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To: Lemoore City Council **Item #**
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From: Holly Smyth, Planning Director

Date: January 24, 2012

Subject: Budget Amendment - Professional Contract Services contract
- PMC

Discussion:

In May 2010, consultant work commenced on the Zoning & Development Code Update, by signing a contract with PMC for \$146,035 with a \$14,605 contingency allowance for additional work outside of the original scope for a total of \$160,640.

During the course of the contract, we have utilized the contingency allowance through special permit processing workshop held January 10, 2011 before joint City Council/Planning Commission session, the 3 additional workshops in the form of joint study sessions with City Council and Planning Commission with a public draft document of all sections of the code available prior to the public hearing phase, modifications to Code sections not previously under contract, fully updating the sign ordinance to incorporate new policy direction, specialty GIS sort for public hearing notice labels to limit to those parcels with true zone changes, and started work on additional General Plan Amendments regarding Heritage Trees and street trees planting requirements by Council in December as well as the appropriate environmental addendum to the General Plan EIR.

When Council directed the consultant to move forward with new General Plan Amendments during the December joint meeting, the consultant did not mention that additional costs would be incurred as he hoped that it could be done within the existing budget savings. However, the extra work along the way mentioned above, there was not much room in the budget to absorb the additional General Plan Amendments. Attached is a breakdown of an additional \$7,270 in work that is needed to complete the project (after \$4,400 in budget saving is applied to the overall contract) with a potential of \$1,110 extra per meeting for attendance and staff reports for meetings past one City Council public hearing scheduled for February 21st.

Budget Impact:

The current line item in the 2011/12 budget for one time consultant zoning update costs is \$36,828, which includes costs for PMC as well as the City Attorney, and City Engineer for work on the project. Unfortunately, there have not been any cost savings in City Attorney or City Engineer one time cost to help offset the PMC additional work. The budget amendment requested would modify this line item to \$44,098, if no additional meetings are needed past the one public hearing. Additional meetings thereafter would be \$1,110 per meeting for consultant attendance and preparation.

Recommendation:

Approve a \$7,270 budget increase to the PMC contract with the option for additional meetings past the February 21st public hearing at the rate of \$1,110.