



# City of Culver City

## Staff Report Details (With Text)

**File #:** 15-916      **Version:** 1      **Name:** Kristi Callan Contract for Minutes Transcription  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 6/16/2016      **In control:** City Council Meeting Agenda  
**On agenda:** 6/27/2016      **Final action:**  
**Title:** CC - (1) Waiver of Formal Competitive Bidding Procedures; and (2) Approval of a Two-Year Professional Services Agreement with Kristi Callan to Provide Minute Transcription Services for Meetings of the City Council, Other Council Bodies, Commissions, Committees, and Boards, in an Amount Not-To-Exceed \$40,980 Annually.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Contact Person/Dept:** Jeremy Green, Deputy City Clerk  
**Phone Number:** (310) 253-5859

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:** Yes  No

**Commission Action Required:** Yes  No       **Date:**  
**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/21/2016)

**Department Approval:** Serena Wright, Human Resources Director (6/20/2016)

### RECOMMENDATION

Staff recommends the City Council (1) waive formal competitive bidding procedures; and (2) approve a two-year Professional Services Agreement with Ms. Kristi Callan to provide minute transcription services for meetings of the City Council, other Council bodies, commissions, committees, and boards, in an amount not-to-exceed \$40,980, annually.

## **BACKGROUND/DISCUSSION**

In September 2004, a contract was entered into with Ms. Callan for minute transcription services for the former Culver City Redevelopment Agency (CCRA). The contract was in the amount of \$10,000 and was approved administratively.

In 2008 the City Council and former CCRA Board approved a tri-party agreement with Ms. Callan for a not-to-exceed amount of \$67,500. In order to provide a consistent minute format the scope of work was expanded from the initial agreement of providing services for the City Council meetings (\$25,000) and meetings for the four City commissions (\$17,500) to also including the separate CCRA meetings (\$25,000).

In 2013, a two-year contract was signed for a not-to-exceed amount of \$30,000 per year, which included expanded transcription services for the meetings of the Finance Advisory Committee, Oversight Board and Successor Agency to the Culver City Redevelopment Agency (which took the place of the former CCRA).

In 2015, the one-year contract scope was expanded even further to include the meetings of all other City committees and boards.

With the addition of Granicus in July 2015, City Council discussed the action minutes that could be provided through the Granicus system. It was determined at the August 10, 2015 City Council meeting that “summary” minutes, as created by Ms. Callan, would provide greater historical content than the Granicus “action” minutes would have allowed.

Ms. Callan’s transcription services benefit the City because the staff resources that were previously devoted to transcription of meeting minutes are now able to be applied to other efforts.

Ms. Callan’s professional product has always been concise, accurate, and timely. With her extensive historical and institutional knowledge of the City and its people, staff believes that Ms. Callan is best prepared to continue to provide minute transcription services.

The services are proposed to be provided at the existing hourly rate of \$35. Funding for the Agreement is proposed as follows:

City Council, Successor Agency, Housing Authority and Parking Authority	\$15,120
Civil Service Commission Meetings	\$ 1,500
Cultural Affairs Commission Meetings	\$ 3,000
Parks and Recreation Commission Meetings	\$ 2,000
Planning Commission Meetings	\$ 3,500
Finance Advisory Committee	\$ 2,500

Other City Committees and Boards	\$ 9,660
<u>Contingency (10%)</u>	<u>\$ 3,700</u>
Total Not-to-Exceed Annual Amount	\$40,980

In general, Culver City Municipal Code (CCMC) § 3.07.085 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is requesting that the City Council waive this requirement for the reasons stated above, in accordance with CCMC § 3.07.075.E.3.

### **FISCAL ANALYSIS**

For City Council meetings, funding for this contract was included in the City's Adopted FY 2016-17 Budget in each department's respective accounts in the object code 517000 - "City Commission Expenses."

Determining an exact cost for these services is difficult due to numerous changing variables, such as the number of meetings per year, the length of meetings, quality of the audio recording, etc. Therefore, when calculating an estimated contract amount, staff made certain assumptions and considered the following:

- \$15,120 is estimated for meetings of the City Council, Successor Agency, Housing Authority and Parking Authority, assuming approximately twenty-four (24) City Council meetings per year (26 meetings thus far in Fiscal Year 2015/2016), consolidated with other bodies as necessary, with each meeting averaging approximately six hours (6 hour meeting x 3 hours of transcription services per hour equates to 18 hours per meeting x 24 meetings at a rate of \$35 per hour).
- Another \$12,500 is estimated for meetings of the City's four Commissions and the Finance Advisory Committee, assuming the same number of meetings for all Commissions as last year.
- The additional estimated amount of \$9,660 is intended to cover the cost of preparing minutes for the meetings of the Landlord Tenant Mediation Board, Committee on Homelessness (COH), Disability Advisory Committee (DAC), Bicycle and Pedestrian Advisory Committee (BPAC), Fiesta La Ballona Committee (FLBC), as well as unanticipated or lengthy meetings and/or minute requests for City Council standing subcommittee meetings. This cost estimate assumes (a) one 2-hour meeting per month each for the DAC, BPAC and FLBC (three bodies) x \$210 (6 hours of work x \$35/hour) x 12 meetings/year= \$7,560; and (b) four meetings for the LTMB (\$840) and six meetings for the COH (\$1,260).

### **ATTACHMENT**

None.

## **MOTIONS**

That the City Council:

1. Pursuant to CCMC Section 3.07.075.E.3, waive formal competitive bidding procedures; and
2. Approve a two-year professional services agreement with Ms. Kristi Callan for minute transcription services in an amount not to exceed \$40,980, annually; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.