



Administrative Report

H.16., File # 23-5597

Meeting Date: 2/21/2023

To: MAYOR AND CITY COUNCIL

From: BRANDY FORBES, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE A FIFTH AMENDMENT TO THE AGREEMENT WITH PLACEWORKS, INC. FOR CONSULTING SERVICES ASSOCIATED WITH THE GENERAL PLAN UPDATE FOR AN ADDITIONAL COST OF \$215,500 TO BE FUNDED BY THE GENERAL PLAN MAINTENANCE FUND FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,977,147

EXECUTIVE SUMMARY

In October 2016, the City approved a contract with Placeworks, Inc. (Placeworks) to update the Redondo Beach General Plan. In December 2016, the City Council established the General Plan Advisory Committee (GPAC) to guide the project.

The GPAC has conducted twenty-Six (26) meetings since April 27, 2017. GPAC meetings are typically 3 hours in duration and held on the last Thursday of each month. There is one (1) GPAC meeting remaining under the current Agreement. The GPAC's planned schedule for their remaining contracted meeting is to complete their discussions and recommendations on a final draft General Plan document that includes a new Introduction and Goals section and Policies and Implementation Measures for updated Land Use, Open Space and Conservation, Safety and Noise Elements.

Additionally, the City adopted a compliant Housing Element on July 5, 2022. The Land Use Element, and the zoning update needed to implement the certified Housing Element, must be completed, including the environmental review, and placed on a ballot for adoption prior to February 2025.

The fifth amendment to the contract is necessary to update the Zoning Code and Local Coastal Plan to be consistent with the Land Use Element updates being prepared by Placeworks. To efficiently conduct the environmental review, and place both the General Plan and Zoning changes on the ballot at the same time, preparation of the Zoning Code updates and Local Coastal Plan updates is included in the fifth amendment to the contract with Placeworks.

The net cost of the additional services outlined in the Fifth Amendment is \$215,500. With approval of the fifth amendment, the total cost for this Agreement will increase from \$1,761,647 to an amount not to exceed \$1,977,147. Funding for the amendment is expected to be available in the General Plan Maintenance Fund.

BACKGROUND

The City's three-year Strategic Plan goal to "Ensure sustainability, livability and health by completing

the General Plan update and by implementing environmentally responsible programs” was first approved by the City Council on March 29, 2016, and continues to be a key element of the Strategic Plan.

GPAC Background - Status - Progress - Schedule Forward: In September 2016, the City Council approved an updated Strategic Plan that provided for the formation of a GPAC.

On December 13, 2016, the City Council approved Resolution No. CC-1612-122 establishing the GPAC to provide direct community stakeholder input to the update of the General Plan including analysis and recommendations addressing concerns regarding density and development associated with the City’s mixed-use zoning and development standards, and addressing concerns related to the availability and amount of recreation and parks and open space areas within the City. Additionally, per the Resolution, the GPAC shall perform any other functions that may be designated by motion or resolution of the City Council.

The GPAC was originally comprised of 27 City of Redondo Beach residents appointed on February 21, 2017. The Mayor selected two (2) members, one (1) of whom is designated to serve as the Chair. Each City Council Member selected five (5) members, three (3) of whom reside in their District. There have been some changes in the GPAC membership over time, with a current membership of 21, with most attrition due to moving out of Redondo Beach. The current membership has remained dedicated and diligent in their commitment to the process that has now spanned over five (5) years.

