



TO: Honorable Mayor and City Council Members
Attention: Aaron M. Busch, City Manager

FROM: Girum Awoke, Director of Public Works
(Staff Contact: Brian McLean, Deputy Director of Public Works, (707) 469-6504)

SUBJECT: CALIFORNIA SENATE BILL 1383 METHANE GAS REDUCTION AND ORGANICS RECYCLING INFORMATIONAL UPDATE AND RESOLUTION APPROVING AMENDMENT #1 TO THE AGREEMENT WITH HF&H CONSULTANTS, LLC IN THE AMOUNT OF \$82,020 FOR ADDITIONAL ASSISTANCE IN ANALYSIS AND NEGOTIATIONS WITH RECOLOGY VACAVILLE SOLANO RELATED TO STATE MANDATED SENATE BILL 1383 AND A ONE-TIME BUDGET ADJUSTMENT TO THE 2020-21 FISCAL YEAR GENERAL FUND OPERATING BUDGET IN THE AMOUNT OF \$71,044

BACKGROUND:

In September 2016, Governor Brown signed into law Senate Bill 1383 (SB 1383) establishing methane emissions reduction targets. Methane emissions result from the decomposition of organic waste in landfills and are a source of greenhouse gas (GHG) emissions. Senate Bill 1383 directs the Department of Resources Recycling & Recovery (CalRecycle) to adopt regulations and requirements to achieve state-wide goals including a goal to reduce organic waste disposal into landfills by 75 percent by the year 2025.

To meet the state-wide goals of SB 1383 and its January 01, 2022 compliance implementation deadline, CalRecycle has established numerous organic waste disposal program requirements impacting municipal jurisdictions, generators, processors, and haulers of organic waste – all of which will affect the Solid Waste Franchise Agreement between the City of Vacaville and our solid waste contractor, Recology Vacaville Solano (RVS). Under SB 1383, CalRecycle has the authority to financially penalize non-compliant jurisdictions up to \$10,000 per day.

DISCUSSION:

Compliance with SB 1383 will require the City to develop commercial and residential organics waste collection programs, new municipal codes and updates to certain existing municipal codes, edible food recovery programs, procurement mechanisms for SB 1383 qualifying recycled content products, enforcement and penalties of mandated organic waste diversion and recycling. The effects of this legislation are far reaching and will require substantial changes to the City's solid waste and recycling programs and processes. It also requires modifications to solid waste collection practices which are conducted using city forces as well as contracted through the Solid Waste Franchise Agreement with RVS (Attachment 1).

From the outset of this project, it was clear to staff that a substantial public outreach effort was necessary. As a result, staff has developed and deployed a multi-layered public outreach program utilizing a number of media formats including:

Postal Mail

- City utility bill insert
- RVS quarterly bill notice

- Local magazines

Newspapers and Flyers

- Local newspapers
- Leisure Town HOA door hangers and bin-tags
- Posters, informational boards and flyers at City facilities

Electronic

- VacavilleRecycling.com
- Business community organization targeted email
- Local radio
- Channel 26
- Social Media

The public outreach campaign is well underway; information and activities related to the City's SB 1383 compliance efforts can be found at the City's website vacavillerecycling.com.

To assist staff in meeting the required SB 1383 mandates as it relates to the City's Solid Waste Franchise Agreement and municipal code changes, in June 2020 the City contracted with HF&H Consultants, LLC (HF&H). Staff selected HF&H based on their 30 years of experience and support of over 150 public agencies in the field of recycling/solid waste franchise agreement planning, negotiations, rates and financial analysis. HF&H is supporting staff in the analysis and negotiations with RVS in developing these programmatic operational changes to be reflected in a new amendment to the Solid Waste Franchise Agreement.

The initial scope of the agreement with HF&H included several tasks related to the preparation of, and updates to, the draft Solid Waste Franchise Agreement Amendment #3 and cost evaluation forms, analysis of RVS's proposal, and supporting City staff in three negotiations meetings. The total cost of the initial agreement, as approved by City Council in June 2020, was \$93,400 which the City will recover from RVS as per industry standard and City past practice by 12/31/2021 (Attachment 4).

As negotiations with RVS unfolded, two issues impacting the agreement with HF&H have become apparent. First, RVS has proposed alternative approaches to structuring rates which may benefit rate payers, and in staff's determination warrants additional analysis and negotiation support from HF&H.

