



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Nate Smith, Public Works Deputy Director  
Art Vela, Director of Public Works

**MEETING DATE:** June 11, 2024

**SUBJECT:** Consideration of Resolution 2024-82, Approving Amendment No. 1 for Professional Services Contract with Engineering Resources of Southern California of Redlands, California in the Amount of \$100,000 for Staff Augmentation Services to Fill a Vacant Associate Civil Engineer Position in the Water/Wastewater Division

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### **RECOMMENDATION:**

Adopt Resolution 2024-82.

### **BACKGROUND:**

The Water and Wastewater Division of the Public Works Department have had a vacancy for the Senior Civil Engineer position since July of 2022 when the previous staff member left the City. A contract was authorized by City Council on May 23, 2023 with Resolution 2023-094 to partially fill the vacancy utilizing engineering staff from Engineering Resources of California (ERSC) on a part-time contract. Over the course of that contract, Public Works staff has been satisfied with services provided by the vendor.

The Senior Civil Engineer was later reclassified to an Associate Civil Engineer. Recruitment for the permanent Associate Civil Engineer position has not produced candidates that are qualified for the required role. The recruitment has been extended to an "Open Until Filled" status and recruitment advertising has been purchased with the American Waterworks Association (AWWA) and the American Public Works Association (APWA).

The Public Works Department reached out to ERSC to inquire if they continued to have a staff member who could assist on a part-time basis. ERSC was originally solicited as they had been conducting plan check services for the City for the last several years for Atwell and other projects to a high degree of satisfaction of the Public Works Department, and was knowledgeable of our local standards, requirements, and staff. ERSC is on the City's approved vendor list for Civil Engineering and Specialized Water/Wastewater Services (Resolution 2022-99 approved 7/12/22) of which assigned tasks are anticipated.

Due to the challenges in recruitment for the Associate Civil Engineer position, the Public Works Department is requesting approval of a Professional Services Agreement with ERSC for continued staff augmentation services until the vacant water/wastewater position is filled. The continued efforts would be on a part-time basis, not to exceed 832 hours per year (average 16 hours per week/52 weeks per year) or \$100,000. Funding would be split 70% from the Water Fund (Fund 660) and 30% from the Wastewater Fund (Fund 680) in accordance with the approved funding split for the Senior Civil Engineer position.

**JUSTIFICATION:**

The request would provide for a continuity of services related to engineering activities in the Water and Wastewater Division of the Public Works Department until the vacant position is filled. Duties related to the Senior Civil Engineer position includes reviewing engineering plans for building permit cases, entitlement projects, master planning for the water and wastewater systems, water system modeling, and implementation of capital improvement projects. In the absence of staff augmentation services until the position is permanently filled, counter services, capital projects and other activities and other activities would be impacted.

**FISCAL IMPACT:**

The recommended Professional Service Agreement with ERSC for staff augmentation services would be funded by utilizing salary savings from the funded and vacant Associate Civil Engineer position in the Water and Wastewater Divisions; there would be no negative fiscal impact to the City's Water and Wastewater Funds.

**ALTERNATIVES:**

1. Adopt Resolution 2024-82.
2. Do not adopt Resolution 2024-82 and provide alternative direction to staff.

**ATTACHMENTS:**

1. [Resolution 2024-82, ERSC Agreement.docx](#)
2. [Exhibit A - Amendment 1.docx](#)
3. [Attach 2 Resolution 2022-99, Engineering On-Call Vendor List.pdf](#)
4. [Attach 3 - Resolution No. 2023-094.pdf](#)