



CITY COMMISSION STAFF REPORT

DEPARTMENT: Finance

DATE: April 9th, 2024

SUBJECT: Motion to approve the renewal of the Agreement with Witt O'Briens LLC for Managing Federal Assistance Programs - **Finance**

CITY MANAGER RECOMMENDATION:

The City Manager recommends renewing the professional services agreement with Witt O'Briens LLC for managing and navigating complex federal assistance programs.

BACKGROUND OF ITEM:

Witt O'Briens LLC has been providing invaluable support to the city in managing federal assistance programs, including those from the American Rescue Plan Act (ARPA) and Infrastructure Investment and Jobs Act (IIJA). Their expertise and experience have been instrumental in navigating complex federal regulations, maximizing funding opportunities, and streamlining the federal grants management lifecycle.

ANALYSIS:

The renewal of the agreement with Witt O'Briens LLC is essential to continue receiving specialized assistance in managing federal assistance programs. Their services encompass various activities, including grant administration, compliance monitoring, financial management, and reporting. By renewing the agreement, the city can maintain continuity in its operations and ensure accountability in using federal funds.

STRATEGIC PLAN:

Strategic Goal 1 Financially Sustaining Someplace Special - Effective management of federal assistance programs is integral to achieving this goal.

PROCUREMENT: [Sec. 2-258 \(G\) Professional Services](#)

FISCAL IMPACT:

N/A

ALTERNATIVES:

One alternative to consider is seeking proposals from other firms providing similar professional services to explore potential cost savings. However, transitioning to a new consultant may disrupt ongoing projects and require additional time and resources for onboarding and familiarization. Given the critical nature of the services provided by Witt O'Briens LLC and its proven track record, renewing the agreement is recommended to maintain continuity and efficiency in managing federal assistance programs.

ATTACHMENTS:

1. First Amendment – Witt O'Briens LLC
2. Original Agreement + Exhibit A