Second, SB 1383 requires the City to adopt municipal ordinances by January 1, 2022 that require residents, businesses, food recovery organizations, and other regulated entities to comply with certain programmatic SB 1383 requirements. The link between Amendment #3 and the programmatic changes required by SB 1383 are more closely tied to the required municipal code changes than previously anticipated due to the complexity of CalRecycle's interpretation and guidance to jurisdictions. That said, the City will greatly benefit from the parallel development of the draft Amendment #3 language alongside that of the municipal code changes the City will be required to implement by the January 01, 2022 deadline.

Consequently, staff requested a proposal from HF&H to provide additional negotiation and analytical support, as well as assistance in drafting the required SB 1383 updates to the City's municipal code ordinances. HF&H has submitted an amended proposal with an additional cost of \$82,020. Of the \$82,020 additional cost, \$71,044 will be recovered from RVS by the City by 12/31/2021 while the remaining \$10,976 will be funded through the City's Solid Waste Recycling account (a non-General Fund account).

To assist City staff in completing the negotiations process with RVS, and supporting the City in revising the City's municipal code ordinances to meet SB 1383 requirements, staff is recommending the approval of Amendment 1 to the HF&H Agreement (Attachment 5), at a cost of \$82,020.

Staff is anticipating the finalizing of Amendment #3 to the Solid Waste Franchise Agreement in May 2021, followed by a July 2021 comprehensive City Council informational presentation. Further, staff anticipates presenting Amendment #3 and the required municipal code updates for City Council's consideration in August 2021, which will allow for the required time and noticing requirements needed by RVS to gear-up for implementation on January 01, 2022.

FISCAL IMPACT:

The total fiscal impact for this amendment is \$82,020 of which \$71,044 will be recovered from Recology Vacaville Solano by 12/31/2021. The remaining \$10,976 will be funded through the City's Solid Waste Recycling (Non General Fund CIP 810250) account which has sufficient funding and budget to cover this portion of the expense.

Amount Requested: \$71,044

Funding Source: General Fund Reserve (1001) \$71,044; Solid Waste Recycling Account (810250.09.10.429) \$10,976

Budget Distribution: If approved by Council, the budget would be loaded into the General Fund Non-Departmental Account (1001.01.0101.672)

Strategic Goal:
4 – Maintain Effective and Efficient Services

RECOMMENDATION:

By simple motion, adopt the subject resolution.

ATTACHMENTS:

- Attachment 1: 2012 Solid Waste Franchise Agreement
- Attachment 2: Amendment #1 to Solid Waste Franchise Agreement
- Attachment 3: Amendment #2 to Solid Waste Franchise Agreement
- Attachment 4: HF&H Consultants, LLC Agreement, dated June 25, 2020
- Attachment 5: Amendment #1 to the Agreement with HF&H Consultants, LLC

RESOLUTION NO. 2021-

CALIFORNIA SENATE BILL 1383 METHANE GAS REDUCTION AND ORGANICS RECYCLING INFORMATIONAL UPDATE AND RESOLUTION APPROVING AMENDMENT #1 TO THE AGREEMENT WITH HF&H CONSULTANTS, LLC. FOR ADDITIONAL ASSISTANCE IN ANALYSIS AND NEGOTIATIONS WITH RECOLOGY VACAVILLE SOLANO RELATED TO STATE MANDATED SENATE BILL 1383 IN THE AMOUNT OF \$82,020 AND A ONE-TIME BUDGET ADJUSTMENT TO THE 2020-21 FISCAL YEAR GENERAL FUND OPERATING BUDGET IN THE AMOUNT OF \$71,044

WHEREAS, in 2016 Governor Brown signed into law Senate Bill 1383 establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants; and

WHEREAS, SB 1383 will create broad and significant impacts to the City's recycling programs as well as the City's contracted solid waste/recycling programs through Recology Vacaville Solano; and

WHEREAS, to meet the requirements of Senate Bill 1383 the City of Vacaville will be required to update its Solid Waste Franchise Agreement to expand its organic waste diversion programs; and

WHEREAS, to assist in the process of analyzing the data and negotiating the cost impacts, staff secured the services of HF&H Consultants, LLC, a consulting firm specializing in such work, and entered into an agreement for said services on June 25, 2020; and

WHEREAS, negotiations with Recology Vacaville Solano have resulted in the need for additional consulting support and assistance in revising City municipal code ordinances not included in the June 25, 2020 agreement with HF&H Consultants, LLC.; and

