

**BUTTE COUNTY
BOARD OF SUPERVISORS
AGENDA TRANSMITTAL**

CLERK OF THE BOARD USE ONLY

MEETING DATE: **SEP 12 2006**

AGENDA ITEM: **502**

AGENDA TITLE: Butte County General Plan/Zoning Ordinance Update Process: Final Consultant Selection and Contract Approval for Butte County Comprehensive General Plan and Zoning Ordinance Update and EIR

DEPARTMENT: Development Services <i>[Signature]</i>	DATE: August 29, 2006	MEETING DATE REQUESTED: September 12, 2006
CONTACT: Tim Snellings, Director	PHONE: 530-538-6821	REGULAR <u>X</u> CONSENT _____

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Development Services staff requests that the Board of Supervisors approve the Contract and Scope of Work with the professional planning firm of Design, Community & Environment to complete the Comprehensive General Plan/Zoning Ordinance Update and Environmental Impact Report in the amount not to exceed \$1,593,206.00.

The term of the Agreement is from September 12, 2006 through September 30, 2009. Currently \$300,000 is budgeted within the 440-001 536 budget for General Plan Update purposes, and an additional \$200,000 is required from General Fund Contingencies to cover the anticipated costs for FY 06/07. Subsequent funding for the remainder of the contract term will be handled via the normal annual Department budget request process

--See Attached Agenda Report--

ACTION REQUESTED: Approve the Agreement with Design, Community & Environment and authorize the Chair to sign, and approve and authorize the transfer of \$200,000 from General Fund Contingencies to the 440-001 536 account to fund this contract for the remainder of FY 06/07.

**AGENDA ITEM SUBMITTALS REQUIRE THE ORIGINAL AND TWELVE (12) COPIES
ATTACH EXPLANATORY MEMORANDUM AND OTHER BACKGROUND INFORMATION AS NECESSARY**

Budgetary Impact: Yes X No _____
 If yes, complete Budgetary Impact Worksheet on back
 Budget Transfer Requested: Yes X No _____
 If yes, complete Budget Transfer Request Worksheet on back. (Deadline is one business day prior to normal agenda deadline)
 Will Proposal Require an Agreement: Yes X No _____
 Auditor-Controller's Number (if required): _____
 County Counsel's Approval: Yes pending No _____
 Will Proposal Require Additional Personnel: Yes _____ No X
 Number of Permanent: _____ Temp _____ Extra Help _____

CAO OFFICE USE ONLY

Administrative Office Review *for 8/29/06*
 Administrative Office Staff Contact *[Signature]*
 4/5's Vote Required: Yes: _____ No: _____
 Date Received by Clerk of Board: _____

Previous Board Action Date: _____ Additional Information Attached: Yes _____ No _____
 Describe: _____

SPECIAL INSTRUCTIONS TO CLERK

Number of originals required to be returned to Department: 3

****Please Note**** Department is responsible for returning contract to contractor. Clerk of the Board returns completed Auditor's copy **ONLY**.

Requested Board Action:

Ordinance Required _____ Resolution Required _____ Minute Order Required _____ For Information Only _____

BUDGETARY IMPACT WORKSHEET

Current Year Estimated Cost/Funding Source

Source of Additional Funds Requested

Estimated Cost \$500,000

Contingencies \$200,000

(Fund Name: General Fund Contingencies)
(Fund Number: 0010)

Amount Budgeted \$300,000

(Budget Unit Number : 440-001)
(Fund Name: General)
(Fund Number: 0010)

Unanticipated Revenue \$

(Source: _____)
(Rev. Code: _____)

Other Transfer(s) \$

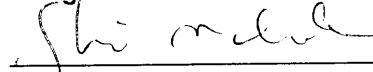
1. Complete worksheet below
2. Deadline is one business day prior to normal agenda deadline

Additional Requested \$ 200,000

Total Source of Funds \$ 200,000 General Fund

Annualized cost \$546,603/yr if also planned for next year.

Budget Transfer Authorized By Administrative Office

 8/29/02
Authorized Signature Date

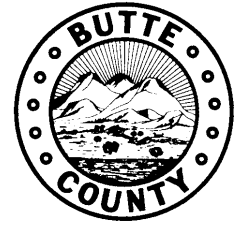
Board Action Required for B-Transfer? Yes X No _____

BUDGET TRANSFER REQUEST WORKSHEET

Transfer Request:

<u>AMOUNT</u>	<u>LINE ITEM</u>	<u>LINE ITEM</u>
Transfer \$ <u>200,000</u> (No Cents) From	<u>General Fund Contingencies</u>	To <u>440-001 536</u>
Transfer \$ _____ (No Cents) From	_____	To _____
Transfer \$ _____ (No Cents) From	_____	To _____
Transfer \$ _____ (No Cents) From	_____	To _____

Butte County Department of Development Services
TIM SNELLINGS, DIRECTOR | PETE CALARCO, ASSISTANT DIRECTOR



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**AGENDA REPORT – BUTTE COUNTY BOARD OF SUPERVISORS
BUTTE COUNTY GENERAL PLAN UPDATE**

September 12, 2006

TO: Honorable Chair and Board of Supervisors

FROM: Tim Snellings, Director of Development Services
Dan Breedon, AICP, Principal Planner

SUBJECT: **Final Consultant Selection and Contract Approval for
Butte County General Plan and Zoning Ordinance Update**

ACTION FOR CONSIDERATION:

Development Services staff requests that the Board of Supervisors take the following Action:

- I. Approve the Agreement with Design Community & Environment and authorize the chair to sign, and approve and authorize the transfer of \$200,000 from General Fund Contingencies to the 440-001 536 account to fund this contract for the remainder of FY 06/07.

