

CITY OF LONG BEACH

C-6

DEPARTMENT OF DEVELOPMENT SERVICES

333 West Ocean Blvd., 3rd Floor Long Beach, CA 90802 (562) 570-5799 Fax: (562) 570-5072

January 7, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to execute an interim agreement for temporary as-needed building plan check and inspection staffing services with Jason Addison Smith Consulting Services, Inc., dba JAS Pacific, of Upland, CA (not an MBE, WBE, SBE or Local), in an amount not to exceed \$249,900 for a term of one year, pending completion of a procurement process. (Citywide)

DISCUSSION

Over the past three years, the Building and Safety Bureau (Building Bureau) of the Department of Development Services (Department) has been experiencing workforce shortages due to protected medical leaves, transitional duty assignments, and periodic vacancies due to retirements. During Fiscal Year 2013 (FY 13), the Department had seven inspectors and four plan checkers out on medical leave or temporary duty assignments due to work restrictions. Overall, the Building Bureau lost the services of 3.07 Full Time Equivalents (FTEs), or 10 percent of its inspectors and plan checkers, during FY 13.

Pursuant to federal and state law, personnel on protected medical leave and personnel being provided a reasonable accommodation under the law, such as a temporary duty assignment or an intermittent work schedule, must be placed in their same or equivalent position when they return to work. The Department has tried different methods to hold positions open for staff while striving to maintain the service levels expected by the Department's customers, however, these efforts have been insufficient to meet the Department's standard 24-hour response time for each and every call for an inspection. To offset this deficiency, the Building Bureau has solicited the services of firms that provide temporary inspectors and plan checkers. Jason Addison Smith Consulting Services, Inc. (JAS Pacific) has been the only firm to consistently respond to the Building Bureau's requests for this specialized temporary staffing.

In order to ensure temporary plan check, construction inspection, and permit counter staff services are available on an as-needed basis, a Request for Proposals (RFP) is currently being developed and will be submitted to the Purchasing Division in FY 14. However, pursuant to the City's Purchasing Guidelines, City Council approval is required to authorize additional spending authority required to maintain these specialized as-needed services in the interim. Upon completion of the procurement process to select the most qualified and responsive proposals, the Department will return to City Council for authorization to enter into contract(s) for the services.

This matter was reviewed by Deputy City Attorney Linda Vu on December 4, 2013 and by Budget Management Officer Victoria Bell on December 17, 2013.

TIMING CONSIDERATIONS

City Council action is requested on January 7, 2014, to ensure customers of the Development Services counters continue to receive plan check and inspection services in a timely manner.

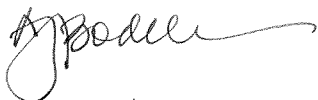
FISCAL IMPACT

The interim agreement for temporary staffing services in an amount not to exceed \$249,900 is comprised of \$99,900 to pay current invoices, plus an estimate of \$150,000 to cover services through September 30, 2014, if necessary. The cost of the interim agreement is budgeted in the Development Services Fund (EF 337) in the Development Services Department (DV). Approval of this recommendation anticipates continued support to the local economy.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



AMY J. BODEK, AICP
DIRECTOR OF DEVELOPMENT SERVICES

AJB:LAF
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APPROVED:



PATRICK H. WEST
CITY MANAGER