

# ADMINISTRATIVE REPORT

Date: March 23, 2011

Agenda Item No.: **Advance Item No. 4**

Council Action Date: April 19, 2011

**To: RICK COLE, CITY MANAGER**

**From: JEFFREY LAMBERT, COMMUNITY DEVELOPMENT DEPARTMENT**

**Subject: PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND IMPACT SCIENCES, INC. FOR CONSULTING SERVICES RELATED TO PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT FOR THE WESTSIDE COMMUNITY PLAN AND DEVELOPMENT CODE**

## **RECOMMENDATIONS**

- a. Authorize the City Manager to execute a Professional Services Agreement with Impact Sciences, Inc. for consulting services related to the preparation of an Environmental Impact Report (EIR) for the Westside Community Plan and Development Code at a cost not to exceed \$186,200 plus an additional \$27,930 for contingencies.
- b. Authorize Finance and Technology to appropriate funds and assign to the proper projects and accounts in the amount of \$214,130 from the Westside Community Pool capital improvement project to Community Development Department Project (\$186,200 EIR and \$27,930 contingencies).

## **PREVIOUS COUNCIL ACTION**

**January 24, 2011** Staff approached Council with a recommendation to appropriate \$125,000 from the Westside Community Pool capital improvement project for environmental review associated with the Westside Plan and Development Code and to execute a \$150,000 contract to retain Impact Sciences for preparation of an EIR. With the inclusion of the North Avenue and Canada Larga, authorizations for environmental review would total \$425,000.

Council directed staff to continue the Westside Revitalization, but to limit the effort to the Westside area, thus eliminating the inclusion of the unincorporated North Avenue and Canada Larga areas. This direction reduced the overall cost for CEQA review to \$186,200.

**October 11, 2010** Council directed staff to include Canada Larga (800 acres) within the Westside Community Plan boundary and directed staff to return with the additional CEQA costs.

**January 25, 2010** Council provided direction to proceed with work plan formation and resuming planning efforts for the Westside and North Avenue Community Planning project.

## **SUMMARY**

Staff is requesting that the City Council approve a Professional Service Agreement to retain Impact Sciences, Inc. to prepare the environmental review for the Westside Community Plan and Development Code. Total cost for the EIR is \$214,130 including contingencies. Staff recommends that the EIR be funded from the Parks, Recreation and Community Partnership Department Westside Community Pool capital improvement project.

## **DISCUSSION**

The California Environmental Quality Act (CEQA) requires state and local agencies to follow a protocol of analysis and public disclosure of the potential environmental impacts of planning and development projects. Therefore, the City of Ventura selected Impact Sciences, Inc. to conduct environmental review for the Westside Plan and Code, which will include facilitating public outreach and preparing written analysis of potential environmental impacts in the form of an EIR.

On October 11, 2010 Impact Sciences, Inc. entered into an agreement to conduct a preliminary study to determine the scope of study for the EIR. The scope has since been completed, and staff is poised to proceed with the environmental review process.

As discussed in the April 18, 2011 Westside Community Plan and Development Code Initiation Administrative Report, the draft Community Plan and Development Code is complete. This document will be the basis for preparation and analysis of the EIR. The process involves engaging the public on the scope of work for the EIR and preparation of the EIR, which includes a project description, a description of existing conditions, a discussion of potential environmental impacts, identification of mitigation measures, and an analysis of project alternatives.

The attached Professional Service Agreement (Attachment A) defines the scope of work for environmental review including preparation of the Notice of Preparation, participation at meetings and hearings, EIR preparation, management and coordination with City staff, and preparation of four photo visual simulations.

Work would begin on April 20, 2011 and be completed in approximately 6-7 months. This schedule aligns with the overall Westside Community Plan and Development Code work program. Both the EIR and final Plan and Code are expected to be brought to City Council in January 2012 for adoption.

### **CITIZEN ADVISORY GROUP REVIEW**

None

### **PUBLIC COMMUNICATIONS / PUBLIC ENGAGEMENT**

On December 16, 2010, the City released a Notice of Preparation (NOP) of a Draft EIR and held an EIR scoping meeting on Wednesday, January 12, 2011. Twenty-seven written comments regarding the Notice of Preparation were received by the January 27, 2011 deadline. At the time, the plan area included the North Avenue and Canada Larga. Since then, these areas have been excluded from the Plan area, which would affect the potential environmental impacts. As such, a revised NOP and public participation at a future scoping meeting are included in the attached scope of work.

Additionally, public participation will also occur during circulation of the Draft EIR, anticipated in fall 2011.

### **FISCAL IMPACTS**

The fiscal impact associated with the preparation of the EIR is \$186,200, plus an additional \$27,930 for contingencies, totaling \$214,130 in funds to be encumbered for this project. The costs associated with the public hearings required by this EIR will be absorbed in the existing Planning Division budget.

Consistent with staff's recommendation on January 24, 2011, funding would be provided by the Park, Recreation, and Community Partnership Department Westside Community Pool capital improvement project (92901/92909) General funding. If approved, the funds would be appropriated in the Westside Revitalization operations project 331 06 in the Community Development Department.

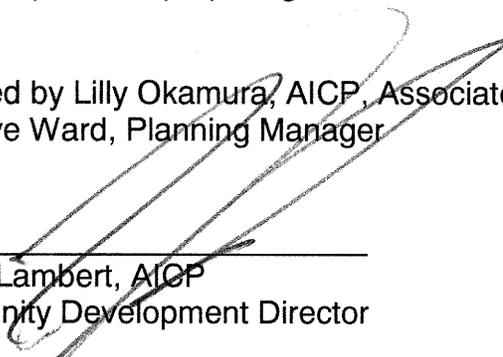
### **ALTERNATIVES**

1. The City Council could choose not to approve the attached Professional Services Agreement. This alternative is not recommended, as it would delay indefinitely the completion of the planning and coding efforts that are needed in this area. In

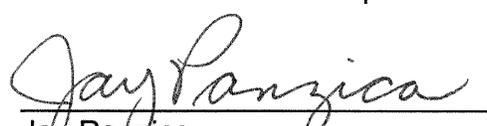
addition, it would be inconsistent with previous action by the Council and with goals to implement the 2005 General Plan.

2. Council may wish to use alternative sources to fund the EIR besides the Westside Pool fund.
3. Council may elect to omit the four photo visual simulations from the scope of work, thereby decreasing the project budget from \$186,200 to \$177,000, with a reduction of \$9,200. The photo visual simulations could provide a better understanding of aesthetic impacts as a result of future development but are not necessary for purposes of preparing the EIR.

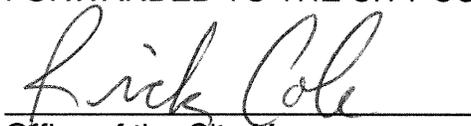
Prepared by Lilly Okamura, AICP, Associate Planner  
For Dave Ward, Planning Manager

  
\_\_\_\_\_  
Jeffrey Lambert, AICP  
Community Development Director

Reviewed as to fiscal impacts

  
\_\_\_\_\_  
Jay Panzica  
Chief Financial Officer

FORWARDED TO THE CITY COUNCIL

  
\_\_\_\_\_  
Office of the City Manager

ATTACHMENT

- A Professional Services Agreement between the City of Ventura and Impact Sciences, Inc.