



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:	February 7, 2018	☒ Motion
DEPARTMENT:	Finance	☐ Resolution
DIVISION:	Purchasing	☐ Ordinance - Introduction
		☐ Ordinance - Adoption
		☐ Public Hearing

TITLE:

Cooperative Purchase Agreement: Consultant for Development Fee Updates

SUMMARY RECOMMENDATION:

Authorize the purchase of services for development fee consultant utilizing the City of Tempe contract, at a not to exceed amount of \$125,000.00 to:

TischlerBise Inc. Bethesda, Maryland

(Engineering - Bid #2016-20000081) (Andrew McGarvie/Robin R. Wilson)

REPORT:

After issuing a request for proposals, the City contracted with TischlerBise for the 2005 initial development fee study as well subsequent development fee updates in 2011-2012 and the latest update started in late 2015. In November 2016, the City utilized the City of Tempe's cooperative purchase agreement with TishlerBise in the amount of \$89,000 for the delivery of a standard development fee update. Work commenced, and the City assembled a new draft of the Land Use Assumptions (LUA) and Infrastructure Improvements Plan (IIP) and Citywide development fees for the north service area.

During this time the Community Development Department was developing the infill overlay district and inquired if lower transportation development fees were justified for the infill overlay district. TischlerBise was engaged in November 2016 to review the transportation fees in the infill area of town at an additional cost of \$11,000 bringing the total contract value to \$100,000. To date the amount the City has paid TishlerBise for this work is \$94,930 and the adoption of development fees process which includes a number of public hearings was temporarily placed on hold.

On August 8, 2017 the City received its required, 5-year audit report prepared by an independent third party. The report suggested updating the City's Land Use Assumptions and demographic assumptions to reflect current economic activity. Particularly, the audit noted the discrepancy between *estimated* single family residence building permits (87 for 2014-2015 and 87 for 2015-2016) and the *actual* single family residence building permits issued (291 for 2014-2015 and 384 for 2015-2016). The audit report also noted smaller differences in the rates of growth for multi-family units and commercial square footage. The audit report concludes with the recommendation that "the City update its Land Use and demographic assumptions to reflect current economic activity." The conclusion also states, "To the extent that changes in the Land Use Assumptions require updates to the City's Fee structure, it is

suggested that such revisions to the Fees be made in conjunction with the Land Use Assumptions update.”

In addition to the auditor’s recommendations, City staff has requested that TishlerBise include additional necessary public infrastructure in the draft Infrastructure Improvements Plan.

The updating of the City’s Land Use Assumptions, Infrastructure Improvements Plan, and proposed Development Fee study process was resumed in January 2018. The anticipated cost is expected to total \$18,000.00. Approval of this motion authorizes expenditures through the cooperative purchase agreement that will not exceed a contract value of \$125,000.00 which includes the \$94,930.00 already paid for work completed. The cost of periodically updating development fees, the development fee study, Land Use Assumptions, and Infrastructure Improvements Plan is allocated and paid for as a small portion of the total development fees paid by each building permit issued.

FISCAL REQUIREMENTS	CITY FUNDS:	\$125,000.00	BUDGETED:	\$125,000.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: Various Funding Sources	
	TOTAL:	\$125,000.00		
	FISCAL IMPACT STATEMENT:			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5.			
	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? ☐ Department ☐ City Clerk's Office ☐ Document to be recorded			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Gregory K. Wilkinson		1/30/2018	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		1/30/2018	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Pat Wicks		1/22/2018		
WRITTEN/SUBMITTED BY:		DATE:		
Robin R. Wilson		1/17/2018		