



## Legislation Text

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**File #:** 21-0175, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Erick Lee, Interim Public Works Director

**SUBJECT:**

Consideration of a Resolution Approving Amendment No. 1 to the Professional Services Agreement with Willdan Engineering, Inc. for Additional Management Support Services for the Public Works Department at a Cost Not-to-Exceed \$100,000 (Interim Public Works Director Lee).

**APPROVE RESOLUTION NO. 21-0049**

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**RECOMMENDATION:**

Staff recommends that City Council approve Amendment No. 1 to the Professional Services Agreement with Willdan Engineering for additional management support services in the Public Works Department, at a cost not-to-exceed \$100,000.

**FISCAL IMPLICATIONS:**

The original contract amount was for \$49,500 and prepared in a time sensitive manner given the sudden need for management support services in the Public Works Department, due to multiple vacancies. The additional services to be rendered under Amendment No. 1 will increase the contract amount by \$50,500 to \$100,000. Because the total contract amount exceeds the City Manager's awarding authority per the City's purchasing policy, City Council approval of Amendment No. 1 is required. The additional services can be paid for from salary savings, given the vacancies of the Maintenance Manager and the Public Works Director.

**BACKGROUND:**

The Maintenance Division of the Public Works Department is responsible for the most visible, day-to-day of maintaining and repairing the City's public infrastructure, including parks, buildings and facilities, and streets. The Division also maintains the City's vehicle fleet, including public safety vehicles.

The City's full-time Maintenance Manager, who oversees the Maintenance Division in the Public Works Department, resigned effective April 15 during a time when the Public Works Director role was vacant. Given that the Public Works Director was being filled temporarily by the Community Development Director, there was an immediate need to secure management support in the Maintenance Division to ensure management oversight for the continuity of day-to-day operations.

Staff reached out to several firms to solicit proposals to provide municipal staffing services for cities, specifically with public works expertise. Staff received three proposals with varying staff qualifications. Willdan Engineering offered the best qualified personnel fitting the City's needs. On April 14, the City finalized an agreement with Willdan Engineering to provide management support services for the Maintenance Division. The agreement was prepared under the City Manager's approval authority, with a billing rate of \$140 per hour to provide interim Maintenance Manager services. At this rate, at approximately 30-35 hours per week, the estimated duration for services would be 10.5 weeks, or through June 25.

#### **DISCUSSION:**

The City is actively recruiting for a Public Works Director as well as for the Maintenance Manager. However, given the critical role that the Maintenance Manager fills in the Department, it makes sense for the future Public Director to appoint a candidate to this position. The Public Works Director recruitment is estimated to be complete by approximately August 1. Once the City hires the Director, they can appoint the chosen candidate for the Maintenance Manager position, who will then proceed through the hiring process. This will necessitate services until approximately September 1. Therefore, staff would like to request an additional 11 weeks of management support, at an amount of approximately \$50,500. Once the City hires a Maintenance Manager, the interim management support services will end even if the not-to-exceed contract amount has not been expended.

#### **PUBLIC OUTREACH:**

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

#### **ENVIRONMENTAL REVIEW:**

The subject request is not a "project" as defined under Section 15378 of the State California Environmental Quality Act (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 agreement as to form. The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

#### **ATTACHMENTS:**

1. Resolution No. 21-0049
2. Amendment No. 1 - Willdan Engineering, Inc.
3. Agreement - Willdan Engineering, Inc. (2021)