TO: HONORABLE CITY COUNCIL

ATTN: POLICY AND SERVICES COMMITTEE
FINANCE COMMITTEE

FROM: CITY MANAGER

DEPARTMENT: ADMINISTRATIVE SERVICES

DATE: SEPTEMBER 10, 2002

SEPTEMBER 24, 2002

SUBJECT: FISCAL YEAR 2002-03 CONSULTANT AGREEMENTS GREATER THAN $65,000

RECOMMENDATION

Staff recommends that the Policy and Services Committee and Finance Committee review the list of fiscal year 2002-03 proposed consultant service agreements greater than $65,000 and determine whether there is any interest in reviewing contract scopes of service prior to a Request for Proposal (RFP) being issued. (Attachment A)

DISCUSSION

Each year staff provides the Policy and Services Committee and the Finance Committee with a list of budgeted projects for which consultant services costs will be greater than a specified level, currently $65,000. During hearings on the 2001-03 budget, Council members expressed interest in receiving a list of proposed consultant agreements for the adopted 2001-02 budget and the adopted-in-concept 2002-03 budget. In CMR: 307:01, staff provided this information. Each Committee then reviewed the list and identified contracts for review. 2002-03 contracts selected at that time for review are listed in Attachment B.

To avoid redundancy, this report only includes additions and changes to the 2002-03 list contained in CMR: 307:01. Changes would include, for example, an increase in the contract amount compared to the request in the 2001-03 process. The list of additions and changes is provided in Attachment A.

Each Council Committee is being asked to identify those consultant agreements in Attachment A that are of special interest and whose services are to be reviewed. To assist the Committees in determining which contract is reviewed by which Committee, staff used
guidelines provided in sections 2.04.250 and 2.04.260 of the Palo Alto Municipal Code. The Finance Committee’s responsibilities include finance, budget, audits, capital planning and debt. The Policy and Services Committee’s responsibilities include intergovernmental relations, personnel policies, planning and zoning, traffic and parking, public works and community and human services.

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. The referenced consultant services in this report are not meant to include recurring, routine service-related agreements such as testing or maintenance contracts. Environmental assessments paid by developers also are not included in this report nor are contract agreements for legal services or those for the Enterprise Funds.

Should there be additional qualifying agreements developed during the year, staff will place the item on the consent calendar of a Council agenda, recommending either no review by Committee, or the option of referral to one of the Standing Committees. Council could remove the item from the consent calendar and direct either: a) referral to the other Standing Committee, or b) participation of the full Council in review of the draft request for proposals.

ATTACHMENTS

Attachment A – 2002-03 Additions/Changes to Consultant Agreements Greater than $65,000
Attachment B – 2002-03 Consultant Agreements Greater than $65,000 Already Selected for Review from CMR: 307:01

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