



**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.

**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
- B: Current Professional Services Agreement