



Legislation Details (With Text)

File #: 13-410 **Version:** 1 **Name:** TAB 10
Type: Agenda Item **Status:** Agenda Ready
File created: 12/19/2013 **In control:** City Council
On agenda: 1/14/2014 **Final action:**
Title: Request City Council to Authorize an Increase to the Purchase Order with Lockwood Engineering Company for On-Call Civil Engineering Plan Check and Related Services for an Additional Amount of \$262,000; and Request City Council to Authorize an Increase to the Purchase Order with Lockwood Engineering Company for On-Call Engineering Staff Support Services for an Additional Amount of \$20,000; and Request City Council to Adopt a Budget Resolution.

Sponsors:

Indexes:

Code sections:

Attachments: [Attachment 1](#)
[Attachment 2](#)
[Budget Resolution](#)

Date	Ver.	Action By	Action	Result
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For City Council Meeting

TO: Honorable Mayor and City Council

APPROVAL: Michael E. Story, City Administrator

FROM: Marcus L. Fuller, P.E., P.L.S., Public Works Director/City Engineer

Request City Council to Authorize an Increase to the Purchase Order with Lockwood Engineering Company for On-Call Civil Engineering Plan Check and Related Services for an Additional Amount of \$262,000; and Request City Council to Authorize an Increase to the Purchase Order with Lockwood Engineering Company for On-Call Engineering Staff Support Services for an Additional Amount of \$20,000; and Request City Council to Adopt a Budget Resolution.

BACKGROUND:

On May 14, 2013, City Council approved a Professional Services Agreement with Lockwood Engineering Company ("Lockwood") for "On-Call" Civil Engineering Plan Check and Related Services, (the "Lockwood Agreement"), and authorized the issuance of an Initial Purchase Order to Lockwood in the amount of \$200,000 required services during the 2013/14 fiscal year. A copy of the May 14, 2013 staff report is included as **Attachment 1**. The initial budget of \$200,000 for plan checking services was established based on estimated development activity to occur during the 2013/14 fiscal year.

Implementation of the Lockwood Agreement is based on a "pass-through" basis, whereby the City collects plan check fees from a developer sufficient to cover the plan check fees paid to Lockwood. Upon receipt of payment from a developer, plan check revenues were recognized in the Engineering

Fund Account No. 010-400-4262-7629, which offset the expenditures for plan check services to be paid from the Engineering Fund Account No. 010-500-4262-2011.

On October 22, 2013 City Council authorized the issuance of a Purchase Order to Lockwood in the amount of \$35,000 for “on-call” Engineering staff support services. Due to the resignation of an Associate Civil Engineer, the City contracted with Lockwood Engineering to provide assistance on an “as-needed” basis to assist with current and future private land development projects for a 3-month period. A copy of the October 22, 2013 staff report is included as **Attachment 2**.

ANALYSIS/DISCUSSION:

“On Call” Civil Engineering Plan Check and Related Services

Development activity within the Rialto is steadily increasing, with more projects submitted monthly. The names of the developments and permit fees paid are identified in **Table 1** below.

Applicant Name	Plan Type	Plan Check Fees Paid
Bloomington Lane	Grading Plan Check	\$2,026.50
Caprock Partners LLC	Engineering Miscellaneous	\$3,354.00
The Shoppes at Creekside LLC	Engineering Miscellaneous	\$1,051.00
DCT Industrial Operating, LLC	Various Fees	\$58,542.00
Frontier Communities	Grading Plan Check	\$6,580.00
McDonalds USA LLC	Engineering Miscellaneous	\$3,354.00
New Castle Partnership, Inc.	Engineering Miscellaneous	\$3,354.00
Panattoni Development Company	Engineering Miscellaneous	\$3,354.00
Prologis	Various Fees	\$38,783.78
SA Golden Investments, Inc.	Grading Plan Check	\$3,980.00
Ivan & Iva Vasilj	Various Fees	\$14,606.60
Secured Income Group Inc.	Various Fees	\$42,225.00
Tacos El Vavilan	Various Fees	\$14,341.00
FH II, LLC	Improvement Plan Check	\$15,480.00
TOTAL REVENUE RECEIVED		\$211,031.88

Table 1

Of the initial \$200,000 budget established for plan checking services for the 2013/14 fiscal year, Lockwood has currently coordinated plan checking for various projects totaling \$197,737.50. Additional development projects requiring plan checking services in amount of \$102,800 has been submitted.

Given the high rate of development activity, exceeding staff's estimates to occur during the 2013/14 fiscal year, staff recommends that the budget authorization for plan check services be increased by \$262,000 to a total of \$462,000 to accommodate anticipated plan check services throughout the remainder of the 2013/14 fiscal year.

“On-Call” Staff Support Services

Since City Council’s authorization for staff support services, Lockwood has conducted meetings with City staff, developers, and various consultants for assigned tasks, in addition to providing technical support services on the following projects:

1. B&B Plastics
2. CapRock
3. Renaissance Project
4. Alpine Project
5. Cedar Avenue & Foothill Boulevard Traffic Signal
6. Various Traffic Impact Analysis Reports for Transportation Commission Presentation
7. Fergusson Park Issues

Staff recommends that the staff support services provided by Lockwood continue through the remainder of the 2013/14 fiscal year, and requests an increase to the Purchase Order of \$20,000. It should be noted that the staff support services are “on call” as needed, part-time basis, up to a maximum of 20 hours weekly. The increase of \$20,000 will ensure the Public Works Department is adequately supported through the end of the year.

ENVIRONMENTAL IMPACT:

The requested action is not a “Project” as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a “Project” means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

Approval of this action complies with the following City of Rialto General Plan Goals and Policies:

Goal 3-6: Require that all developed areas within Rialto are adequately served with essential public services and infrastructure.

Goal 4-1: Provide transportation improvements to reduce traffic congestion associated with regional and local trip increases.

Policy 4-1.1: Establish and maintain standards for a variety of street classifications to serve both local and regional traffic, including Major Arterial Highways, Major Arterials, Secondary Arterials, Collector Streets, and Local Streets.

Policy 4-1.20: Design City streets so that signalized intersections operate at Level of Service (LOS) D or better during the morning and evening peak hours, and require new development to mitigate traffic impacts that degrade LOS below that level. The one exception will be Riverside Avenue south of the Metrolink tracks all the way to the City’s southern border, which can operate at LOS E.

Policy 4-1.21: Design City streets so that un-signalized intersections operate with no vehicular movement having an average delay greater than 120 seconds during the morning and evening peak hours, and require new development to mitigate traffic impacts

that increase delay above that level.

LEGAL REVIEW:

The City Attorney has reviewed and approved the staff report and resolution.

FINANCIAL IMPACT:

On-Call Civil Engineering Plan Check and Related Services

Staff recommends that City Council approve adopt a Budget Resolution to increase revenues by \$202,000 and appropriate expenditures of \$262,000 as detailed in the following table for the development plan checking services provided by Lockwood Engineering for the remainder of FY2013-14.

Revenue/Expenditure Activities for Development Plan Check For Fiscal Year 2013-14

Account No.	Account Title	Current Budget	Actuals + Encumbrances	Budget Balance	Revenue Increase	Total Budget
010-400-4262-1001	Engineering Plan Check	250,000	101,970	148,030	42,000	292,000
010-400-4262-1001	Engineering Plan Check	10,000	81,895	(71,895)	160,000	170,000
Total Revenues		260,000	183,865	76,135	202,000	462,000
*** Revenue Projected Increase based on current revenue trends.						
010-500-4262-2011	Staff Support Services	200,000	200,000	-	262,000	462,000
Total Expenditures		200,000	200,000	-	262,000	462,000

On-Call Staff Support Services

The City will realize salary savings in General Fund Engineering Account No. 010-500-4262-1001 with the vacancy of the Associate Civil Engineer position, which will be used to offset the additional \$20,000 budget requested for temporary on-call staffing support expenditures in General Fund Engineering Account No. 010-500-4262-2011. Staff will process a Budget Adjustment to transfer funds from General Fund Account No. 010-500-4262-1001 to General Fund Account No. 010-500-4262-2011 in the amount of \$20,000 to cover the requested staff support services for the remainder of the 2013/14 fiscal year.

RECOMMENDATION:

Staff recommends that the City Council:

- Authorize an Increase to the Purchase Order with Lockwood Engineering Company for On-Call Civil Engineering Plan Check and Related Services for an Additional Amount of \$262,000.
- Authorize an Increase to the Purchase Order with Lockwood Engineering Company for On-Call Engineering Staff Support Services for an Additional Amount of \$20,000.
- Adopt the Budget Resolution.

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WHEREAS, the budget for fiscal year 2013-2014 of the City of Rialto has been adopted by this Council in its original form, and said budget will need to be amended at times to fulfill the goals of the City; and

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PASSED APPROVED AND ADOPTED this _____ day of _____, 2014.

DEBORAH ROBERTSON, Mayor

ATTEST:

BARBARA McGEE, City Clerk

APPROVED AS TO FORM:

JIMMY L. GUTIERREZ, City Attorney

1 **STATE OF CALIFORNIA**)
2 **COUNTY OF SAN BERNARDINO**) ss
3 **CITY OF RIALTO**)

4 I, Barbara McGee, City Clerk of the City of Rialto, do hereby certify that the foregoing
5 Resolution No. _____ was duly passed and adopted at a regular meeting of the City Council of
6 the City of Rialto held on the ____ day of _____, 2014.

7 Upon motion of Council Member _____, seconded by Council Member
8 _____, the foregoing Resolution No. ____ was duly passed and adopted.

9 Vote on the motion:

10 AYES:

11 NOES:

12 ABSENT:

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14 IN WITNESS WHEREOF, I have hereunto set my hand and the Official Seal of the City
15 of Rialto this ____ day of _____, 2014.

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17 _____
18 BARBARA McGEE, CITY CLERK
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