



Legislation Details (With Text)

**File #:** 20-33      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** Consent Agenda

**File created:** 1/6/2020      **In control:** City Council

**On agenda:** 1/22/2020      **Final action:**

**Title:** Approve Task Order # 5 and the Purchase Order for Stantec Consulting Services Inc., for a complete Water/Sewer and Reclaim Utility Rate Study, using the Continuing Financial Services Agreement. Approve BAF 20-027-T and a Budget Resolution Amending the FY 2020 Budget. (Finance Director)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Budget Resolution FY 2020.pdf, 2. Task Order #5- FY20 Water and Sewer Full Rate Study.pdf, 3. BAF 20-027-T -UT-Utility Rate Study (1-22-19)~ Agenda 20-033.pdf, 4. 03\_13\_19\_ Agreement for Continuing Financial Analysis Services.pdf

Date	Ver.	Action By	Action	Result
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**CITY COUNCIL AGENDA ITEM**

**Memo Date:** January 6, 2020  
**Agenda Date:** January 22, 2020  
**Prepared By:** Lora Howell, Deputy Finance Director  
**Through:** Rebecca Bowman, MBA, CGFO, CGFM, Finance Director  
**Requested Action:**

Approve Task Order # 5 and the Purchase Order for Stantec Consulting Services Inc., for a complete Water/Sewer and Reclaim Utility Rate Study, using the Continuing Financial Services Agreement. Approve BAF 20-027-T and a Budget Resolution Amending the FY 2020 Budget.

**BACKGROUND:**

Each year the City of Cocoa works with a consultant to review the revenue sufficiency of the Utility System, to evaluate whether current revenues are meeting personal services, operating, and capital needs. In addition to these services, and since it has been ten years, Staff feels this year a full rate study is warranted, to assess the Water, Sewer and Reclaim Rates and the fair and equitable distribution of costs to our customers. During the rate study, a review of miscellaneous fees and charges will also be reviewed, to ensure the City follows generally accepted industry practices.

In FY2019 the City of Cocoa procured the Services of Stantec Consulting Inc. via a five year Continuing Financial Services Agreement. This is year two of the agreement, with no increase in pricing for services. Stantec Consulting Inc. has a long history working and evaluating the Cities Utility, and Staff recommends City Council approve Task Order #5 - FY2020 Water and Sewer Rate Study in the amount of \$78.749. City Staff also recommends a Budget Transfer moving auditing expenses, which is included in the allocation from Utilities to the General Fund and no longer needed in the Utility Budget, to Professional Services, to cover the total cost of the Task Order.

The completion date of the FY2020 Water and Sewer Full Rate Study is slated for 5/31/2020, and will be presented to City Council for recommended motions.

**STRATEGIC PLAN CONNECTION:**

Maintain a fiscally sustainable Enterprise Fund and continued high quality of services.

**BUDGETARY IMPACT:**

Budgeted	Yes/Partial
If not budgeted, is amendment/transfer attached?	Yes

**Budget Adjustment # 20-027-T**

Amount Requested	<u>(\$40,000)</u>
Account Number	<u>421-4010-536.32-00</u>
Account Name	<u>Auditing and Accounting</u>

Amount Requested	<u>\$40,000</u>
Account Number	<u>421-4010-536.31-00</u>
Account Name	<u>Professional Services</u>

FY2020 Budget \$38,749

Total Task Order/Purchase Order \$78,749  
Professional Services  
421-4010-536.31-00

**PREVIOUS ACTION:**

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**RECOMMENDED MOTION:**

Approve Task Order # 5 and the Purchase Order for Stantec Consulting Services Inc., for a complete Water/Sewer and Reclaim Utility Rate Study, using the Continuing Financial Services Agreement. Approve BAF 20-027-T and a Budget Resolution Amending the FY 2020 Budget.