



# City of Culver City

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## Staff Report

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**File #:** 22-1212, **Version:** 1

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**CC - CONSENT ITEM: Approval of an Amendment to an Existing Professional Services Agreement with Kristi Callan to Continue Providing Meeting Transcription Services for an Additional Four-Month Period in an Amount Not-to-Exceed \$20,000.**

**Meeting Date:** July 11, 2022

**Contact Person/Dept:** Jeremy Bocchino/City Clerk's Office

**Phone Number:** (310) 253-5851

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

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

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (07/07/2022)

**Department Approval:** Jesse Mays, Assistant City Manager (06/28/2022)

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### **RECOMMENDATION**

Staff recommends the City Council approve an amendment to an existing Professional Services Agreement with Kristi Callan to continue providing meeting transcription services for an additional period of four months in an amount not to exceed \$20,000.

### **BACKGROUND/DISCUSSION**

The City relies on professional services to draft meeting minutes for over 75 meetings per year for the City Council and various Commissions, Boards, and Committees. Meeting transcription services assist the City with ensuring all meeting activities and history are documented, thus increasing the amount of staff time the City Clerk's Office has available to service other public requests.

Since 2008, Kristi Callan has been providing minutes transcription and preparation services for Culver City governmental meetings. In 2008, Ms. Callan only prepared minutes for City Council and the ancillary bodies, in addition to the four commissions. As the City has added additional boards, committees and task forces, Kristi's scope of work has grown as well. Last year, Ms. Callan spent approximately 1,200 hours viewing, reviewing, and preparing minutes.

The most recent agreement between the City and Ms. Callan expired on June 30, 2022. In accordance with the requirements of Culver City Municipal Code Section 3.07.045, a new request for proposals (RFP) is being issued for these services. In the interim period, to ensure continuation of services during the RFP process, staff recommends City Council authorize an extension to the existing agreement with Kristi Callan for a period not-to-exceed four months in an additional amount not-to-exceed \$20,000.

### **FISCAL ANALYSIS**

Sufficient funds for Council, Commission, Boards and Committee Services (Various Departments - 517000) are included in the City's FY 2022/2023 Adopted Budget.

### **ATTACHMENTS**

None.

### **MOTION**

That the City Council:

1. Approve an amendment to the existing professional services agreement with Kristi Callan for meeting transcription services for an additional four-month period in an amount not to exceed \$20,000; 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.