

# Agenda Report

**TO:** City Council **DATE:** October 17, 2005  
**FROM:** City Manager  
**SUBJECT:** Authorization to increase the not to exceed amount of Purchase Order Contract 29086 with Advanced Applied Engineering Inc.

## RECOMMENDATION

It is recommended that the City Council authorize a \$25,000 increase to purchase order number 29086 with Advanced Applied Engineering Inc., for provision of an Interim Assistant City Manager, thereby increasing the not to exceed amount from \$119,500 to \$144,500.

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

In March 2005, the firm of Advanced Applied Engineering Inc., (AAE Inc.) was contracted to provide the services of an Interim Assistant City Manager. AAE Inc. specializes in providing professional services to local governments.

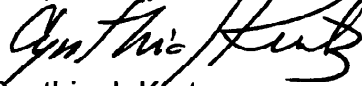
A recruitment process to fill the Assistant City Manager position on a regular basis has been underway for the two months. During this period in order to maintain services from AAE Inc. it was necessary to increase the amount of the purchase order contract from \$74,500 to \$119,500. This action was approved by the City Council on August 15. At that time it was estimated that the appointment of a permanent Assistant City Manager would be made by September 30. Consequently, the additional funds authorized for the purchase order were sufficient to cover AAE Inc.'s services only through that period.

It is now anticipated that the interim services will be needed through October 28, 2005. Consequently, staff respectfully requests City Council authorization to increase the purchase order contract by \$25,000 to cover expenses through this period.

**FISCAL IMPACT**

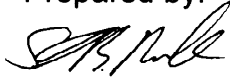
Sufficient funds are available in the fiscal year 2006 operating budget, City Manager's Office account 141000.

Respectfully submitted,



Cynthia J. Kurtz  
City Manager

Prepared by:



Steve Mermell  
Budget Administrator