

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>03/22/09</u>		Item Number: <u>C-9</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Aeryn Donnelly for Park Planning Services, Increasing the Agreement by \$10,000 (for a Total Not-to-Exceed Amount of \$30,000).			
Contact Person/Dept.: Patrick Reynolds, Parks Division Manager		Phone Number: (310) 253-6471	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (Email) Meetings and Agendas – City Council (03/17/09).			
Department Approval: Bill La Pointe (by P. Mooney) (03/08/10)		City Attorney Approval: Carol Schwab (by H. Baker) (03/17/10)	
Chief Financial Officer Approval: Mark Scott (by M. Noller) (03/17/10)		City Manager Approval: Mark Scott (03/17/10)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Aeryn Donnelly for Park Planning Services, increasing the agreement by \$10,000 (for a total not-to-exceed amount of \$30,000). <u>BACKGROUND:</u> On February 17, 2009, the City entered into Contract Number 2009-013 in the amount of \$10,000 with Aeryn Donnelly, Landscape Design Consultant, for Park Planning Services. The following duties related to this contract were agreed upon by Ms. Donnelly and the Parks Division of the Culver City Parks, Recreation and Community Services Department: 1) Update record drawings of all City parks site plans to include, but not be limited to, irrigation systems, planting plans, tree inventories, site amenities and assessments; 2) Park Planning as relates to the Parks Master Plan and the Needs Assessment priority list: playground design, planting and irrigation design, park renovation and Capital Improvement Projects, site surveys and Capital Improvement Project administration and management. On October 19, 2009, staff requested and the City Council approved an amendment to Ms. Donnelly's contract increasing it by an additional \$10,000 (for a total not-to-exceed amount of \$20,000). At that time, staff informed the City Council that Ms. Donnelly had provided the City with an excellent work product and was instrumental in assisting the Parks Division in meeting its performance goals and project deadlines.			

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DISCUSSION:

In the months since Ms. Donnelly's previous contract amendment, she has continued to play a vital role by assisting the Parks Division Manager in accomplishing a myriad of parks-related projects and administrative-level tasks. She assisted with the implementation of the Division's capital improvement projects, most notably the KaBOOM! Playground Project at Veterans' Memorial Park (a.k.a., Veterans' Park Playground Improvements, P-924), among others. In addition, she has completed several of the other special assignments that were listed in the previous report to the City Council, including the Culver City and El Marino Playground Design Projects and the design of Demonstration Garden Projects at various parks.

Although much has been accomplished in recent months, the Parks Division has several ongoing and upcoming projects which require the services of a consultant with Ms. Donnelly's skill set, including, but not limited to:

- The two remaining elements of the Veterans' Memorial Park Playground Project (P-924): the ADA accessible path and the play area for children ages 2-5;
- The South Coast Air Quality Management District Tree Planting Partnership Program grant projects at Culver City Park (P-926 and P-927; initiated by and in collaboration with the Engineering Division of the Public Works Department);
- The Culver City Park Playground Project (P-916);
- The Park Inventory Project, which includes site analysis and site dimensioning of each park;
- The Park Database Project, which involves working collaboratively with the Information Technology Department to update park mapping systems and methods of data collection, storage and distribution; and,
- Park Planning Research, which involves the assessment of all existing park infrastructure elements in light of recent technological advancements and current durability and safety standards and using this information as a basis for future equipment replacements and park enhancements.

Therefore, based on the Parks Division's current workload and the value that Ms. Donnelly's services have brought to the City to date, staff recommends the City Council approve an amendment to the existing professional services agreement for Park Planning Services to include an additional \$10,000 (for a total not-to-exceed amount of \$30,000).

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FISCAL ANALYSIS:

The Parks Division budget has sufficient funds available in account 10133100.619800 (Parks Division – Other Contractual Services) for this contract amendment.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement with Aeryn Donnelly for Park Planning Services, increasing the agreement by \$10,000 (for a total not-to-exceed amount of \$30,000); and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.