



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: AUGUST 29, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: AUTHORIZATION TO APPROVE AND ADD AMENDMENT NO. 1, FOR ADDITIONAL FUNDING IN THE AMOUNT OF \$10,000 TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE SAUCE CREATIVE SERVICES CORP.

MEETING DATE: SEPTEMBER 14, 2022

SUMMARY RECOMMENDATION:

That the City Council authorizes to approve amendment number 1 for additional funding in the amount of \$10,000 to the existing Professional Services Agreement (PSA) with The Sauce Creative Services Corp. for the design, print and mailing of the Recreation Brochure.

BACKGROUND:

On April 19, 2022 a Professional Services Agreement for \$60,000 was approved by the City Manager for a one-year term for the design, print and mailing of the Recreation Brochure.

DISCUSSION/ANALYSIS:

The purpose of this agenda item is to amend funding to the current Professional Services Agreement (PSA) that was approved on April 19, 2022. The requested

funding will cover expenses through the term of the current PSA which ends March 2023.

The requested funding, is needed due to increased costs of paper, postage and bulk mailing fees. For this reason, the funding approved in the original contract requires additional funding to print and mail the annual Recreation Brochure.

FISCAL IMPACT/SOURCE OF FUNDING:

Funding Source: 10-513-5222-00

REQUESTED ACTION:

Staff requests that City Council authorize and approve amendment number 1 for additional funding in the amount of \$10,000 to the existing Professional Services Agreement (PSA) with The Sauce Creative Services Corp.

ATTACHMENTS:

Amendment No. 1 to Professional Services Agreement