

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Request to Authorize Continued Financial Management Services with SWWRPC

Meeting Date: Tuesday, February 6, 2024

Requested by: Ashley Oliphant

Background: In September 2023, the Common Council authorized contracting with Southwestern Wisconsin Regional Planning Commission (SWWRPC) for the provision of financial services. Misty Molzof the Local Government Services Specialist of SWWRPC was subsequently contracted to provide the following services:

- Training on the Caselle software
- Review financial policies and procedures
- Identify areas for improvement and make recommendations
- Assist in the development of the 2024 budget and capital improvement plan
- Other related tasks so that the City may pursue the next phase of the comprehensive financial planning process from a stronger position.

Due to changes in staffing, additional time utilizing the services of SWWRPC is necessary to complete the identified goals and to aid in the training of new personnel. As such, this is a request for authorization to extend the existing contract with SWWRPC.

Funding Source: \$30,000 budgeted in Pool 4 Outlay 10-6100-920

Financial Impact: Anticipating a total cost of \$23,000 or less for the period between January 1 – April 30th.
This is based on an average 1.5 day per week onsite

Requested Action:

Finance Motion: To recommend to the Common Council to authorize extending the contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount.

Council Motion: To authorize the Administrator to extend the contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount.