

# Agenda Report

**DATE:** MARCH 20, 2000

**TO:** CITY COUNCIL

**FROM:** CYNTHIA J. KURTZ, CITY MANAGER

**SUBJECT:** APPROVE AMENDMENT TO PURCHASE ORDER WITH HORIZON INFORMATION NETWORK TO UPDATE THE NORTHWEST COMMUNITY PLAN FOR YEARS 2000 TO 2004 FOR AN ADDITIONAL \$21,000

**RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the City Manager to amend Purchase Order No. 7279 with Horizon Information Network to update the Northwest Community Plan for Years 2000 to 2004 for an additional \$21,000 for a new total not to exceed \$45,975; and
2. That the City Council grant this contract an exemption from the competitive selection process of the Affirmative Action in Contracting Ordinance pursuant to Pasadena Municipal Code 4.09.060 (C) contracts for which the City's best interests are served.

**BACKGROUND:**

In October 1999 Horizon Information Network was contracted by the Housing & Development Department under Purchase Order No. 7279 for preparation of revisions to the Northwest Community Plan. Subsequent to this, Horizon Information Network was requested to also provide interim management and project development services for the Northwest Programs Office until the recruitment and selection process for the Northwest Manager position could be completed.

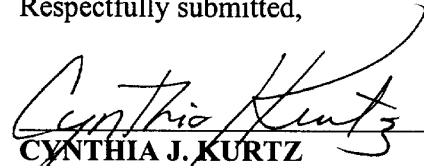
Applications for the Northwest Manager position have been received and candidates are being evaluated. It is anticipated that this position will be filled by late April 2000. In addition, the Northwest Programs Office has been augmented by the addition of a Project Manager position, which position has been filled.

Amendment of Purchase Order No. 7279 in the amount of \$21,000 is necessary to retain Horizon Information to update the Northwest Community Plan for Years 2000-2004, which was put on hold due to the vacancy of the Northwest Manager. The Draft Northwest Community Plan will be completed by June 2000. Exemption from the competitive selection process of the Affirmative Action in Contracting Ordinance is necessary to permit the current contractor, who is intimately familiar with the process, to complete plan revisions in a timely manner.

**FISCAL IMPACT**

Funds for the \$21,000 increase are available in salary savings created by the vacancy of the Northwest Manager position in the Housing & Development Department's FY 2000 Operating Budget, Account 101-685000.

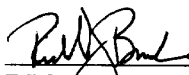
Respectfully submitted,

  
**CYNTHIA J. KURTZ**  
City Manager

Prepared by:

  
**JOHN POINDEXTER**  
Project Manager

Approved:

  
**RICHARD J. BRUCKNER**  
Director of Housing & Development