



Request for Committee Action from the Office of the City Clerk

Date: October 14, 2014

To: The Hon. John Quincy, Chair, Ways & Means Committee

Subject: Amendment to Contract C-38017 for Office Team

Recommendation: Approve increase in existing contract by \$25,000, for a revised total contract authorization of \$75,000, and authorize an extension of the contract date from December 31, 2014, to February 28, 2015, for temporary services.

Prepared by: Julie Johnson – ext. 3358
Presenters in Committee: Casey Joe Carl, City Clerk

Review: The Permanent Review Committee approved this request at its meeting Thursday, October 2, 2014.

Financial Impact: Funding is anticipated from vacant position savings within the department through 2014.

Supporting Information: The original contract with Office Team was a standard contract not to exceed \$50,000 to provide for a Council Committee Coordinator (temporary worker) to better distribute the workload among the team of four existing permanent employees in supporting 22 decision-making bodies. During the contract term, the volume of work exceeded what had been planned, driven by additional meetings and hearings as well as the necessity for backup coverage among the team, all of which was not included in the original scope of work. The Clerk's Office requested an additional full-time equivalent (FTE) position as part of the FY 2015 budget, but that position was not included in the Mayor's proposed budget. The Clerk's Office requests approve to increase the existing contract authority to a total of not to exceed \$75,000, and to extend its term through February 2015, thereby providing sufficient staffing for the continued operation of the City Council and its standing committees.