



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JANUARY 26, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT NO. 3, FOR
ADDITIONAL FUNDING IN THE AMOUNT OF \$150,000 AND TIME
EXTENSION TO EXISTING PROFESSIONAL SERVICES AGREEMENT
WITH APPLEONE EMPLOYMENT SERVICES**

MEETING DATE: FEBRUARY 8, 2023

SUMMARY RECOMMENDATION:

That the City Council approve Amendment No. 3 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.

On August 10, 2022, the City Council approved Amendment No. 2 for additional funding to Professional Services Agreement with AppleOne Employment Services for a not-to-exceed amount of \$150,000.

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 July 30, 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. 3 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. 3 to Professional Services Agreement
- B: Original Professional Services Agreement