

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 5/27/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Item Number: <u>C-4</u>                                                           |  |
| <b>AGENDA ITEM: Approval of an Amendment to an Existing Professional Services Agreement with Kristi Callan for Minutes Transcription Services.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                   |  |
| Contact Person/Dept.: Ela Valladares                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Phone Number: 310-253-5851                                                        |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Action Item: <input type="checkbox"/> Attachments: <input type="checkbox"/>       |  |
| Public Notification:<br>Master E-Mail Notification List (05/21/08); Kristi Callan (05/07/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                   |  |
| Department Approval:<br>Martin R. Cole (05/05/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (05/20/08)                  |  |
| Fiscal Impact Review:<br>Jeff Muir (by N. Kimball) (05/21/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | City Manager Approval:<br>Jerry B. Fulwood (05/21/08)                             |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approve an amendment to the existing professional services agreement with Kristi Callan for minutes transcription services through the remainder of Fiscal Year 2007-08</p> <p><b><u>BACKGROUND:</u></b></p> <p>In November 2007, a contract was approved with Kristi Callan for preparation of meeting minutes. The contract was in the amount of \$10,000.00 and was approved administratively. Due to the increased number and length of City Council meetings, this funding has been depleted.</p> <p><b><u>FISCAL ANALYSIS:</u></b></p> <p>Funding for this contract amendment has been identified from appropriated reserve. Therefore, a budget amendment is not necessary.</p> <p><b><u>MOTION:</u></b></p> <p>That the City Council:</p> <ol style="list-style-type: none"><li>1. <u>Approve an amendment to an existing professional services agreement with Kristi Callan for minutes transcription services in an amount not-to-exceed \$15,000 (for a total contract amount not to exceed \$25,000); and</u></li><li>2. <u>Authorize the City Attorney to review/prepare the necessary documents; and,</u></li><li>3. <u>Authorize the City Manager to execute such documents on behalf of the City.</u></li></ol> |  |                                                                                   |  |