

City of Culver City, California
Redevelopment Agency Agenda Item Report

Meeting Date: 07/02/07		Item Number: <u>A-1</u>	
AGENDA ITEM: Authorization to Amend the Contractual Agreement with Mr. Caleb Nelson for Parking Management and Property Management Services.			
Contact Person/Dept.: Glenn Heald		Phone Number: 310.253.5752	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: City Master Notification List (06/28/07).			
Department Approval: Sol Blumenfeld (06/20/07)		Executive Director Approval: Jerry Fulwood (6/28/07)	
City Controller Approval: Marlee Chang (6/28/07)			

RECOMMENDATION:

Staff recommends the Redevelopment Agency amend the contract with Mr. Caleb Nelson for Parking Management and Property Management Services for the Agency's Economic Development branch of the Redevelopment Division.

BACKGROUND/ DISCUSSION:

The Economic Development branch of the Redevelopment Division is currently responsible for administration of the parking management program and the property management program. These functions constitute a full-time position requiring experience, analytical skills, and the ability to perform coordinated tasks with several City departments and outside entities in a responsive and professional manner.

In January of 2007 an administrative contract was executed with Mr. Nelson to assist with these programs in order to allow the Economic Development Administrator to concentrate on business development and retention. A contract amendment was approved by the Agency March 19th to extend Mr. Nelson's services through the remainder of Fiscal Year 2006-2007. Due to the recent departure of the Economic Development Administrator and the reorganization of the Redevelopment Division, staff considers it essential to retain Mr. Nelson's services during the transition period.

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FISCAL ANALYSIS:

Mr. Nelson's contract would be based on an hourly wage of \$25 with a not-to-exceed total contract of \$26,000. This would serve to ensure these services will be maintained throughout the balance of Calendar Year 2007. Adequate funds for this project have been budgeted in Program 59190400.619800 (Administration – Other Contractual Services). It is requested that this contract be enacted immediately upon contract authorization and approval.

ATTACHMENTS:

1. Standard Form Agency Contract
2. Exhibit A – Scope of Services
3. Exhibit B – Schedule of Compensation

MOTION:

That the Agency:

Approve a Contract Amendment with Mr. Caleb Nelson for Parking Management and Property Management Services not to exceed \$26,000 from program 59190400.619800.