The GPAC held its first meeting on April 27, 2017 and have conducted 26 meetings to date. GPAC’s 27th and final meeting will be conducted in early 2023. The GPAC’s final recommended draft General Plan update document and the City Council approved draft Land Use Plan will be presented to the public for comments at a Community Meeting and then submitted to the Planning Commission and the City Council to carry out the formal public hearing process. Below is a summary of the schedule forward for the draft General Plan update:

Spring 2023

- **GPAC meeting #27:** Review completed draft updated General Plan Land Use, Noise, Safety and Parks/Recreation/Open Space/Conservation Elements document, inclusive of “Introduction”
- Prepare Zoning Code revisions and Local Coastal Plan amendments (Spring/Summer 2023)

Spring 2023 through Fall 2023

- Preparation of Draft Environmental Impact Report (EIR)

Spring 2023 through Winter 2023/2024

- Finalize all elements and Zoning Code revisions and LCP amendments

Summer/Fall 2023

- **Community Meetings:** Presentation of draft land use map, goals and policies, zoning revisions, and LCP amendments and Draft EIR at open house community meetings

Winter 2023/2024 through Spring 2024

- Issue Final EIR
- Planning Commission and City Council Meetings: Adoption hearings and actions for ballot measures

Mid 2024

- Citywide Vote and Coastal Commission Review

Existing Contracts with Placeworks: On October 4, 2016 the City Council completed a Strategic Plan objective by awarding a Contract (Original Agreement) for Planning and Environmental Consulting Services with Placeworks in an amount of \$699,917 for updates to the Land Use Element and the Conservation, Recreation and Parks and Open Space Element of the City's General Plan and preparation of the required EIR.

On December 19, 2017 the City Council approved the first amendment to the Original Agreement to include the development of the Artesia & Aviation Corridors Area Plan, an update to the City's Environmental Hazards/Natural Hazards Element (Safety and Noise Elements) of the General Plan, the City's Local Hazard Mitigation Plan and ten (10) additional GPAC meetings (the Original Agreement included only ten (10) GPAC meetings total). The cost of the additional services outlined in the first amendment was \$507,590. The total cost for the entire contract increased from \$699,917 to an amount not to exceed \$1,207,507 with the approval of the first amendment.

On April 16, 2019, the City Council approved the second amendment to the Agreement to include GPAC's development of draft Guiding Principles and Vision Statement and a determination to present multiple draft land use plan options at the City's first Community Meeting rather than a single preferred land use plan. Three (3) additional GPAC meetings were also included in this second amendment. Additionally, some repurposing and reallocations of tasks/budgets were also included in the second amendment (\$24,994). The cost of the additional services outlined in the second amendment was \$140,785. The total cost for the entire contract increased from \$1,207,507 (the amount after the first amendment) to an amount not to exceed \$1,348,292 with the approval of the second amendment.

On March 17, 2020, the City Council approved the third amendment to the Agreement to add budget for multiple refinements to the land use diagrams and plans to address changes in State Housing Law and the Regional Housing Needs Allocation (RHNA) allocation, and additional project administration costs. Four (4) additional GPAC meetings and one (1) additional Community Workshop were also included in the third amendment for a final total of 27 GPAC meetings and four (4) Community Workshops. Additionally, some repurposing and reallocations of tasks/budgets were also included in the third amendment (\$18,224). The cost of the additional services outlined in the third amendment was \$88,316. The total cost for the entire contract increased from \$1,348,292 (the amount after the second amendment) to an amount not to exceed \$1,436,608 with the approval of the third amendment.

On October 4, 2022, the City Council approved the fourth amendment to the Agreement. The fourth Amendment addressed the significant RHNA requirement. A contract amendment to the project budget was necessary to support the multiple additional public hearings (held in Spring 2021) and multiple versions of buildout analyses that were required to develop and approve a draft Land Plan that could accommodate the City's RHNA allocation and support the certification by the California

Department of Housing and Community Development (HCD) of the City's 6th Cycle Housing Element (adopted July 5, 2022 and HCD confirmed certification on September 1, 2022). Funding was also required to address changes/new requirements in the California Environmental Quality Act (CEQA) and General Plan laws that have occurred since the date of the original contract in 2016. There were new tasks not originally scoped in 2016, including an additional traffic analysis required by Article XXVII (since CEQA has been transitioned to a Vehicle Miles Traveled analysis) and the inclusion of an "Introduction to General Plan" section.

