



Legislation Details (With Text)

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Title: Approve an extension of time through a Second Amendment to the Consultant Services Agreement between the City of Fresno and NBS Government Finance Group, to extend services through March 31, 2020, to provide professional financial fee analysis services for a Code Enforcement Fee Study Analysis.

Sponsors: Planning and Development Department

Indexes:

Code sections:

Attachments: 1. Exhibit A - Original Consultant Services Agreement, 2. Exhibit B - First Amendment to Consultant Services Agreement, 3. Exhibit C - Second Amendment to Consultant Services Agreement

Date	Ver.	Action By	Action	Result
2/28/2019	1	City Council	approved	

REPORT TO THE CITY COUNCIL

February 28, 2019

FROM: JENNIFER CLARK, Director
Development and Resource Management

THROUGH: KELLI FURTADO, Assistant Director
Development and Resource Management

BY: SUMMER CECIL, Management Analyst II
Development and Resource Management

SUBJECT

Approve an extension of time through a Second Amendment to the Consultant Services Agreement between the City of Fresno and NBS Government Finance Group, to extend services through March 31, 2020, to provide professional financial fee analysis services for a Code Enforcement Fee Study Analysis.

RECOMMENDATION

Staff recommends approval of the Second Amendment to the Consultant Services Agreement (Agreement) between the City of Fresno (City) and NBS Government Finance Group (NBS), to

extend services through March 31, 2020, and authorize the Director of Development and Resource Management (DARM) to execute all related documents.

EXECUTIVE SUMMARY

The proposed Second Amendment to the Agreement does not increase the value, or change the scope of work, it provides the consultant ample time to complete a comprehensive financial fee analysis and extends the Agreement through March 31, 2020.

At the time of drafting this report, NBS has already begun work on the Code Enforcement Fee Study Analysis. Additional time is required to complete the scope of work which will be utilized to inform future updates of the Master Fee Schedule for enforcement divisions.

BACKGROUND

On June 29, 2018, the City entered into the NBS Agreement through December 31, 2018, not to exceed \$50,000 for financial fee analysis services related to DARM code enforcement divisions. NBS is concurrently performing a fee analysis study for the Current Planning and Building and Safety Divisions of DARM executed under a different Consultant Services Agreement.

Due to delays in the completion of the prior engagement, there was a delay in beginning the enforcement related analysis. Due to the delay, efforts were begun on December, 2018, to extend the Agreement. DARM completed the First Amendment to extend the Agreement through March 31, 2019, and work is currently under way on the enforcement related analysis.

The proposed Second Amendment will extend the Agreement to March 31, 2020, providing the consultant ample time to complete a comprehensive financial analysis which includes analyzing current revenue and expenditures to best inform any future changes in the Master Fee Schedule. The proposed Second Amendment does not increase the value, or change the existing scope of work.

ENVIRONMENTAL FINDINGS

This is not a project pursuant to CEQA guidelines Section 15378.

LOCAL PREFERENCE

Local Preference was not implemented because this is an amendment to an existing agreement.

FISCAL IMPACT

This Agreement is funded through a previously obtained Purchase Order and will require no additional funding.

Attachments:

Exhibit A - Original Consultant Services Agreement
Exhibit B - First Amendment to Consultant Services Agreement
Exhibit C - Second Amendment to Consultant Services Agreement