



Staff Report

File #: 23-444
Version: 1

Date: 12/11/2023
Item #: 5.b.

TO: Mayor and City Council
THROUGH: Keith Stahley, City Manager
FROM: Josh Eggleston, Chief Financial Officer

SUBJECT:

Transfer of appropriations within the City’s Fiscal Year (FY) 2024 Budget to fund the facilitation of a Revenue Task Force.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance.

SUMMARY:

A transfer of \$302,800 in appropriations from General Fund contingency is needed to fund the facilitation of a Revenue Task Force. Due to capacity constraints, staff are recommending engaging with Moss Adams for overall task force facilitation and project management. Consultants for community engagement and polling are also included.

ISSUE:

Shall the City Council adopt Resolution No. 2023-41 authorizing a transfer of \$302,800 in appropriations within the City’s FY 2024 budget for unanticipated changes?

RECOMMENDATION:

Adopt Resolution No. 2023-41 authorizing a transfer of \$302,800 in appropriations within the City’s FY 2024 budget for unanticipated changes.

FACTS AND FINDINGS:

The City Council has held multiple work sessions this year on the topic of continuation of services in the General Fund. At the last work session held on October 25, 2023, the City Council discussed the

formation of a Revenue Task Force and approved the formation on November 27, 2023. Staff recommend engaging with Moss Adams as there is not staff capacity to facilitate the task force.

The scope of work includes:

- Project management
- Revenue consulting
- Task force facilitation
- Community engagement

In addition to Moss Adams, City staff recommend engaging with consultants for community engagement, Parachute Strategies, and statistically valid polling from DHM, who will contribute to and collaborate with the project team on community engagement strategies, community education and community surveying. Findings from this work will inform task force decision making at key milestones.

The cost estimate for DHM covers poll design, surveying, and analysis. The survey tool, available in Spanish and English, may be used following the statistically valid poll for community outreach and engagement purposes. Polling costs are driven by sample size and questionnaire length. Poll length is estimated at 12-minutes with Spanish translation and an appropriate sample size.

The cost estimate for Parachute Strategies includes consultation on the community engagement approach, synthesis of community input results at each stage, and development and implementation of a strategy to reach those who do not typically engage with the City, to provide important context and information to the task force.

Preliminary Estimated Cost Summary:

\$120,000 - Moss Adams (Project management and facilitation)
\$ 45,000 - DHM (Statistically valid polling and surveys)
\$ 55,000 - Parachute Strategies (Communications and community engagement)
\$ 30,000 - Stipend for Task Force Participants (\$100 per meeting)
\$ 45,600 - Translation services for meetings (Spanish and ASL)
\$ 7,200 - Food and meeting support
\$302,800

This cost summary has been updated to reflect an estimate 25 members and 12 meetings.

Budget Action:

FROM: General Fund, Non Departmental, Contingencies, 101-60961000-61110, \$302,800
TO: General Fund, Non Departmental, Other Professional Services, 101-60961000-52670, \$302,800

BACKGROUND:

City Council has been engaged in an ongoing conversation about next steps for the city's budget and five year financial forecast since August 1, 2023 when a petition was submitted containing over 10,000 signatures asking for a referendum vote on the payroll tax.

Attachments:

1. Resolution No. 2023-41
2. Moss Adams Scope of Work