

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/08/07		Item Number: <u>C-7</u>	
AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Kurt Swanson for Temporary Management Services for the Parks, Recreation and Community Services Department.			
Contact Person/Dept.: William La Pointe, PRCS Director		Phone Number: (310) 253-6655	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (10/03/07).			
Department Approval: Bill La Pointe, (09/27/07)		City Attorney Approval Carol Schwab (by H. Iker) (10/01/07)	
Fiscal Impact Approval: Marlee Chang (10/01/07)		City Manager Approval: Jerry B. Fulwood (10/03/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Kurt Swanson for Temporary Management Services for the Parks, Recreation and Community Services Department. <u>BACKGROUND/DISCUSSION:</u> Due to a number of vacancies and personnel issues in the Parks, Recreation and Community Services (PRCS) Department, the City Manager offered the Director additional staffing help in the form of a consultant. The City Manager authorized the hiring of a consultant for up to \$10,000 to assist the PR&CS Department on some time sensitive and critical issues. The current contract between Kurt Swanson and the City of Culver City is provided as Attachment 1. 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 second 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 contract was extended			

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twice by the City Council. Mr. Swanson's previous agreement with the City was first amended on September 13, 2004, and then again on February 14, 2005 (Contract Nos. 2004-170, 2004-170A1 and 2004-170A2).

Since Mr. Swanson had experience and knowledge of the Parks, Recreation and Community Services Department of Culver City, he seemed to be the logical choice when an additional staff person was needed to provide temporary management services for the Department. One of his primary tasks was to evaluate, create, recommend and implement the cash handling system for this year's ride vendor at the Fiesta La Ballona.

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 addition to the above contract amendment, staff is requesting to extend the contract with Mr. Swanson, for another amount not to exceed \$10,000. Due to current staffing levels, there are current projects in need of immediate attention such as signage for parks, supervisory issues at the Plunge, and writing and background research for park issues and possible grant proposals.

FISCAL ANALYSIS:

The total amount needed to cover the professional services agreements with Mr. Swanson is \$20,000. There is sufficient funding available to be transferred to cover this request due to Departmental salary savings in fiscal 2007-08.

ATTACHMENTS:

1. Contract No. 2007-166: Agreement for Temporary Management Services between Kurt Swanson and the City of Culver City.

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MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement with Kurt Swanson for Temporary Management Services for the Parks, Recreation and Community Services Department.
2. Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.