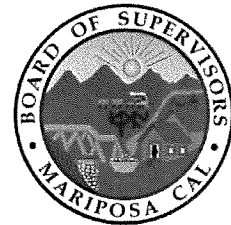


# MARIPOSA COUNTY

Administration • 966-3222



## **RESOLUTION - ACTION REQUESTED 2019-467**

MEETING: August 13, 2019

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Approve Amendment to NBS Development Services Fee Schedule  
Consulting Contract

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve an Amendment to the NBS Consulting Services Agreement for the County Development Fee Schedules to Cover Existing Cost Overruns \$4,300 and a Not-To-Exceed Additional Cost Coverage of \$7,700.

The amendment is driven by the following.

Slow responses from County staff: The fires in Mariposa in August of 2018 impacted the duration of the project, placing it on hold (especially for Public Works) for several months. While NBS continued to work with Building and Planning during this time, it was not until December of 2018 and early 2019 that Public Works fully engaged in the study. The slow response rate also resulted in the need to re-start and re-explain tasks to Public Works and Environmental Health in early 2019. These project delays have caused some unanticipated iterations of work product and review.

Going "above and beyond" the normal process: In order to obtain workload data required for the building fee model, NBS manually transferred approximately 6 months of permit record data from hardcopy records into Excel. Most of our clients have a permitting software for this purpose. Also, to try and save time for County staff and progress the project during the August to December time period, we attempted to utilize existing time tracking data for both Public Works and Environmental Health, which once at draft, required further review and iteration by these departments. We also assisted the County in clarifying and understanding the need to divide the Environmental Health operating budget into two "divisions" for purposes of the fee study.

Further iterations of fee model: As of the April 25, 2019 draft report on the study, there appears to be further need for fee model iteration in Environmental Health and Building. Once the report is finalized, we still have an adoption process and public representation of the project to assist with.

The original contract overview follows.

The County Planning Department (PD), County Building Department (BD), County Environmental Health Division of the Health Department (EHD), and County Public Works Department (PWD) have primary responsibility for regulating and permitting land development activities within the County's jurisdiction. The Departments are responsible for reviewing applications, issuing permits and performing inspections related to encroachments, new construction, public infrastructure, code enforcement, and food handling, to name just a few.

PD, BD, EHD, and PWD collect fees from permit applicants and other users that directly benefit from the services they are receiving. Collected fees are intended to offset the costs incurred in providing

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these services. Fees collected by the Departments are based on the County's adopted Fee Schedules.

The goal of county fees schedules is to collect fees that fairly and equitably recover development services costs incurred by the County. Many of the fees and fee deposit amounts in the current fee schedules are based on analyses that are over 5 years old, some much older, and no longer correspond to current operating conditions. Since the time of the last fee study, the County's operating costs have increased significantly. In addition, the structure in which the County is organized to provide land development services has changed in a variety of ways, and there are some services provided today that were not provided at all for which no fees have been established in the fee schedules. Because fee schedules have not been comprehensively reviewed and updated recently, it is anticipated that the adjustments to many existing fees and inclusion of some new fees will likely be required to meet this goal.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On April 24, 2018 in Resolution 2018-176, the Board approved the selection of and contract with NBS.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the amendment and contract will wrap up prior to full completion of project and final edits to fee schedules.

### **FINANCIAL IMPACT:**

**The amended contract includes additional costs not-to-exceed \$12,000 which will be taken from Administration's Professional Services FY20 Budget**

### **ATTACHMENTS:**

**NBS signed contract (PDF)**

**Mariposa\_AmendmentProposal\_06042019 (PDF)**

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Merlin Jones, District II Supervisor

**SECONDER:** Rosemarie Smallcombe, District I Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey