



DATE: March 19, 2019

TO: Mayor and City Council

FROM: Director of Development Services

SUBJECT: Adoption of a Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with ICF Incorporated for Commercial Cannabis Program Permit Application Review Services, for Round 1, Tier 2 Applications, and Increasing the Compensation Amount Not to Exceed \$250,838

RECOMMENDATION

That the City Council approves the attached resolution authorizing the City Manager to negotiate and execute an amendment to the Agreement with ICF Incorporated for Commercial Cannabis Program permit application review services to include Round 1, Tier 2 applications, and increasing the contract to an amount not to exceed \$250,838.

SUMMARY

On April 20, 2018, the City executed an agreement with ICF Incorporated for services related to developing the process to review, rate, and rank the applications for the City's Commercial Cannabis Program, and to conduct Round 1, Tier 1 review of applications. This agreement expires on March 31, 2019.

On January 15, 2019, Council directed staff to begin working with the applicants in the pool not previously selected in the City's initial process, to create a second tier of applicants to review for consideration, and potentially award additional Commercial Cannabis Permits. Council also authorized and appropriated \$70,000 in funding from the General Fund to cover the costs associated with the process.

Staff is requesting authorization to amend the agreement with ICF Incorporated to conduct additional interviews and complete the selection process, in an amount not to exceed \$250,838, and extend the term of the agreement to March 31, 2020.

BACKGROUND

On March 27, 2018, the City Council adopted Resolution 18-049 authorizing the City Manager to negotiate and execute an agreement with ICF Incorporated related to services for the creation of the City's Commercial Cannabis Program in an amount not to exceed \$180,838.

The first application period began on December 8, 2017 and concluded on January 12, 2018. The City received 77 proposals for the seven different permit types.

On January 15, 2019, the City Council adopted Resolution #19-009 appropriating \$70,000 from the General Fund to cover the cost of a consultant to review applications and conduct interviews for the other applications being considered as part of the Tier 2 review, and directed staff to expand the interview thresholds from the first round, creating a second tier of applicants to review, and to potentially award additional Commercial Cannabis Permits. However, the Council did not authorize the amendment to the agreement with ICF for the increased funding at that time. This action is an administrative clean up action to authorize amending the agreement with ICF to allow for the additional scope of services and compensation associated with the Tier 2 review of Commercial Cannabis permits.

DISCUSSION

ICF Incorporated provides local, state, and federal governments with comprehensive regulatory support services across many diverse programs, including cannabis regulation, agriculture, food and drugs, health and human services, environment, labor safety, and law enforcement. ICF Incorporated offers highly experienced personnel skilled in refined processes to engage stakeholders, facilitate successful meetings, and draft clear and concise regulatory and application documents.

ICF possesses unique experience in application development and adjudication, assisting state and local government agencies to develop, implement, manage, and evaluate cannabis programs.

Attachment III, Scope of Services, details the tasks associated with the “Round 1, Tier 2” interview process.

FISCAL IMPACT

On January 15, 2019, Council adopted Resolution #19-009 authorizing the appropriation of an additional \$70,000 in the General Fund to cover the costs for this work increasing the total appropriation for this work to \$250,838.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council’s Strategic Initiatives.

NEXT STEPS

Following Council adoption, staff will prepare the amendment to the agreement with ICF Incorporated for execution and will continue to work with ICF Incorporated to facilitate the evaluation of Commercial Cannabis permit applications.

Prepared by: Jade Kim, Management Analyst II

Recommended by: Laura Simpson, Director of Development Services

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager