



Staff Report

File #: REPORT 22-0760, Version: 1

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of November 29, 2022

**APPROVAL OF SECOND AMENDMENT TO AN AGREEMENT
WITH WILLDAN ENGINEERING FOR ON-CALL STAFF
AUGMENTATION SERVICES FOR COMMUNITY DEVELOPMENT**
(Deputy City Manager Angela Crespi)

Recommended Action:

Staff recommends City Council:

1. Approve the proposed second amendment to an agreement with Willdan Engineering for staff augmentation services to modify the rate sheet to include an hourly rate for Community Development Director and increase the not-to-exceed amount by \$100,000, resulting in a total amended contract term of three years and a total not-to exceed amount of \$175,000 (**Attachment 3**); and
2. Authorize the Mayor to execute and the City Clerk to attest the attached second amendment subject to approval by the City Attorney.

Executive Summary:

The City entered into an agreement on July 20, 2022 with Willdan Engineering to provide on-call staff augmentation services for the Community Development Department. At its August 9, 2022 meeting, City Council approved the first amendment increasing the not-to-exceed limit to \$75,000. The proposed second amendment would add an approved hourly rate for the position of Community Development Director and increase the not-to-exceed compensation by \$100,000 resulting in a total amended contract term of three years and total not-to-exceed amount of \$175,000. Approval of the agreement would provide for an Interim Community Development Director to lead the department as the recruitment for a permanent hire is completed.

Background:

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

The City Manager approved a \$30,000 agreement with Willdan Engineering to provide as-needed staffing augmentation to the Community Development Department (**Attachment 1**). At its August 9,

2022 meeting, City Council approved the first amendment to the agreement to increase the not-to-exceed limit to continue to meet the staffing needs of the department (**Attachment 2**).

Past Council Actions

Meeting Date	Description
August 9, 2022 (Regular Meeting)	City Council approved amendment one with Willdan Engineering to increase the not-to-exceed limit to \$75,000

Discussion:

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

Following the departure of the Community Development Director in early November, the City seeks to secure professional services to fill the position on an interim basis while the recruitment for a permanent hire is conducted. Willdan Engineering is a highly-regarded firm that assists many public agencies in Southern California. The firm has demonstrated that they have the technical expertise, available staffing, and competitive pricing to assist the City in many capacities should the need arise.

If approved, the proposed second amendment to the agreement would increase the not-to-exceed limit to \$175,000 for the total term of three-years. Funding for the staffing services would be covered by salary savings from the vacant position. Staff recommends City Council approve the proposed contract amendment to ensure continuity 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.

Policy:

- **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:

This agreement has a total not-to-exceed amount of \$175,000. Funding to support any expenditures under this agreement 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. If additional funding is required, funds would be transferred from Prospective Expenditures.

Agreement Modification Request				
Agreement	Current Authorized Amount	Modified Request Amount	FY 2022-23 Budget Dept. Account #	Total Revised Contract Amount
Willdan Engineering	\$75,000	\$100,000	001-4201-4201	\$175,000

Attachments:

1. Agreement with Willdan Engineering
2. First Amendment to Agreement with Willdan Engineering
3. Proposed Second Amendment to Agreement with Willdan Engineering

Respectfully Submitted by: Angela Crespi, Deputy City Manager

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager