



Agenda Bill

City Council Special & Regular Meetings - 07 Jan 2019

Department

Finance

Staff Contact

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Agenda Bill Title

Discussion and Potential Action to Authorize City Manager to Enter into a Contract Amendment for Phase II of the Long Range General Fund Financial Plan.

Summary

The City entered into a contract late 2018 with FCS Group to develop a long-term financial plan and model for the City's General Fund. Due to the need for supplementary services and to respond to expressed interest from the City Council beyond the original scope of work, a contract amendment to include the added tasks for Phase II is recommended in the amount of \$17,905. With the amendment, the total study budget is \$45,065. The amended scope of work to include the added tasks is attached.

Options

1. Authorize City Manager to enter into a contract amendment for Phase II with FCS Group.
 2. Do not authorize City Manager to enter into a contract amendment for Phase II with FCS Group.
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Advisory Board Recommendation

N/A

Administrative Recommendation

Authorize City Manager to enter into a contract amendment for Phase II with FCS Group.

Suggested Motion

Move to authorize City Manager to enter into a contract amendment for Phase II with FCS Group.

Fiscal Impact

FUND: General Fund
COST OF PROPOSAL: \$17,905 for Phase II
AMOUNT BUDGETED: \$25,000
ADDITIONAL REQUIRED: N/A

Attachments

[FCSG Amended Scope](#)

Exhibit A - Scope of Work: Added Tasks

The scope of work is amended to include the following added tasks:

TASK 9 – DETAILED MODEL REVIEW & CUSTOMIZATION

Conduct an interim model review session with the staff who will be utilizing the model tool deliverable. Provide a detailed review of each spreadsheet to gather feedback on data and assumptions, as well as model functionality to support eventual end-user needs. The model tool will be modified to reflect staff feedback including revised assumptions and building or revising model functionality.

TASK 10 – DEVELOP THREE (3) ADDITIONAL SCENARIO ALTERNATIVES

In order to respond to Council expressed interest and staff direction following the Phase I presentation of findings, three (3) additional scenario alternatives will be prepared in the forecast model to reflect alternative solutions to the gap analysis.

TASK 11 – PREPARE A PRESENTATION OF UPDATED FINDINGS

Presentation materials will be prepared for a Council presentation of Phase II findings. The presentation will include an introduction to the Phase II context and goals, review of Phase I findings, summary of key findings for each of the new scenario alternatives and recommended next steps.

TASK 12 – STAFF REVIEWS

We will facilitate three review sessions with staff (one onsite and two screen-sharing remote) to present initial findings, gather staff feedback and collaborate on scenario parameters, and incorporate edits to finalize the scenarios and presentation.

TASK 13 – PRESENTATION OF FINDINGS TO COUNCIL

We will attend and present Phase II study findings at one (1) City Council meeting.

TASK 14 – DOCUMENTATION SUPPLEMENT FOR PHASE II FINDINGS

This task incorporates documenting Phase II data, assumptions, and findings into the Task 5 Long Range General Fund Financial Plan document.