

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

Meeting Date: <u>09/22/08</u>		Item Number: <u>C-X</u>
AGENDA ITEM: Approval of a Professional Services Agreement and Approval of Amendment #1 to Said Agreement, to Kurt Swanson for Temporary Management Services for the Parks, Recreation and Community Services Department.		
Contact Person/Dept.: Bill La Pointe, Director of Parks Recreation and Community Services		Phone Number: (310) 253-6655
Fiscal Impact: Yes ☒ No ☐ General Fund: Yes ☒ No ☐		
Public Hearing: ☐ Action Item: ☐ Attachments: ☐		
Public Notification: Master E-Mail Notification List (09/17/08); Kurt Swanson (09/17/08).		
Department Approval: Bill La Pointe, (by P. Mooney) (09/11/08)	City Attorney Approval: Carol Schwab (by H. Baker) (09/16/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (09/16/08)	City Manager Approval: Jerry B. Fulwood (09/17/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an existing Professional Services Agreement (Contract No. 2008-133) with Kurt Swanson for Temporary Management Services for the Parks, Recreation and Community Services Department, and approve an Amendment to that Agreement of an additional amount not to exceed \$10,000. <u>BACKGROUND</u> Due to a number of vacancies in the Parks, Recreation and Community Services (PRCS) Department, earlier this year staff requested that the City Manager's Office administratively authorized staff to hire a consultant, for an amount not to exceed \$10,000, to assist the PRCS Department on some time sensitive and critical issues that are difficult to complete without sufficient management-level staff. In response to this request, on August 18, 2008 the City entered into Contract No. 2008-133 with Kurt Swanson for Temporary Management Services. The City Manager is authorized to approve and execute contracts, on behalf of the City, for professional services that are not in excess of \$10,000 (Culver City Municipal Code § 3.07.075). However, since Mr. Swanson was previously employed in a similar capacity by the City, staff was advised that the existing agreement between Mr. Swanson and the City should be brought before the City Council for consideration. In the interim, staff has determined that Mr. Swanson's services are needed for an additional length of time. Therefore, staff is requesting that Council also approve an Amendment to the existing Agreement in an additional amount not to exceed \$10,000.		

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DISCUSSION:

Kurt Swanson has over thirty years of park and recreation experience at the highest management level. Before his retirement, he served as the Director of Parks and Recreation for the City of Cerritos, including the operation of the Performing Arts Center. He has also served as the President of the Parks, Recreation and Community Services Department of the League of California Cities and has served on the League Board.

This is the third time that Mr. Swanson has been called upon to assist the Parks, Recreation and Community Services Department. He was hired as Acting Director of Parks, Recreation and Community Services on August 16, 2004. Mr. Swanson contributed significantly to the PRCS Department and his 2004 contract was extended twice by the City Council.

In 2007, Mr. Swanson entered into an agreement with the City to provide temporary management services for PRCS. One of his primary tasks was to evaluate, create, recommend and implement the cash handling system for the ride vendor at last year's Fiesta La Ballona. Mr. Swanson's plan was so successful that it set the standard and was implemented at the 2008 Fiesta La Ballona.

Since Mr. Swanson has experience and knowledge of the Culver City Parks, Recreation and Community Services Department, he seemed to be the logical choice when an additional staff person was needed to provide temporary management services for the Department earlier this year (Contract No. 2008-133). He has already proven himself to be an invaluable member of the PRCS team by successfully overseeing the cash handling system for the Fiesta ride vendor again. In addition, he is assisting the PRCS Director with several issues that only a professional manager with his experience and vision can address. For example, there are current projects in need of immediate attention and executive assistance such as the management of CIP projects, Departmental personnel and organizational issues and strategic planning for Fiscal Year 2009-10.

FISCAL ANALYSIS:

The total amount needed to cover both the existing Professional Services Agreement with Mr. Swanson (Contract No. 2008-133) and the requested Amendment is \$20,000. There is sufficient funding available to be transferred to cover this request due to current Departmental salary savings in the PRCS Division Administrative Budget (10130100.411100 - Regular Salaries) in fiscal year 2008-09.

ATTACHMENTS:

None.

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MOTION

That the City Council:

1. Approve the existing Professional Services Agreement (Contract No. 2008-133) with Kurt Swanson for Temporary Management Services for the Parks, Recreation and Community Services Department in an amount not to exceed \$10,000; and,
2. Approve Amendment #1 to that Agreement of an additional amount not to exceed \$10,000 (for a total contract amount not-to-exceed \$20,000); and,
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.