



MEMO

To: Holly Smyth
CITY OF LEMOORE

From: Christopher Jordan, AICP

Date: January 19, 2012

Re: Lemoore Zoning and Development Code

Following up on our recent conversations, this memo outlines the status of the budget for this project, as well as anticipated next steps and budget approach. The scope and budget adjustments approved in September 2011 reflect two remaining meetings, one draft document, and the final deliverable.

Current Budget Status

Since the December City Council/Planning Commission joint study session concerning the Zoning and Development Codes, PMC staff has completed revisions to the draft document and prepared the resulting Planning Commission draft. Additionally, at the City's request, PMC has also prepared the draft General Plan amendments, mailing labels for the third newsletter, and has begun preparation of the necessary California Environmental Quality Act (CEQA) documentation to support adoption of the General Plan amendment. These three tasks go above and beyond the scope of work for this project. PMC also completed additional revisions to the draft document that were beyond those anticipated at this stage in the process, including adding amendments to the City Maintenance District chapter into the work effort. PMC understands the importance of these tasks and would be happy to support the City in their completion. The existing budget accommodates some, but not all, of these tasks. Therefore, we request an amendment to the contract to specifically identify this work and adjust the budget accordingly.

Hearings

From our conversations, we understand that there may be a need to provide support at additional meetings, should the Planning Commission or City Council need more than one meeting each to review the drafts. Additionally, our scope and budget remaining provide for minor adjustments to the document. It is likely that additional meetings will necessitate further modifications than originally envisioned.

Budget Moving Forward

Based upon our work to date and what we anticipate is needed to complete the General Plan amendments and related CEQA document, we estimate that an additional \$7,270 is necessary. This estimate is based upon the following and includes utilizing budget savings that are available in prior phases of the project. This budget assumes that the draft General Plan amendments are finalized with the Planning Commission direction from the January 9 meeting and that the EIR Addendum is finalized only with the update to the Noise Contours and does not include the updated FEMA mapping. The additional funds are needed so the additional scope of work can be completed.

Work	Expenses/Budget
Work to Date	
Draft General Plan Amendments	\$3,220
General Plan EIR Addendum (drafting)	\$4,800
Mailing Labels for Newsletter/ Public Hearing Notice	\$800
City Maintenance District chapter (formatting and edits)	\$800
<i>Minus budget savings from prior tasks</i>	<i>-\$4,400</i>
Subtotal	\$5,320
Work Anticipated	
Final General Plan Amendments	\$550
General Plan EIR Addendum (final + findings for adoption)	\$1,000
Subtotal	\$1,550
Noise Contour GIS Analysis (acreage data for updated Table 3.8-5)	\$400
Total	\$7,270

We request to establish a rate of \$1,110 per additional hearing beyond those outlined in the August 30, 2011 memo and at a rate consistent with that memo. This additional budget would cover minimal meeting preparation (e.g., PowerPoint presentation) and attendance.

The August 2011 memo identified budgets of \$3,160 for the City Council draft and \$1,705 for the final deliverable. In the event that additional changes are requested by the Planning Commission or City Council that exceeds these budgets, we propose to bill on a time and materials basis consistent with the bill rates established in the contract after discussing the time commitments with you prior to completing the work.