



## Council Agenda Report

From: Warren Frace, Community Development Director

Subject: Approval of a Contract Amendment for Development Review Engineering Consultant - Joe Chouinard, Professional Engineer

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15061, subd. (b)(2)-(3), 15378.

Date: February 6, 2024

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### Facts

1. The City's Engineering Division is dealing with a significant increase in permitting activity related to the Olsen–South Chandler Specific Plan, River Oaks II, Beechwood Specific Plan, and wine industry expansion. To exacerbate matters, the City Engineer position is vacant due to the incumbent moving into another role within the City.
2. On May 2, 2023, City Council approved a proposal submitted by Joe Chouinard, Professional Engineer (PE), to provide City engineering services on an interim basis for \$54,600, which covered 20 hours a week of services for the period of six months.
3. With high levels of permit activity and recruitment efforts still underway for a City Engineer, the City Manager extended these contract services through December 31, 2023, at an additional cost of \$34,125.
4. Recruitment efforts for the City Engineer position have not been successful to date. As a result, it is necessary to extend the engineering services contract for a second time to March 31, 2024, at an additional cost of \$13,650 (this exceeds the City Manager's purchasing authority and City Council approval is also required).

### Options

1. Do nothing;
2. Approve amended contract with Joe Chouinard, PE for Interim City Engineering Services, extending the contract through March 31, 2024 at an additional cost of \$13,650.
3. Refer back to staff for additional analysis.

### Analysis and Conclusions

The City has approved a number of large-scale developments over the years, including the Olsen Ranch, River Oaks II, Beechwood developments and numerous industrial scale wineries. These projects are now in the permitting and construction phases. The City is obligated to process permits and inspect construction relating to tract improvements, utilities grading, and building permits for these developments. The City needs to supplement engineering services to ensure that the construction schedules of the approved projects move forward in a timely manner.

The City continues to recruit for a City Engineer, and more recently, the City hired a professional recruiting firm to advance this recruitment.

**Fiscal Impact**

The total not to exceed cost of contracted engineering contract services is now estimated to be \$102,375. These costs will be largely offset by salary savings from the vacant City Engineer position as well as increased permit revenues. The actual cost is unknown as the contract is based on times and materials and the timing of the City Engineer recruitment is unknown.

**CEQA**

The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15061, subd. (b)(2)-(3), 15378.

**Recommendation (Option 2)**

Approve Resolution 24-XXX, authorizing the City Manager to approve the Joe Chouinard Interim City Engineering Services contract amendment increase of \$13,650 (not to exceed \$102,375.)

**Attachments**

1. Resolution 24-XXX
  - a. Exhibit A – Amended 1 Joe Chouinard Professional Services Agreement & Proposal
  - b. Exhibit B – Amended 2 Joe Chouinard Professional Services Agreement & Proposal