

# Agenda Report

April 11, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Planning & Community Development Department

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 22304 WITH MICHAEL BAKER INTERNATIONAL TO PROVIDE PLANNING ENTITLEMENT PROCESSING SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Authorize the Interim City Manager to amend Contract No. 22304 with Michael Baker International to expand the scope of services to include professional planning/entitlement processing services; all other terms and conditions remain the same.

## **BACKGROUND:**

A contract amendment is proposed to expand the scope of services provided by Michael Baker International to include professional planning/case processing services as may be needed. No changes are proposed to the existing contract's term or dollar amount; however, the existing scope is limited to services for environmental review and needs to be amended to accommodate the anticipated need for other professional planning services. This amendment is needed due to a number of vacancies within the division and additional work items recently being undertaken by the Department.

On June 8, 2015, the City Council authorized the City Manager to enter into a contract with Pacific Municipal Services (PMC) for Environmental Coordinator services for an amount not-to-exceed \$600,000 for a three-year period with an option for two, one-year extensions for a maximum of five years. The Environmental Coordinator currently prepares Initial Studies; manages the preparation of Environmental Impact Reports; peer reviews CEQA documentation; prepares staff reports; oral presentations before the City Council, Commissions and other groups as assigned, and provides assistance with other duties related to compliance with environmental clearance. The City's Planning & Community Development Department oversees the Environmental Coordinator

Services. In February 2015, Michael Baker International acquired PMC, and the name PMC was officially changed to Michael Baker International as of July 1, 2015.

The City's development review process is complex and contains multiple review and approval stages. The process typically requires specialized technical support to ensure a project is in compliance with applicable Federal, State and local regulations. The City's Planning & Community Development Department is charged with the management of this review process and this work is done by professional planners. Michael Baker International is a full service Engineering, Planning and Consulting company that offers the complete life-cycle of planning, environmental assessment, engineering design, construction management, and facilities maintenance. The contract amendment would include, but not be limited to the following additional services: review and processing of all types of development applications including General Plan Amendments, Zone Changes, Specific Plans, Specific Plan Amendments, Subdivision Maps, Design Reviews, Conditional Use Permits, Text Amendments and other planning work as the need may arise.

Currently, the Planning Division has six vacancies for professional planners. The recruitment for five of these positions is nearly complete and offer letters will be sent to prospective candidates within the next few weeks. The remaining position is currently being advertised and closes on April 14, 2016. This amendment is not meant to result in short or long term replacement of any vacant FTEs, but rather to ensure that appropriate resources are available to fulfill additional demands or specific tasks. For example, in light of recent concerns regarding Airbnb and similar rental lodging activities, the Department will be exploring the possibility of amending the City's Zoning Code, which doesn't currently address these types of uses. In addition, in conjunction with the recent reduction to the appeal fee, the Department has been processing more appeals than ever before. Each appeal is first heard by the Board of Zoning Appeals and then by the City Council, if necessary. The time and resources required to process such appeals has added a previously unaccounted for workload that is many times greater than processing a project in the first instance as each appeal is a de novo hearing: staff must meet with applicants and appellants; analyze the merits of the appeal and prepare staff reports, hearing notices and presentations. While the services provided under this amendment would not be utilized to process appeals, they may help ensure other work is continuing to move along expeditiously while appeals are processed. The services may also be utilized to complete specific assignments as may arise that require a certain area of expertise or would benefit from focused attention without the potential interruption or distraction resulting from processing multiple cases simultaneously as in-house staff are accustomed to.

This amendment would allow the Department to utilize the full range of planning consulting services offered by Michael Baker International on an as needed basis.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract amendment furthers the City's mission to deliver exemplary municipal services.

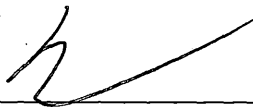
**ENVIRONMENTAL REVIEW:**

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b) 3. This contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA.

**FISCAL IMPACT:**

There is no fiscal impact for this contract amendment. No change to the contract amount is requested as part of this amendment. Funds for this contract are included in the FY16 operating budget.

Respectfully submitted,



\_\_\_\_\_  
DAVID M. REYES  
Interim Director of Planning & Community  
Development Department

Prepared by:



\_\_\_\_\_  
Kelvin Parker  
Zoning Administrator

Approved by:



\_\_\_\_\_  
STEVE MERMELL  
Interim City Manager