



City of Rialto

Legislation Text

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For City Council Meeting [December 11, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Ahmad Ansari, Interim City Administrator

FROM: Robb Steel, Asst. CA/Director of Development Services

Request City Council to Extend a Professional Service Agreement with MIG|Hogle-Ireland for Planning Services on a month-to-month basis in the amount of \$95,000, increasing the total Purchase Order Authorization to \$245,000. **POWERPOINT (ACTION)**

BACKGROUND:

After completion of an RFP process, the City Council awarded a contract to MIG|Hogle-Ireland for Advance Planning services in the Planning Division for \$150,000. The Planning Division engaged the services of one full-time Assistant Planner to help with expanding project applications, and serve the public counter.

ANALYSIS/DISCUSSION:

Contract Planning Services

The rate for Assistant Planner services is \$75 per hour. An increase in the contract of \$95,000 will pay for services on a month-to-month basis until the City fills the Assistant Planner position currently under recruitment. The \$95,000 budget pays for approximately 1,270 hours of support services.

Recruitment

In 2018, City Council authorized an Assistant Planner position for the Development Services Department. Recruitment for the Assistant Planner position began in November 2018 and will take approximately 4 months to complete.

Current Planning

The Planning Division is responsible for:

1. Building plan check and inspections for new development;
2. Grading plan check for new development;
3. Landscape plan check;
4. Technical support and administration of the Planning Commission;
5. Administration of the Development Review Committee; and
6. Technical support to the Economic Development Committee and Transportation Commission.

Major projects assigned to full-time Planning staff include:

1. Renaissance Marketplace;
2. Lytle Creek Ranch Specific Plan Amendment and Residential Subdivision;

3. Rialto Bioenergy Facility;
4. Midvalley Landfill Expansion of Hours;
5. Renaissance East Commercial Center;
6. Renaissance Planning Area 108 Industrial Development;
7. Wal-Mart Re-use project; and
8. Annexation of the County Islands.

Advance Planning

1. Housing Element Implementation (approved by the US Department of Housing and Community Development in 2017);
2. Maintain and Update the General Plan (text tables and charts and individual elements);
3. Maintain and Update the Zoning Ordinance;
4. Environmental compliance, local referrals and Mitigation Monitoring and Reporting for the California Environmental Quality Act (CEQA);
5. Environmental compliance and Mitigation Monitoring for the National Environmental Protection Act (NEPA);
6. State Department of Conservation Surface Mining and Reclamation Act (SMARA) compliance;
7. Assembly Bill 32 Green House Gas compliance;
8. US Census Bureau, Southern California Association of Governments (SCAG); San Bernardino Associated Governments (SANBAG) and San Bernardino Local Agency Formation Commission (LAFCO) demographic and statistical data preparation;
9. Comprehensive update of the Circulation Element of the General Plan to address active transportation and alternative modes of travel including pedestrian, fixed route, and electric vehicles.

ENVIRONMENTAL IMPACT:

Pursuant to Section 15378 of CEQA, 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. Approval of a Professional Service Agreement is an administrative function in accordance with the Rialto Municipal Code and is not a project as defined by CEQA.

GENERAL PLAN CONSISTENCY:

On-call advance planning services is consistent with the following Goals of the Rialto General Plan:

1. Goal 2-21: Ensure high-quality planned developments in Rialto.
2. Goal 2-22: Promote commercial and/or industrial development that is well designed, people-oriented, environmentally sustainable, sensitive to the needs of the visitor or resident and functionally efficient for its purpose.

LEGAL REVIEW:

The City Attorney has reviewed and approved the staff report.

FINANCIAL IMPACT:

Funds in the amount of \$95,000 are allocated in Account 010-500-4260-2011 for contract services for the 2017-2018 budget.

Licensing

Prior to execution of the Professional Service Agreement/Purchase Order/Construction Contract, the vendor shall submit a business license application and pay a Business License tax at the Professional Service rate of \$245,000, as well as Administration and State fees.

RECOMMENDATION:

Staff recommends that the City Council extend the Professional Service Agreement (**Exhibit A**) (Purchase Order 2016-1999) in the amount of \$95,000 for Planning Services, to increase the total Purchase Order authorization to \$245,000.