

REPORT TO CITY COUNCIL

DATE: JUNE 27, 2007

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: MIKE KAMINO, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

SUBJECT: APPROVAL OF CONSULTING SERVICES AGREEMENT WITH SEVEN ELK RANCH DESIGN, INC. (KAY GREELEY) FOR LANDSCAPING AND OAK TREE CONSULTING SERVICES

The purpose of this item is to seek City Council approval for the City to enter into a Consulting Services Agreement with Seven Elk Ranch Design, Inc., (Kay Greeley), for landscaping and oak tree consulting services.

Kay Greeley of Seven Elk Ranch Design, Inc., has provided landscaping and oak tree consulting services for the City for a number of years. The City's contract with Ms. Greeley for administrative services expires on June 30, 2007 and staff is requesting that the contract be renewed for FY 2007-08. The proposed budget for Ms. Greeley's administrative consulting services for FY 2007-08 is a not-to-exceed amount of \$27,000, which is the same amount as FY 2006-07. Her proposed rate for FY 2007-08 is \$85.00 per hour, which is also the same rate charged last year. Her continued services would include enforcing the City's landscape and oak tree maintenance requirements as directed by the City, responding to general questions from the public and developers on landscape and oak tree questions, one hour of initial consultation with residents on oak tree issues, and addressing non-project specific items concerning oak trees and landscaping.

A separate agreement with Seven Elk Ranch Design Inc., for FY 2007-08 in an amount not-to-exceed \$75,000, will also be considered by the City Council through separate action. This separate agreement will be for project specific consultant services which are reimbursable through trust accounts established by developers, which was included in the FY 2007-08 budget. Ms. Greeley's work has been of valuable assistance to the City and staff supports renewal of the contract for FY 2007-08. This agreement has been reviewed and approved as to form by the City Attorney.

RECOMMENDATION

Staff recommends the City Council approve the attached Consulting Services Agreement with Seven Elk Ranch Design, Inc., in the amount not-to-exceed \$27,000.

Attachment: Agreement