



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 18-0292      **Version:** 1      **Name:** Willdan Contract Amendment for Planning Manager  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 9/16/2017      **In control:** City Council Meeting Agenda  
**On agenda:** 9/25/2017      **Final action:**  
**Title:** CC - (1) Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for Contract Planning Services in an Amount Not-to-Exceed \$180,000; and (2) Approval of a Related Budget Amendment (Requires a Four-Fifths Vote).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
9/25/2017	1	City Council Meeting Agenda		

**CC - (1) Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for Contract Planning Services in an Amount Not-to-Exceed \$180,000; and (2) Approval of a Related Budget Amendment (Requires a Four-Fifths Vote).**

**Meeting Date:** September 25, 2017

**Contact Person/Dept:** Sol Blumenfeld/CDD

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

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐      **Action Item:** ☐      **Attachments:** ☐

**Commission Action Required:** Yes ☐ No ☒      **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (09/20/17);

**Department Approval:** Sol Blumenfeld, Community Development Director, (09/20/17)

## RECOMMENDATION

Staff recommends the City Council (1) Approve an amendment to the existing professional services agreement with Willdan Engineering for contract planning services, in an amount not-to-exceed \$180,000; and (2) Approve a related budget amendment (requires a four-fifths vote).

## **BACKGROUND/DISCUSSION**

In March of this year, an agreement with Willdan Engineering for a not-to-exceed amount of \$30,000 was administratively approved for contract planning services to address the expanded workload and administration of the Current Planning Division pending recruitment of the Current Planning Manager position. On May 30<sup>th</sup>, a contract amendment for \$80,000 was approved by City Council (for a total not-to-exceed amount of \$110,000) until the end of the FY 16-17 fiscal year.

In addition to the management of the Current Planning Division, the on-going work in the Division includes the Hillside Development Study, Marijuana Task Force, Short Term Rental Task Force, text amendments and comprehensive plans. Until recruitment is completed, staff is requesting the City Council approve an amendment increasing the existing agreement an additional \$180,000 (for a total not-to-exceed amount of \$290,000). Recruitment for the Current Planning Manager will be completed by December.

## **FISCAL ANALYSIS**

There is \$98,000 in salary savings in the Current Planning Division to fund part of the contract. The City Council will need to approve these funds and appropriate \$82,000 from the General Fund Unappropriated Reserve into Account 10150200.619800 - Other Contractual Services in order to continue funding one contract Planning Manager until December. The Budget Amendment requires a 4/5ths vote of the City Council.

## **ATTACHMENTS**

None.

## **MOTION**

That the City Council:

1. Approve an amendment to the existing professional services agreement with Willdan Engineering for contract planning services, in an amount not-to-exceed \$180,000 (for a total not-to-exceed amount \$290,000);
2. Approve a related budget amendment (requires a four-fifths vote);
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.

