



## Legislation Text

---

**File #:** 24-0189, **Version:** 1

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Erick Lee, Public Works Director  
Sean Roberts, Field Operations Manager  
Nicky Petroff, Senior Management Analyst

**SUBJECT:**

Consideration of a Resolution Approving Amendment No. 1 to the Professional Services Agreement with Commercial Transportation Services Inc., for Commercial Driver's License Training Services at a Cost Not-to-Exceed \$124,500 (Public Works Director Lee).

**ADOPT RESOLUTION NO. 24-0086**

---

**RECOMMENDATION:**

Staff recommends that the City Council Adopt a Resolution Approving Amendment No. 1 to the Professional Services Agreement with Commercial Transportation Services Inc., for Commercial Driver's License Training Services at a Cost Not-to-Exceed \$124,500.

**FISCAL IMPLICATIONS:**

Sufficient funding for the agreement is available within Public Works' proposed Fiscal Year 2024-2025 operational budget. Future years will be budgeted accordingly.

**BACKGROUND:**

The City has historically contracted for commercial driver's license (CDL) training services. These services include classroom and behind-the-wheel training/evaluation, and exam coordination with the Department of Motor Vehicles (DMV). On average, two to three full-time employees participate in CDL training per fiscal year.

**DISCUSSION:**

The City initially entered into this three year agreement in August 2023 with an authorization amount of \$49,500 to provide training to employees in Public Works that are required to obtain a CDL. Since then, additional employees have been hired, and new full-time positions have been authorized. A majority of the new full-time positions will require CDL training as part of their job requirements. It is estimated that eight employees will require CDL training in FY24-25.

In order to authorize additional CDL training, staff recommends that City Council adopt a Resolution

approving Amendment No. 1 to the Agreement with Commercial Transportation Services Inc., for Commercial Driver's License Training Services at a Cost Not-to-Exceed \$124,500.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

**LEGAL REVIEW:**

The City Attorney has approved the amendment as to form.

**ATTACHMENTS:**

1. Resolution No. 24-0086
2. Amendment No. 1 - Commercial Transportation Services Inc
3. Agreement - Commercial Transportation Services Inc.