

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: December 7, 2021

DEPARTMENT: Community Sustainability
and Financial Services

TITLE:

Resolution No. 87-2021 – Fourth Operating Budget Amendment for FY 2022 to increase the professional services agreement with NZ Consultants

SUMMARY:

Resolution No. 87-2021 authorizes a budget amendment to increase the 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:

Presently, the Division has three (3) planning positions vacant. They are 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.

MOTION:

Move to approve/disapprove Resolution No. 87-2021 authorizing a budget amendment to increase the professional services agreement with NZ Consultants.

ATTACHMENT(S):

Fiscal Impact Analysis
Resolution 87-2021
Exhibit A

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2025
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	0	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:

Account Number	Account Description	Project Number	FY22 Budget	Current Balance	Budget Transfer	Agenda Expenditure	Balance
001-2030- 515.31-90	Professional Services/Other	N/A	\$60,000	\$60,000	\$150,000	\$150,000	\$60,000