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CITY MANAGER'S OFFICE  
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DEPARTMENT OF  
GENERAL SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

OFFICE OF THE DIRECTOR

APPROVED  
BY THE CITY COUNCIL

916-449-5548

December 5, 1988

DEC 13 1988

DIVISIONS:

City Council  
Sacramento, California

OFFICE OF THE  
DIRECTOR

COMMUNICATIONS  
FACILITY MANAGEMENT  
FLEET MANAGEMENT  
PROCUREMENT SERVICES

Honorable Members In Session:

SUBJECT: AUTHORIZE SUPPLEMENTAL AGREEMENT #2 FOR  
ARCHITECTURAL PROGRAMMING SERVICES ON  
THE COMMUNITY CONVENTION CENTER  
1100 14TH STREET, SACRAMENTO (PA11)

SUMMARY

This report recommends that the City authorize Vitiello + Associates, Inc. to complete a report evaluating incorporation of retail space and/or parking facilities in the expanded Convention Center.

BACKGROUND

On November 4, 1987 the City Council authorized Vitiello + Associates, Inc. to begin research and development of an architectural program for expansion of the existing Community Convention Center. Research information obtained from the architectural programmers was incorporated in the Environmental Impact Report and certified by the City Council on October 4, 1988. On October 25th the City Council adopted the "Findings of Fact" and selected the eastern expansion alternative.

In response to concerns expressed by Council members, and requirements established in the "Findings of Fact", it is essential that research be completed evaluating the implications of incorporating retail space and/or parking facilities in the final expansion design.

Vitiello + Associates, Inc. has been selected to complete the study evaluating retail/parking considerations due to their familiarity with programming requirements for the expansion and understanding of retail and parking requirements.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from initial receipt to final entry in the accounting system, ensuring that all necessary information is captured and verified.

3. The third part of the document addresses the challenges associated with record-keeping. It identifies common issues such as data entry errors and incomplete documentation, and provides strategies to minimize these risks.

4. The fourth part of the document discusses the role of technology in modern accounting. It highlights how software solutions can streamline the recording process and improve the accuracy and efficiency of financial reporting.

5. The fifth part of the document focuses on the importance of internal controls. It explains how a robust system of checks and balances can prevent fraud and ensure the integrity of the company's financial records.

6. The sixth part of the document provides a summary of the key points discussed. It reiterates the importance of accurate record-keeping and the need for a strong internal control system.

7. The final part of the document offers concluding thoughts and recommendations. It encourages the company to continuously review and improve its accounting processes to stay current with best practices.

City Council  
December 5, 1988  
Page Two

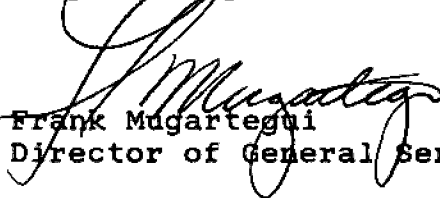
FINANCIAL

Capital Improvement Project (PA11) provides funding for this supplemental agreement through LGFS fund 419. This supplemental agreement will require an increase in professional fee of \$14,040.00 and reimbursable expenses of \$2,860.00 for a total supplemental agreement cost of \$16,900.00. Combined with the original contract of \$144,000.00 and Supplemental Agreement #1 of \$5,000.00, their contract will total \$165,900.00. Sufficient unobligated funds exist in Capital Improvement Project (PA11) to fund this supplemental agreement.

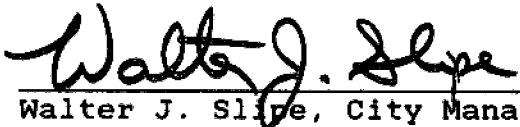
RECOMMENDATION

It is recommended that the Council adopt the attached Resolution authorizing the City Manager to execute Supplemental Agreement #2 with Vitiello + Associates, Inc. for additional programming services on the Community Convention Center Expansion in the amount of \$16,900.00.

Respectfully submitted,

  
Frank Mugartegui  
Director of General Services

Recommendation Approved:

  
Walter J. Slipe, City Manager

December 13, 1988  
District #1

Note: Questions regarding this report should be referred to David L. Morgan, Project Manager, Facility Management Division 449-5977.

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RESOLUTION No. <sup>1080</sup>~~88-1279~~

Adopted by The Sacramento City Council on date of

RESOLUTION AUTHORIZING THE CITY MANAGER TO  
ISSUE SUPPLEMENTAL AGREEMENT #2 FOR  
ADDITIONAL ARCHITECTURAL PROGRAMMING SERVICES  
ON THE CONVENTION CENTER EXPANSION WITH  
VITIELLO + ASSOCIATES, INC.

APPROVED  
BY THE CITY COUNCIL  
DEC 18 1988  
OFFICE OF THE  
CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The City Manager is hereby authorized and directed to execute Supplemental Agreement #2 with Vitiello + Associates, Inc. for additional architectural programming services on the Community Convention Center Expansion (PA11) in the amount of \$16,900.00.

\_\_\_\_\_  
MAYOR

ATTESTS:

\_\_\_\_\_  
CITY CLERK

THE NATIONAL BUREAU OF STANDARDS  
FOR THE UNITED STATES OF AMERICA  
DEPARTMENT OF COMMERCE  
WASHINGTON, D. C. 20548

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January 4, 1989

Vitiello and Associates  
1931 H Street  
Sacramento, CA 95814

On December 13, 1988, the Sacramento City Council adopted Resolution No. 88-1080 authorizing the execution of Agreement No. 88136 regarding Supplemental Agreement to Convention Center Expansion Agreement #87110.

Enclosed, for your records, is one fully certified copy of said agreement and authorizing resolution.

Sincerely,

Janice Beaman  
Acting Assistant City Clerk

cc/54

Enclosures

cc: Facility Management  
Risk Management