



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 16-707, **Version:** 1

Item #: C-3.

CC - Approval of an Amendment to the Existing Professional Services Agreement with Emmanuel Vazquez Bautista for Interim Farmers' Market Management Services for the Period of April 1 through June 30, 2017, for an Additional Amount Not-to-Exceed \$13,650.

Meeting Date: March 27, 2017

Contact Person/Dept: Glenn Heald/CDD
Todd Tipton/CDD

Phone Number: (310) 253-5752
(310) 253-5783

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☐

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (03/22/17)

Department Approval: Sol Blumenfeld, Community Development Director (03/14/17)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement ("Agreement") with Emmanuel Vazquez Bautista for Interim Farmers' Market Management Services for the period of April 1, 2017 through June 30, 2017 for an additional amount not-to-exceed \$13,650.

BACKGROUND/DISCUSSION

On November 15, 2016, the City of Culver City ("City") terminated its contract with the former farmers' market manager. In order to prevent a lapse in operation of the farmers' market ("Market"), the City entered into a contract with Mr. Bautista, the former assistant market manager, for interim farmers' market management services in an amount not-to-exceed \$15,850, which was administratively approved. The contract was subsequently administratively amended to extend through March 31, 2017 to permit staff time to issue a Request for Proposals ("RFP") for future farmers' market management services for an additional amount not-to-exceed \$13,650 (for a total not-to-exceed contract amount of \$29,500). The RFP is now planned to be released in July FY 2017-2018 and will

require an extension beyond the March 31st expiration date of the interim contract. Staff therefore recommends the Agreement with Mr. Bautista be extended through June 30, 2017 in order to allow the RFP process to be completed. Staff anticipates a draft RFP for Farmers' Market Management Services will be brought for the City Council's consideration in April 2017.

During the term of the proposed extension to the Agreement the schedule of compensation would be:

- Farmers' Market Manager Services: Thirteen (13) Weeks at Thirty Dollars (\$30.00) per hour for a maximum of 25 hours per week - Maximum Not-to-exceed \$9,750.00.
- Market Assistant 1: Thirteen (13) Weeks at Twenty Dollars (\$20.00) per hour for a maximum of 10 hours per week - Maximum Not-to-exceed \$2,600.00.
- Market Assistant 2: Thirteen (13) Weeks at One Hundred Dollars (\$100.00) per week - Maximum Not-to-exceed \$1,300.00.
- Total amount not-to-exceed \$13,650.00. (This would bring the total not-to-exceed amount of the contract to \$43,150.)

FISCAL ANALYSIS

Sufficient funding to cover this contract extension is already budgeted for farmers' market management services in account 10150120.619800 (Economic Development - Contract Services). The total cost of the proposed extension will be equal to or less than the savings resulting from the termination of the previous contract for these services.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Emmanuel Vazquez Bautista for Interim Farmers' Market Management Services for the period of April 1, 2017 through June 30, 2017, for an additional amount not-to-exceed \$13,650 (bringing the total not-to-exceed amount of the contract to \$43,150);
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.