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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

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DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
RISK MANAGEMENT
AND INSURANCE
SUPPORT SERVICES

May 15, 1987

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

Subject: Termination/Reissuance - Fire Records Management
Consultant Agreement

SUMMARY

This report requests that the Budget and Finance Committee recommend City Council approval of the attached resolution terminating City Agreement 86068 and authorizing the City Manager to execute a new agreement with the Warner Group for the completion of the Fire Department's Records Management System plan. The said consultant shall be hired at a cost not to exceed \$14,950.

BACKGROUND

In November 1986, the City Council authorized the execution of an agreement with David Hicks Associates for the development of a records management automation plan for the Fire Department. David Hicks, in turn, made arrangements with a subcontractor to actually handle the project. The subcontractor submitted a final report in January 1987 which, in the evaluation of the Fire Chief and the Director of Data Management, did not adequately meet the requirements of the service agreement.

ANALYSIS

The City's concerns in connection with this matter were reviewed with David Hicks Associates. The City Attorney's Office has advised and both City staff and the company have mutually agreed that Agreement 86068 should be formally terminated.

A number of issues remain to be resolved in connection with David Hicks's responsibilities for the lack of completion of the original agreement. The company has been formally advised that the City will hold them liable for all costs incurred to complete this project which are in excess of the remaining contract dollars (\$8,980). Both the City Attorney's Office and this department will keep the Council advised of the status of any resolution efforts.

Staff members have contacted another consultant to complete the Fire automation master plan document. The Warner Group is currently working on various other aspects of the Public Safety System Project (PSSP). It was felt that their current involvement, general familiarity with fire department records management requirements, and overall systems expertise would make them ideal candidates to finish this project for the Fire Department. The Warner Group has offered to prepare the master plan for \$12,450 plus travel expenses (\$2,500). Staff members feel that this proposal is reasonable and are therefore recommending that a new agreement be awarded in an amount not to exceed \$14,950 (combining the base price of \$12,450 with \$2,500 in travel expenses).

FINANCIAL

The City Council originally appropriated \$25,000 to capital improvement project FA76 for the development of the Fire Department's records management plan, of which \$16,020 has already been spent. In order to pay for all expenses related to the proposed new agreement, it is recommended that \$3,470 be transferred from capital improvement project FA71 [Fire Management Information System (Fire MIS)] and that \$2,500 be transferred from capital improvement project FA01 (Fire Station 11).

The rationale for the proposed transfers is as follows:

Fire MIS. A proposed Programming Resources Company (PRC) fire MIS package has been evaluated which appears to meet the needs of the department; since this package will only cost approximately \$5,000, the funds which will remain in project FA71 after the proposed transfer will be sufficient to purchase PRC's MIS program.

Fire Station 11. Work on Fire Station 11 has been substantially completed although the City has not formally accepted the building. Almost \$70,000 would remain in this project after the proposed transfer; this should be sufficient to cover all related completion items.

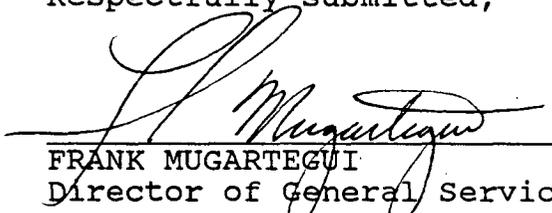
The funds from Fire Station 11, coupled with those transferred from project FA71, will provide the \$14,950 needed to cover anticipated costs associated with the proposed new agreement with the Warner Group.

RECOMMENDATION

Completion of a Fire Department automation plan is an important prerequisite for the scheduled implementation of the PSSP records management system. It is therefore requested that the Budget and Finance Committee recommend City Council adoption of the attached resolution which:

1. Terminates Agreement 86068.
2. Authorizes the City Manager to execute a new agreement with the Warner Group for the completion of the Fire Department's Records Management System plan. The said consultant shall be hired at a cost not to exceed \$14,950.
3. Transfers \$3,470 from capital improvement project FA71 (Fire Management Information System) and \$2,500 from capital improvement project FA01 (Fire Station 11) for expenses related to the proposed new agreement.

Respectfully submitted,


FRANK MUGARTEGUI
Director of General Services

RECOMMENDATION APPROVED:


JACK CRIST
Deputy City Manager

June 2, 1987
All Districts

87.103

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION OF THE CITY COUNCIL TERMINATING AGREEMENT 86068 AND AUTHORIZING THE EXECUTION OF A NEW AGREEMENT WITH THE WARNER GROUP

WHEREAS, completion of a Fire Department automation plan is an important prerequisite for the scheduled implementation of the Public Safety System Project (PSSP) records management system.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO.

1. Agreement 86068 is hereby terminated.
2. The City Manager is hereby authorized to execute an new agreement with the Warner Group for the completion of the Fire Department's Records Management System plan. The said consultant shall be hired at a cost not to exceed \$14,950.
3. The following transfers are hereby authorized:

FROM:

TO:

<u>Account Code</u>	<u>Amount</u>	<u>Account Code</u>	<u>Amount</u>
701-500-FA71-0000-4462	\$3,470	701-500-FA46-0000-4258	\$5,970
701-500-FA01-0000-4820	\$2,500		

MAYOR

ATTEST:

CITY CLERK