

# **EXECUTIVE BRIEF REGULAR MEETING**

**AGENDA DATE:** March 15, 2022

**DEPARTMENT:** Financial Services

**TITLE:**

Agreement with Stantec Consulting Services, Inc for Comprehensive Sustainability Analysis for the City for the FY 2023 Budget not to exceed \$125,423

**SUMMARY:**

The Agreement will provide an update to the FY2022 Comprehensive Integrated Financial Sustainability Analysis which provided framework for the City's FY 2023 budget and budget projections through FY 2032.

**BACKGROUND AND JUSTIFICATION:**

As demonstrated during the FY 2019, 2020, 2021 and 2022 budget process, Stantec FAMS-EL© Model provides a dashboard of information and variables for multi-year budgets and plans. The Model plots multiple variables in the City's differing funds and enables the City to obtain real-time information on proposed changes to those funds.

Stantec Consulting Services, Inc has provided the City with a written proposal to provide an updated Revenue Sufficiency Analysis for FY 2023 budget preparation in the amount not to exceed \$125,423. The City's Procurement Code, section 2-112 (g) and City Procurement Policy authorize the selection of a consultant to provide professional services with a distinctive field of expertise without competitive selection. The City's procurement code, section 2-112 (e), similarly authorizes a single source procurement without competition if the single source is the only practical source or in the best interest of the City. Based on Stantec's past service and experience with the City and propriety FAMS-XL© Model, the City may enter into a direct professional services agreement with Stantec to provide an update of its Comprehensive Integrated Financial Sustainability Analysis for the City's major funds for FY 2023 budget preparation.

**MOTION:**

Move to approve/disapprove the agreement with Stantec for an updated Comprehensive Integrated Financial Sustainability Analysis for FY 2023 Budget Preparation, not to exceed \$125,423.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Agreement

## FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

| Fiscal Years                                  | 2022    | 2023 | 2024 | 2025 | 2026 |
|---|---------|------|------|------|------|
| Capital Expenditures                          | 0       | 0    | 0    | 0    | 0    |
| Operating Expenditures                        | 125,423 | 0    | 0    | 0    | 0    |
| External Revenues                             | 0       | 0    | 0    | 0    | 0    |
| Program Income                                | 0       | 0    | 0    | 0    | 0    |
| In-kind Match                                 | 0       | 0    | 0    | 0    | 0    |
| Net Fiscal Impact                             | 125,423 | 0    | 0    | 0    | 0    |
| No. of Addn'l Full-Time<br>Employee Positions | 0       | 0    | 0    | 0    | 0    |

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

| Account Number     | Account Description   | FY22 Budget | Current Balance | Agenda Expenditure | Balance    |
|--------------------|-----------------------|-------------|-----------------|--------------------|------------|
| 001-9010-519.34-50 | Contractual Services  | 302,099     | 78,746.11       | 26,321.00          | 52,425.11  |
| 140-8055-575.31-90 | Professional Services | 112,209     | 77,217.87       | 3,045.25           | 74,172.62  |
| 140-8056-575.31-90 | Professional Services | 3,592       | 3,350.20        | 3,045.25           | 304.95     |
| 140-8072-572.31-90 | Professional Services | 1,772       | 1,674.42        | 1,218.10           | 456.32     |
| 140-8074-575.31-90 | Professional Services | 5,407       | 5,024.15        | 4,872.40           | 151.75     |
| 401-6010-531.31-90 | Professional Services | 406,193     | 357,611.10      | 25,462.00          | 332,149.10 |
| 402-7010-533.31-90 | Professional Services | 285,843     | 153,090.17      | 17,827.00          | 135,263.17 |
| 403-7010-535.34-50 | Contractual Services  | 152,124     | 142,611.09      | 17,827.00          | 124,784.09 |
| 408-5090-538.31-90 | Professional Services | 54,838      | 20,761.33       | 12,817.00          | 7,944.33   |
| 410-5081-534.34-50 | Contractual Services  | 35,622      | 16,215.29       | 7,793.40           | 8,421.89   |
| 410-5082-534.34-50 | Contractual Services  | 7,101       | 5,287.54        | 1,298.80           | 3,988.74   |
| 410-5083-534.34-51 | Contractual Services  | 10,310      | 10,000.46       | 2,597.80           | 7,402.66   |
| 410-5084-534.34-51 | Contractual Services  | 10,000      | 10,000          | 1,298.00           | 8,702.00   |