WHEREAS, HF&H Consultants, LLC has submitted a proposal for Amendment 1 to the consulting agreement in the amount of \$82,020 for a total project cost of \$175,420, an amount determined to be consistent with market costs and whereas the City shall recover \$164,444 of the consultant expenditure on this effort from Recology Vacaville Solano and the remaining balance of \$10,976 shall be funded through the City's Solid Waste Recycling account, a non-General Fund account.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Vacaville hereby authorizes the Director of Public Works to execute Amendment #1 to the Agreement between the City and HF&H Consultants, LLC to assist staff in the update of the City's Solid Waste Franchise Agreement and negotiations with Recology Vacaville Solano, and support City staff in preparing the necessary municipal code changes to comply with Senate Bill 1383 in the amount of \$82,020 and approves a one-time budget adjustment to the 2020-21 fiscal year General Fund operating budget in the amount of \$71,044.

I HEREBY CERTIFY that the foregoing resolution was introduced and passed at a regular meeting of the City Council of the City of Vacaville, held on the 23rd day of February 2021, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Michelle A. Thornbrugh, City Clerk

RESOLUTION NO. 2021-018

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VACAVILLE APPROVING AMENDMENT #1 TO THE AGREEMENT WITH HF&H CONSULTANTS, LLC FOR ADDITIONAL ASSISTANCE IN ANALYSIS AND NEGOTIATIONS WITH RECOLOGY VACAVILLE SOLANO RELATED TO STATE MANDATED SENATE BILL 1383 IN THE AMOUNT OF \$82,020 AND A ONE-TIME BUDGET ADJUSTMENT TO THE 2020-21 FISCAL YEAR GENERAL FUND OPERATING BUDGET IN THE AMOUNT OF \$71,044

WHEREAS, in 2016 Governor Brown signed into law Senate Bill 1383 establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants; and

WHEREAS, SB 1383 will create broad and significant impacts to the City's recycling programs as well as the City's contracted solid waste/recycling programs through Recology Vacaville Solano; and

WHEREAS, to meet the requirements of Senate Bill 1383 the City of Vacaville will be required to update its Solid Waste Franchise Agreement to expand its organic waste diversion programs; and

WHEREAS, to assist in the process of analyzing the data and negotiating the cost impacts, staff secured the services of HF&H Consultants, LLC, a consulting firm specializing in such work, and entered into an agreement for said services on June 25, 2020; and

WHEREAS, negotiations with Recology Vacaville Solano have resulted in the need for additional consulting support and assistance in revising City municipal code ordinances not included in the June 25, 2020 agreement with HF&H Consultants, LLC.; and

WHEREAS, HF&H Consultants, LLC has submitted a proposal for Amendment 1 to the consulting agreement in the amount of \$82,020 for a total project cost of \$175,420, an amount determined to be consistent with market costs and whereas the City shall recover \$164,444 of the consultant expenditure on this effort from Recology Vacaville Solano and the remaining balance of \$10,976 shall be funded through the City's Solid Waste Recycling account, a non-General Fund account.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Vacaville hereby authorizes the Director of Public Works to execute Amendment #1 to the Agreement between the City and HF&H Consultants, LLC to assist staff in the update of the City's Solid Waste Franchise Agreement and negotiations with Recology Vacaville Solano, and support City staff in preparing the necessary municipal code changes to comply with Senate Bill 1383 in the amount of \$82,020 and approves a one-time budget adjustment to the 2020-21 fiscal year General Fund operating budget in the amount of \$71,044.

I HEREBY CERTIFY that the foregoing resolution was introduced and passed at a regular meeting of the City Council of the City of Vacaville, held on the 23rd day of February 2021, by the following vote:

AYES: Councilmembers Roberts, Silva, Stockton, Wylie, Vice Mayor Sullivan, and Mayor Rowlett

NOES: None

ABSENT: None

ATTEST:


Michelle Thornbrugh, City Clerk

**FIRST AMENDMENT TO THE AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE CITY OF VACAVILLE AND
HF&H CONSULTANTS, LLC.
FOR CONSULTING SERVICES**

THIS FIRST AMENDMENT ("FIRST AMENDMENT") is made and entered on the date last specified below, by and between the CITY OF VACAVILLE, a municipal corporation (hereinafter "CITY"), and HF&H Consultants, LLC, a California Limited Liability Company (hereinafter "CONSULTANT"), with reference to the following facts:

A. CITY and CONSULTANT have previously entered into an Agreement for Consultant Services, dated June 25, 2020 (hereinafter "AGREEMENT") by which CONSULTANT agreed to provide certain services to CITY.

