



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** JULY 27, 2023

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** AUTHORIZATION TO APPROVE AND ADD AMENDMENT No. 2, FOR ADDITIONAL FUNDING IN THE AMOUNT OF \$130,000 TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE SAUCE CREATIVE SERVICES CORP.

**MEETING DATE:** AUGUST 9, 2023

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**SUMMARY RECOMMENDATION:**

That the City Council authorizes to approve amendment number 2 for additional funding in the amount of \$130,000 to the existing Professional Services Agreement (PSA) with The Sauce Creative Services Corp. for the design, print and mailing of the tri-annual Recreation Brochure and other graphic design projects through March 2025 that includes eight additional pages for the Calabasas Community Center's programs and events. The requested funding has been approved in the FY 23/24 budget.

**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. On September 14, 2022 an Amendment for an additional \$10,000 and contract extension to March 2025 was approved by City Council. The additional funds were requested for increased paper costs, postage and bulk mailing fees for 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 is needed for design, print and mailing of the Premier Recreation Brochure through March 2025 that includes eight additional pages for the Calabasas Community Center’s programs and events.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Approved Funding Source: 10-513-5222-00 (DeAnza General Fund) & 55-525-5265-00 (Calabasas Community Center Fund)

**REQUESTED ACTION:**

That the City Council authorizes to approve amendment number 2 for additional funding in the amount of \$130,000 to the existing Professional Services Agreement (PSA) with The Sauce Creative Services Corp. for the design, print and mailing of the tri-annual Recreation Brochure and other graphic design projects through March 2025 that includes eight additional pages for the Calabasas Community Center’s programs and events. The requested funding has been approved in the FY 23/24 budget.

**ATTACHMENTS:**

Amendment No. 2 to Professional Services Agreement