



City of Culver City

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

Staff Report

File #: 16-1081, **Version:** 1

Item #: C-10.

CC - 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 \$12,000.00

Meeting Date: June 26, 2017

Contact Person/Dept: Mauricio Alvarenga, Senior Solid Waste Supervisor

Phone Number: (310) 253-6400

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 (6/21/17);

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (06/13/17)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Act-1 Personnel Services for temporary personnel services, in an amount not-to-exceed \$12,000.00.

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 personnel services in the Community Development Division in order to carryout necessary work. In May 2017, Community Development amended the contract with Act-1 Personnel Services for an additional \$ 11,900.00 through the end of FY 16/17.

Public Works Environmental Programs & Operations Division (EPO) is requesting the City Council approve an additional amendment with Act-1 Personnel Services increasing the existing agreement an additional \$12,000 (for a total not-to-exceed amount of \$53,900) through the end of FY 2016/2017.

EPO is responsible for the daily refuse, recycling and organics collection for all residents and businesses citywide. In addition, EPO operates a 500 ton per day transfer station which accepts all materials collected on a daily basis and transfers those materials into semi-trailers for transport to final processing facilities and landfills.

Currently three customer service staff at the transfer station accept all calls concerning daily operations; weigh all vehicles entering and leaving the transfer station; issue all work orders for construction and demolition requests, missed stop complaints, additional special collection requests, and illegal dumping. In addition, customer service staff complete required reports and update all accounts into the refuse billing system daily.

One of the customer service staff is out on leave for an extended period. Daily administrative operations cannot be completed in the absence of this staff person. Due to the necessity to maintain accurate collection service requests and billing updates on a daily basis, it is necessary to hire a temporary staff employee to cover daily duties, fill in for unexpected absences of the other customer service staff and for previously approved vacation time off.

FISCAL ANALYSIS

Funding is available in Public Works Environmental Programs & Operations Division account 20260400.411700 - Contract Labor - to fund one temporary staff person for FY 2016/2017.

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 of \$53,900);
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.