



City of Culver City

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Staff Report

File #: 16-1020, **Version:** 1

Item #: C-14.

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 \$80,000; and (2) Approval of a Related Budget Amendment (Requires a Four-Fifths Vote).

Meeting Date: May 30, 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 (05/24/17);

Department Approval: Sol Blumenfeld, Community Development Director, (05/16/17)

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 \$80,000; and (2) Approve a related budget amendment (requires a four-fifths vote).

BACKGROUND/DISCUSSION

An agreement with Willdan Engineering for a not-to-exceed amount of \$30,000 was administratively approved earlier this year for contract planning services to address the expanded Current Planning Division workload related to Accessory Dwelling Units, text amendments, comprehensive plans and the Hillside Development Study. Contract planning services were also required for temporary Planning Division administration pending completion in FY 17-18 for the recruitment of the Current Planning Manager position. Staff is requesting that the City Council approve an amendment increasing the existing agreement an additional \$80,000 (for a total not-to-exceed amount of \$110,000) until the end of the 2016/2017 fiscal year.

FISCAL ANALYSIS

The City Council will need to appropriate \$80,000 from the General Fund Unappropriated Reserve into Account 10150200.619800 - Other Contractual Services in order to continue funding one contract Planning Manager for the remainder of the 2016/2017 Fiscal Year. 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 \$80,000 (for a total not-to-exceed amount \$110,000);
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.