

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 21, 2022

DEPARTMENT: Community Sustainability

TITLE:

Second amendment to the professional services agreement with NZ Consultants to allow for additional expenditure of funds for services

SUMMARY:

Request for a second amendment to the approved professional services agreement with NZ Consultants to allow for a total expenditure of up to \$210,000 due to staff vacancies in the Planning & Preservation Division of the Community Sustainability Department

BACKGROUND AND JUSTIFICATION:

At its meeting of September 7, 2021, the Commission approved a professional services agreement with NZ Consultants to provide general planning, zoning and preservation services to the Planning & Preservation Division (Division) of the Community Sustainability Department. The original agreement allowed for an expenditure of up to \$75,000 during Fiscal Year 2022. Due to staff vacancies, the Commission approved an additional expenditure of \$75,000 for Fiscal Year 2022, bringing the total to \$150,000

Presently, the Division still has two (2) planning positions vacant. They are Community Planner and Senior Preservation Coordinator. To date, the City has not received applications meeting the minimum qualifications for the positions though they have been advertised locally and statewide as well as nationally. As such, the Division must continue to rely on the outside consultant services of NZ Consultants with an additional sub-consultant of Paleo West for preservation activities. Due to the heavy demand on the Division's services, the City is quickly approaching the agreement expenditure maximum of \$150,000, which is anticipated to have been spent prior to the end of the third quarter.

The proposed amendment would allow for an additional expenditure of \$60,000 with NZ Consultants to maintain a continuity of operations for the Division until one or more of the positions can be filled. This additional amount of funding would bring the not to exceed expenditure amount under the agreement to \$210,000 for FY 2022.

MOTION:

Move to approve/disapprove the second amendment to the NZ Consultants Agreement for FY 2022 to allow for an additional expenditure of \$60,000 with the overall expenditure not to exceed \$210,000.

ATTACHMENT(S):

Fiscal Impact Analysis
Second Amendment

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	0	0	0	0	0
Operating Expenditures	\$210,000	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	\$210,000	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

B. Recommended Sources of Funds/Summary of Fiscal Impact: Additional funding for the agreement is being transferred from salary and benefit savings from the two (2) vacant positions described in the staff report. It is anticipated that 3 additional months with positions vacant will allow for the additional \$60,000 being requested.

Account Number	Account Description	Project Number	FY22 Budget	Current Balance	Budget Transfer	Agenda Expenditure	Balance
001-2030-515.31-90	Professional Services Other		\$220,000	\$70,000	\$0	\$210,000	\$10,000

*\$150,000 is currently committed to NZ Consultants which is why the available balance is now \$70,000. A \$60,000 budget transfer was completed to bring the total committed value to \$210,000.