



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING

Meeting Date: May 4, 2021

Agenda Item 6H
Approvals:
City Manager ES
Dept. Head _____
Attorney _____
Finance SC

Department: Finance and Administrative Services
Prepared By: Erik Sund, Interim City Manager

Subject: *INTERIM PUBLIC WORKS DIRECTOR SERVICES*

Fiscal Impact: Yes. Interim Public Works Director services are to be funded with salary savings from the budgeted vacant Public Works Director position.

Summary: The City seeks authorization to continue the engagement of interim Public Works Director services through Interwest Consulting Group until the recruitment for Public Works Director concludes.

Discussion: Under City Manager authority, the City engaged Interwest Consulting Group to provide interim Public Works Director services for less than \$24,975. The City has begun a professional recruitment process to fill the vacant Public Works Director position and anticipates this position will be filled before the end of July 2021. The City will need interim services exceeding \$24,975 until the position is filled.

Interwest Consulting Group brings significant experience to the interim Public Works Director position, filling a critical leadership role for the Public Works Department and the City. Public Works Department services include development services, capital improvement projects, and street maintenance.

An additional \$70,000 will be needed to continue the interim Public Works Director services until the position is filled.

Recommended

Action: STAFF RECOMMENDS THAT the City Council:

1. Approve, and authorize the City Manager to execute the First Amendment to the Professional Services Agreement between Interwest Consulting Group and the City of San Clemente, adding \$70,000 to provide as needed interim Public Works Director services.

Attachments:

1. Interwest Consulting Group – Letter Proposal for an Interim Public Works Director
2. Draft First Amendment to the Professional Services Agreement

Notification: None

April 16, 2021

Erik Sund
Interim City Manager
City of San Clemente
910 Calle Negocio
San Clemente, CA 92673



Re: Letter Proposal for an Interim Public Works Director

Dear Mr. Sund,

We are pleased to present this letter proposal to the City of San Clemente. We understand that the City is in need of a highly qualified Interim Public Works Director. To provide this service to the City of San Clemente, we are proposing **Manuel Gomez**, at an hourly rate of \$185. Manuel is an experienced public works professional with more than 25 years of experience serving municipal public works departments in Los Angeles, Orange, Riverside, and San Bernardino Counties.

Before joining Interwest, he was the Director of Public Works for the City of Irvine for 13 years and held several management positions with the City of Santa Ana over the course of another 13 years. These positions have given Manuel not only valuable insight into the successful management of municipal public works departments and staff, but also intimate understanding of local agency expectations, standards, regulations, and sensitive community issues. Manuel is known for his collaborative and inclusive management style, bringing the best out in the staff that he supervises and interacts with. He is proficient in state and local laws and practices, active in industry associations, and fluent in Spanish.

FEE SCHEDULE

As discussed, below is a breakdown assuming Manuel will serve the City for an initial 135 hours.

INTERIM PUBLIC WORKS DIRECTOR	HOURLY RATE	HOURS	TOTAL
Manuel Gomez	\$185	135	\$24,975

Please do not hesitate to contact me at 714.742.1551 or jross@interwestgrp.com should you have any questions. We look forward to continuing to provide the City of San Clemente with excellent service.

Sincerely,

James G. Ross
Public Works Group Leader
Interwest Consulting Group

1 Jenner, Suite 160
Irvine, CA 92618

714.899.9039

Manuel Gomez

SENIOR PROJECT MANAGER

Manuel is an experienced public works professional with more than 25 years of experience serving municipal public works departments in Los Angeles, Orange, Riverside, and San Bernardino Counties. Before joining Interwest, he was the Director of Public Works for the City of Irvine for 13 years and held several management positions with the City of Santa Ana over the course of another 13 years. These positions have given Manuel not only valuable insight into the successful management of municipal public works departments and staff, but also intimate understanding of local agency expectations, standards, regulations, and sensitive community issues. Manuel is known for his collaborative and inclusive management style, bringing the best out in the staff that he supervises and interacts with. He is proficient in state and local laws and practices, active in industry associations, and fluent in Spanish.

PROFESSIONAL HISTORY

Senior Project Manager / Interwest Consulting Group / 2018 – Present

Manuel provides project management for municipal public works projects and oversees assigned projects to ensure compliance with time and budget parameters. He responds to client and public inquiries regarding engineering policies and procedures and helps municipal management teams to evaluate issues and options regarding the best approach to and practices for public works projects and programs, as well as key organizational issues.

Since joining Interwest, Manuel has provided staff support to the cities of:

- Rancho Palos Verdes
- Maywood
- Grand Terrace
- Perris
- Laguna Beach

Public Works Director / City of Irvine / 2005 – 2018

As Public Works Director for over a decade, Manuel provided leadership and policy direction for the development, construction and maintenance operations of various public works infrastructure projects and programs. He directed the City's largest operating department with more than 150 full-time staff positions. He also was responsible for an annual operating budget of \$65 million and a capital improvement program of more than \$450 million.

Transportation Manager / City of Santa Ana / 1992 – 2005

Manuel provided oversight and management of the development services and transportation functions of the City's Public Works Agency. He also served as the Manager of Maintenance Services and as Assistant to the City Manager during his tenure with the City of Santa Ana.



INTERWEST

Years of Experience: 28

Years w/ Interwest: 3

Education

- B.S. Civil Engineering, California State University, Long Beach

Professional Affiliations

- APWA Southern California Chapter, Member
- City Engineers of Orange County, Board Member 2014-2016
- OCTA Technical Advisory Committee, Chair 2018

**FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR
INTERWEST CONSULTING GROUP**

This First Amendment ("Amendment") to Professional Services Agreement ("Agreement") is made and entered into on this _____ day of _____, 2021, by and between the CITY OF SAN CLEMENTE, a California municipal corporation ("City"), and Interwest Consulting Group ("Interwest").

RECITALS:

- A. City and Interwest entered into that certain Agreement for Interim Public Works Director services (the "Agreement").
- B. Interwest has significant and demonstrated experience to provide interim Public Works Director services and will continue to provide these services.
- C. City and Interwest desire to amend the Agreement in the manner provided herein.

COVENANTS:

Based upon the foregoing Recitals, which are incorporated herein by this reference, and for good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, Interwest and City hereby agree as follows:

Section 1: The Professional Services Agreement is hereby amended in that the total compensation shall not exceed ninety four thousand nine hundred seventy five dollars (\$94,975) without written approval of the City Council or City Manager as applicable.

Section 2: Except as expressly amended by this First Amendment, the remaining portions of the Agreement shall remain in full force and effect.

[Signature Page to follow]

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: _____

Its: _____

Dated: _____, 20__

ATTEST:

CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

("INTERWEST")

City Attorney

By: _____

Its: _____

Dated: _____, 20__

Finance Authorization

