



## Request for City Council Committee Action From the Department of Finance and Property Services

**Date:** May 7, 2012  
**To:** Honorable Betsy Hodges, Chair Ways & Means Committee  
**Subject:** **Project Support Team, LLC – Contract Amendment #1**

**Recommendation:**

The proper City officers are authorized to amend and extend the existing Professional Services Agreement, Contract No. C-33026 for an additional \$45,000 with Project Support Team, LLC. The current contract amount of \$50,000 would be increased for a revised contract amount of \$95,000. The operating budget (Fund 6200 Department 8201320) for the Property Services division is adequate for this contract amendment and no additional appropriation is required.

**Previous Directives:**

- None

**Prepared by:** Greg Goeke, Director of Property Services, 612-673-2706

**Approved by:**

\_\_\_\_\_  
Kevin Carpenter, Chief Financial Officer, Finance and Property Services Dept.

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Jayne Khalifa, City Coordinator

**Presenters:** Greg Goeke, Director of Property Services

**Reviews**

Permanent Review Committee (PRC):	Approval <input checked="" type="checkbox"/>	Date 3/3/12
Civil Rights Approval	Approval <input type="checkbox"/>	Date _____
Policy Review Group (PRG):	Approval <input type="checkbox"/>	Date _____

**Financial Impact**

No financial impact

## **Community Impact**

Neighborhood Notification: NA  
City Goals: NA  
Comprehensive Plan: NA  
Zoning Code: NA

## **Background/Supporting Information**

Property Services utilizes contract services until regular positions can be filled through the normal hiring process. Property Services contracted with Project Support Team, LLC. to provide on-site project support services until an existing position can be re-classified and a formal hiring process completed. Due to some internal reorganization, the process of reclassification and eventual filling of the position has just begun. Property Services is working with Human Resources to fill the vacancy so the contract amendment is intended to cover this interim staffing need.

The Permanent Review Committee has reviewed and approved this request at its May 3, 2012, meeting.

Attachments: None

Cc: Bill Champa