



City of Culver City

Staff Report

File #: 18-0495, **Version:** 1

Item #: C-8.

CC - Approval of an Amendment to an Existing Professional Services Agreement with Government Staffing Services, Inc for Temporary Staffing Services in an Amount Not-to-Exceed \$96,000.

Meeting Date: November 13, 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 (11/09/17);

Department Approval: Sol Blumenfeld, Community Development Director (11/08/17)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Government Services, LLC for temporary staffing services, in an amount not-to-exceed \$66,000.

BACKGROUND/DISCUSSION

On August 31, 2017, an agreement with Government Services, LLC for a not-to-exceed amount of \$30,000 was approved administratively for two temporary Permit Tech staff positions to assist Building Safety and Engineering divisions maintain customer service levels at the public counter and address workload in each division while the City was organizing the establishment of a new "Permit Center" pursuant to the recommendations of the City's recently completed Matrix Study (Study) on Development Services. One of the recommendations in the Study was to remove silos among development service departments and division by creating a senior level Permit Tech position that is trained to work among them. As a first step toward implementation of this recommendation, the recruitments for Permit Tech II level staff were completed and now training and scheduling is underway along with retention the temporary staffing, required as part of the transition to create the

Permit Center. Staff is requesting the City Council approve an amendment increasing the existing agreement an additional \$66,000 (for a total not-to-exceed amount of \$96,000) to allow for the two temporary Permit Tech staffing position through March 2018.

FISCAL ANALYSIS

Funds are available in the City Council Adopted Budget for Fiscal Year 2017/2018 in the Community Development Administration, Other Contractual Services account (10150100.619800).

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Government Staffing Services, Inc. for two contract permit technicians in an amount not -to-exceed \$66,000 (for a total not-to-exceed amount \$96,000);
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.