

Lompoc City Council Agenda Item



City Council Meeting Date: December 16, 2014

TO: Patrick Wiemiller, City Administrator

FROM: Lucille T. Breese, AICP, Planning Manager
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SUBJECT: Authorize City Administrator to Approve an Amendment to the Current Contract with Rincon Consultants to Provide Professional Planning Staff Service through June 2015

Recommendation:

Staff recommends the City Council:

- 1) Authorize the City Administrator to approve an amendment to the current contract with Rincon Consultants to provide professional planning services through June 2015, in an amount not to exceed \$63,440, subject to the City Attorney's approval as to form of that amendment; and
- 2) Authorize a budget adjustment of \$63,440 from 13000-51110 – Salaries to 13000-53705 – Services to provide for the contract costs.

Background/Discussion:

The Planning Division has contracted with Rincon Consultants to provide professional planning services to augment permanent planning staff since May 2014 on the current contract. This additional help has been needed due to the workload and the staff turnover that has occurred in the Division.

The May 2014 contract anticipated a planner working from June through September 2014 when the Associate Planner vacancy would be filled. The Associate Planner vacancy was filled and then the Assistant Planner left the City. A contract extension was executed for contract staff for October 2014 through December 2014, anticipating the Assistant Planner position would be filled. Senior staff is currently interviewing for the Assistant Planner position. There was difficulty in recruiting for a Principal Planner, so this position was underfilled with an Associate Planner. The current staffing will be the Planning Manager, a new Associate Planner, and an Assistant Planner to cover the Planning counter. Currently, the Associate Planner is handling the day-to-day Planning applications.

Rincon Consultants provides an experienced planner at the flat rate of \$760 per day, including mileage and travel time (see attached). The experience of the personnel provided by Rincon and the quality of the work has been an asset to the Planning Division and has enabled us to continue to process projects as they are received in an expedient manner.

The contract planner is currently working on the Solvang Brewery Project and the pre-application request for the new Fire Station. In addition, the contract planner just processed the pre-application request for the Chipotle project and the potential Bailey Avenue Corridor project, has prepared Planning Commission staff reports, and is working on the General Plan Housing Element Update. This allows the Planning Manager to focus on the upcoming budget process, LAFCO issues, staffing issues, support for the City Council, Planning Commission, and Economic Development Committee, and other duties as they arise.

There are several large projects anticipated in the Planning Division in the near future:

- The Comprehensive Zoning Ordinance Update, which will require workshops and public hearings at the Planning Commission and City Council meetings, and work with an environmental consultant;
- The Housing Element Update and completion of the Economic Development Element to the General Plan;
- The Motorsports Project at the Lompoc Airport, which will require a Request for Proposal (RFP), work with environmental consultant on an Environmental Impact Report (EIR) and resource agencies, administration of the State Parks Department grant funding, public hearings at the Planning Commission and City Council meetings, and meetings with the applicant and concerned citizens;
- The Central Coast Business Park, which will require work on the Specific Plan and the EIR, as well as public hearings at the Planning Commission and City Council;
- The Ayres Hotel Project, which will require a Supplemental EIR, as well as public hearings at the Planning Commission and City Council meetings; and
- The Holiday Inn Project, which will require environmental review and public hearings at the Planning Commission.

The breakdown for the Rincon Consultants contract is noted below:

May 2014 contract	\$ 41,480 (original contract amount)
Sept 2014 change order	\$ 26,840 (amendment #1)
Dec 2014 change order	\$ 63,440 (requested amendment #2)
Total	\$131,760 (total cost through June 2015)

Council is requested to authorize the City Administrator to execute the proposed amendment to the Rincon Consultants contract in the amount of \$63,440. This action will allow the Planning staff the flexibility to process the large scale projects with no delays and will allow the new staff to gain the necessary experience to be able to take over processing the projects in the later stages of development.

Fiscal Impact:

The cost of the contract staff will be covered approximately 50% to 75% by direct billing to applicants with the balance of the cost covered by salary savings from vacant and/or underfilled positions. The vacancy in the Assistant Planner position will create salary and benefit savings compared with the approved budget. The cost of replacing the workload that would have been handled by the Assistant Planner with the contract with Rincon Consultants will shift appropriations from the salary component of the Planning Program budget to the professional services component of the Planning Program. It is anticipated the full cost of the professional services component will be less than the total savings resulting from the vacancies, allowing for a budget adjustment rather than a supplemental appropriation for the cost of services. A budget adjustment from 13000-51110 – Salaries, equal to the contract cost of \$63,440, should be made to 13000-53705 – Services.

Conclusion:

Utilizing contract planning staff allows focused attention to specific large scale projects under the supervision of the Planning Manager. This approach allows flexibility at a time when there are a number of large projects to process and the ability to release the contract when there is no longer a need for the additional assistance.

Respectfully submitted,

Lucille T. Breese, AICP, Planning Manager

APPROVED FOR SUBMITTAL TO THE CITY ADMINISTRATOR:

Teresa Gallavan, Economic Development Director/Assistant City Administrator

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Patrick Wiemiller, City Administrator

Attachment: [Rincon Proposal dated November 25, 2014](#)