Fifth Amendment to Contract with Placeworks

The initial contract did not include Zoning Code or Local Coastal Plan amendments, since the extent of Land Use Element revisions was uncertain at the time of the initial contract. With RHNA requirements and the need to update that Land Use Element and make that effective with Zoning Code amendments, there is an urgency to preparing those amendments. As well, it is more efficient and effective to prepare those amendments as part of this contract so that the environmental review can be concurrent with the Land Use Element revision so the General Plan and Zoning Code amendments can be placed on the same ballot. The following list details the budgets of each task requiring additional scope/funds and includes the proposed funding necessary to complete the task. Where applicable, a brief description of the associated additional services has been provided.

Task 2.3: General Plan Advisory Committee

Placeworks shall conduct one final meeting with the General Plan Advisory Committee to present the consolidated set of edits made to the General Plan goals, policies and implementation actions before the draft updates to the General Plan are released for public review.

Deliverable(s):

- Final GPAC Meeting (Consolidated edits to General Plan)

Task 2.4: Community Workshop & Survey/Online Feedback (Zoning Code & LCP)

Placeworks shall prepare for and facilitate one additional in-person community workshop to focus on the proposed edits to the Zoning Code. It should be noted that one General Plan workshop remains.

Placeworks shall also input the General Plan Elements and draft Zoning Code in Konevio, a virtual commenting software, so that the public may provide input on the proposed documents before they are forwarded to Planning Commission and City Council for review.

Deliverable(s):

- Preparation for and facilitation of in-person community workshop (Zoning only, or GP and Zoning, TBD)
- Set up and facilitation of Konevio commenting software

(New) Task 4.6: Prepare GP/Article XXVII MOU

Placeworks shall prepare a detailed memorandum providing an overview of the difference between General Plan CEQA buildout analyses needed and those needed for Article XXVII and proper application to be placed on the ballot.

Deliverable(s):

- Buildout comparison memorandum

Task 7.3: Element Production

Placeworks shall prepare final edits to the draft general plan elements after receiving comments from staff prior to being presented to GPAC and the public for review. Budget covers all elements, Open

Space and Conservation, Land Use, Introduction, etc. Includes new Table of Contents. Placeworks shall prepare public review draft and any final edits needed after Planning Commission and City Council action.

Deliverable(s):

- Formatting, consolidating edits, developing a consolidated General Plan draft (for GPAC final meeting and for public comment)
- Final draft General Plan (after Planning Commission and City Council Hearings)

Task 10.2: Project Team Meetings

This task covers the additional time needed for routine project management, including regular project progress calls and check ins related to the efficient completion of the zoning changes and LCP Amendment that are in addition to the General Plan discussions. Placeworks shall conduct bi-weekly meetings with the consultant team and periodic, as-needed coordination with the City in between scheduled meetings. If it is determined over the course of this effort that additional meetings to strategize on particular topics are needed, then a revision to this scope and budget would be needed. No in person meetings are assumed at this time.

Deliverable(s):

- Bi-weekly virtual meetings

(New) Task 12: Prepare Revisions to the City's Zoning Code

This additional scope ensures zoning code consistency with the general plan update.

12.1 Review of Existing Code

Placeworks shall review the code in the context of the proposed changes to the General Plan, state laws such as SB 35 and SB 330, and any changes the City needs to make to be consistent with the certified Housing Element so that all General Plan and Zoning changes may be placed on the ballot at the same time. Time shall be spent reviewing the programs in the Housing Element to ensure they are being implemented in a timely manner.

12.2 Draft Zoning Code Revisions

Placeworks shall add text in track-change mode to the draft code to aid in staff review. Placeworks shall provide the edits in tracked changes format (Word) for integration into the City's document once adopted. Placeworks shall coordinate with Veronica Tam to gain clarification and direction as it relates to items that need to be included and how to address them to satisfy Housing Element requirements.

