CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JULY 25, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KINDON MEIK, CITY MANAGER
BY: MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK

SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT NO. 2, FOR ADDITIONAL FUNDING IN THE AMOUNT OF $150,000 AND TIME EXTENSION TO EXISTING PROFESSIONAL SERVICES AGREEMENT WITH APPLEONE EMPLOYMENT SERVICES

MEETING DATE: AUGUST 10, 2022

SUMMARY RECOMMENDATION:

That the City Council approve Amendment No. 2 for additional funding in the amount of $150,000 and time extension to existing Professional Services Agreement (PSA) with AppleOne Employment Services for temporary employees working at the City.

BACKGROUND:

On October 14, 2021, a Professional Services Agreement with AppleOne Employment Services in the amount of $60,000 was approved by the City Manager for a one-year term for temporary employment services.

On March 30, 2022, the City Council approved Amendment No. 1 for additional funding to Professional Services Agreement with AppleOne Employment Services for a not-to-exceed amount of $100,000.

AGENDA ITEM NO. 7

DISCUSSION/ANALYSIS:

This amendment is required to fund and extend the time of the current PSA that was approved on October 14, 2021. The requested funding and time extension will cover expenses through March 15, 2023.

The additional funding is needed to cover temporary employment services of temporary employees for the receptionist at City Hall; one executive assistant in the Community Development Department; and one executive assistant in the Community Services Department.

FISCAL IMPACT/SOURCE OF FUNDING:

Funding Source: 50-521-525200

REQUESTED ACTION:

Staff requests that City Council approve Amendment No. 2 for additional funding in the amount of $150,000 and time extension to the existing Professional Services Agreement (PSA) with AppleOne Employment Services.

ATTACHMENTS:

A: Amendment No. 2 to Professional Services Agreement
B: Amendment No. 1 to Professional Services Agreement
C: Current Professional Services Agreement