

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

Meeting Date: <u>10/19/09</u>		Item Number: <u>C-4</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 \$20,000).			
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 (10/14/09).			
Department Approval: Bill La Pointe (by P. Mooney) (10/07/09)		City Attorney Approval: Carol Schwab (by H. Baker) (10/09/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/14/09)		City Manager Approval: Mark Scott (10/14/09)	
 <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 \$20,000). <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: 1) Update record drawings of all City parks site plans to include, but not limited to, irrigation systems, planting plans, tree inventories, site amenities and assessments; and 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. It is staff's observation that Ms. Donnelly has provided the City with an excellent work product and has been instrumental in assisting the Parks Division in meeting its performance goals and project deadlines.			

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DISCUSSION:

The Parks Division has several upcoming projects which require the services of a consultant with Ms. Donnelly's skill set, including, but not limited to, the KaBOOM! Playground Project at Veterans' Memorial Park (a.k.a., Veterans' Park Playground Improvements, P-924), the Culver City Park and El Marino Playground Design and Construction Projects and several Demonstration Garden Projects at various parks. 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 \$20,000).

FISCAL ANALYSIS:

The Parks Division budget has sufficient funds available in account 10133100.619800 (Parks Division – Other Contractual Services) for this contract amendment. In addition, Los Angeles County Proposition A Excess Funds are available in account 42300924.619800 (Veterans' Park Playground Improvements – Other Contractual Services) for design and consulting services related to the Veterans' Memorial Park Playground Improvement Project (P-924).

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 \$20,000); 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.