B. The parties wish to augment and modify the services CONSULTANT is to provide to CITY and compensation paid by CITY to CONSULTANT pursuant to the AGREEMENT. This FIRST AMENDMENT serves as the written amendment to the AGREEMENT as required by Section 25 of the AGREEMENT.

**WITH REFERENCE TO THE ABOVE-DESCRIBED FACTS, THE PARTIES
HEREBY AGREE AS FOLLOWS:**

SECTION 1. SCOPE OF SERVICES.

In addition to the services set forth in Section 1 of the AGREEMENT (Scope of Services), CONSULTANT shall perform the additional services specified in CONSULTANT's "Proposal for Amendment 1 to June 25, 2020 HF&H Consultant Services Agreement with the City of Vacaville for SB 1383 Franchise Negotiations with Recology Vacaville Solano dated January 12, 2021, which is attached, in pertinent part, hereto and incorporated herein by this reference as Exhibit A- FIRST AMENDMENT.

SECTION 2. COMPENSATION.

SECTION 4 of the AGREEMENT is hereby amended by the FIRST AMENDMENT to increase the compensation paid to the CONSULTANT up to Eighty-two Thousand, Twenty Dollars (\$82,020.00). The total compensation to be paid to Consultant, including both payments for professional services and reimbursable expenses pursuant to the AGREEMENT and the FIRST AMENDMENT shall not exceed One Hundred and Seventy-five Thousand, Four Hundred and Twenty Dollars (\$175,420).

Compensation to CONSULTANT shall be paid on a time and materials basis for services performed under this FIRST AMENDMENT. The project costs for consulting services performed under this FIRST AMENDMENT will be as set forth in CONSULTANT's "Proposal for Amendment 1 to June 25, 2020 HF&H Consultant Services Agreement with the City of Vacaville for SB 1383 Franchise Negotiations with Recology Vacaville Solano dated January 12, 2021, which is attached, in pertinent part, hereto and incorporated herein by this reference as Exhibit B- FIRST AMENDMENT. CONSULTANT will submit invoices on a monthly basis for services performed in the previous month. CITY will make payment to CONSULTANT for services performed within thirty (30) days of receipt of CONSUTLANT's invoice.

SECTION 3. ELECTRONIC SIGNATURES AND COUNTERPARTS.

As permitted under the U.S. Electronic Signatures in Global and National Commerce (EISGN) Act of 2000, and the Uniform Electronic Transactions Act (UETA), the parties hereby agree to conduct this transaction by electronic means. This FIRSTAMENDMENT may be executed through an electronic signature and may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties agree that the electronic signatures appearing on this FIRST AMENDMENT are intended by each party using it to have the same force and effect as the use of a manual signature for the purposes of validity, enforceability, and admissibility.

SECTION 4. OTHER PROVISIONS TO REMAIN IN EFFECT.

All other provisions of the AGREEMENT not expressly modified by this FIRST AMENDMENT shall remain in full force and effect.

WITNESS THE EXECUTION HEREOF on the day and year first hereinabove written.

APPROVED AS TO FORM:

"CITY"

Melinda Stewart, City Attorney

CITY OF VACAVILLE, a municipal corporation

By: Andria Borba
Andria Borba,
Assistant City Attorney

Digitally signed by Andria Borba
DN: cn=Andria Borba, o=City of Vacaville,
ou=City Attorney's Office,
email=andria.borba@cityofvacaville.com,
c=US
Date: 2021.02.08 11:43:43 -0800

By: _____
Girum Awoke,
Director of Public Works

Dated: _____

"CONSULTANT"

HF&H, a California Limited Liability Company

By: Rob Hilton
Rob Hilton
President

Digitally signed by
Rob Hilton

Dated: 2/8/2021

EXHIBIT A – FIRST AMENDMENT

AMENDED SCOPE OF WORK

CONSULTANT shall perform the additional services specified in CONSULTANT's "Proposal for Amendment 1 to June 25, 2020 HF&H Consultant Services Agreement with the City of Vacaville for SB 1383 Franchise Negotiations with Recology Vacaville Solano dated January 12, 2021 as follows:

Task 9: Negotiate Amendment with RVS (6 Meetings) and Prepare Business Terms (Amended Task)

Task 9 of the 2020 HF&H Agreement is proposed to be amended to expand HF&H's support to the City with negotiation of RVS's Amendment #3. The amendment of this task anticipates that three additional negotiating meetings may be needed beyond the three meetings covered in Task 9 of HF&H 2020 Agreement scope of work (for a total of six meetings). As part of this process, HF&H will also prepare meeting agendas for the three additional meetings and provide revised drafts of Amendment #3 in redline/strikeout format following each meeting. At the end of these meeting, we anticipate bringing the negotiations process to a point where the City attorney and RVS attorney can wrap up final amendment language.

| Deliverables: Up to three meeting agendas; meeting summary notes; three revised drafts of Amendment #3.

