



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
May 15, 2013**

TO: Mayor and City Council

FROM: Phil Vince, City Manager
Alan Shear, Assistant City Manager
Dina Tasini, Contract Planner

SUBJECT: General Plan Budget Adjustment

DATE: May 15, 2013

RECOMMENDATION:

Adopt a resolution approving an additional allocation of \$100,000 from the unassigned fund balance of the General Fund to complete the General Plan and associated planning efforts, Environmental Impact Report and legal review.

BACKGROUND:

In 2008 the City began its effort to update the General Plan. The Mayor and City Council selected a 19-member task force of community members to assist in the process. The task force was comprised of residents from a variety of backgrounds and interests. The General Plan Task Force convened 22 times during the span of 2 years; these meetings were successful and provided staff with direction and information on many development issues and long range policies and goals for the future. As a result the task force and staff were able to formulate a long-range vision, discuss land use issues and delve into the question of downtown development and density through the Downtown Matters workshops. During that time staff and the consultant, Jeff Baird, conducted workshops and collated the information to be used later in the drafting of the General Plan.

In the spring of 2011, during the preparation of the budget for Fiscal Years 11-12 and 12-13, the City was faced with financial difficulties and recommended budget cuts which included reducing the Planning Manager position to part time for 12 months and then elimination of the position effective July 1, 2012. In addition, Jeff Baird, our General Plan consultant, closed his practice in Northern California relocated his office to Los Angeles. The combination of reduction in staffing and a remotely located consultant created quite a problem, resulting in a six month delay.

Staff continued to work with the consultant until such time as it became apparent that the consultant could not complete the project. The consultant was told to cease work at that time and the City Manager began to evaluate alternative approaches.

Furthermore, the City Manager requested an outside peer review to evaluate the consultant's work and provide a "roadmap" to the City Manager as to the required resources needed to complete the General Plan Update. The peer review concluded that the draft General Plan as provided lacked

required information and would not meet required State guidelines. At this point, the City Manager was faced with completing the General Plan Update with limited funding and staffing. The decision was made to hire a contract planner part –time to manage the project and to produce the General Plan in house. City planning staff has begun drafting the document along with oversight and review by the City Attorney’s office.

DISCUSSION:

Approximately three months ago the City Manager apprised Council of some of the changes made internally to improve the quality of the General Plan. At that time consultant planner, Dina Tasini, became the overall project coordinator and staff conducted a Request for Proposal to hire a professional firm to complete the Environment Impact Report.

During the past 8 months staff has completed a first draft of the General Plan (absent the Circulation and Noise Elements which will be completed by consultants). The first version of the land use map is complete as well as the majority of the graphics. The consultants for the Circulation and Noise elements began work in May. In addition, staff prepared an RFP for an environmental planning firm to prepare an Environmental Impact Report (EIR). We interviewed four firms and selected DeNovo Planning to complete the EIR. DeNovo has begun work and will continue to draft the EIR during the next six months.

The intent is to complete an administrative draft of the General Plan by September and then to provide the draft to the task force for their review and comment. Once we have completed the internal review staff will make any necessary changes and begin public circulation of the General Plan and EIR in January 2014 and it is our goal to have the General Plan adopted and the EIR certified by April 2014.

FISCAL IMPACT:

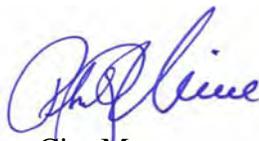
The original budget allocation was for completion of the General Plan and Housing Element at a total of \$600,000, \$400,000 from the General Fund and \$200,000 of Measure C funds. To date a balance of 52,456 dollars remains in the budget. At this time additional funds are needed to complete the necessary environmental documents, attorney review, publication and associated graphics, and staff management and drafting of the General Plan. Any remaining funds upon completion of the General Plan revision will be returned to the General Fund.

ACTION:

To adopt the resolution to approve the allocation of an additional \$100,000 for completion of the General Plan, accompanied Environmental Impact Report, staff work and legal review.

Attachment:
Resolution

APPROVED BY:


City Manager

RESOLUTION NO. -13

APPROVING THE APPROPRIATION OF \$100,000 FROM THE UNASSIGNED FUND
BALANCE FROM THE GENERAL FUND TO COMPLETE THE GENERAL PLAN
UPDATE INCLUDING THE ENVIRONMENTAL IMPACT REPORT AND
ASSOCIATED PLANNING EFFORTS

WHEREAS, in June 2008 the City Council allocated a total of \$600,000, \$400,000 from the General Fund and \$200,000 of Local C funds, to update the General Plan and complete the Housing Element; and

WHEREAS, in 2008 the City Council appointed a 19 member task force to assist in the process and comprised of residents from a variety of backgrounds and interests; and

WHEREAS, in February 2010 the City hired a consultant, Baird-Driskoll, to complete the General Plan Update with assistance from staff; and

WHEREAS, in the spring of 2011, during the preparations for the Biennial Budget for Fiscal Years 2011-12 and 2012-13, the City was faced with a financial crisis and needed to reduce costs and subsequently eliminated the Planning Manager position effective July 1, 2012; and

WHEREAS, in September 2012 the City hired a contract planner to manage the General Plan update; and

WHEREAS, in November 2012, the City hired DeNovo Planning to complete the Environmental Impact Report; and

WHEREAS, there is \$52,456 remaining in the General Plan Update project budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the appropriation of said funds and adopt a resolution allocating \$100,000 to complete the General Plan Update.

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I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 15th day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