

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/26/07		Item Number: <u>A-9</u>	
AGENDA ITEM: Authorization to Increase the Existing Purchase Order for Security Guard Services in the Veterans Memorial Complex to Include an Additional Amount of \$7,500.			
Contact Person/Dept.: Pam Robinson, VMC Manager		Phone Number: (310) 253-6632	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Master Notification List on 03/21/07			
Department Approval: William La Pointe (03/12/07)		City Attorney Approval: Carol Schwab (by H. Iker) (03/12/07)	
City Controller Approval: Marlee Chang (03/13/07)		City Manager Approval: Jerry B. Fulwood (03/20/2007)	
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize staff to increase the existing purchase order for security guard services in the Veterans Memorial Complex (VMC), currently in an amount not to exceed \$10,000, to include an additional amount of \$7,500, for a total amount not to exceed \$17,500. <u>BACKGROUND/DISCUSSION:</u> The VMC rental agreement requires that all teenage events such as birthday parties and graduations hire uniformed security guards to be placed at room entrances and exits. In addition, large open to the public events may require security guards depending on the type of event and whether or not alcohol is included. The cost for the security guards, plus an administrative fee is charged back to the customer as a part of their rental agreement. Each year the VMC Division opens a purchase order for Prestige Security Services (a Culver City company) in the amount of \$10,000. Until this year, the amount of \$10,000 was sufficient to cover the needs of the VMC for a 12-month period of time. However, due to an increase in the number of events requiring security guards, the funds in this year's purchase order will be depleted shortly and an increase is required in order to honor our rental commitments through June 30, 2007. Therefore, staff is requesting that the City Council authorize an increase to the existing purchase order by \$7,500 (for a total purchase order of \$17,500).			

City of Culver City, California
City Council Agenda Item Report

FISCAL ANALYSIS:

The VMC Division budget has the money available in account 10131100.619800 (Veterans Memorial Complex – Other Contractual Services) for this increase to the purchase order. It should be noted, the expenditure of the Security Guard Service is recovered as a part of the rental agreement.

ATTACHMENTS:

N/A

MOTION:

That the City Council:

Authorize staff to increase the existing purchase order for Prestige Security Services, currently in an amount not to exceed \$10,000, to include an additional amount of \$7,500, for a total amount of \$17,500.