Task 13: Prepare Custom Invoices (Amended Task)

Task 13 of the 2020 HF&H Agreement is proposed to be amended to expand the efforts associated with HF&H's preparation of monthly customized invoices anticipating more effort associated with additional tasks.

| Deliverables: Monthly, customized invoices.

Task 14: Conduct Rate Analysis (New Task)

HF&H will review RVS's proposed rates that reflect the current rate structure arrangements and up to two alternative rate structure arrangements. The analysis will involve review of the rate scenarios proposed by RVS to assess mathematical accuracy and logical consistency. We will evaluate the estimated annual rate revenue generation using the current residential and commercial subscription levels and compare the revenues against the RVS's proposed annual costs. HF&H will document its findings from this review in a memo or email communication to the City and discuss those findings in a meeting or telephone conference with City staff. We anticipate that the rate restructuring negotiations with RVS will be covered during the Task 1 negotiation meetings.

| Deliverables: Memo or email communications summarizing findings of the rate analysis.

Task 15: Review City's Relevant Ordinances and Municipal Code Provisions (New Task)

HF&H staff will review the City's existing ordinances and municipal code sections related to solid waste to develop a strategy for preparing revisions to comply with SB 1383 regulations and to identify specific municipal code sections that are impacted by SB 1383 regulations.

| Deliverables: None.

Task 16: Facilitate Design Intake Meeting with City for Municipal Code Revisions (New Task)

HF&H will facilitate a two- to three-hour “design session” with City staff to discuss SB 1383 policy and programmatic issues that will shape the revision to the City’s municipal code. To support the City team in this process, the City will receive a copy of HF&H’s “ordinance design-intake document” in advance of the meeting. The design-intake document includes prompts to help the City team think about the key policy and program questions and how the City might handle them. Since many decisions have already been made through the City’s SB 1383 Action Plan or through Amendment #3 negotiations with RVS, HF&H will update the design-intake document prior to sharing it with the City to reflect those decisions. Following the meeting, the City will receive a revised version of the design-intake document that notes all decisions made and strategies for the municipal code update.

| Deliverables: Initial design-intake document (prior to meeting); revised design-intake document reflecting meeting input.

Task 17: Prepare First Draft of Municipal Code Revisions (New Task)

Based on the decisions made during the design-intake meeting, HF&H prepare the first draft of revisions to the City’s municipal code. The revisions will pull language from the CalRecycle Model Ordinance and integrate them into the City’s current municipal code language. Part of this effort will also involve adding new definitions to the municipal code to integrate SB 1383-related definitions and to align with the RVS franchise Amendment #3 definitions. The City will receive revisions presented in redline/track-change format.

| Deliverable: First draft of the municipal code revisions.

Task 18: Participate in Call with City to Receive Feedback on Municipal Code Revisions (New Task)

Following the City’s review of the first draft of the municipal code revisions and provision of its redline comments and questions, the City will discuss with HF&H its feedback on the first draft and ask questions during a conference call. The call will be used to agree on next steps and modifications needed.

| Deliverable: Meeting agenda (if needed).

Task 19: Prepare Second Draft of Municipal Code Revisions (New Task)

Based on the City’s input during the Task 5 conference call and City’s redline changes, HF&H will prepare the second draft of revisions to the City’s municipal code. The revisions will reflect agreed-upon modifications to the first draft.

| Deliverable: Second draft of the municipal code revisions.

Task 20: Participate in Call with City to Receive Feedback on Municipal Code Revisions (New Task)

Following the City’s review of the second draft and provision of its redline comments and questions, the City and HF&H will hold another conference call for the City team to share its feedback and ask questions. City direction during this call will guide the final round of changes to the municipal code revisions.

| Deliverable: Meeting agenda (if needed).

Task 21: Prepare Final Municipal Code Revisions (New Task)

Based on the City’s input during the Task 6 conference call and the City’s redline changes, HF&H prepare the final revisions to the City’s municipal code.

| Deliverable: Final municipal code revisions.

