



# Agenda Report

February 10, 2014

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee (February 10, 2014)

**FROM:** Planning & Community Development Department

**SUBJECT: AMENDMENT TO CONTRACT NO. 20,717 WITH PLANNING CENTER / DC&E TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$306,851 FROM \$431,871 TO \$738,722 FOR PROFESSIONAL CONSULTANT SERVICES FOR THE UPDATE TO THE GENERAL PLAN**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the City Manager to amend Contract No. 20,717 with Planning Center/DC&E by increasing the contract amount by \$306,851 for a total not-to-exceed amount of \$738,722 for work related to the completion of the General Plan Update and
2. Appropriate \$245,357 from the General Fund Assigned Fund Balance to the Planning & Community Development Department (8115-101-444600) to cover expenses related to the General Plan Update as provided in Contract No. 20,717 with the Planning Center/DC&E.

## **BACKGROUND:**

On October 4, 2010, the City approved Contract 20,498 with PBS&J to provide consulting services to support the completion of the General Plan Land Use and Mobility Elements and prepare the environmental impact report (EIR) for a not-to-exceed amount of \$599,000. PBS&J was selected through a request for proposal process, competing with six other consulting firms. Over time, the project manager at PBS&J moved to a different consulting firm – The Planning Center / DC&E. In order to retain the project's manager, the City terminated the contract with PBS&J on July 25,

2011 and approved a new contract (number 20,717) with The Planning Center / DC&E in the amount of \$231,871, the remaining amount of contract 20,498.

On August 12, 2013, the City Council increased the contract with The Planning Center /DC&E by \$200,000 in order to continue progress on the Environmental Impact Report (EIR) and the policy component of the General Plan Update.

This proposed contract amendment is in response to a proposed change in the scope of work for the General Plan Update. Staff has heard a number of concerns from the public on the scope of the EIR during public meetings before the City Council, during the June Community Information Meetings, and during the environmental scoping meetings held in September. In response to the comments made at these meetings, staff has reassessed the original scope of the project and is proposing to amend it in order to address the following issues:

- Traffic and transportation,
- Aesthetics and Cultural Resources, and
- Public information and participation.

#### Traffic and Transportation:

Community members have asked for a more detailed and comprehensive traffic analysis than included in the original scope of the EIR. The original scope of work included the review of 18 major intersections (generally the intersections closest to freeway off-ramps) and proposed to use existing transportation metrics (intersection level of service and impacts to street segments) to determine the impact of growth on vehicular traffic. New CEQA legislation, concerns expressed from community members, and progress in best practices have led staff to request a change in the scope of work. The proposed change to the scope of work expands the number of studied intersections from 18 to 50 (this includes nearly all of the signalized intersections in the specific plan areas). The proposed scope of work supports the Department of Transportation's multi-modal traffic model and includes analyzing the impact of growth on cars, bicyclists, pedestrians, and public transit. The proposed scope of work would also include the use of additional traffic and transportation measurements, such as travel time.

#### Aesthetics and Cultural Resources:

This contract amendment and the associated revision to the scope of work will expand the analysis of aesthetic and cultural resource impacts in the EIR. Community members have expressed concern about future growth creating an impact on aesthetics. The original scope of work relied on a written description of future growth. The proposed scope of work would provide the public and decision makers with sketches of what development might look like at certain key intersections. In regard to the potential impact of the General Plan Update on cultural resources, the original scope of work called for The Planning Center/DC&E to prepare this section of the EIR and no technical report was included. The proposed scope of work provides for a sub-

consultant with specific expertise in cultural resources to prepare a technical report and supporting analysis.

**Public Information and Participation:**

Lastly, the proposed scope of work includes having the environmental consultant attend additional public meetings.

In order to complete the environmental impact report, provide additional analysis on these subjects, and include the costs associated with the meetings, an amendment is needed to the contract's not to exceed dollar limit.

**COUNCIL POLICY CONSIDERATION:**

The City last updated the Land Use and Mobility Elements of the General Plan in 1994 and 2004. Policy 27.1 of the Land Use Element states that the General Plan is to be updated every five years with public participation.

**ENVIRONMENTAL ANALYSIS:**

The proposed action, increasing the contract with the Planning Center/DC&E for consultant services related to the update of the General Plan and its associated EIR is exempt from CEQA. State CEQA Guidelines Section 15061 (b) (3), states that CEQA only applies to projects that may have an effect on the environment.

In regard to the environmental analysis for the update of the General Plan, the City released an environmental Initial Study on September 5, 2013. The comment period closed on October 21, 2013. In early 2014, the City will work with the community on draft policies. In spring of 2014, the City plans to release a Draft of the EIR for public review and will hold another series of meetings with the public and various City Commissions. In the summer of 2014, Planning Staff will return to the Commissions and Council with a Final EIR and final recommendations on the General Plan.

**FISCAL IMPACT:**

The cost of this action will be \$306,851 over the next two fiscal years. The requested increase in appropriations will cover the anticipated FY 2014 cost of \$245,367. The remaining balance of \$61,484 will be included in the Department's FY 2015 Budget. Funding for the increased appropriations will be from the General Fund Assigned Balance. These monies were generated by the General Plan Maintenance Fee. The General Plan Maintenance Fee charges 0.25 percent of permit valuations to provide funding for on-going expenses related to the General Plan and its implementation, including updates to the specific plans and the Zoning Code. As of January 31, 2014, the General Fund Assigned Balance from the General Plan Maintenance Fee is \$325,900. This action requests the FY 2014 Budget be amended to appropriate \$245,367 to the Planning & Community Development Department. The remaining balance of the contract amendment (\$61,484) will be included in the Department's FY15 Operating Budget. This action is not anticipated to impact indirect and support costs such as maintenance and IT support.

<u>Account Information/Name</u>	<u>Account Number</u>	<u>Amount</u>
General Plan Maintenance Fee (FY14)	6746-101-441000	\$245,367
Consultant Services (FY 2015)	8115-101-444600	\$61,484
<b>Total Sources</b>		<b>\$306,851</b>

Respectfully submitted,

  
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