



## AGENDA REPORT

**Meeting Date:** April 2, 2013  
**Item Number:** G-18  
**To:** Honorable Mayor & City Council  
**From:** Noel Marquis, Acting Director of Administrative Services - Finance  
**Subject:** **APPROVALS RELATED TO VARIOUS CITY PURCHASING AND BUDGET TRANSACTIONS AS DESCRIBED HEREIN**  
**Attachments:** 1. None

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**Item A.        APPROPRIATION OF FUNDS IN THE AMOUNT OF \$51,000 FOR SPECIAL LEGAL COUNSEL BY LIEBERT CASSIDY WHITMORE, A PROFESSIONAL CORPORATION; AND**

**APPROVAL OF A CHANGE TO A PURCHASE ORDER IN THE AMOUNT OF \$51,000 TO LIEBERT CASSIDY WHITMORE, A PROFESSIONAL CORPORATION FOR EMPLOYEE RELATIONS**

### **INTRODUCTION**

Liebert Cassidy Whitmore provides specialized legal counsel on the matters of employee negotiations with the City's eight bargaining groups. Staff is requesting additional funding in the amount of \$51,000 for legal counsel in preparation for employee negotiations with five bargaining groups in the next fiscal year. Funding for this preparation will be required during the current fiscal year of FY 2012-2013.

### **DISCUSSION**

In December of 2012, a new contract with Liebert Cassidy Whitmore was approved. This contract replaced the previous fixed dollar amount payment schedule in favor of a retainer system, given the cyclical nature of the City's negotiation needs. The current level of funding for these services is budgeted at \$52,170.

City staff expects that negotiations for these five bargaining groups will require additional support from Liebert Cassidy Whitmore in Fiscal Year 2012-2013. These fees are projected to be \$51,000 in addition to the \$52,170 already budgeted. The combined amount will total \$103,170.

The additional amount requested for the current fiscal year is described as follows:

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<b>Fiscal Year 2012-2013</b>	<b># of Bargaining Groups</b>	<b>Total Amount Needed</b>
February – June	1 bargaining group	\$15,000
April – June	5 bargaining groups	\$36,000
	Total Additional Funding needed for FY 2012-2013	\$51,000

### **FISCAL IMPACT**

The purchase order for Liebert Cassidy Whitmore for FY 2012-2013 is not to exceed \$103,170.

### **RECOMMENDATION**

Staff recommends that Council appropriates additional funds and to increase the purchase order for Liebert Cassidy Whitmore by \$51,000. This will bring the total of the purchase order to \$103,170 in Fiscal Year 2012-2013. These funds will help to address the City's need to effectively prepare for upcoming employee negotiations.

**Item B. A CHANGE TO THE PURCHASE ORDER IN THE AMOUNT OF \$16,000.00 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$63,600.00 FOR ROBERT HALF INTERNATIONAL DBA OFFICE TEAM, A PROFESSIONAL CORPORATION, FOR TEMPORARY STAFFING ASSISTANCE**

### **RECOMMENDATION**

Staff recommends that the City Council move to approve a change order in the amount of \$16,000 to Robert Half International dba Office Team during fiscal year 2012 – 2013 for a total not-to-exceed amount of \$63,600.

### **INTRODUCTION**

Office Team has provided supplemental and temporary administrative staffing assistance to the City for several years.

### **DISCUSSION**

Due to job vacancies of administrative staff, it has become necessary for the Policy and Management Department to seek temporary administrative services to support its day to day activities.

Staff is requesting that the current purchase order of \$47,600 be changed to increase by \$16,000 for a not-to-exceed total amount of \$63,600 in order to accommodate greater than anticipated use of the supplemental administrative services.

### **FISCAL IMPACT**

The cost to perform the temporary administrative services will be covered by salary savings from the department.

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**Item C. APPROVAL OF A CHANGE ORDER FOR WITTMAN ENTERPRISES, LLC IN THE AMOUNT OF \$10,000.00 FOR AMBULANCE BILLING SERVICES FOR A TOTAL NOT TO EXCEED \$59,500.00.**

**RECOMMENDATION**

Staff recommends that the City Council authorize a change order to the existing purchase order in the amount of \$10,000 for a total amount not to exceed \$59,500.

**INTRODUCTION**

The City of Beverly Hills currently has an agreement with Wittman Enterprises, LLC for ambulance billing and collection services to collect fees and charges generated when Fire Department personnel treat and/or transport citizens to the hospital.

**DISCUSSION**

When the agreement #114-11 was created in fiscal year 2008/09, the Fire Department had 2680 billable Emergency Medical Service (EMS) Calls. For the current fiscal year, the Fire Department is expecting to exceed 3,400 EMS calls; therefore projecting the total consideration to increase from \$49,500 to approximately \$59,500, necessitating a change order for \$10,000.

**FISCAL IMPACT**

Funds have been budgeted and are available for this purpose.

  
Noel Marquis  
Approved By \_\_\_\_\_