

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: December 7, 2021

DEPARTMENT: Community Sustainability

TITLE:

Amend Professional Services Agreement with NZ Consultants to allow for additional expenditure of funds for services

SUMMARY:

Request to amend the approved Professional Services Agreement with NZ Consultants to allow for a total expenditure of up to \$150,000 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 allows for an expenditure of up to \$50,000 during Fiscal Year 2022.

Presently, the Division has three (3) vacant planning positions: Senior Planner, Senior Preservation Coordinator and Preservation Planner. To date, the City has not received applications meeting the minimum qualifications for the positions. As such, the Division must rely on outside consultant services to maintain an acceptable level of service to applicants, residents and property owners. NZ Consultants is providing those consultant services 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 \$50,000, which is anticipated to have been spent prior to the end of the calendar year.

The proposed amendment would allow for an additional expenditure of \$100,000 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 \$150,000 for FY 2022.

At present, the positions are being advertised locally and statewide as well as nationally, but it is not anticipated that any of the positions will be filled until the first or second quarter of 2022.

MOTION:

Move to approve/disapprove amendment to the NZ Consultants Agreement for FY 2022 to allow for an additional expenditure of \$100,000 with the overall expenditure not to exceed \$150,000.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement Amendment
Original Agreement

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	\$150,000	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	\$150,000	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 three (3) vacant positions described in the staff report. It is anticipated that 4 months with positions vacant will allow for the additional \$100,000 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		\$60,000	\$60,000	\$100,000	\$150,000	\$10,000