

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

Meeting Date: 10/06/08		Item Number: J-2	
AGENDA ITEM: JOINT ITEM - Approval of a Tri-Party Professional Services Agreement with Kristi Callan for Minute Transcription Services for Meetings of the City Council, the Redevelopment Agency, the Cultural Affairs Commission, the Parks and Recreation Commission, the Planning Commission, and the Civil Service Commission .			
Contact Person/Dept.: Alice Prasad, Redevelopment and Martin Cole, Assistant City Manager/City Clerk		Phone Number: (310) 253-5704 (310) 253-6007	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Master Notification List Master E-Mail Notification List (7/16/08) and Kristi Callan (7/14/08)			
Department Approval: Sol Blumenfeld (10/01/08)		City Attorney Approval: Carol Schwab (by H. Baker) (10/01/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/01/08)		City Manager/Executive Director Approval: Jerry B. Fulwood (10/01/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council (the "Council") and the Culver City Redevelopment Agency (the "Agency") approve a Tri_Party Professional Services Agreement with Ms. Kristi Callan for minute transcription services. <u>BACKGROUND/DISCUSSION:</u> In September, 2004 a contract was entered into with Ms. Callan for minute transcription services for the Agency. The contract was in the amount of \$10,000 and was approved administratively. The contract funds have now been expended. It is noted for the Agency's information that Ms. Callan is currently contracted to provide transcription services for meetings of the Council and the Cultural Affairs Commission. Because of both Ms. Callan's professional product and the desire to provide a consistent minute format amongst the Council, Agency, and the City's four Commissions, staff is recommending approval of a Revised Agreement that will encompass this expanded scope of work. For these reasons, staff believes that Ms. Callan is best prepared to continue to provide this service. The services are proposed to be provided at the existing hourly rate of \$30. Funding for this Tri Party Agreement is proposed as follows:			

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City Council Meetings	\$25,000
Redevelopment Agency Meetings	\$25,000
Cultural Affairs Commission Meetings	\$ 2,500
Parks and Recreation Commission Meetings	\$ 5,000
Planning Commission Meetings	\$ 7,500
Civil Service Commission Meetings	\$ 2,500
 Total Not-to-Exceed Amount	 \$67,500

On August 18, 2008 the Council and Agency considered and continued discussion of this item pending additional information related to how the \$25,000 not-to-exceed amounts were derived. The additional information is provided in the Fiscal Analysis Section below.

FISCAL ANALYSIS:

For Council meetings, funding for this contract was included in the City's Adopted FY 2008/2009 Budget in the City Clerk's Department (10111100.610400 – Consulting Services). For the Agency, funding for this contract amendment was included in the fiscal year 2008/09 Administration – Contract Services budget (59190400.619800). Funding for the Parks and Recreation, Planning, Civil Service, and Cultural Affairs Commissions are available from already appropriated funds.

Ms. Callan's transcription services are of benefit to the City and Agency because the staff time that had been devoted to transcription has been applied to other efforts.

When calculating the \$25,000 amount for the City and Agency, staff considered the following:

- A six hour Council or Agency meeting equates to approximately \$500 in transcription services (6 hour meeting x 3 hours of transcription services per hour equates to 18 hours at a rate of \$28 per hour).
- A year of meetings equates to \$18,000 [3 meetings per month (average) x \$500 per meeting x 12 months].
- The additional estimated \$7,000 (\$25,000 - \$18,000) would act as a contingency for unanticipated or lengthy meetings.
- Because the total contract expenditure was classified as a "not-to-exceed" amount, any unexpended funds will remain with the City/Agency.

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- Each month staff receives an invoice detailing the number of hours the contractor performs the transcription service and can readily determine if there are any billing errors that require correction.

In addition to the above estimates, staff also reviewed actual meetings of the City Council for the period of January 1 through June 30, 2008. During that time period:

- The City Council met 30 times
- The average time for all meetings (not including closed sessions) was 4.5 hours
- The total meeting time for that six month period was 130.5 hours

Applying the above actual data to a full year period yields approximately 783 hours of time devoted to minute transcription. At an hourly rate of \$30, that yields a cost of \$23,490.

ATTACHMENT:

None.

MOTION:

That the City Council and Redevelopment Agency:

1. Approve a Tri Party professional services agreement with Ms. Kristi Callan for minute transcription services in an amount not to exceed \$67,500; and,
2. Authorize the City Attorney and Agency General Counsel to review/prepare the necessary documents; and,
3. Authorize the City Manager/Executive Director to execute such documents on behalf of the City and Agency.