



City of Culver City

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Council Chambers
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Staff Report

File #: 20-659, **Version:** 1

Item #: C-6.

CC - (1) Approval of a Professional Services Agreement with JLee Engineering for (1) Building Inspection Services in an Amount Not-to-Exceed \$80,000; and (2) Approval of an Amendment to the Existing Professional Services Agreement with JLee Engineering for Plan Check Services for an Additional Amount Not-to-Exceed \$80,000 (Aggregate Amount Not-to-Exceed \$130,000)

Meeting Date: January 27, 2020

Contact Person/Dept: Lukas Quach/Building Safety
Lisa Pangelinan/CDD

Phone Number: (310) 253-5802
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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 (01/22/20)

Department Approval: Sol Blumenfeld, Community Development Director (01/16/20)

RECOMMENDATION

Staff recommends the City Council (1) approve a professional services agreement with JLee Engineering ("JLee") for building inspection services in an amount not-to-exceed \$80,000; and (2) approve an amendment to the existing professional services agreement with JLee for plan check services for an additional amount not-to-exceed \$80,000 (aggregate amount not-to-exceed \$130,000);

BACKGROUND/DISCUSSION

A professional services agreement for plan check engineering services was administratively approved with JLee in September 2019 for \$50,000, temporarily filling the vacancy in the Building Safety Division. The position of Plan Check Engineer has been vacant in the Division since February

2019 and JLee was retained to provide plan check services to fill this gap. The vacant Plan Check position has impacted plan reviews and required reliance on consultant services and outsourcing of plan checks to meet customer service demand and manage workload. Staff recommends an amendment to this agreement in an additional amount not-to-exceed \$80,000 to continue to provide these services until the vacancy can be filled.

The Division also will be recruiting a Building Inspector due to the upcoming retirement of the Electrical Inspector this year. To accommodate the workload due to the vacancy, the Division recommends retaining JLee to perform Building Inspector services in an amount not-to-exceed \$80,000 until the position is filled.

FISCAL ANALYSIS

The total increased funding of \$160,000 for JLee Engineering is available in the following accounts:

\$75,000 Other Contractual Services Acct#10150150.619800

\$35,000 Other Contractual Services Acct#10150200.619800

\$50,000 Salary Savings \$50,000 (a budget transfer will be done to move funds from the salary budget to contract services).

ATTACHMENTS

None

MOTION

That the City Council:

1. Approve of a professional services agreement with JLee Engineering for building inspection services for an amount not-to-exceed \$80,000;
2. Approve an amendment to the existing professional services agreement with JLee Engineering for plan check services in an additional amount not-to-exceed \$80,000 (for an aggregate contract amount of \$130,000);
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.