

Agenda Report

TO: CITY COUNCIL

DATE: MAY 9, 2005

THROUGH: FINANCE COMMITTEE

FROM: CITY MANAGER

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH PACIFIC MUNICIPAL CONSULTANTS TO PERFORM NEW DEVELOPMENT IMPACT FEE AND TRAFFIC IMPACT FEE STUDIES FOR A NOT TO EXCEED AMOUNT OF \$68,310 AND APPROPRIATION OF FUNDS FOR SAID CONTRACT

RECOMMENDATION

It is recommended that the City Council:

1. Authorize the City Manager to enter into a contract with Pacific Municipal Consultants to perform traffic impact fee and new development impact fee studies, in an amount not to exceed \$68,310; and
2. Approve a journal voucher recognizing and appropriating \$68,310 of New Development Impact Fee Fund revenue to the Transportation Administration budget account (8115-101-771100).

BACKGROUND

On October 20, 2004 staff issued a Request for Proposal (RFP) seeking the services of a qualified firm to update the existing commercial development impact fee (known as the New Development Impact Fee) and create a residential development impact fee. Pasadena currently assesses the New Development Impact Fee on commercial development projects to help mitigate the traffic impacts of new commercial or industrial development on the City's transportation infrastructure. The City does not impose such a fee on residential developments. Such a fee could be used to reduce off-site car trips and protect neighborhoods from increased traffic and to mitigate the impact of traffic from residential developments on the larger transportation system.

The study and analysis will consist of four components:

1. The creation of a residential development transportation impact fee to mitigate traffic impacts created by single-family and multi-family residential dwelling units;
2. A review of the existing New Development Impact Fee and recommendations to update it to ensure the fee assessed is appropriate;
3. A nexus study to prove the validity of the recommended methodology for both fees and the relationship between the residential, commercial and industrial development and the fees collected; and
4. A comparative study of fee amounts and methodologies used by various comparable cities in Southern California.

Four firms responded and were evaluated based on the criteria set forth in the RFP. The evaluation committee consisted of four staff members (two from the Public Works Department and two from the Transportation Department) and one member of the Transportation Advisory Commission. Based on the evaluation, which is summarized in Attachment A, Pacific Municipal Consultants was determined to be best qualified to perform the needed services. The study will take approximately five months to complete.

FISCAL IMPACT

With the approval of the journal voucher, sufficient funds will be available to conduct this study. Creation and implementation of new fees is expected to generate revenue to mitigate traffic impacts resulting from new commercial and residential development in Pasadena.

Respectfully submitted,



CYNTHIA J. KURTZ

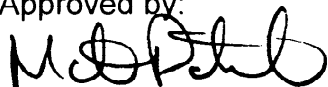
City Manager

Prepared by:



Brenda E. Harvey-Williams
Finance and Management Services Administrator
Department of Public Works

Approved by:



Martin Pastucha, Director
Department of Public Works

Attachment A

PROPOSER RANKINGS

PROPOSER	Experience and Capabilities (45 points)		Cost (20 points)	Turnaround		References (15 points)	Local Business Preference (5 points)	Small & Micro-Business Preference (5 points)	TOTAL
				Schedule (10 points)					
Muni Financial	19		8	8		10	0	0	44
Brion & Associates	36		15	8		15	0	5	80
Pacific Municipal Consultants	42		19	10		15	0	0	85
IBI Group	17		12	8		10	0	0	47