



City of Culver City

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

Staff Report

File #: 21-881, **Version:** 1

Item #: C-7.

CC - Approval of an Amendment to Existing Professional Services Agreements with Shaw HR Consulting Inc. to Continue Providing ADA and FEHA Compliance Consulting Services for an Additional Six-Month Period in An Amount Not-to-Exceed \$10,000.

Meeting Date: June 28, 2021

Contact Person/Dept: Mily C. Huntley/Walter Castillo

Phone Number: (310) 253-5648 / (310) 253-5658

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 (06/23/2021);

Department Approval: Serena Wright-Black, Assistant City Manager (06/21/2021)

RECOMMENDATION

Staff recommends the City Council approve an amendment to existing professional services agreement with Shaw HR Consulting Inc. ("Shaw HR") to continue providing Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA) compliance consulting services for an additional period of six months in an amount not-to-exceed \$10,000.

BACKGROUND/DISCUSSION

The City relies on specialized expertise to provide consulting services in the administration of medical leaves in compliance with State and Federal laws such as FEHA and ADA.

Shaw HR consultants are Human Resource professionals who understand Risk Management and California state and federal disability laws who help the City with specific cases and with implementing best practices, policies, and procedures.

Shaw HR has provided services to Culver City for the past five years. Some of the services Shaw

HR has provided the City consist of FEHA/ADA disability interactive process coordination and facilitation, essential functions job analysis development, and fitness-for-duty- management. Staff continues to be satisfied with their services.

In compliance with Culver City Municipal Code ("CCMC") Section 3.07.045, a new request for quotes is being issued. To ensure continuation of services during this interim period, staff recommends City Council authorize an extension to the existing agreement with Shaw HR for a period not-to-exceed six months.

FISCAL ANALYSIS

Determining an exact cost for these services is difficult due to numerous changing variables, such as the number of cases, the complexity of each case, etc. Accordingly, staff request that Council authorize up to \$10,000 over the course of the six-month extension.

Sufficient funds are available in the proposed Administrative Services budget for FY 2021-2022.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement for a period of six months with Shaw HR for disability consulting services in an amount not to exceed \$10,000; and,
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.