

TOWN COUNCIL STAFF REPORT

Subject: Authorize a professional services agreement with DTA for the Town of Mammoth Lakes Development Impact Fee and Affordable Housing Fee Nexus Study.

Meeting Date: September 15, 2021

Written by: Michael Peterka, Assistant Planner

RECOMMENDATION:

Authorize the professional services agreement with DTA, subject to the Town Attorney's approval and finalization of the agreement, for preparation of a development impact fee and affordable housing fee nexus study as described in Exhibit A of the agreement.

BACKGROUND/ANALYSIS:

The Community and Economic Development Department maintains a pre-qualified list of financial consultants to conduct analysis on an as needed basis. Staff selected DTA as the consultant for this project based on their background providing public finance consulting in the State of California. DTA has an extensive background working with municipalities throughout California and has proposed a schedule that will meet the Town's project timeline. Additionally, DTA was selected based upon their availability, understanding of the project, methodology, qualifications, budget, and schedule.

DTA has been found to be capable of performing the proposed work and the proposal meets the requirements of the Town. The proposal includes a cost of \$170,000. The Mammoth Lakes Fire District and the Mono County Office of Education will each be responsible for \$15,000 of the total. Staff is requesting the Council authorize the Agreement which will allow the project to progress on schedule with a goal of completing the project by July 2022.

OPTIONS ANALYSIS

Option 1: Authorize the execution of a professional services agreement with DTA for the Town of Mammoth Lakes Development Impact Fee and Affordable Housing Fee Nexus Study subject to the Town Attorney's approval and finalization of the agreement.

Option 2: Do not authorize the execution of a consulting agreement with DTA.

FINANCIAL CONSIDERATIONS:

The total project cost associated with the scope of work is \$170,000. The cost of the analysis will be paid with DIF administrative funds which are collected for this specific purpose and MCOE and MLFPD will be responsible for their portion of the project cost that exceeds the DIF administrative funds collected for this purpose. The Town will manage the contract with DTA and will ensure completion of the project as outlined in the draft professional services agreement.

LEGAL CONSIDERATIONS:

The Town Attorney has reviewed the attached consulting agreement and will work with staff and the consultant to finalize the agreement.

ATTACHMENTS

Attachment 1:	Draft Consulting Agreement: DTA
Exhibit A:	Scope of Work
Exhibit B:	Preliminary Schedule
Exhibit C:	Fee Summary

Attachment 1
Draft Professional Services Agreement: DTA