



## Staff Report

**TO:** City Council  
**FROM:** Jennifer Ustation, Finance Director  
**DATE:** December 6, 2022  
**SUBJECT:** First Amendment to Professional Services Agreement with Revenue and Cost Specialist, LLC

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**Description** Approval to extend the term of the agreement with Revenue and Cost Specialist, LLC.

### **Background and Analysis:**

On December 7, 2021, City Council approved an agreement for professional services (PSA) with Revenue and Cost Specialists, LLC (RCS) to provide a Full Cost Allocation Plan and a Comprehensive User Fee Study. The full cost allocation plan was completed and approved by the City Council on June 21, 2022.

City staff along with RCS presented to City Council the Cost of Services Study report on September 20, 2022. The next steps of the project are to determine if the City Council would like to address or implement any policies regarding the fees and apply those policy decisions to the fee schedule. The amendment will extend the agreement to June 30, 2022, to allow the City and consultant to complete the project.

### **Fiscal Impact:**

RCS has not requested a fee increase with this amendment. The contract was originally approved for \$34,980 and budgeted in FY22 Finance Department contractual services with \$17,490 of the contract paid in FY22. The remaining \$17,490 of the contract was re-appropriated by the City Council on September 20, 2022, in the FY23 Finance Department contractual services line item 100-1225-7068-0000.

### **Recommended Action:**

Approve a first amendment to the Professional Services Agreement with Revenue and Cost Specialists, LLC for a period not to exceed seven months, through June 30, 2023.

**Attachments:**

- A. First Amendment to Professional Service Agreement