



# City of Culver City

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## Staff Report

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**File #:** 24-548, **Version:** 1

**Item #:** C-7.

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**CC - CONSENT ITEM:** Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for Contract Planning Manager Services for an Additional Amount Not-to-Exceed \$36,000 (Aggregate Contract Amount Not-to-Exceed \$86,000).

**Meeting Date:** January 8, 2024

**Contact Person/Dept.:** Lisa Pangelinan/Planning & Development

**Phone Number:** (310) 253-5700

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Attachments:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (01/03/2024)

**Department Approval:** Mark E. Muenzer, Planning & Development Director (12/12/2023)

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### **RECOMMENDATION**

Staff recommends the City Council approve an amendment to the existing professional services agreement with Willdan Engineering for contract planning manager services (Contract No. 32400040), for an additional amount not-to-exceed \$36,000 (aggregate contract amount not-to-exceed \$86,000).

### **BACKGROUND/DISCUSSION**

On August 9, 2023, the City entered into an agreement with Willdan Engineering for contract planning manager services for a total maximum compensation not to exceed \$50,000. The agreement was put in place to address staff turnover in the Current Planning Division and ensure that ongoing Current Planning tasks such as the review of development applications as well as Current Planning special projects including the development of the Objective Design Standards, Zoning Code Update, ADU Prototypes Manual, and the Density Bonus continue uninterrupted while the City recruited for a new Current Planning Manager. The recruitment process took longer than anticipated and, as a result, the consultant was tasked with additional work that exceeded the initial \$50,000 maximum compensation specified in the original agreement in order to avoid disruption to Current Planning services.

The City recently hired a new full-time Current Planning Manager who began work in December

2023. To address the City's outstanding invoices, facilitate the management transition and support the newly hired Current Planning Manager, staff is requesting the City Council approve an amendment increasing the maximum compensation of the existing agreement for an additional \$36,000 for a total contract not-to-exceed amount of \$86,000.

### **FISCAL ANALYSIS**

There is \$36,000 available in the Current Planning Division Account No. 10153200.411100 (Current Planning Division - Regular Salaries) due to salary savings from the vacancy in the Current Planning Manager position. The funds can be transferred to Account No. 10153200.619800 (Current Planning Division - Other Contractual Services) to fund the proposed amendment to the agreement.

### **ATTACHMENTS**

None.

### **MOTIONS**

That the City Council:

1. Approve an amendment to the existing professional services agreement with Willdan Engineering for contract planning manager services, in an amount not-to-exceed \$36,000 for a total not-to-exceed contract amount of \$86,000.
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.