



City of Culver City

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Council Chambers
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Staff Report

File #: 20-919, **Version:** 1

Item #: C-3.

CC - Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for a Contract Permit Technician through End of Fiscal Year (June 30, 2020) in an Additional Amount Not-to-Exceed \$86,500.

Meeting Date: May 26, 2020

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

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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 (05/21/2020);

Department Approval: Sol Blumenfeld, Community Development Director (05/04/2020)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Willdan Engineering ("Willdan") for a contract Permit Technician in an additional amount not-to-exceed \$86,500.

BACKGROUND/DISCUSSION

In August 2019, an agreement with Willdan in an amount not-to-exceed \$50,000 was administratively approved for a contract permit technician in the Building Safety Division to help fill a partial vacancy created by a shared position between Building Safety and Community Risk Reduction in development services and to address current Division service levels.

While the City adapts to new methods to review and approve plans and process building permit applications remotely during the pandemic, it is necessary to maintain contract help until the end of the fiscal year.

FISCAL ANALYSIS

There is \$86,500 available in the FY 2019/2020 Budget in the CDD Administration, Other Contractual Services Acct. No. 10150100.619800 to cover the cost of services until the contract ends this fiscal year.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Willdan Engineering for a contract Permit Technician, in an additional amount not-to-exceed \$86,500;
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.