

AGENDA ITEM # _____

DATE: April 14, 2014

COAC NUMBER: 14-5249

**CITY OF GOODYEAR
CITY COUNCIL ACTION FORM**

SUBJECT: Authorize the City Manager to amend a contract with RBF Consulting, LLC for contract plan review services and authorize a budget transfer to fund the contract.

STAFF PRESENTER: Bob Beckley
COMPANY: RBF Consulting, Inc.
CONTACT: Kevin Kugler

RECOMMENDATION:

Council authorize the City Manager to amend a contract with RBF Consulting, LLC in an amount not to exceed \$75,000 for plan review services, and to authorize a budget transfer from development related revenues in excess of budgeted amounts.

PURPOSE:

The approval of this request will extend the current contract with RBF consulting to provide supplemental plan review services to the Engineering Department through the end of the current fiscal year. This assistance will allow the City to meet standard review times and address the workload volume resulting from the following factors:

- Short-term staff vacancies (Sr. Civil Engineer resigned January 17, 2014)
- Increase in plan review workload

(Bob Beckley, Deputy City Manager)

BACKGROUND AND COMMUNITY BENEFIT:

Development activity this fiscal year has increased over the previous years. Retaining consultant services to assist the Engineering Department with site plan and construction plan reviews allows the City to maintain standard plan review turnaround times during these periods of increased development activity. Maintaining standard plan review turnaround times will benefit the community by allowing development activities to continue without delays.

Engineering works closely with the Development Services Department (DSD) to achieve review turnaround targets. The success of the development review process relies on both departments completing reviews in a timely manner.

PREVIOUS ACTIONS AND DISCUSSION:

On November 4, 2013, the City Council authorized the city manager to approve a contract with RBF for contract plan review services in an amount not to exceed \$150,000 which allowed Engineering to reduce existing work backlogs and keep current on submitted plan reviews. The approved amount of \$150,000 would supplement the department's budget to provide contract services through March 2014 based on anticipated activity rates. The approved amount allowed Engineering to assign some of

the planning reviews and construction plan reviews to RBF so that City plan review staff could focus on project coordination with customers in addition to performing reviews.

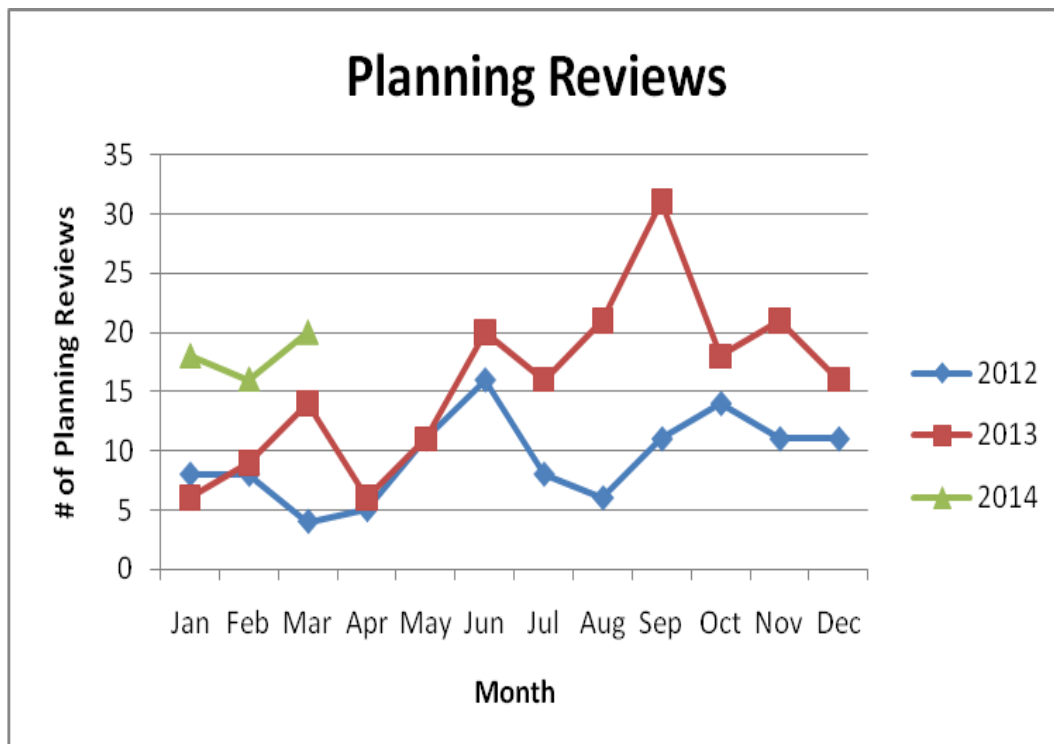
Engineering plan review staff

The current positions in Engineering supporting plan review activity consist of three city plans examiners, a civil engineer, and a senior civil engineer. The three plans examiners review construction plans primarily but on occasion will assist with planning reviews. The civil engineers perform planning reviews. The senior civil engineer performs planning reviews, supervises the plans examiners and the civil engineer, and is responsible for the oversight of the consultant contract. On January 17, the senior civil engineer resigned leaving a vacancy. In March the civil engineer was promoted into the senior civil engineer position leaving a civil engineer vacancy which is currently under recruitment. This staff vacancy has resulted in a further dependence on contracted services for the short term. Once the Civil Engineer position is hired the Department will transition away from contract services as workload allows.

