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Title: CONSIDER APPROVAL OF AMENDMENT NO. 2 TO AN AGREEMENT WITH KELLY ASSOCIATES MANAGEMENT GROUP, LLC TO STUDY AND FORMALIZE AN INTERIM DEVELOPMENT IMPACT FEE FOR THE CITY (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit No. 1 - Contract with Kelly Associates.pdf, 2. Exhibit No. 2 - 1st Amendment.pdf, 3. Exhibit No. 3 - Contract Amendment No. 2.pdf, 4. Exhibit No. 4 - Reso. No. 17-106.pdf

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, August 01, 2017

Consent

SUBJECT:

CONSIDER APPROVAL OF AMENDMENT NO. 2 TO AN AGREEMENT WITH KELLY ASSOCIATES MANAGEMENT GROUP, LLC TO STUDY AND FORMALIZE AN INTERIM DEVELOPMENT IMPACT FEE FOR THE CITY (CITY COUNCIL)

I. SUMMARY

On July 18, 2017, the City Council approved the first amendment to the Agreement between the City and Kelly Associates (“Consultant”) (Exhibit Nos. 1 & 2). The first amendment increased the contract by \$10,000.00 to a total amount not-to-exceed \$34,000.00 and extended the contract through October 18, 2017. After further discussions with the Consultant, staff has determined that the contract amount for the first amendment should have been increased by \$20,000.00. Therefore, staff has prepared the second amendment for City Council’s consideration to add an additional \$10,000.00 to the contract amount for a total of \$44,000.00 (Exhibit No. 3).

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE Amendment No. 2 to the contract with Kelly Associates Management Group, LLC, increasing the contract amount by \$10,000.00; and
2. ADOPT Resolution No. 17-106 A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2017-18 BUDGET IN THE GENERAL FUND; and
3. AUTHORIZE the Mayor to execute the amendment, following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate that is consistent with the requirements of law.

IV. BACKGROUND

On November 1, 2016, the City and Kelly Associates (“Consultant”) entered into an agreement to initiate the process to develop City’s first ever Development Impact Fees (DIF). The City Manager authorized this agreement for \$24,000.00. After initial discussions with the Consultant, the staff determined adoption of the DIF was not possible without the benefit of a current General Plan which identifies future land uses and needed infrastructure. The expected date of completion of the General Plan is July 2019. With the current available information, staff further determined adoption of an Interim DIF (IDIF) is best suited for the City and asked the Consultant to proceed with the analysis of the IDIF. However, additional funds are necessary to complete the analysis.

V. FISCAL IMPACT

As funds for this contract amendment were not included in the approved FY2017/18 budget, staff recommends appropriating \$10,000.00 from the undesignated general fund to account 01-70-870-290-6005 to fund the contract amendment. The estimated June 30, 2018 available General Fund balance is approximately \$11.3 million.

VI. EXHIBITS

1. Contract with Kelly Associates. (pgs. 3-17)
2. Amendment No. 1 to Contract with Kelly Associates. (pgs. 18-22)
3. Amendment No. 2 to Contract with Kelly Associates. (pgs. 23-28)
4. Resolution No. 17-106. (pgs. 29-30)

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