

**PLACER COUNTY**  
**REDEVELOPMENT AGENCY**  
**MEMORANDUM**

**TO:** Honorable Members of the Redevelopment Agency Board  
**FROM:** Thomas M. Miller, Director  
James LoBue, Deputy Director  
**DATE:** August 9, 2011  
**SUBJECT:** Amendment Number One to the Services Agreement Between the Redevelopment Agency and the North Tahoe Business Association in a Not to Exceed Amount of \$25,000 for a Total Contract Amount of \$106,250

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**ACTION REQUESTED**

Adopt a resolution authorizing the Redevelopment Director or designee to execute amendment number one to the services agreement between the Redevelopment Agency and the North Tahoe Business Association in a not to exceed amount of \$25,000 for a total contact amount of \$106,250.

**BACKGROUND**

For the past six years, the Placer County Redevelopment Agency (Agency) has provided funding for the core operations of the North Tahoe Business Association (NTBA). On April 12, 2011, the Agency Board approved a new agreement with NTBA to guarantee Agency core funding through October 2012.

One of the key items included within the recently approved scope of work for NTBA is to assist with the formation process and outreach efforts for an assessment district to support the ongoing maintenance of the streetscape amenities within the Kings Beach Commercial Core Improvement Project (KBCCIP).

NTBA solicited proposals from four firms to assist in the outreach and formation of the proposed new assessment district. Two firms responded to the solicitation: NBS headquartered out of Temucula, California and Civitas headquartered in Sacramento, California. NTBA selected NBS as the most qualified firm and most responsive to the proposed scope of work. NBS has over 15 years experience assisting agencies with specific public finance tasks and engineering projects related to the use of special financing districts, which include special assessment and tax districts. NBS has worked with the Town of Mammoth Lakes, City of Manteca, and City of Culver City, assisting these agencies with setting up benefit assessment districts to ensure the continued maintenance, servicing, administration, and operation of various improvements including the installation, upgrade, construction, or reconstruction of snow removal systems, irrigation and landscaping, street lighting, streets, sidewalks, driveways, and drainage facilities.

The negotiated price for the consultant contract to be administered by NTBA is \$19,500. NTBA is requesting additional funds to assist with the administration of the contract in the amount of \$5,500, for a total contract amendment of \$25,000. The Agency is asking your Board to amend the existing contract with NTBA by \$25,000 for a total contract amount of \$106,250 to provide funds to assist with this endeavor. Upon approval of the contract amendment by your Board, the next steps in the outreach and

potential formation of an assessment district to support the ongoing maintenance of the streetscape amenities within the KBCCIP are as follows:

- Establish a parcel database;
- Develop a budget for the projects costs of maintain all future improvements;
- Prepare an engineer's report which includes a description of the improvements, plans and specifications, cost estimate, assessment criteria, assessment roll, and diagram;
- Prepare legal notices and ballots;
- Tabulate ballots; and
- If the assessment district is approved, NBS will prepare the levy submittal to the County Auditor-Controller.

There are many other steps in the process including attending meetings and facilitating the communication process with all parties that NBS will assist. It is estimated that the process will take twelve months to complete.

The ultimate formation of the business assessment district is contingent on the successful ballot vote of the potential assessees.

#### **FISCAL IMPACT**

The proposed \$25,000 increase in the NTBA contract would be paid out of North Lake Tahoe Redevelopment Project Area tax increment funds. Adequate North Lake Tahoe Redevelopment Project Area funds are available for this use. There is no impact to the County general fund.

#### **ENVIRONMENTAL**

The requested action is an administrative action taken in furtherance of the redevelopment plan for the North Lake Tahoe Redevelopment Project Area, for which an Environmental Impact Report was prepared and certified pursuant to the California Environmental Quality Act (CEQA). Therefore, no further environmental review is required for this action (CEQA Guidelines §15180).

Attachment: Resolution  
Amendment Number One

cc: Karin Schwab, Agency Counsel

**Before the Placer County  
Redevelopment Agency Board of Directors  
County of Placer, State of California**

In the matter of:

Authorizing the Redevelopment Director or designee to execute amendment number one to the services agreement between the Redevelopment Agency and the North Tahoe Business Association in a not to exceed amount of \$25,000 for a total contact amount of \$106,250

Reso. No. \_\_\_\_\_

Ord. No. \_\_\_\_\_

First Reading \_\_\_\_\_

The following Resolution was duly passed by the Redevelopment Agency Board of the County of Placer at a regular meeting held \_\_\_\_\_,

by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:

\_\_\_\_\_  
Chair, Agency Board

Clerk of said Board

\_\_\_\_\_

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WHEREAS, the Redevelopment Agency (Agency) is a separate body, corporate and politic, created by the Placer County Board of Supervisors;

WHEREAS, on April 12, 2011, the Agency was granted authority to enter into a contract with the North Tahoe Business Association with a term ending October 31, 2012 and in the amount of \$81,250 to support programs and events that benefit the North Lake Tahoe Redevelopment Project Area.

WHEREAS, the Agency desires to amend the contract by \$25,000 for a total contract amount of \$106,250 to provide funds to support a consultant contract for the assessment and formation of a business improvement district.

NOW, THEREFORE, BE IT RESOLVED by the Redevelopment Agency Board of Directors that the Redevelopment Director or designee is authorized to execute amendment number one to the services agreement between the Redevelopment Agency and the North Tahoe Business Association in a not to exceed amount of \$25,000 for a total contract amount of \$106,250.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon adoption.



expiration of subject agreement on **October 31, 2012**, the Association will have thirty (30) days to submit its final report and invoice.

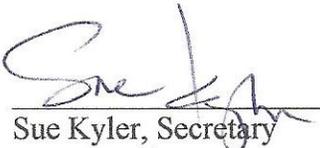
The NTBA will submit a separate monthly invoice for consultant costs incurred by NBS for the assessment and formation, if approved, of a business assessment district up to a maximum amount of \$19,500. The NTBA may bill up to an additional amount up to \$5,500 for administration costs associated with the business assessment district assessment and formation, if approved. The total amount that NTBA may bill for administration and consultant costs associated with the business assessment district assessment and formation, if approved is \$25,000.

**PLACER COUNTY REDEVELOPMENT AGENCY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Thomas M. Miller,  
Redevelopment Director

**NORTH TAHE BUSINESS ASSOCIATION**

By:  Date: 7/26/2011  
Alex Mourelatos, President

By:  Date: 7/26/2011  
Sue Kyler, Secretary