



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

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**CC - (1) Approval of Amendments to the Existing Professional Services Agreements with JAS Pacific for (A) Building Official Services in an Additional Amount Not-to-Exceed \$20,000 (for an Aggregate Contract Amount of \$150,000); and (B) Plan Check Services in an Additional Amount Not-to-Exceed \$35,000 (for an Aggregate Contract Amount of \$75,000); and (2) FOUR-FIFTHS VOTE REQUIREMENT: Approval of a Related Budget Amendment.**

**Meeting Date:** September 9, 2019

**Contact Person/Dept:** Sol Blumenfeld/CDD  
Lisa Pangelinan/CDD

**Phone Number:** (310) 253-5700  
(310) 253-5761

**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 (09/04/19);

**Department Approval:** Sol Blumenfeld, Community Development Director (08/29/19)

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### **RECOMMENDATION**

Staff recommends the City Council (1) approve amendments to the existing professional services agreements with JAS Pacific for (A) building official services in an additional amount not-to-exceed \$20,000 (for an aggregate contract amount of \$150,000); and (B) plan check services in an additional amount not-to-exceed \$35,000 (for an aggregate contract amount of \$75,000); and (2) approve a related budget amendment (**requires a four-fifths vote**).

### **BACKGROUND/DISCUSSION**

In January 2019, an interim Building Official was hired from JAS Pacific for a limited term while a recruitment was conducted to permanently fill the Building Official position. The interim Building Official was responsible for supervising the Building and Safety Division staff, assessing inspector and public counter workload and permit coordination. In addition, the interim building official was

tasked with implementing the California Building Code (CBC) Adoption, coordinating work on the City's Seismic Retrofit study and production of a draft ordinance regarding Reach Codes.

The recruitment for a permanent Building Official was successfully completed in August 2019 but the outstanding tasks regarding adoption of the CBC and Reach Codes will be completed by the end of the year. The Division must still fill vacancies for the Senior Building Inspector position and Plan Check Engineer and these vacancies have impacted the amount of work that can be effectively managed. Therefore, in order to meet the deadlines for the outstanding projects and maintain the overall Division work flow, staff is requesting to continue the JAS contract for consultant services in the amount of \$20,000.

In addition, a contract for plan check services was administratively approved in March with JAS Pacific, while recruitment is underway for a new Plan Check Engineer. The contract was amended on July 29th and administratively approved for an additional \$20,000. While the recruitment is being completed, staff is requesting a contract amendment for plan check services in the amount of \$35,000.

### **FISCAL ANALYSIS**

Staff will fund the total increase of \$55,000 for the amendments to the existing JAS Pacific agreements from salary savings due to vacant positions within the department. Staff will propose a budget transfer of \$55,000 from the salary budget to contract services under the City Manager's authority.

### **ATTACHMENTS**

None.

### **MOTION**

That the City Council:

1. Approve an amendment to the existing professional services agreement with JAS Pacific for contract building official services in an additional amount not-to-exceed \$20,000 (for an aggregate contract amount of \$150,000);
2. Approve an amendment to the existing professional services agreement with JAS Pacific for contract plan check services in an additional amount no-to-exceed \$35,000 (for an aggregate contract amount of \$75,000);

3. Approve a related budget amendment (***requires a four-fifths vote***);
4. Authorize the City Attorney to review/prepare the necessary documents; and
5. Authorize the City Manager to execute such documents on behalf of the City.