



Honorable Mayor and Members of the Hermosa Beach City Council

**APPROVAL OF FIRST AMENDMENT TO AGREEMENT WITH CIVIC SOLUTIONS,
INC FOR ON-CALL STAFF AUGMENTATION SERVICES**

(Community Development Director Carrie Tai)

Recommended Action:

Staff recommends City Council:

1. Approve the proposed first amendment to an agreement with Civic Solutions, Inc. for staff augmentation services to increase the not-to-exceed amount by \$20,000, resulting in a total not-to-exceed amount of \$50,000 for the remainder of the two-year term ending June 30, 2026 (**Attachment 2**); and
2. Authorize the City Manager to execute and the City Clerk to attest the attached first amendment subject to approval by the City Attorney.

Executive Summary:

On June 26, 2024, the City entered into an agreement with Civic Solutions, Inc. with a not-to-exceed limit of \$30,000 to provide immediate on-call staff augmentation services for the Community Development Department due to recent staff vacancies. The City entered into the agreement promptly to ensure adequate coverage of services.

Staff requests approval of the proposed first amendment to increase the not-to-exceed limit by \$20,000 resulting in a total not-to-exceed amount of \$50,000 and maintain the original term ending June 30, 2026 (**Attachment 2**). The first amendment would allow the City to continue using temporary staff augmentation services while recruitment efforts are underway.

Background:

To effectively serve residents, businesses, and the development community, the City must maintain adequate staffing levels. Any staff vacancy in a small community development department significantly impacts delivery of essential services. Staff augmentation agreements are crucial to quickly meet temporary staffing needs, thereby ensuring continuous operations.

On June 26, 2024, the City contracted Civic Solutions, Inc. with a not-to-exceed limit of \$30,000 and a term ending June 30, 2026 for immediate on-call staff augmentation services (**Attachment 1**). Due to limited availability of contracted staff throughout the

profession, Civic Solutions, Inc. is one of two firms currently providing City planning and community development staffing, including two part-time contract planners.

Discussion:

The Community Development Department has one Associate Planner position and two full-time Assistant Planner positions in its small planning division. Two of the three positions, one in each classification, vacated within a week of one another in late June/early July. Upon any pending vacancy, staff immediately begins the process of determining the need and availability of staff augmentation services to fulfill essential duties during the position evaluation and recruitment process. After assessing the workload, City staff solicited professional planning personnel from several firms to fulfill the duties of the Assistant Planner and Associate Planner.

Despite streamlined recruitment efforts through the Hermosa Is Hiring initiative, the challenging labor market for city planners has resulted in protracted recruitment times. Staff anticipates needing staff augmentation for approximately 16 weeks to ensure continuity of planning services, including day-to-day land use expertise for planning staff and the public and management of development projects that require Planning Commission review.

Civic Solutions, Inc. responded with capacity and qualified personnel to provide a portion of the requisite services. One part-time (16 hours per week) contract staff member has been serving the City since July 11, 2024, along with two part-time contract staff members (serving a combined 40 hours per week) from CSG Consultants, another firm. Together, both firms supply 56 hours of temporary contract staffing to assist with the two vacant full-time positions. At the Associate Planner billing rate of \$145 per hour at 16 hours per week (\$2,320), funding in the current contract allows staffing for about 12 weeks, or through September 26, 2024.

Staff requests an additional \$20,000 to continue professional services for approximately 8 additional weeks, or until the positions are filled. The increase would result in a total contract term of two years with a not-to-exceed limit of \$50,000. The proposed amendment would allow the Community Development Department to maintain customer service, including timely responsiveness, and advance development projects. If services are no longer needed before the estimated time, the remaining contract balance would not be used.

Environmental Review:

Pursuant to CEQA Guidelines Section 15378, City Council action on this item is not subject to environmental review under the California Environmental Quality Act because it will not result in a direct or reasonably foreseeable indirect physical change in the environment, and falls within the “common sense” exemption set forth in CEQA Guidelines Section 15061(b)(3), excluding projects where “it can be seen with certainty

that there is no possibility that the activity in question may have a significant effect on the environment.”

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City’s General Plan. Relevant Policies are listed below:

Governance Element

Goal 1. A high degree of transparency and integrity in the decision-making process.

Policy:

- **1.2: Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.

Fiscal Impact:

The agreement would have a total not-to-exceed amount of \$50,000. Funding to support the \$50,000 would come from budgeted Prospective Expenditures in the FY 2024–25 Budget to cover the remaining contract amount as of June 30, 2024.

Agreement Modification Request				
Agreement	Current Authorized Amount	Modified Request Amount	FY 2024–2025 Budget Dept. Account #	Total Revised Contract Amount
Civic Solutions, Inc	\$18,000	\$12,000	001-4101-4201	\$30,000
	\$12,000	\$8,000	001-4201-4201	\$20,000
Total	\$30,000	\$20,000		\$50,000

Attachments:

1. Agreement with Civic Solutions, Inc.
2. Proposed First Amendment to Agreement with Civic Solutions, Inc.

Respectfully Submitted by: Carrie Tai, AICP, Community Development Director

Reviewed by: Angela Crespi, Deputy City Manager

Noted for Fiscal Impact: Brandon Walker, Administrative Services Director

Legal Review: Patrick Donegan, City Attorney

Approved: Suja Lowenthal, City Manager