



City of Culver City

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Council Chambers
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Staff Report

File #: 16-973, **Version:** 1

Item #: C-17.

CC - (1) Approval of an Amendment to an Existing Professional Services Agreement with Act-1 Personnel Services for Temporary Help Services in an Amount Not-to-Exceed \$12,000; and (2) Approval of a Related Budget Amendment (Requires a Four-Fifths Vote).

Meeting Date: May 8, 2017

Contact Person/Dept: Sol Blumenfeld/CDD Director
Lisa Pangalinan/ Sr. Management Analyst

Phone Number: (310) 253-5700

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

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

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/02/17);

Department Approval: Sol Blumenfeld, Community Development Director, (04/27/17)

RECOMMENDATION

Staff recommends the City Council (1) approve an amendment to the existing professional services agreement with Act-1 Personnel Services for temporary help services, in an amount not-to-exceed \$12,000; and (2) approval of a related budget amendment (requires a four-fifths vote).

A Budget Amendment Requires a 4/5ths Vote

BACKGROUND/DISCUSSION

In February 2017 an agreement with Act-1 Personnel Services for a not-to-exceed amount of \$30,000 was administratively approved for temporary help in the Community Development Administration Division in order to carryout necessary work. The temporary help is needed for the completion of administrative work including file retention and digital imaging.

Staff is requesting the City Council approve an amendment increasing the existing agreement an additional \$12,000 (for a total not-to-exceed amount of \$41,900) until the end of the 2016/2017 fiscal

year.

FISCAL ANALYSIS

Staff recommends the City Council appropriate \$12,000 from the General Fund Unappropriated Reserve into Account 10150100.619800 - Other Contractual Services to continue funding one temporary help staff for the remainder of the 2016/2017 Fiscal Year.

A Budget Amendment Requires a 4/5ths Vote

ATTACHMENTS

None

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Act-1 Personnel Services for temporary help services, in an amount not-to-exceed \$12,000 (for a total not-to-exceed amount \$41,900);
2. Approve a related budget amendment (requires a four-fifths vote);
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.