



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 6/8/2021

To: Board of Supervisors of Sonoma County and Board of Commissioners of the Community Development Commission

Department or Agency Name(s): County Administrator

Staff Name and Phone Number: Christina Rivera, 707-565-2431

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Fee Study Review Consultant Agreement Amendment #2

Recommended Action:

Authorize the County Administrator or her designee to execute amendment #2 with NBS extending term until fee study recommendations are presented to the Board. The amendment extends the term without additional funding increases to 12/31/2021.

Executive Summary:

NBS has completed fee review study for programs associated with Animal Services, Agricultural Weights & Measures, and Permit Sonoma. The review analysis, findings, and suggestions will be used to develop fee policy adjustments recommendation to the Board programmed to occur by the fall of 2021, as well as fee adjustments for FY 2022-23 budget.

Discussion:

In order to validate and refine fees for services charged to the public, on September 4, 2019 under the County Administrator's delegated authority, NBS consultants was engaged to conduct a review of (a) Permit Sonoma's deferred revenue program; (b) Agricultural, Weights, & Measures fee schedule; and (c) Animal Services, Permit Sonoma, and Agricultural Weights & Measures fee schedules. The original agreement was for \$92,954 and expiring on 12/31/2020.

Subsequently on 12/8/2020, the Board authorized amendment #1 extending the term to 4/20/2021 and adding \$30,046 needed extend consultant work hours needed to update their analysis given that disasters limited staff's capacity to provide, on a timely basis the data and feedback necessary for the consultant to complete their review.

NBS has completed their review and is now coordinating with departments' staff the final reports deliverable. Fee policy recommendations will be presented to the Board by the fall. Therefore, CAO staff request term extension in order to keep access to the consultant and align recommendations with the review's findings and suggestions.

Consultant's hourly rates and total not to exceed amount of \$123,000 will remain unchanged.

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses	\$0		
Additional Appropriation Requested			
Total Expenditures	\$0		
Funding Sources			
General Fund/WA GF	\$0		
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$0		

Narrative Explanation of Fiscal Impacts:

N/A

STAFFING IMPACTS:

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

N/A

Related Items "On File" with the Clerk of the Board:

N/A