



## Legislation Details (With Text)

**File #:** 14-912      **Version:** 1      **Name:** TAB 11  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 12/11/2014      **In control:** City Council  
**On agenda:** 1/13/2015      **Final action:**  
**Title:** Request City Council to Adopt Budget Resolution No. 6684 approving an Increase to the Purchase Order to Lockwood Engineering in the amount of \$300,000 for a Total Contract Authorization of \$650,000 for "On-Call" Civil Engineering Plan Check and Related Services.  
(ACTION)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [1\) May 14, 2013 Agenda Item](#)  
[2\) January 14, 2014 Agenda Item](#)  
[3\) May 27, 2014 Agenda Item](#)  
[4\) Plan Checking Fee Analysis Resolution](#)

Date	Ver.	Action By	Action	Result
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For City Council Meeting of January 13, 2015

TO: Honorable Mayor and City Council

APPROVAL: Michael E. Story, City Administrator

FROM: Robb R. Steel, Assistant CA/Development Services Director

Request City Council to Adopt Budget **Resolution No. 6684** approving an Increase to the Purchase Order to Lockwood Engineering in the amount of \$300,000 for a Total Contract Authorization of \$650,000 for "On-Call" Civil Engineering Plan Check and Related Services.  
(ACTION)

### **BACKGROUND:**

On May 14, 2013, City Council approved the Professional Services Agreement (PSA) with Lockwood Engineering Company (Lockwood) for "On-Call" Civil Engineering Plan Check and Related Services. The contract made provisions to remain in full force and effect until June 30, 2016 with the option to extend the contract for two additional one-year terms thus extending the potential expiration date to June 30, 2018. A copy of the staff report is included as **Attachment 1**.

The initial Purchase Orders issued under this agreement was for \$200,000. More land development projects were approved during the course of the 2013/14 fiscal year causing an increase in the number of plans approved and permits issued within the City. On January 14, 2014, City Council approved an increase to Lockwood's Purchase Order in the amount of \$262,000 for anticipated Plan Check services. A copy of the staff report is included as **Attachment 2**.

On May 27, 2014, City Council approved the issuance of a purchase order in the amount of \$600,000 for “On-Call” Civil Engineering Plan Check and Related Services during the 2014/2015 fiscal year. Of that \$600,000 total, \$350,000 was allocated for Plan Check Engineering Services for land development projects. A copy of the staff report is included at **Attachment 3**.

#### **ANALYSIS/DISCUSSION:**

To date, more than 25 development projects have been submitted for plan check review through the “On-Call” agreement with Lockwood Engineering, 9 projects were recently added for plan check review with 4 major land development projects upcoming (Thrifty Oil, Medline, Niagara Bottling, and Wal-Mart) and various tract map reviews are in process. A copy of the Plan Checking Fee Analysis is included as **Attachment 4**. Below is a breakdown of the costs for all of these plan checks and related services:

Existing Development Plan Checks	\$290,000.00
Recently Received Plan Checks	\$60,000.00
Estimated Plan Checks for the Remainder of FY2015	\$300,000.00
<b>TOTAL</b>	<b>\$650,000.00</b>

#### **ENVIRONMENTAL IMPACT:**

Engaging design professionals 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 unsignalized 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.

**FINANCIAL IMPACT:**

The “On-Call” plan check services are on a pass-through basis, whereby the City collects plan check fees from a developer sufficient to cover the plan check fees to be paid to Lockwood Engineering. Upon receipt of payment from a developer, plan check fees for public improvements or off-site developer improvements will be recognized in various General Fund - Engineering Plan Check Accounts. These revenues will offset the expenditures for plan check services to be paid from the General Fund - Engineering Services Account No. 010-500-7262-2011.

Staff recommends that City Council adopt a Budget Resolution to increase revenues by \$300,000 and appropriate expenditures of \$300,000.

**RECOMMENDATION:**

Staff recommends that the City Council:

- Approve the increase of \$300,000 to the Purchase Order with Lockwood Engineering for a total amount of \$650,000 for the remainder of the 2014/2015 fiscal year for “On-Call” Civil Engineering Plan Check and Related Services.
- Adopt a Budget Resolution to increase revenues and appropriate expenditures.