



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JULY 25, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KINDON MEIK, CITY MANAGER
BY: MICHAEL MCCONVILLE, DEPUTY CITY MANAGER

SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT NO. 4, EXTENDING THE EXISTING PROFESSIONAL SERVICES AGREEMENT WITH APPLEONE EMPLOYMENT SERVICES

MEETING DATE: AUGUST 9, 2023

SUMMARY RECOMMENDATION:

That the City Council approve Amendment No. 4, extending the 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.

On February 8, 2023, the City Council approved Amendment No. 3 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 extend the time of the current PSA that was approved on October 14, 2021. Amendment No. 4 is extending the PSA expiration date only, not the funding amount, to continue services through June 30, 2024.

The PSA expiration amendment is needed to cover temporary employment services of temporary employees for the receptionist at City Hall; one executive assistant in the Community Services Department; and one executive assistant in the Public Works Department.

FISCAL IMPACT/SOURCE OF FUNDING:

There is no fiscal impact. Amendment No. 4 is extending the PSA expiration date only, not the funding amount, to continue services through June 30, 2024.

REQUESTED ACTION:

That the City Council approve Amendment No. 4, extending the existing Professional Services Agreement (PSA) with AppleOne Employment Services for temporary employees working at the City.

ATTACHMENTS:

- A: Amendment No. 4 to Professional Services Agreement
- B: Original Professional Services Agreement