

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

Meeting Date: 07/27/2015	Item Number: C-6
CITY COUNCIL AGENDA ITEM: Approval of a Third Amendment to the Existing Professional Services Agreement with Sandrine Cassidy Schmitt Increasing the Not-to-Exceed Amount by \$1,470.00 (to a Total Not-to-Exceed Amount of \$61,470.00) to Support the Environmental Programs and Operations Division of the Public Works Department.	
Contact Person/Dept.: Catherine Vargas	Phone Number: (310) 253-6411
Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Public Hearing: <input type="checkbox"/>	Action Item: <input type="checkbox"/> Attachments: <input type="checkbox"/>
Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date: _____
Public Notification: (E-Mail) Agenda and Meetings (E-mail) Agenda and Meetings – City Council (07/22/15)	
Department Approval: Charles D. Herbertson (07/16/15)	City Attorney Approval: Carol Schwab (by H. Baker) (07/20/15)
Chief Financial Officer Approval: Jeff Muir (07/21/15)	City Manager Approval: John M. Nachbar (07/22/15)
<p><u>RECOMMENDATION:</u></p> <p>Staff recommends the City Council approve a third amendment to the existing Professional Services Agreement (PSA) with Sandrine Cassidy Schmitt (Schmitt) increasing the not-to-exceed amount by \$1,470.00 (to a total not-to-exceed amount of \$61,470.00) to provide part-time support to the Environmental Programs and Operations Division of the Public Works Department.</p> <p><u>BACKGROUND:</u></p> <p>On November 19, 2013, the City Manager’s Office administratively approved a PSA with Schmitt in an amount not-to-exceed \$30,000 and expiring on April 30, 2014 to develop and implement a comprehensive business recycling outreach program. On May 1, 2014, the parties administratively approved a first amendment to the agreement to extend the PSA’s term to June 30, 2014. On July 1, 2014, the parties administratively approved a second amendment to extend the term of the PSA to June 30, 2015 and increase the not-to-exceed amount of \$60,000.</p> <p>During Fiscal Year 2014/2015, Schmitt assisted staff to close out a Household Hazardous Waste grant (HHW Grant). Costs related to those actions are \$1,470.</p> <p>The HHW Grant related expenses are a one-time event. Staff is recommending that the City Council approve an amendment to the existing Professional Services Agreement with Ms. Cassidy Schmitt in the amount of \$1,470.00 which will allow payment of these costs.</p>	

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DISCUSSION

Culver City Municipal Code Section 3.07.085 provides that the City may award purchase orders and contracts in any amount for professional or personal services without complying with the formal bidding procedures provided the purchase order or contract shall be based upon competitive quotations, whenever practical, as determined by the City Manager. Given the City's past successful experience with Ms. Cassidy Schmitt and the specialized nature of the professional services provided, obtaining of such competitive quotations is not practical at this time.

Should the City Council approve this request, in addition to the proposed increase in the contract amount, the City Attorney's Office will also include language in the third amendment to reflect that HHW Grant services are an authorized service under the agreement.

FISCAL ANALYSIS:

The cost of the proposed third amendment is budgeted in the City Council Adopted Budget for Fiscal Year 2014/2015 in the Environmental Programs and Operations Division of the Public Works Department in account 20260400.619800.

MOTION:

That the City Council:

- 1) Approve an amendment to the existing professional services agreement with Sandrine Cassidy Schmitt for an additional amount not-to-exceed \$1,470.00 (to a total not-to-exceed amount of \$61,470.00) to provide support for the Environmental Programs and Operations Division of the Public Works Department; and,
- 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.