



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: OCTOBER 2, 2018**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT** **WARD: 5**

**SUBJECT: PURCHASE ORDER WITH PEAK TECHNICAL STAFFING, INC. OF PITTSBURG, PENNSYLVANIA, IN THE AMOUNT OF \$83,750 FOR A TEMPORARY PROJECT MANAGER TO ASSIST WITH CONSTRUCTION OVERSIGHT OF THE NEW YOUTH INNOVATION CENTER AT ARLINGTON PARK THROUGH JUNE 30, 2019**

## **ISSUE:**

Approve the issuance of a purchase order with Peak Technical Staffing, Inc. of Pittsburg, Pennsylvania, in the amount of \$83,750 for a temporary Project Manager to assist with construction oversight of the new Youth Innovation Center at Arlington Park through June 30, 2019.

## **RECOMMENDATIONS:**

That the City Council

1. Approve the issuance of a purchase order with Peak Technical Staffing, Inc. in the total amount of \$83,750 for a temporary Project Manager to assist with construction oversight of the new Youth Innovation Center at Arlington Park through June 30, 2019; and
2. Authorize the City Manager, or his/her designee, to execute a purchase order with Peak Technical Staffing, Inc. in the amount of \$78,750 for a temporary Project Manager, plus an additional \$5,000 for travel costs associated with the temporary Project Manager position.

## **BACKGROUND:**

On June 12, 2018, the City Council approved a Professional Consultant Services Agreement with Peak Technical Services, Inc. for temporary employee services through June 30, 2019. The Parks, Recreation and Community Services Department (PRCSD) contracted a temporary Project Manager with Peak Technical Staffing, Inc. to assist with oversight of the construction of the Youth Innovation Center (YIC) at Arlington Park.

On December 16, 2014, the City Council directed staff to redesign plans for a childcare center to serve as a youth innovation center and allocated funding for the design phase. On May 15, 2018, City Council authorized the appropriation of funds to begin construction on the YIC at Arlington

Park. Funding appropriated on May 15, 2018, will be used to fund the temporary Project Manager Position.

**DISCUSSION:**

The total cost projected for the temporary Project Manager position is \$78,750 for Fiscal Year 2018-2019, plus travel expenses associated with the position in the amount of \$5,000. Per Administrative Policy 07.014.00 contracts in excess of \$50,000 require City Council approval. Funds have been appropriated and are available for expenses relating to the construction of the YIC at Arlington Park.

The Human Resources Director concurs with the recommendation to utilize Peak Technical Staffing, Inc. for construction oversight of the new Youth Innovation Center at Arlington Park.

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 23256.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$83,750. The funds are available in Arlington YIC project account 9886720835-44044600.

Prepared by:	Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to	
availability of funds:	Edward Enriquez, Interim Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachment:	Agreement with Peak Technical Services, Inc.
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