TO: HONORABLE CITY COUNCIL

ATTN: FINANCE COMMITTEE

FROM: CITY MANAGER DEPARTMENT: ADMINISTRATIVE SERVICES

DATE: MAY 15, 2008 CMR: 238:08

SUBJECT: APPROVAL OF 2008-09 CONTRACT SCOPES FOR SERVICE AGREEMENTS GREATER THAN $85,000

RECOMMENDATION

Staff recommends that the Finance Committee review and approve the contract scopes of service of 2008-09 consultant services agreements greater than $85,000 as part of the 2008-09 Budget process. (Attachment 1)

DISCUSSION

The Purchasing Manual provides that as part of the budget process, the Finance Committee shall review and approve the scope of services for Capital Improvement Program (CIP) consultants over $85,000. This requirement applies to feasibility studies and design or engineering services for a General Fund capital improvement program project.

The report excludes recurring, routine service-related agreements such as testing or maintenance contracts, environmental assessments paid by developers, construction contracts, contract agreements for legal service, and Enterprise Fund and Internal Service Fund capital projects.

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.
RESOURCES IMPACT SECTION

Approval of this recommendation will have no fiscal impact to the City since funding for the consultant contracts of these projects is included in the 2008-09 budget. As mentioned in Attachment 1 some of the contracts are contingent upon passage of a library bond measure.

POLICY IMPLICATIONS

This recommendation does not represent any change to City policies.

ENVIRONMENTAL REVIEW

The actions recommended in this report do not constitute a project under the California Environmental Quality Act (CEQA). Each project will continue to undergo the appropriate environmental review as required for design and construction of facilities.

ATTACHMENTS

Attachment 1 – 2008-09 Summary of Consultant Agreements Greater than $85,000
   Exhibit A - Animal Services Center (PE-04014)
   Exhibit B - College Terrace Library and Child Care Center Improvements (PE-05010)
   Exhibit C - Mitchell Park Library and Community Center (PE-04012); Main Library (PE-05002); Downtown Library (PE-09001) – Bond Measure
   Exhibit D - Main Library Improvements (PF-07010)
   Exhibit E - Los Alto Treatment Plant Master Plan Study (PE-09004)

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Deputy City Managers

CC: n/a