



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Planning &  
Development  
**Department No.:** 053  
**For Agenda Of:** March 15, 2016  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Glenn S. Russell, Ph.D., 568-2085  
Director(s)  
Contact Info: Alice McCurdy, 934-6559  
**SUBJECT:** Authorization of Professional Services Contract with RECON Environmental, Inc. to prepare an Environmental Impact Report for the proposed Oak Hills Estates Project, 3<sup>rd</sup> Supervisorial District.

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

Yes

**Other Concurrence: Risk Management**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement (Attachment A) with RECON Environmental, Inc. (a local vendor), for a base contract amount not to exceed \$100,837.00 and a total contract amount of \$110,921.00 for preparation of an Environmental Impact Report (EIR) for the Oak Hills Estates Rezone, Tentative Tract Map and Development Plan project for the period beginning March 16, 2016 and ending on June 30, 2017.
- b) Authorize the Director of Planning & Development to approve up to 10 percent contingency costs not to exceed \$10,084.00 for services being performed under the Agreement for a total contract amount not to exceed amount of \$110,921.00.
- c) Determine that the above actions are organizational or administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines.

### **Summary Text:**

An application for the Oak Hills Estates Rezone, Tentative Tract Map and Development Plan project, case numbers 15RZN-00000-00002; 15TRM-00000-00001; and 15DVP-00000-00001, was received by the County of Santa Barbara on February 4, 2015. Conceptual Review was conducted by the Planning Commission on April 29, 2015 and the application was deemed complete on September 3, 2015. It was subsequently determined that an Environmental Impact Report (EIR) is required for the project under Section 15064 of the *Guidelines for Implementation of the California Environmental Quality Act*. Planning and Development sent requests for proposals to prepare the EIR to three consulting firms. RECON Environmental's proposal to prepare the EIR was approved by the applicant consistent with the Request for Proposal procedure and the *Santa Barbara County Guidelines for the Implementation of CEQA*. The total not-to-exceed cost of the EIR is \$110,921.00. Board approval of the professional services contract with RECON Environmental is required because the cost of preparing the EIR will exceed \$100,000 and because RECON Environmental has other active professional service contracts with the County resulting in a cumulative contracted amount that also exceeds \$100,000. The preparation of this EIR is included in P&D's current fiscal-year budget; therefore, no budget revision is necessary for the contract's execution. A copy of RECON Environmental's scope of work dated December 22, 2015 (Revised January 25, 2016) for the preparation of the EIR is included as Attachment A-1 of Exhibit A. RECON Environmental is a local vendor and has an office in Goleta.

### **Background:**

The Oak Hills Estates Oak Hills Estates Rezone, Tentative Tract Map and Development Plan project proposes to rezone a 16.89 vacant parcel from RR-10 (Residential Ranchette, 1 unit per 10 acres) to DR-1.8 (Design Residential, 1.8 units per acre); and to subdivide the parcel into 30 lots to be developed with 29 single-family residences and one common open space/HOA lot. The proposed residential lots would range in size from 9,330 square feet to 14,837 square feet. The proposed open space lot would be approximately 9.52 acres and would consist of natural open space containing Burton Mesa chaparral, drainage features and private roads. The application involves Assessor's Parcel Number 097-371-010 and is located on Oak Hill Road (no address) in the Vandenberg Village area, Third Supervisorial District.

RECON Environmental will be responsible for preparing the Environmental Impact Report for the project. Tasks involved with the preparation of the environmental document include, but are not limited to, peer review of technical reports, independent field survey of the project site, independent and objective evaluation of potential project-specific and cumulative impacts, and identification of mitigation measures to reduce environmental impacts to the extent feasible.

### **Performance Measure: N/A**

### **Fiscal and Facilities Impacts:**

Budgeted: Yes

Fiscal Analysis: Costs for consultant preparation and processing of the EIR are borne entirely by the applicant. The funds to prepare the EIR, including contingency funds to accommodate additional work not included in the approved scope of work, have been deposited by the project applicant and are budgeted in the Permitting Budget Program on page D-289 of the FY 2015-17 budget.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			
Fees			
Other:	\$110,921.00		\$110,921.00
Total	\$110,921.00		\$110,921.00

Narrative: The applicant has provided a one-time deposit of \$110,921.00 for completion of the EIR.

**Staffing Impacts: N/A**

**Key Contract Risks:**

A risk analysis was performed on the proposed contract and the contract was determined to be of low risk. The amount of \$110,921.00 has been paid in-full by the applicant in the form of a deposit to the County. As such, there is no risk to County fiscal resources for the contract amount. The contract includes payment arrangements based on periodic compensation at selected milestones. Payments will not be made until all services have been completed, delivered and found to be satisfactory for the various milestones. This ensures that funds from the deposit will only be expended upon satisfactory product delivery and performance by RECON Environmental, Inc.

**Special Instructions:**

Clerk of the Board will forward a copy of the Minute Order and executed contract to Planning & Development: Attn: Crysta Rider. Planning & Development will issue a Notice-to-Proceed to RECON Environmental.

**Attachments:**

- Attachment A: Contract between RECON Environmental & the County of Santa Barbara for Preparation of the EIR
  - Exhibit A: Scope of Work
    - Attachment A-1: RECON scope of work dated December 22, 2015 (Revised January 25, 2016)
  - Exhibit B: Payment Arrangements
  - Exhibit C: Indemnification and Insurance Requirements

Attachment B: Notice to Proceed

**Authored by:**

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