



Staff Report

TO: City Council
FROM: Jennifer Ustation, Finance Director
DATE: July 15, 2025
SUBJECT: Approval of Purchase Order Increase for Spicer Consulting Group, Inc. for Special District Administration Services

Description Consideration of \$16,090.28 increase to the existing purchase order with Spicer Consulting Group, Inc. for special district administration services to cover the June 2025 invoice and additional costs related to the administration of new Community Facilities District (CFD) areas added during Fiscal Year 2024-25.

Background and Analysis:

Spicer Consulting Group, Inc. provides administrative and financial consulting services for the City's Community Facilities Districts (CFDs). These services are essential for preparing annual tax levies, ensuring compliance with reporting requirements, and supporting the City's infrastructure financing programs.

In October 2024, the City processed payment for Spicer's **June 2024 invoice**, which applied to Fiscal Year 2023-24 services but was paid from Fiscal Year 2024-25 funds due to timing. This early FY 2024-25 expenditure reduced the available balance on the current purchase order.

As a result, there are insufficient funds remaining to cover:

- The **June 2025 invoice** in the amount of **\$15,579.00** for services performed in the current fiscal year
- An additional **\$511.28** in charges related to new CFD areas that were added during FY 2024-25, which expanded the scope of work
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Approval of this request will ensure the City can satisfy all current-year obligations to Spicer Consulting Group for special district services.

Fiscal Impact:

The total increase to the purchase order is **\$16,090.28**, including:

- \$15,579.00 for the June 2025 invoice; and

- \$511.28 for additional CFD areas added during the year.

These expenses are fully reimbursable from CFD administration funds and will not impact the City's General Fund.

The estimated cost to prepare this report is \$180.

Recommended Action:

Approve a change order to Purchase Order No. 24/251912 with Spicer Consulting Group, LLC for CFD Administration Services, increasing the not-to-exceed amount by \$16,090.28, for a revised total amount not to exceed \$199,692.29.

Attachments:

- A. June 2025 Invoice from Spicer Consulting Group
- B. Summary of CFD areas added during FY 2024-25
- C. Original Professional Services Agreement