



# City of Culver City

## Staff Report

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File #: 18-0820, Version: 1

Item #: C-11.

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CC - (1) 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 \$80,000; and (2) Approval of a Related Budget Amendment (Requires a Four-Fifths Vote).

Meeting Date: February 12, 2018

Contact Person/Dept: Mate Gaspar/PW  
Sol Blumenfeld/CDD

Phone Number: (310) 253-5700 and (310) 253-5602

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 (02/06/18);

### Department Approval:

Charles D. Herbertson, Public Works Director/City Engineer (02/01/18)  
Sol Blumenfeld, Community Development Director (02/01/18)

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### RECOMMENDATION

Staff recommends the City Council (1) approve an amendment to the existing professional services agreement with Government Services, LLC for temporary staffing services, in an amount not-to-exceed \$80,000; and (2) approve a related budget amendment (**four-fifths vote requirement**).

### 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 in maintaining customer service levels at the public counter and addressing workload in each division while the City was organizing the establishment of a new "Permit Center" pursuant to the recommendations of the City's Matrix Study (Study) on Development Services. One of the recommendations in the Study was to remove silos among development

service departments and divisions by creating a senior level Permit Tech position that is trained to work across all departments and divisions. As a first step toward implementation of this recommendation, the recruitments for Permit Tech II level staff were completed. The Permit Tech II staff have prepared standard procedures for intake and processing permits and now training and scheduling is underway along with retention of temporary staffing, required to transition to the Permit Center over the next fiscal year. The temporary staffing will be included in the department work plans and budgets for FY 18/19.

In November 2017, the City Council approved 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 positions through March 2018.

The Public Works and Community Development Departments are requesting an additional \$80,000 (\$40,000 per department) to fund a temporary Permit Tech staff positions for the Public Works Department Engineering Division and Community Development Department Building Safety Divisions through June 30, 2018. The intent for the temporary staffing is to address the current volume of permitting and the loss of one Permit Tech II employee who will be on maternity leave beginning in May 2018 while further steps are taken to fully implement the Permit Center.

### **FISCAL ANALYSIS**

There are no funds allocated in the Public Works Department /Engineering Division for temporary Permit Technician support. The position was previously funded from the City Council Adopted Budget for Fiscal Year 2017/2018 in the Community Development Administration, Other Contractual Services account.

A budget amendment is required in the amount of \$40,000 in the Engineering Division of the Public Works Department and \$40,000 in the Building Safety Division of the Community Development Department - Other Contractual Services accounts (10160150.619800) and (10150150.619800) respectively.

### **MOTION**

That the City Council:

1. Approve an amendment to the existing professional services agreement with Government Staffing Services, Inc. for contract permit technician in an amount not-to-exceed \$80,000;
2. Approve related budget amendments **(requires a four-fifth 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.