an agreement on May 25, 2022 with 4LEAF, Inc. and on July 20, 2022 with Willdan Engineering to provide on-call staff augmentation services for the Community Development Department. The proposed first amendments would increase the not-to-exceed compensation of \$30,000 by \$45,000 resulting in a total amended contract term of three years and total not-to-exceed amount of \$75,000 for each agreement. Approval of the agreements would ensure that the Community Development Department is able to quickly fill temporary vacancies and augment permanent staffing to meet the needs of our community.

Background:

In early 2022, the Community Development Department began to experience the same workforce issues that are being experienced universally. Having an immediate need for technically qualified staffing, staff reached out to six of the leading consulting companies to seek proposals for assistance. Of the six companies, two were able to immediately provide the requested professional services and, therefore, provided proposals.

The City Manager approved \$30,000 agreements with 4LEAF, Inc. and Willdan Engineering to provide as needed staffing augmentation to the Community Development Department (**Attachments 1 and 2**).

Discussion:

Paramount to the City's ability to successfully serve our residents, businesses, development community, and cultivate economic vitality so that all stakeholders can thrive, is maintaining the staffing we need to provide our essential services. Given the small size of our team, several of the positions in Community Development are single-incumbent positions, where an entire function is handled by one position. Having staffing augmentation services agreements in place would allow City staff to quickly fill temporary staffing needs to ensure continuous operations.

4LEAF, Inc. and Willdan Engineering are well-regarded consultants that assist many public agencies in Southern California. Each firm has demonstrated that they have the technical expertise, available staffing, and competitive pricing to assist the City should the need arise.

If approved, the proposed first amendments to the agreements would increase the not-to-exceed limit to \$75,000 each for the total term of three-years. When utilized, funding for the staffing services would be covered by salary savings from the vacant position. Staff recommends City Council approve the proposed contract amendments to ensure continuation of the essential services provided by the Community Development Department.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan Relevant Policies are listed below:

Governance Element

Goal 1. A high degree of transparency and integrity in the decision-making process.

Policies:

- **1.1 Open meetings.** Maintain the community's trust by holding meetings in which decisions are being made, that are open and available for all community members to attend, participate, or view remotely.

Fiscal Impact:

These agreements have a total not-to-exceed amount of \$75,000 each. Funding to support any expenditures under these agreements would be transferred from the salary savings from the position or function being temporarily filled to contract services, account number 001-4201-4201, in the Community Development Department.

Agreement Modification Request				
Agreement	Current Authorized Amount	Modified Request Amount	FY 2022-23 Budget Dept. Account #	Total Revised Contract Amount
4LEAF, Inc.	\$30,000	\$45,000	001-4201-4201	\$75,000
Willdan Engineering	\$30,000	\$45,000	001-4201-4201	\$75,000

Attachments:

1. Agreement with 4LEAF, Inc.
2. Agreement with Willdan Engineering
3. Proposed First Amendment to Agreement with 4LEAF, Inc.
4. Proposed First Amendment to Agreement with Willdan Engineering

Respectfully Submitted by: Angela Crespi, Deputy City Manager

Concur: Jeannie Naughton, Community Development Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager