TO:               HONORABLE CITY COUNCIL
ATTN:            FINANCE COMMITTEE
FROM:            CITY MANAGER           DEPARTMENT:  ADMINISTRATIVE SERVICES
DATE:            MAY 16, 2006            CMR:228:06
SUBJECT:  2006-07 CONTRACT SCOPES OF CONSULTANT SERVICES AGREEMENTS GREATER THAN $85,000

RECOMMENDATION
Staff recommends that the Finance Committee review the contract scopes of service of 2006-07 consultant contracts greater than $85,000 and provide input for the Council consideration during the 2006-07 Budget process. (Attachment 1)

DISCUSSION
As part of the budget process, staff provides the Finance Committee with the list of budgeted projects for which consultant service costs are estimated to be greater than $85,000.

Consultant service is defined by the City as any contractor hired to provide information, knowledge or advice, which may be in the form of a report, plans and specifications, drawings or other media. Only consultant services that apply to General Fund Capital Improvement Program projects are included in this report.

The report excludes recurring, routine service-related agreements such as testing or maintenance contracts, environmental assessments paid by developers and contract agreements for legal service.

Detailed descriptions of the proposed projects are attached as exhibits to this report to allow the Finance Committee the opportunity to review and raise questions before commencement of any work on the proposed project. Once Council approves the scope of work of a project, staff will not materially change the scope unless it returns to Council for approval.

PREPARED BY:  ________________________________
               AMY C. JAVELOSA-RIO
               Senior Financial Analyst

APPROVED BY:  _____________________________________________

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ATTACHMENTS
Attachment 1: 2006-07 Summary of Consultant Agreements Greater than $85,000
   Exhibit A – Public Safety Building
   Exhibit B – Library Service Model Analysis
   Exhibit C – College Terrace Library Improvements
   Exhibit D – Art Center Electrical & Mechanical Upgrades
   Exhibit E – Intermodal Transit Center