



3.7

DEVELOPMENT SERVICES  
DEPARTMENT

**CITY OF SACRAMENTO**  
CALIFORNIA

1231 I STREET  
ROOM 200  
SACRAMENTO, CA  
95814-2904

ADMINISTRATION  
916-264-5930  
FAX 916-264-5223

August 5, 2004

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: APPROVAL OF A SUPPLEMENTAL AGREEMENT FOR PROFESSIONAL SERVICES FOR LISA BEAVER, FIRE PLAN CHECK CONSULTANT**

**LOCATION AND COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:** Staff recommends adoption of the attached resolution authorizing the City Manager to execute a supplement to City Manager's Agreement 99-350 with Lisa Beaver for an additional \$40,000, for a total contract amount of \$520,000, for fire plan check services.

**CONTACT PERSON:** Michael Medema, Interim Director – 808-1915  
Susan Obad, Administrative Analyst – 808-6849

**FOR COUNCIL MEETING OF: August 17, 2004**

**SUMMARY:** The attached resolution authorizes the City Manager to approve a supplemental agreement for fire plan check consultant services for Lisa Beaver. The services will allow the Development Services Department to maintain adequate service levels in building permit plan review during the City's continued record growth of permit applications.

**COMMITTEE/COMMISSION ACTION:** None

**BACKGROUND:** The use of professional services contracts for consultant services provides flexibility in meeting service demand levels. At the time of the Mayor's Commission on Development report in 1999, we were utilizing just a few professional services providers. Consistent with the recommendations of that report and supporting the City Managers' sustainable budget approach, we are currently utilizing over thirty professional services providers to assist in meeting building permit plan review, fire plan review and field inspection services.

In addition to the utilization of consultants, we are working to fill vacancies of engineering positions. Given the high workload period we are currently in, consultants continue to be needed once those positions are filled.


**FINANCIAL CONSIDERATIONS:** The expenditures related to the supplemental agreement total \$40,000. The appropriations will be funded from the Building Division's FY 04-05 operating budget. Sufficient funds exist for this supplement.

**POLICY CONSIDERATIONS:** This request to adopt the attached resolution is in accordance with the policy recommended by the Mayor's Commission to contract out building inspections workload that cannot be performed by city employees. It is also in accordance with policy requiring City Council approval of all contracts over \$100,000. City Council Resolution 2003-632 requires an identified funding source for new expenditures. This report identifies all funding sources for the new expenditures.

**ENVIRONMENTAL CONSIDERATIONS:** There are no environmental considerations associated with this report.

**ESBD EFFORTS:** This vendor, Lisa Beaver, is not currently certified with the City of Sacramento as a small business. The Department is making an attempt to acquire certification prior to execution of this supplemental agreement. The total ESBD efforts for the Development Services Department is 26%.

Respectfully Submitted,



MICHAEL MEDEMA

Interim Director of Development Services

RECOMMENDATION APPROVED BY:



ROBERT P. THOMAS

City Manager

**RESOLUTION NO:**

**ADOPTED BY THE SACRAMENTO CITY COUNCIL**

**ON DATE OF \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE  
A SUPPLEMENT TO CITY MANAGER AGREEMENT 99-350 WITH  
LISA BEAVER, FIRE PLAN CHECK CONSULTANT, FOR AN  
AMOUNT NOT TO EXCEED \$40,000**

**BE IT RESOLVED BY THE SACRAMENTO CITY COUNCIL THAT:**

1. The City Manager is authorized to execute a supplement to City Manager's Agreement 99-350 with Lisa Beaver for an additional \$40,000, for a total contract amount of \$520,000, for fire plan check services.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_