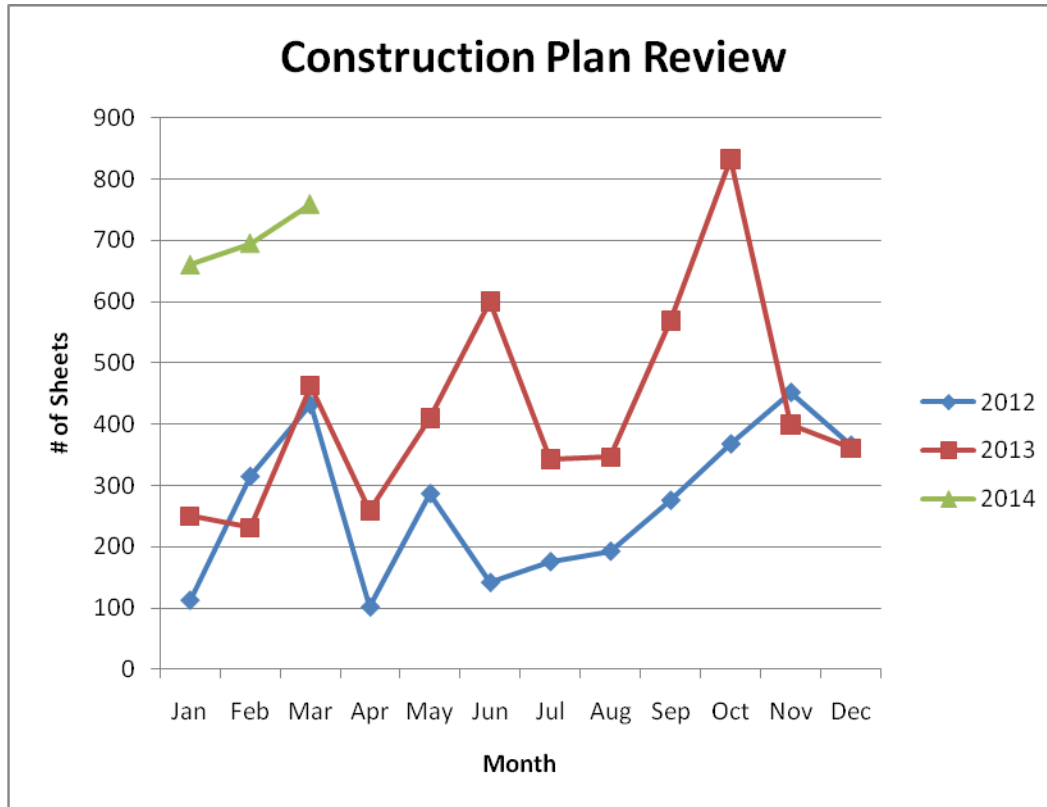
The City Engineer provides oversight of the Engineering development review process. The position works with Engineering, Development Services and other departments to reduce the standard turn-around times, enhance communication with city departments and external customers, and improve customer service.

Plan Review Activity

The site plan review work volume increased 68% from 2012 to 2013. The site plan review workload in 2014 is trending 14% higher than the 2013 workload. The consultant is performing approximately one-third of the site plan reviews.



The construction plan review work volume increased 57% from 2012 to 2013. The construction plan review workload in 2014 is trending 67% higher than the 2013 workload. The consultant is performing approximately one-fifth of the construction plan reviews.



Development permit revenue

The following is a comparison of Engineering revenue collection from 2012 through February 2014.

	Budget	Actual
2012	\$260,000	\$310,460
2013	\$295,000	\$494,011
2014	\$310,000	\$961,266 thru February 2014 (8 months)

Total Engineering revenue FY 14 YTD has already exceeded total revenues collected in 2012 and 2013, another indicator of the increase in plan review activity.

FISCAL ANALYSIS:

Development related revenues are tracking at levels significantly higher than anticipated in the current (FY14) budget. Appropriating a portion of these funds to pay for the added cost of providing the service is consistent with the City's budget policies.

ATTACHMENTS:

None