REQUEST

Development Services staff requests that the Board of Supervisors approve the Contract and Scope of Work with the professional planning firm of Design, Community & Environment to complete the Comprehensive General Plan/Zoning Ordinance Update and Environmental Impact Report in the amount not to exceed \$1,593,206.00.

The term of the Agreement is from September 12, 2006 through September 30, 2009. Currently \$300,000 is budgeted within the 440-001 536 budget for General Plan Update purposes, and an additional \$200,000 is required from General Fund Contingencies to cover the anticipated costs for FY 06/07. Subsequent funding for the remainder of the contract term will be handled via the normal annual Department budget request process.

Background

On May 25, 2006 the Butte County Department of Development Services sent a Request for Proposals (RFP) to complete a Comprehensive General Plan/Zoning Ordinance Update and Environmental Impact Report for Butte County to 24 qualified planning consultants as authorized by the Board of Supervisors on May 23, 2006. In addition, the RFP was posted on a website hosted by the American Planning Association that provides a list of proposals available to hundreds of consultants nationwide. The RFP was also posted on the Department of Development Services Website for review by all interested parties.

On June 29, 2006 the Department of Development Services hosted a question and answer meeting with interested consultants concerning Butte County's RFP. Questions from this meeting and other questions posted to our website were answered and posted to the General Plan Website. On July 28, 2006 a panel consisting of representatives from the Butte County Department of Development Services, Public Works, and the Butte County Association of Governments conducted interviews with the final candidates.

On August 1, 2006, August 21, 2006, and August 28, 2006, Development Services Director Tim Snellings and Development Services staff met with the Board appointed General Plan Update Subcommittee consisting of Board Chair Curt Josiassen, and Supervisor Jane Dolan to review the top candidate for the General Plan Update, Design, Community & Environment. The Subcommittee recommended that contract negotiations begin with Design, Community & Environment for final approval at today's meeting.

Selected Consultant

Design, Community & Environment was founded in 1995 and currently employs 40 people. Their offices are located in Berkeley, California. They have a strong background in comprehensive planning, environmental review, public participation, and Geographic Information Systems. Design, Community and Environment has won both national and local awards for public participation and facilitation.

This company is currently handling the City of Oroville's General Plan update, and they have completed General Plan Updates for the City of Tracy, the City of Livermore, and the Town of Calistoga. They are also in the process of completing General Plan updates for the Town of Truckee and the City of Newman. Design, Community & Environment completed an update of the Napa County Housing

Element, as well as completed an analysis of growth areas, and related amendments to the Napa County General Plan.

Key personnel from Design, Community & Environment who will manage the General Plan Update Process include: Founding Principal David Early, AICP, who would act as Project Manager and Workshop Facilitator; Catherine Reilly, AICP, Senior Associate-in-Charge; and Michael Brilliot, Associate Project Manager.

Design, Community & Environment's team of specialized subconsultants includes the firms of Crawford, Multari & Clark who would handle the Zoning Ordinance Update; Jones & Stokes, who would handle the biological resources, cultural resources, air quality, and noise aspects of the General Plan; Gallaway Consulting who would handle technical studies and mapping concerning county deer herds; Fehr & Peers Associates who would handle traffic and circulation issues; Bay Area Economics who would handle the Housing Element and economic and fiscal analysis; and, Questa Engineering who would handle issues related to infrastructure, geology, hydrology, water quality, and hazards and safety.

Scope of Work – Butte County General Plan and Zoning Ordinance Update

The Scope of Work was arrived at through the review of Design, Community & Environment's original proposal and was refined through negotiations with Development Services staff. This Scope of Work provides the road map showing the various steps to be undertaken during the General Plan and Zoning Ordinance Update process.

The document provides a detailed work program for the major tasks of the General Plan Update that include, 1) Comprehensive General Plan Update, 2) Zoning Ordinance Update, and 3) Preparation of an Environmental Impact Report. This document also covers and defines Design, Community & Environment's role in facilitating all meetings associated with the Citizens Advisory Committee and public participation and outreach efforts.

Design, Community & Environment will facilitate outreach to the incorporated cities within Butte County to promote cooperative planning, and hold additional area plan workshops for Oroville, Chico, Gridley-Biggs, Paradise, and the Durham, Dayton, Nelson areas. Sub-area workshops are also proposed for the major geographic sub-areas of the County, including the valley, foothill, and mountain areas.

In support of the public participation effort, Design, Community & Environment will develop and maintain an advanced, interactive website to provide a forum for interactive surveys and information exchange. A newsletter will also be prepared at two points during the General Plan Update process to provide information on how to participate in the process and provide reports to the public.

Staff estimates that upon contract approval work will begin on the General Plan Update on September 25, 2006 with an estimated date of conclusion of September 2009.