



City of San Leandro

Meeting Date: April 21, 2014

Staff Report

File Number: 14-145 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.G.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a Resolution Authorizing the City Manager to Execute an Amendment to the Consulting Services Agreement with The Lew Edwards Group for Strategic Consulting Services Associated with Revenue Measure Feasibility Services

SUMMARY AND RECOMMENDATIONS

Staff recommends approval of an amendment to the Consulting Services Agreement (CSA) with The Lew Edwards Group (LEG) that calls for the amount of compensation to increase \$17,000, from the originally authorized \$49,500 to \$66,500.

BACKGROUND

At the December 2, 2013 meeting, the City Council authorized the City Manager to execute a \$49,500 agreement with LEG to provide lead consulting and strategic project management support. The results of a community survey that LEG helped facilitate as part of its contract were subsequently presented to Council at the February 1, 2014 City Council Planning Session.

Based upon the results of that community survey, staff recommends that Council authorize an amendment to the previously authorized agreement with LEG for the production of an interactive mailer that will be distributed to San Leandro residents in order to better gauge community service priorities.

Fiscal Impacts

Production of the proposed mailer would cost an amount not to exceed \$17,000. This would include the cost of graphics, printing, bulk postage, and mailing.

Budget Authority

Staff proposes to fund these agreements using funds from the General Fund economic contingency reserve. Therefore, funds will be transferred to the City Manager's Consulting

account number 010-12-020-5120.

PREPARED BY: Eric Engelbart, Assistant to the City Manager, City Manager's Office



City of San Leandro

Meeting Date: April 21, 2014

Resolution - Council

File Number: 14-150 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Authorizing the City Manager to Execute an Amendment to the Consulting Services Agreement with The Lew Edwards Group for Strategic Consulting Services Associated with Revenue Measure Feasibility Services (approves \$17,000 change order for account number 010-12-020-5120)

WHEREAS, an agreement dated December 13, 2013, exists between the City of San Leandro and The Lew Edwards Group; and

WHEREAS, in the course of this project staff determined that additional work beyond the previously adopted scope of work is necessary in order to effectively gauge community priorities; and

WHEREAS, this work would consist of the production of an interactive mailer that will be distributed to San Leandro residents, at a cost not to exceed \$17,000.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That an amendment to the agreement between the City of San Leandro and The Lew Edwards Group to amend the scope of work to include the production of an interactive mailer that will be distributed to San Leandro residents, at a cost not to exceed \$17,000, is hereby approved; and

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to execute said amendment.