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November 16, 2020

Christina Rivera
Assistant County Administrator
575 Administration Drive, Suite 104A
Santa Rosa, CA 95403

RE: User Fee Study and Fiscal Policy Review Contract Amendment

Dear Ms. Rivera,

As discussed in our most recent project management check-in, NBS requests additional project budget in order to conclude the User Fee Study. The User Fee Study, as shown below, is one portion of a larger contract NBS has with the County to complete various financial analyses. To date, we have completed 100% of Work Plan 2 & 3 and are still in progress of various aspects of the User Fee Study Work Plan.

Contracted Task/ Project	Original Project Budget	Project Budget Remaining as of 11/16/2020	NBS - Additional Funds Request	Status
Work Plan 1: User Fee Study	\$ 56,868	\$ -	\$ 30,046	In Progress
Work Plan 2: Transfer to Enterprise Fund	\$ 10,405	\$ -	\$ -	Complete and fully invoiced
Work Plan 3: Deferred Revenue Analysis and Refund Policy Review	\$ 22,933	\$ -	\$ -	Complete and fully invoiced
Subcontractor Administrative Fee	\$ 2,748	\$ -	\$ -	Complete and fully invoiced
Total	\$ 92,954	\$ -	\$ 30,046	

The User Fee Study Scope encompasses multiple County departments and services, including, Agriculture Weights and Measures, PRMD (Planning, Building, Engineering, and Fire), as well as Animal Services. Due to the project requiring more iterative discussions and analyses between NBS and County staff than originally proposed, as well as unanticipated delays (pandemic, local emergencies, etc.) and complexities inherent in each analysis, the analyses for each department are in varying stages of completion, yet our originally contracted budget for the project is fully expended.

UPDATED TIMELINE

We aim to complete the final report for the User Fee Study by April 2021. Public hearings required to adopt the results of the Study would occur at the County's discretion once the final report is complete.

UPDATED PROFESSIONAL FEES

To complete the remaining work on the User Fee Study, we request a contract amendment amount of **\$30,046**.

The following rates from our current contract will continue to apply for the duration of our contract:

Title	Hourly Rate
NBS Director / Associate Director	\$205
NBS Consultant / Analyst	\$130

The following detailed project budget provides the detailed time estimates of hours for each task:

PROJECT COST DETAIL		NBS Consultant Labor (Hours)			Grand Totals
County of Sonoma	Task Plan	Director/ Project Manager	Consultant/ Financial Analyst	Consultant Labor (Hours)	NBS Consultant Costs (\$)
	<i>Hourly Rate</i>	<i>\$205</i>	<i>\$130</i>		
WORK PLAN 1: USER FEE STUDY					
Task 1. Project Initiation		-	-	-	-
Task 2. Fee Schedule Design		4.0	10.0	14.0	2,120
Task 3. Time Study		8.0	18.0	26.0	3,980
Task 4. Time Valuation		4.0	6.0	10.0	1,600
Task 5. Cost of Service Analysis		12.0	20.0	32.0	5,060
Task 6. Draft Review and Revision		12.0	16.0	28.0	4,540
Task 7. Comparative Fee Survey		1.5	6.0	7.5	1,096
Task 8. Recommended Pricing Analysis		8.0	16.0	24.0	3,720
Task 9. Final Report		12.0	16.0	28.0	4,540
Task 10. Presentations and Implementation		8.0	2.0	10.0	1,900
Task 11. Fee Model and Training		6.0	2.0	8.0	1,490
	Subtotal	75.5	112.0	187.5	\$ 30,046
WORK PLAN 2: TRANSFER TO ENTERPRISE FUND					
	Subtotal	-	-	-	\$ -
WORK PLAN 3: DEFERRED REVENUE ANALYSIS AND REFUND POLICY REVIEW					
	Subtotal	-	-	-	\$ Page 2
TOTAL ALL WORK PLANS					\$ 30,046

Thank you again for the opportunity to revisit the status and funding for this project. Please contact me at 800.676.7516 or via email at nkissam@nbsgov.com if you have any questions or concerns. We would genuinely like to help the County complete this project.

Sincerely,



Nicole Kissam
Director