

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

Meeting Date: 8/18/08		Item Number: <u>JC-2</u>	
AGENDA ITEM: JOINT CONSENT 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, Associate Analyst		Phone Number: (310) 253-5704	
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 (07/14/08)		City Attorney Approval: Carol Schwab (by H. Baker) (08/13/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/16/08)		City Manager/Executive Director Approval: Jerry B. Fulwood (08/13/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council and the Culver City Redevelopment Agency approve a Tri_Party Professional Services Agreement with Ms. Kristi Callan for minute transcription services. <u>DISCUSSION:</u> In September, 2004 a contract was entered into with Ms. Callan for minute transcription services for the Redevelopment 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 City 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 City Council, Redevelopment 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 \$28. Funding for this Tri Party Agreement are proposed as follows:			

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

City Council Meetings	\$25,000.00
Redevelopment Agency Meetings	\$25,000.00
Cultural Affairs Commission Meetings	\$ 2,500.00
Parks and Recreation Commission Meetings	\$ 5,000.00
Planning Commission Meetings	\$ 7,500.00
Civil Service Commission Meetings	\$ 2,500.00
 Total Not-to-Exceed Amount	 \$67,500.00

FISCAL ANALYSIS:

For the City Council meetings, funding for this contract was included in the City's Adopted FY 2008/2009 Budget. For the Redevelopment Agency, funding for this contract amendment was included in the fiscal year 2008/09 Administration – Contract Services budget (59190400.619800). Ms. Callan's transcription services are of benefit to the City and Agency because the staff time devoted to transcription (which, on the average, is three hours transcription time per hour of meeting time) has been applied to other efforts.

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 of 67,500.00; 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 Agency.