



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

10/8/2018

SUBJECT:

Approval of Amendment No. 2 of Consultant Services Agreement with Environmental Science Associates, for Services in Connection with Updating the City's Draft Local Coastal Plan Update.

RECOMMENDED ACTION:

Move to authorize use of existing Planning Department budget to expand the contract scope and budget in the amount of \$59,574 with Environmental Science Associates and their subconsultants to address increased level of effort and out of scope items as described in this staff report.

STAFF CONTACT:

Tina Wehrmeister, Planning Director - (650) 738-7341
wehrmeistert@ci.pacifica.ca.us

Bonny O'Connor, Associate Planner - (650)738-7341
o'connorb@ci.pacifica.ca.us

INTRODUCTION:

The City of Pacifica received grant funding from the Coastal Commission and the Coastal Conservancy to update the City's Local Coastal Plan (LCP) pursuant to the California Coastal Act with special emphasis on addressing impacts from climate change and sea level rise. In August 2017, the City Council authorized staff to enter into an \$185,000 contract with Environmental Science Associates (ESA) using the grant funds.

In March 2018, the City Council authorized the reallocation of existing Planning Department funds to increase the public education effort regarding this LCP update effort. The City used \$41,000 from salary, benefit, and other savings within the Planning Department budget and unused budget allocated for the General Plan Update in fiscal year 2017-2018.

The City, with services from ESA and their subconsultants, has made significant progress on the LCP Update effort and is currently collecting public comments on Draft LCP Policies. Staff will review and consider the comments received and prepare responses to comments prior to preparing the Final Draft LCP Policies. The Final Draft LCP Policies are scheduled to be brought before the Planning Commission and City Council in November and December for consideration. The level of effort and scope required from ESA and their subconsultants to date was beyond the assumed level of effort and scope in ESA's original budget. Staff has negotiated the cost of the changes with ESA. The overage amount ESA is requesting is \$57,774.

A summary of the justification for the funds is provided below. A full description of justification from ESA is available in Attachment B.

Task 2 - Vulnerability Assessment:

- ESA helped City staff respond to a high volume of comments received on the Vulnerability Assessment
- More than anticipated time was required to collect information/data on assets;
- A higher level of effort was necessary to prepare for public workshop.

Task 3 - Adaptation Plan:

- Increased number of document drafts produced for each interim deliverable to optimize for public posting.
- Additional effort by the ESA Team to address public scrutiny and to clarify project information on the interim deliverables and approach.
- Increased level of coordination (preparation calls) and presentation revisions for public meetings.
- Staff opened up each interim deliverable for public comments, which was not originally anticipated. ESA helped City staff respond to a high volume of comments received during the Adaptation Plan phase.
- Expanded engagement delayed project progress and added level of effort to include public throughout the process decision points (albeit beneficial for public overall), ESA budget expansion for added engagement was idealistic and lower than actual effort. This includes increased information in memos and presentations to educate public for successful engagement.
- Adaptation alternative refinements beyond the scoped “thematic categories” resulted in greater efforts in order to account for the many nuances in each sub-area as requested by the City and public.
- The Coastal Commission directed the City to include managed retreat into all subareas, which affected the level of effort as ESA was previously directed to not focus on managed retreat for all areas, as well as increased efforts needed to respond to a large volume of comments (public, technical and community workgroup members and CA Coastal Commission).
- Additional public workshop for presenting final draft adaptation plan. This meeting was not included in the expanded engagement budget that the City authorized in March 2018.

The expanded scope and level of effort that ESA provided helped staff respond to stakeholders’ questions and requests within a reasonable timeline. This planning effort is centered on a complex topic that is considering technical information, legal requirements, and community values. ESA’s willingness to expand their scope to help the City respond to the high level of stakeholder interest and information on this effort has been a good investment for the City and has maintained progress on the planning effort.

Additionally, ESA is requesting \$1,800 to have Charles Lester, former Executive Director of the Coastal Commission, to be present at the upcoming Planning Commission and City Council public hearings. Staff believes that Charles Lester’s expertise and experience from working at the Coastal Commission will be a tremendous benefit to staff, ESA, the public, and the decision makers at the public hearings. Table 1 provides a summary of the project budget:

Table 1. Summary of Project Budget

Budget	Amount	Funding Source
Previously Authorized Budget		
Original Scope	\$ 185,000	Grant funds
Amendment No1 (Additional Public Engagement)	\$ 41,000	Unused Planning Department budget from FY17-18
Subtotal A	226,000	
Requested Budget (Amendment No. 2)		

Additional Level of Effort	\$ 57,774	Savings found in Planning Department budget from FY18-19.
Charles Lester Attendance to Public Hearings	\$ 1,800	
Subtotal B	\$ 59,574	
Grand Total (Subtotal A + B)	\$ 285,574	

ALTERNATIVE ACTION:

Deny the authorization of funds. Staff would finalize payment with ESA and future efforts on the LCP Update would not be supported by a consultant. After applying the remaining funds in the LCP Update budget, staff would return to Council with a request to reallocate a smaller amount of existing Planning Department funds to address the remaining overage of the LCP budget.

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

This item is consistent with the following Council adopted goals and Work Plan initiatives:

- Stewardship of City Infrastructure, including responding to impacts of sea level rise.
- Maintaining a Safe Community, including protecting infrastructure.
- Initiative Priority 3 - Sea Level Rise: Participate with other agencies in regional planning activities; prepare sea level rise policy by exploring "asset protection" and the role of sand replenishment and beach nourishment; include analysis of replacing Beach Blvd. sea wall vs. rerouting of existing infrastructure.

FISCAL IMPACT:

This contract amendment would be funded by existing Planning Department funds. The Planning Department has found opportunities for cost savings through participation and use of grant funded regional programs and services. These savings have made the requested funds available for use towards expanded support from ESA on the sea level rise planning effort.

ORIGINATED BY:

Planning Department

ATTACHMENT LIST:

- Attachment A - Second Amendment to ESA Contract (DOCX)
Attachment B - Exhibit A to Second Amendment to ESA Contract (PDF)