



## Legislation Text

File #: 2017-011, Version: 1

### Report to Mayor and City Council

Tuesday, July 18, 2017

Consent

#### **SUBJECT:**

**CONSIDER APPROVAL OF AMENDMENT NO. 1 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 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 (Exhibit No. 1). After initial discussions with the Consultant, the staff determined adoption of the DIF was not possible without the benefit 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. As a result, staff is requesting that Council approve an amendment to the agreement increasing the contract by \$10,000.00 to a total amount not-to-exceed \$34,000.00 and extending the contract through October 18, 2017 (Exhibit No. 2).

#### **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE Amendment No. 1 to the contract with Kelly Associates Management Group, LLC, increasing the contract amount by \$10,000.00 and extending the contract through October 18, 2017; and
2. ADOPT Resolution No. 17-097 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**

This amendment is requested to allow the completion of the IDIF study for the City. The tasks in the original contract included reviewing all City documents as they related to a DIF, comparison of adopted DIFs for other cities, and issuance of a report for suggested course of action for the City's adoption of the DIF. The original contract was not intended to determine City's DIFs.

After determining that the City could not adopt DIFs in a timely manner, at staff's direction, the consultant continued to analyze identification and adoption of an IDIF. This analysis was not part of the original scope. Therefore, staff is requesting an amendment to add additional tasks, increase the contact by \$10,000.00, and provide additional time to complete these tasks.

### **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. Resolution No. 17-097 A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2017-18 BUDGET IN THE GENERAL FUND

Prepared by: Saied Naaseh, Planning Manager