Task 22: Assist with Creation of Multiple Ordinances for Council Approval (New Task)

The City is considering the option of presenting the SB 1383-related municipal code revisions to City Council in the form of multiple ordinances for consideration and adoption by the City Council at multiple Council meetings. If the City chooses this approach, the final municipal code revisions will need to be separated into multiple pieces to accompany the various ordinances. The City anticipates taking the lead on this effort, but may need some assistance from HF&H and/or request our review of the individual ordinances and related municipal code revisions.

| Deliverable: To be determined upon City's request.

Task 23: Review Two Council Reports and Attend Two City Council Meetings (New Task)

At the City's option, HF&H will support City staff in the process of seeking approval from City Council on the SB 1383 municipal code revisions, which may involve participation in two Council meetings. HF&H will review and comment on up to two staff-prepared City Council reports and presentations. HF&H will support City staff by attending up to two meetings with City Council and being available during the meetings to respond to questions.

| Deliverables: Redline comments on up to two draft City Council staff reports and presentations prepared by the City. Attendance at up to two City Council meetings.

EXHIBIT B – FIRST AMENDMENT**AMENDED COMPENSATION**

CITY shall compensate the CONSULTANT up to Eighty-two Thousand, Twenty Dollars (\$82,020.00) for the additional scope of services performed under this FIRST AMENDMENT.

The total compensation to be paid to Consultant, including both payments for professional services and reimbursable expenses pursuant to the AGREEMENT and the FIRST AMENDMENT shall not exceed One Hundred and Seventy-five Thousand, Four Hundred and Twenty Dollars (\$175,420). CITY shall compensate CONSULTANT for the additional services performed as specified by the cost estimate in CONSULTANT's "Proposal for Amendment 1 to June 25, 2020 HF&H Consultant Services Agreement with the City of Vacaville for SB 1383 Franchise Negotiations with Recology Vacaville Solano dated January 12, 2021 as follows:

	Description	Project Cost		
		Original Project Cost	Amendment 1 Adjustments	Amended Project Cost
1	Initiate project through call/meeting with City	\$ 3,780	\$ -	\$ 3,780
2	Update SB 1383 Technical and Franchise Memos	\$ 4,540	\$ -	\$ 4,540
3	Draft RVS amendment and cost forms	\$ 17,520	\$ -	\$ 17,520
4	Meet with City staff to receive feedback	\$ 3,860	\$ -	\$ 3,860
5	Prepare final draft amendment and cost forms	\$ 12,220	\$ -	\$ 12,220
6	Meet with RVS to present amendment and cost forms	\$ 3,240	\$ -	\$ 3,240
7	Respond to RVS questions during proposal prep	\$ 3,280	\$ -	\$ 3,280
8	Evaluate RVS proposal	\$ 6,360	\$ -	\$ 6,360
9	Negotiate amendment with RVS (6 meetings)*	\$ 25,660	\$ 25,660	\$ 51,320
10	Support City attorney in finalizing amendment	\$ 6,020	\$ -	\$ 6,020
11	Review and comment on City Council staff report	\$ 2,660	\$ -	\$ 2,660
12	Support staff in City Council presentation	\$ 1,740	\$ -	\$ 1,740
13	Prepare custom, detailed invoices*	\$ 2,220	\$ 750	\$ 2,970
New Tasks pursuant to Amendment 1				
14	Conduct rate analysis	\$ -	\$ 17,760	\$ 17,760
15	Review City's relevant ordinances and municipal code	\$ -	\$ 1,215	\$ 1,215
16	Facilitate design intake meeting with City	\$ -	\$ 3,945	\$ 3,945
17	Prepare first draft of municipal code revisions	\$ -	\$ 6,390	\$ 6,390
18	Participate in call with City to receive feedback	\$ -	\$ 1,975	\$ 1,975
19	Prepare second draft of municipal code revisions	\$ -	\$ 5,390	\$ 5,390
20	Participate in call with City to receive feedback	\$ -	\$ 1,975	\$ 1,975
21	Prepare final draft of municipal code revisions	\$ -	\$ 3,920	\$ 3,920
22	Assist in creation of multiple ordinances for approval	\$ -	\$ 4,300	\$ 4,300
23	Review two Council reports and attend two meetings	\$ -	\$ 8,640	\$ 8,640
Total Labor		\$ 93,100	\$ 81,920	\$ 175,020
Travel expense		\$ 300	\$ 100	\$ 400
Total Cost		\$ 93,400	\$ 82,020	\$ 175,420

* Cost adjustment pursuant to Amendment 1.