

Agenda Report

TO: City Council **DATE:** August 15, 2005
FROM: City Manager
SUBJECT: Authorization to increase the not to exceed amount of Purchase Order Contract 26892 with Advanced Applied Engineering Inc.

RECOMMENDATION

It is recommended that the City Council authorize a \$45,000 increase to purchase order 26892 with Advanced Applied Engineering Inc., for provision of an Interim Assistant City Manager, thereby increasing the not to exceed amount from \$74,500 to \$119,500.

It is further recommended that the City Council find that this transaction is exempt from the competitive selection process of the Competitive Bidding and Purchasing Ordinance, pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND

The City has two Assistant City Manager positions. Last spring while recruiting to fill one of the positions, the other became vacant, thereby leaving the City Manager's Office with limited staff resources with which to handle important business of the City.

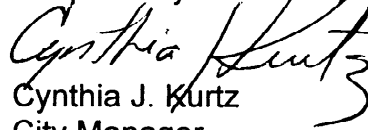
In order to help manage workload until such time as the positions were filled on a permanent basis, the firm of Advanced Applied Engineering Inc., (AAE Inc.) was contracted, in March 2005, to provide the services of an Interim Assistant City Manager. AAE Inc. specializes in providing professional services to local governments. As it happened AAE Inc., had on staff an individual, Julie Gutierrez, with many years of experience in Pasadena including experience as a Department Director in addition to experience as City Manager of Azusa. As such AAE Inc. was determined to be best suited to meet the City's needs. The amount of the purchase order was not to exceed \$74,500.

Recently the Assistant City Manager position that had been vacant was filled by Mr. Brian Williams and recruitment for the second position is presently underway. It is anticipated that this recruitment will be completed by the end of September. Staff is requesting City Council authorization to increase the purchase order with AAE Inc. in an amount sufficient to provide services until that time.

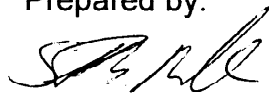
FISCAL IMPACT

Sufficient funds are available in the fiscal year 2006 operating budget, City Manager's Office account 141000.

Respectfully submitted,


Cynthia J. Kurtz
City Manager

Prepared by:



Steve Mermell
Budget Administrator