



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of March 13, 2018

TO: Members of the City Council

SUBMITTED BY: Holly Smyth, AICP, Planning Director

SUBJECT: Contract Amendment No. 2 with DKS for \$37,795 with a total not to exceed contract amount of \$235,014 for the Transportation Impact Fee Nexus Study and the Circulation Element Update Using General Plan Update Fees

RECOMMENDATION: Adopt a resolution authorizing the City Manager to execute Contract Amendment No. 2 to Contract # 16-056 with DKS for \$37,795 with a total not to exceed contract amount of \$235,014 to update the Transportation Impact Fee Study and the City's Circulation Element

FISCAL IMPACT OF RECOMMENDATION:

During the adoption of the 2017-18 Fiscal Year Budget, Decision Package #18-13 was approved and thereby appropriated \$37,795 for the Transportation Impact Fee Nexus Study following the Circulation Element update. This approval amends the existing contract and does not need any additional appropriations.

DISCUSSION:

On October 25, 2016 the City Council approved Resolution #16-101 awarding DKS a \$174,929 professional service contract towards updating the City's Circulation Element of the General Plan. On August 8, 2017, the Council adopted Resolution #17-065 for additional intersection studies and community outreach for an additional \$22,290.

Council previously appropriated funds for the Traffic Impact Fee Nexus Study with the adoption of the FY 2017-18 budget. The attached Amendment No. 2 would add the appropriated \$37,795 to the existing contract for service for a total cost not to exceed \$235,014. References to the Nexus Fee Study are contained on pages 16, 17, and 20 of the original scope of work, see Attachment 3.

The original scope of work anticipated it would take seven months to carry out this task including anticipated adoption timelines once the Circulation Element Update was complete. Due to the extended time it took to complete the Circulation Element, we anticipate that the work could be completed by mid-October 2018 rather than the August 2017 stated in the original scope of work.

ATTACHMENTS:

1. Resolution
2. Contract Amendment No. 2
3. Existing Contract Scope of Work including “Optional” elements

Financial Impact

Description: Approve Amendment No. 2 Professional Services Agreement for Circulation Element Update with DKS in the amount not to exceed \$37,795 (which was previously appropriated with Decision Package 18-13 in the FY 17/18 budget) for total contract amount of \$235,014 from the General Plan Update Fee Revenue Account.

Funding Source: General Plan Update Fee Revenue Account 100-5238-331-17-00
Expenditure Account 100-5235-611-50-00

Budget Recap:

Total Estimated cost:	\$ 235,014	New Revenue:	\$
Amount Budgeted:	\$ 235,014	Lost Revenue:	\$
New funding required:	No	New Personnel:	\$
Council Policy Change:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		