12.3 Zoning Map and Districts

The zoning district map shall be updated for consistency with the General Plan and completed as separate GIS layers. Placeworks shall ensure that the resulting zoning map is readily accessible and that the data presented enables analysis. This effort shall also highlight parcels that are inconsistent with the General Plan so the EIR can evaluate zoning changes.

It is assumed that Placeworks' GIS staff will need to spend time identifying any inconsistencies between the current GP and Zoning as well as applying new zoning changes, which Placeworks anticipates would involve a back and forth review with the City.

12.4 Public Review Draft Code

Placeworks shall prepare the draft code in PDF for posting on the City's website. Following the

review period, Placeworks shall discuss the comments with staff, make changes as directed, and produce a final draft for consideration by the Commission and Council. Placeworks shall also summarize the changes for the Staff report and draft the ordinance, and public notices.

Deliverable(s):

- Updated Zoning Code revisions and new text (Administrative, Public Review, and Final Drafts) and zoning district map.

(New) Task 13: Prepare LCP Amendment

Placeworks shall conduct a high-level review existing materials to start to assess expectations for an LCP update that creates consistency with the General Plan and Zoning edits that are proposed. Placeworks shall compile list of edits that need to be made to City’s LCP and identify the work effort that would be required to prepare the LCP update. Updates shall include revisions to the Coastal Land Use Plan Map (to reflect Residential Overlay and changes to designation names for the beach front properties, among others) and edits to the IP.

Deliverable(s):

- Review of current LCP
 - List of LCP amendments and evaluation of LUP mapping
 - Assessment of Current Issues LCP creating for City (City memo/overview)
- Summary of findings and recommendations from review of materials
- Updated Land Use Map and Text revisions to the City’s LCP
- Assemblage of all materials needed to present to the City Council for review prior to taking action (to add to the ballot).

The additional costs for each of these tasks are as follows:

Table 1. Compensation

TASK	COST
LABOR EXPENSES	
Task 2.3: General Plan Advisory Committee	\$6,000
Task 2.4 Community Workshop & Survey/Online Feedback	\$12,000
(New) Task 4.6: Prepare GP/Article XXVII MOU for City Attorney Review	\$12,000
Task 7.3: Element Production	\$20,000
Task 10.2: Project Team Meetings	\$4,400
(New) Task 12: Prepare Revisions to the City's Zoning Code	\$85,000
(New) Task 13: Prepare LCP Amendment	\$75,000
Total Labor	\$214,400
Reimbursables (Konveio platform to collect comments)	\$1,100
GRAND TOTAL	\$215,500

COORDINATION

The proposed fifth amendment to the Agreement for consulting services with Placeworks was prepared by the City Attorney’s Office.

FISCAL IMPACT

The net cost of the additional services outlined in the fifth amendment is \$215,500, which includes reimbursables and additional contingency expenses. The total cost for the Agreement will increase from \$1,761,647 to an amount not to exceed \$1,977,147. The current balance in the General Plan Maintenance Fund is \$119,132. An additional payment of \$52,562 is expected for the South Bay Social District (formerly South Bay Galleria) residential project. The General Plan Maintenance Fund typically receives \$100,000 each year. As a result, the Fund is expected to have sufficient monies to cover the remaining \$44,806 needed for the Placeworks contract amendment prior to the completion of work.

The table below entitled “General Plan Update Fiscal Impact” summarizes the sources, and amounts of “Revenues” and “Expenditures” for the original Agreement, first amendment, second amendment, third amendment, fourth amendment, and the proposed fifth amendment with Placeworks for Planning and Environmental Consulting Services.

