



## Legislation Details (With Text)

**File #:** ID18-0972    **Version:** 1    **Name:**

**Type:** Action Item    **Status:** Passed

**File created:** 8/13/2018    **In control:** City Council

**On agenda:** 8/30/2018    **Final action:** 8/30/2018

**Title:** Approve an amendment to the contract with NBS, a municipal financial consultant that specializes in Fee Studies, to allow for an extension of time to complete an update of the Development and Resource Management Department (DARM) Fee Study Analysis.

**Sponsors:** Planning and Development Department

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit A: First Amendment to Agreement, 2. Exhibit B: Original NBS Contract

Date	Ver.	Action By	Action	Result
8/30/2018	1	City Council	approved	Pass

## REPORT TO THE CITY COUNCIL

**August 30, 2018**

**FROM:** JENNIFER K. CLARK, Director  
Development and Resource Management Department

**BY:** MIKE SANCHEZ, Assistant Director  
Development and Resource Management Department

## SUBJECT

Approve an amendment to the contract with NBS, a municipal financial consultant that specializes in Fee Studies, to allow for an extension of time to complete an update of the Development and Resource Management Department (DARM) Fee Study Analysis.

## RECOMMENDATION

Staff recommends approving the amendment to the contract with NBS to June 28, 2019.

## EXECUTIVE SUMMARY

NBS contracted with the City on March 26, 2018 to provide municipal fee study analysis services for the Current Planning and Building and Safety Divisions of DARM. Due to the complexities of the

analysis involved, additional analysis is being requested to complete the fee study update.

## **BACKGROUND**

On March 26, 2018, DARM entered into a contract with NBS, a financial consulting firm that specializes in user fee studies and analysis. The original term of the contract expired on August 1, 2018. Although the initial time frame was ambitious, the general complexities of such a study have caused the initial time frame to lapse.

It is being recommended that the extension of time be extended to June 28, 2019. This will allow ample to review the proposed updated fee study and conduct stakeholder meetings with those impacted by the study.

This extension does not include an increase in funding. The cost for the study has be set not to exceed \$50,000.

## **ENVIRONMENTAL FINDING**

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378 the amendment of an agreement does not qualify as a project for the purposes of CEQA.

## **LOCAL PREFERENCE**

Local preference was not considered because this item is an amendment to an existing contract.

## **FISCAL IMPACT**

No additional General Fund appropriations are required for this contract.

## **Attachments:**

Exhibit A: First Amendment to Agreement  
Exhibit B: Original NBS Contract