

RESOLUTION 2017-228

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO (1) AUTHORIZING THE TRANSFER OF \$160,000 FROM THE FY 2017/18 DEVELOPMENT SERVICES SALARY ACCOUNT TO ITS PROFESSIONAL SERVICES ACCOUNT, AND (2) AUTHORIZING THE CITY MANAGER TO EXECUTE A NEW AGREEMENT WITH MIG FOR ON-CALL PLANNING SUPPORT CONSULTING SERVICES IN THE AMOUNT OF \$184,000 FOR RY 2017/18, WITH OPTIONS TO RENEW ANNUALLY FOR THREE YEARS UP TO \$190,000 PER YEAR, BASED ON AVAILABILITY OF FUNDS, FOR A FOUR-YEAR CUMULATIVE CONTRACT TOTAL NOT TO EXCEED \$754,000

WHEREAS, *Fiscal Sustainability – Budgetary Spending Controls* is an adopted policy item under the FY2018-21 Council Priority Workplan, effective November 1, 2017;

WHEREAS, with respect to the California Environmental Quality Act (CEQA) guidelines, this is not a project as defined by CEQA;

WHEREAS, for FY 2017/18, within the Adopted City Council Budget for Development Services, the salary account (212-1755-41000) has a total budget appropriation of \$742,847.00; and, as of December 4, 2017, a balance of \$495,863 was remaining, or 58% of the total salary budget allocation for FY 2017/18;

WHEREAS, the higher than anticipated balance left in salary is due to various staff vacancies in the Development Services Department, and these staff vacancies, particularly in Planning, have necessitated the use of on-call contract planning support services at a higher rate than anticipated; and, as a result, as of December 4, 2017, the Professional Services budget account (212-1755-43600) has a remaining non-encumbered balance of \$29,045, 7% of the total line item allocation of \$395,000;

WHEREAS, for the remainder of FY 2017/18, additional Professional Services will need to be obtained in order to perform contracted planning support services to cover for staff vacancies while going through the process of advertising and interviewing to fill vacant positions;

WHEREAS, since sufficient funding exists in the Development Services Department Budget for Development Services Salary (212-1755-41000), staff recommends reallocating \$160,000 from Development Services Salary budget (212-1755-41000) to the Professional Services budget (212-1755-43600) to cover additional planning support;

WHEREAS, an Agreement for Planning Support Consulting Services between the City of San Pablo and MIG dated October 13, 2016, was for a contract amount not to exceed \$24,990; the First Amendment dated May 15, 2017, was approved by Resolution 2017-081 of the City Council of the City of San Pablo on May 15, 2017, augmenting the original contract by \$88,000, for a total MIG contract amount of \$112,990, and expanding

the scope of services provided by MIG to include various current and long-range projects as assigned;

WHEREAS, the Quadrennial Budget adopted by the San Pablo City Council June 19, 2017, includes \$90,000 budgeted for MIG planning support included in Development Services Professional Services budget (212-1755-43600) for FY 2017/18;

WHEREAS, Purchase Order #824 was opened for FY 2017/18 in the amount of \$65,955, the remainder of the Amended Contract dated May 15, 2017, leaving \$24,045 available in the FY 2017/18 budget for additional MIG planning support; and

WHEREAS, since this is a reallocation of existing budgeted funds, such that no new funding is necessary.

NOW, THEREFORE, BE IT RESOLVED that the foregoing recitations are true and correct, and are included herein by reference as findings.

BE IT FURTHER RESOLVED that the City authorizes the transfer of \$160,000 from Development Services salary account (212-1755-41000) to augment the Development Services Professional Services account (212-1755-43600) for eligible expenditures for the period ending June 30, 2018.

BE IT FURTHER RESOLVED that the City authorizes the City Manager to enter into a new Agreement with MIG for Planning Support Consulting Services in an amount not to exceed \$184,000 for FY 2017/18, with three (3) additional one-year renewal options not to exceed \$190,000 per fiscal year contingent upon available funds, for a total contract amount not to exceed \$754,000 for FY 2018-21.

* * * * *

Adopted this 18th day of December, 2017, by the following votes:

AYES:	COUNCILMEMBERS:	Valdez, Kinney and Calloway
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	Cruz and Morris
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST: APPROVED:

/s/ Elizabeth Pabon-Alvarado
Elizabeth Pabon-Alvarado, City Clerk

/s/ Genoveva Garcia Calloway
Genoveva Garcia Calloway, Mayor