

Agenda Report

TO: CITY COUNCIL

Date: May 5, 2003

FROM: City Manager

SUBJECT: Authorization to Amend Purchase Order Contract No. 18,200 with Banerjee & Associates to Provide Professional Services for the Development of the Draft Mobility Element of the General Plan Update

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to amend Purchase Order Contract No. 18,200 by \$7,380 for a new not to exceed amount of \$82,375 with Banerjee & Associates to provide professional services for the development of the Draft Mobility Element of the General Plan Update. Competitive Bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services.

BACKGROUND:

In November 2002, Banerjee & Associates was engaged to develop the Draft Mobility Element of the General Plan Update. Originally, it was anticipated that this endeavor would involve a maximum of 600 consultant hours to complete, with the project end culminating in adoption of the document by City Council.

A purchase order contract, 18,200, was issued for \$74,995 for services to complete this project. However, the project encompassed more consultant hours than originally anticipated, requiring extensive review by various City commissions and revisions by staff to deliver a high quality product that merged all these thoughts into one cohesive document.

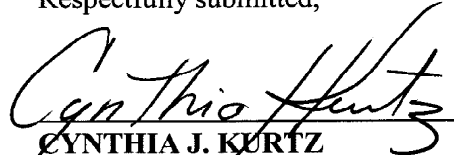
The Draft Mobility Element of the General Plan Update was recently approved by City Council on April 7, 2003. A review of payments to date, and invoices submitted recently, revealed a need for additional funding based on the aforementioned factors above. If approved, the total not to exceed amount for this purchase order contract will increase from \$74,995 to \$82,375.

FISCAL IMPACT:

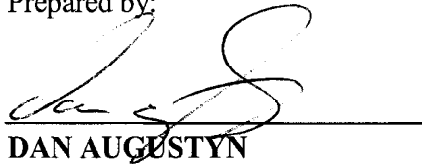
Since the creation of the Department of Transportation was not foreseen during the FY 2003 budget cycle, there was not a budget in the Consultant Services line item (8115-101-771100) to pay for the services of Banerjee & Associates. However, the department has used salary savings from a vacant Planning Manager position, which has an annual budget of approximately \$129,000.

For FY 2003, payments to Banerjee & Associates for the development of the Draft Mobility Element will not exceed \$82,375.

Respectfully submitted,


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City Manager

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Approved:



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