



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

INFORMATION
September 4, 2007

Honorable Mayor and
Members of the City Council

Title: Update on the Department of Parks and Recreation's Use of the On-Call
Master Consultant Services List

Location/Council District: Citywide

Recommendation: Receive and File.

Contact: J.P. Tindell, Park Planning and Development Manager, 808-1955

Presenters: Not applicable

Department: Parks and Recreation

Division: Park Planning & Development Services

Organization No: 4727

Description/Analysis

Issue: The City Auditor recommended that a department "Notify the Mayor and City Council of all aggregate purchases of \$100K or greater not approved by the governing body, as required by City Code." Using the approved On-Call Master Consultant Services List for Public Facilities dated October 24, 2006, the Department of Parks and Recreation has acquired the following landscape architecture services from Callander Associates and Stantec:

Firm Name	Capital Improvement Program (CIP)	Project	Contract Amount	Date
Callander Associates	LV42	Shasta Park Master Plan	\$47,341	11/16/06
	LW07	Steve Jones Park	\$46,000	12/07/06
	LN64/LN68	Robla Park Phase III	\$40,485	02/14/07
	LU72	Heron Park Phase II	\$17,450	04/06/07
	LR31	Fremont Fountain	\$5,700	<i>pending</i>
Callander Associates Total			\$156,976	
Stantec	LS78	Westlake Phase II	\$60,415	12/14/06
	HC47	N. Laguna Bike Trail	\$31,030	01/22/07
	LU47	Marriott Park	\$15,000	05/02/07
	LX23	Hopkins Park	\$25,806	<i>pending</i>
	Stantec Total			\$132,251

Background information is included as Attachment 1 (page 4).

Policy Considerations: The City Auditor's recommendation 2.2 of the April 25, 2006, internal audit report entitled *Bidding and Contract Process Examination: The General Services Department and the Office of the City Clerk* states:

"Notify the Mayor and City Council of all aggregate purchases of \$100K or greater not approved by the governing body, as required by City Code."

Providing parks and recreation facilities is consistent with the City's strategic plan to enhance livability in Sacramento's neighborhoods by expanding park, recreation, and trail facilities throughout the City.

Committee/Commission Action: Not applicable.

Environmental Considerations: This report concerns administrative activities that will not have a significant effect on the environment, and does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

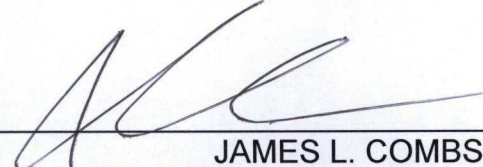
Rationale for Recommendation: This report has been prepared in order to meet the guidelines set forth in the City Auditor's recommendation 2.2 of the

April 25, 2006, internal audit report entitled *Bidding and Contract Process Examination: The General Services Department and the Office of the City Clerk*.

Financial Considerations: No new funds are requested. Each CIP listed in the table above contains adequate funds necessary to complete each agreement.

Emerging Small Business Development (ESBD): The selection of Landscape Architect consultants and contractors for these projects followed City established guidelines for inclusion of ESBD firm.

Respectfully Submitted by:


JAMES L. COMBS
Director, Parks and Recreation

Recommendation Approved:



RAY KERRIDGE
City Manager

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Attachment 1**Background Information**

On October 24, 2006, the City Council adopted Resolution 2006-784 which approved the On-Call Master Consultant Services List for Public Facilities. This list provides for faster and more cost effective delivery of professional services. This resolution also allows other departments to use the master list for consultant services provided that each department contracts separately for services.

Since adoption of the resolution, the Parks and Recreation Department has contracted with several firms from the On-Call Master Consultant Services List for Public Facilities. Although amounts of all of the individual contracts were below \$100,000, the aggregate amount of services for two of the firms, Callander Associates and Stantec, exceeded \$100,000.

On April 18, 2006, the City Auditor released a report entitled *Bidding and Contract Process Examination: The General Services Department and the Office of the City Clerk*. Recommendation 2.2 of the internal audit report states each department should "Notify the Mayor and City Council of all aggregate purchases of \$100K or greater not approved by the governing body, as required by City Code."

The purpose of this report is to inform the Council and Mayor as recommended by the City Auditor.