General Plan Update Fiscal Impact	
Original Agreement	
Revenues	Expenditures
Fiscal Year 2015-16 Mid-Year Budget one-time appropriation of \$500,000 (General Fund - March 15, 2016)	Land Use and Open Space/Conservation/Parks and Recreation Elements: \$699,917
General Plan Maintenance Fund Deposit Account (Account Number 800-42000-260045) \$199,917	
<i>Total of Original Agreement: \$699,917</i>	<i>Total of Agreement \$699,917</i>
First Amendment	
Revenues	Expenditures
Fiscal Year 2016-17 Mid-Year Budget one-time appropriation of \$176,900 (General Fund - June 20, 2017)	Vision Statement; Aviation-Artesia Corridor Area Plan; Update of the Environmental Hazards/Natural Hazards Element of the General Plan (Safety and Noise Element Update); Local Hazard Mitigation Plan: \$507,590
Fiscal Year 2016-2017 \$40,000 Carry Over Funding (November 21, 2017)	
General Plan Maintenance Fund Deposit Account (Account Number 800-42000-260045) \$290,690	
<i>Total of First Amendment: \$507,590</i>	<i>Total of Agreement After First Amendment \$1,207,507</i>
Second Amendment	
Revenues	Expenditures

Repurpose of funds from Tasks 1.2, 2.2, and 7.1 and 12.9 (Original Agreement and First Amendment)	GPAC Meetings; Draft Guiding Principles; Multiple GPAC Draft Land Plan Options; Project Collateral-Flyers; FAQ's; etc., Content for City Website and Media; Update and Refine Land Use Diagram; Project Administration and Schedule; Project Team Meetings; and Reimbursables: \$140,785
General Plan Maintenance Fund Deposit Account (Account Number 800-42000-260045) \$140,785	
<i>Total of Second Amendment: \$140,785</i>	<i>Total of Agreement After Second Amendment \$1,348,292</i>
Third Amendment	
Revenues	Expenditures
Repurpose of funds from Tasks 2.5, 4.3, 7.2 and Phase 14 (Original Agreement, First Amendment, and Second Amendment)	GPAC Meetings; Community Workshop; Additional Surveys; Revisiting GPAC's Recommended Draft Land Plan Due to Recent Changes in State's Housing Laws; Update and Refine Land Use Diagram; Fiscal Impact Analysis Report; Additional Open Space Analysis; Additional Safety Element Requirements; Project Team Meetings; and Reimbursables: \$88,316
General Plan Deposit Account (Account Number 800-42000-260045) \$88,316	
<i>Total of Third Amendment: \$88,316</i>	<i>Total of Agreement After Third Amendment \$1,436,608</i>
Fourth Amendment	
Revenues	Expenditures

General Plan Maintenance Fund Deposit Account (Account Number 800-42000-260045) \$325,039	Additional Study Sessions and Public Hearings; Refine Land Plan, Diagrams, and Buildouts in Support of Certified 6 th Cycle Housing Element; Additional and Updated CEQA Technical Studies to Address Changes in State Environmental Laws and Consultant Rate Changes since 2016; Project Coordination and Schedule; Team Meetings; Develop "Introduction to General Plan"; Reimbursables and Contingency: \$325,039
<i>Total of Fourth Amendment: \$325,039</i>	<i>Total of Agreement After All Amendments \$1,761,647</i>
Fifth Amendment	
Revenues	Expenditures
General Plan Maintenance Fund Deposit Account (Account Number 800-42000-260045) \$215,500	Additional GPA Final Meeting Preparation; Community Workshop on Zoning Code and LCP Amendments; Prepare GP/Article XXVII Memo; Element Production; Additional Project Team Meetings; Prepare Revisions to Zoning Code including Zoning Map and Districts; Reimbursables: \$215,500
<i>Total of Fifth Amendment: \$215,500</i>	<i>Total of Agreement After All Amendments \$1,977,147</i>

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Proposed Fifth Amendment to Agreement with Placeworks
- Agmt - Fourth Amendment to Agreement with Placeworks, October 4, 2022
- Agmt - Third Amendment to Agreement with Placeworks, March 17, 2020
- Agmt - Second Amendment to Agreement with Placeworks, April 16, 2019
- Agmt - First Amendment to Agreement with Placeworks, December 19, 2017
- Agmt - Original Agreement with Placeworks, October 4, 2016