



MARIPOSA COUNTY

Administration • 966-3222



RESOLUTION - ACTION REQUESTED 2018-176

MEETING: April 24, 2018

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Approve an Agreement with NBS to Provide Consulting Service on the County Development Fee Schedules

RECOMMENDATION AND JUSTIFICATION:

Approve an Agreement with NBS to provide consulting service on the County Development Fee Schedules and Collections Processes in the Not-To-Exceed Amount of \$48,995; and Authorize the Board of Supervisors Chair to Sign the Agreement.

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 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.

Solicitation for proposals was distributed by email to professional organizations and networks and a few individual consulting firms. Three proposals were received by the end of the bid period on March 8, 2018. A review team including representatives from administration, public works, planning,

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health, and building departments have read the proposals, interviewed the top candidates, and checked at least two references for each bidder. Based on this process, staff recommends entering an agreement with NBS. It is the appropriate time to award the contract and begin the process.

The recommended contract period for the successful bidder will be in effect from April 24, 2018 to December 31, 2018. Sufficient funding for the contract has been included in the Administration budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The County frequently contracts with outside consultants to assist with special tasks including fee schedule review and updating.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not award the bid; direct staff to perform another RFP; or forgo assessment of Mariposa County fee schedules and collections processes at this time.

FINANCIAL IMPACT:

Sufficient funding has been identified in the 17-18 budget in the Administration Budget in Professional Services 001-0102-412.04-18

ATTACHMENTS:

Mariposa Co Fee Study_Signed by NBS (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Kevin Cann, District IV Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey