

**FIFTH AMENDMENT TO  
PROFESSIONAL CONSULTANT SERVICES AGREEMENT**

**MGT OF AMERICA CONSULTING, LLC**

**Fees & Charges Study (RFP No. 2072)**

THIS FIFTH AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Fifth Amendment”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and MGT OF AMERICA CONSULTING, LLC, a Florida limited liability company authorized to do business in California (“Consultant”), with respect to the following:

**RECITALS**

WHEREAS, on or about May 4, 2021, City and Consultant entered into that certain Professional Consultant Services Agreement for “Fees & Charges Study” (“Agreement”); and

WHEREAS, on or about December 9, 2021, City and Consultant entered into that certain First Amendment to Professional Consultant Services Agreement (“First Amendment”); and

WHEREAS, on or about March 31, 2022, City and Consultant entered into that certain Second Amendment to Professional Consultant Services Agreement (“Second Amendment”); and

WHEREAS, on or about December 16, 2022, City and Consultant entered into that certain Third Amendment to Professional Consultant Services Agreement (“Third Amendment”); and

WHEREAS, on or about June 8, 2023, City and Consultant entered into that certain Fourth Amendment to Professional Consultant Services Agreement (“Fourth Amendment”); and

NOW, THEREFORE, incorporating the Recitals set out above, the Parties hereto mutually agree to the following amendment (“Fifth Amendment”) to the Agreement and all preceding Amendments.

1. **Scope of Services.** City agrees to retain and does hereby retain Consultant and Consultant agrees to provide the services more particularly described in Exhibit “A,” Scope of Services” (“Services”), attached to this Fifth Amendment and incorporated herein by reference, in conjunction with the Fees & Charges Study (RFP No. 2072) (“Project”).
2. **Term.** This Agreement shall be effective on the date written above and shall remain in effect until June 30, 2024, unless otherwise terminated pursuant to the provisions herein.
3. **Compensation/Payment.** Consultant shall perform the Services under this Fifth Amendment for the total sum of Twenty-Nine Thousand Eight Hundred Eighty

Dollars (\$29,880.00), payable in accordance with the terms set forth in Exhibit "B." The total sum of compensation/payment for the Agreement, including all Amendments, payable to Consultant shall be Seventy-Six Thousand Five Hundred Twenty-Five Dollars (\$76,525.00). Said compensation/payment shall be in accordance with City's standard accounting procedures, upon receipt and approval of an itemized invoice setting forth the services performed by Consultant.

4. All other terms and conditions of the Agreement between the Parties, which are not inconsistent with the terms of this Fifth Amendment, shall remain in full force and effect as if fully set forth herein.

IN WITNESS WHEREOF, the Parties hereto have caused this Fifth Amendment to Professional Consultant Services Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE,  
a California charter city and municipal  
corporation

MGT OF AMERICA CONSULTING,  
LLC, a Florida limited liability company  
authorized to do business in California

By: \_\_\_\_\_  
City Manager

By: Patrick Dyer  
Print Name: Patrick Dyer  
Title: Vice President

ATTESTED TO:

and

By: \_\_\_\_\_  
City Clerk

By: A. Trey Traviesa  
A. Trey Traviesa (Jun 30, 2023 10:52 EDT)  
Print Name: A. Trey Traviesa  
Title: CEO

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: [Signature]  
Chief Financial Officer

APPROVED AS TO FORM:

By: Byron Shibata  
Senior Deputy City Attorney

**EXHIBIT "A"**

**SCOPE OF SERVICES**

## EXHIBIT "A"

### SCOPE OF SERVICES

The selected Consultant will be expected to perform a comprehensive review and update of the City's fees and charges, recommend new or additional fees and charges, recommend new and best practices with the creation, calculation, administration, and update of existing fees and charges, and identify potential disproportionate impacts of individual fees and charges on various sectors of the community.

The Consultant will submit an end-product in the form of a hard copy report listing each fee and calculation component, recommended annual CPI or other increases as appropriate and commensurate with best practices, where applicable, a statement of potential disproportionate impacts of the fee on any sector of the community, and recommended mitigating actions to offset the potential disproportionate impacts described.

Specifically, the Consultant will perform the following services for the City:

1. Conduct a comprehensive review of the City's existing fees and charges, compute the cost of providing the service being charged and recommend updates to the various existing fee structures and methodologies as needed.
2. Review the City's existing fees and charges in comparison to municipalities of similar size and structure and recommend the addition, combination, or deletion of existing City fees and charges, with objective reasoning and citing of best practices.
3. Propose a fee schedule for convenience fees associated with the processing of credit/debit card transactions that is compliant with Payment Card Industry regulations.
4. For all fees, ensure a full accounting of costs to provide the service, including but not limited to:
  - a. Fully burdened blended labor rate to time requirement estimate.
  - b. Incorporate an appropriate share of counter costs into the fees.
5. Ensure all proposed fees comply with Proposition 218 and other applicable legal guidelines such as Government Code Sections 66001 and 66016, and Health & Safety Code Sections 18931.6, 18931.7 and 19852.
6. Benchmark fees and cost recovery levels against those charged in other municipalities of similar size and region.
7. Develop revenue projections based on recommended increases (or decreases) to fees.
8. Review and report on the potential disproportionate impact of existing and recommended City fees and charges on sectors of the community (e.g. low-income, disabled, minorities, etc.) and recommend mitigating actions to ensure/enhance equity in the application of City fees.
9. Recommend method(s) of annual updates to City fees and charges to keep pace with rising costs and maintain the cost recovery level.
10. Review and recommend updates to Riverside Municipal Code (RMC) Title 3, Chapter 3.30 – Fee and Service Charge Revenue/Cost Comparison System.
11. Provide user fee models and templates to City staff enabling staff to update the study results in future years and incorporate new fees as they occur.

The following actions and deliverables are required of the Consultant:

1. Upon contract approval, work with City staff to refine the project scope and goals and to establish a project timeline listing major components and milestones of the study.
2. Conduct virtual meetings with applicable City department staff to discuss the City's fees and charges, request and clarify data or information required to perform the study, and to assess the costs of services that are to be recovered by a fee.
3. An Excel file containing the fees and calculation methodology to enable City staff to update fees in the future.
4. A report in PDF format listing:
  - a. each fee and calculation component;
  - b. recommended annual CPI or other increases as appropriate and commensurate with best practices; and
  - c. where applicable, a statement of potential disproportionate impacts of the fee on any sector of the community and recommended mitigating actions to ensure/enhance equity in the application of the fee.
5. A summary report of the methodology and results of the study to be presented to the Financial Performance and Budget Committee, including:
  - a. meetings conducted;
  - b. a description of data considered in the evaluation of fees;
  - c. comparable municipalities reviewed and findings;
  - d. summary of findings and recommendations related to the potential disproportionate impacts of City fees on sectors of the community; and
  - e. recommended updates to the City's Municipal Code (RMC) Title 3, Chapter 3.30 – Fee and Service Charge Revenue/Cost Comparison System.
6. Consultant shall attend public outreach and various committee meetings as needed in support of the study.



## **MGT TRAINS RIVERSIDE STAFF ON COST ANALYSIS UPDATE**

### TRAINING WORK PLAN

Below we outline our proposed project work plan to train selected City staff and conduct the cost analysis update internally. MGT's original proposal included three (3) hours of training when providing the Excel-based cost models. This training would be in addition to those three hours and will ensure that the update is completed correctly through review of the cost models updated by City staff.

### DETAILED TASK DESCRIPTIONS

The proposed training will be completed by completing the following **11 tasks**.

#### **TASK 1.0: CONDUCT KICK OFF MEETING WITH RELEVANT PERSONNEL.**

Meet with City personnel who will be trained in using the user fee study model. This meeting will refine the specific objectives, requirements, measurements, and schedule of the training. We consider this meeting vital to successful project results.

This meeting will also include an introduction to the cost model and a discussion of the methodology and primary tasks utilized in conducting a cost analysis (see tasks in prior section where MGT prepares the update for the City).

#### **TASK 2.0: COLLECT BASIC FINANCIAL DATA.**

Guide staff in collecting and compiling financial data such as expenditure statements, budgets, and salary reports. MGT will work with City personnel to develop and gather the needed data in the most efficient way possible. This data will provide the foundation for developing the total costs, direct and indirect, associated with each user fee service identified in our study.

#### **TASK 3.0: VERIFY THAT CURRENT AND PROPOSED FEES ARE IDENTIFIED.**

MGT will review an inventory of all the user fee services that require updating (provided by City staff). Adding additional fees or changing the fee structure will be discussed and analyzed on a time and materials basis.

MGT consultants will participate in one Interview in each department to guide City staff on interviewing key department, division, section, or unit personnel providing the user fee services to ensure that the following data is updated correctly:

- A unit of measurement for each user fee service provided.
- The number of units provided in the appropriate fiscal year.



- The amount of time spent by department, division, section, or unit personnel to provide one unit of a user fee service.

City staff will be responsible for conducting further individually designed meeting formats (for example individual interviews, group interviews, virtual meetings, etc.) and verify that 100 percent of all time for all department, division, section, or unit personnel is identified and accounted. This extra step ensures that all costs—user fee service related or not—are included in the study.

#### **TASK 5.0: REVIEW INITIAL USER FEE SCHEDULES.**

City staff will enter and MGT consultants will review the data entered into the firm's proprietary software, including data collected from the City's cost allocation plan. City staff will then update and calculate the full direct costs and indirect costs of each existing and potential new user fee service.

The user fee schedules created in this task are extremely detailed. Every cost component of the user fee service is identified and supported by detailed, yet clearly and concisely presented calculations.

#### **TASK 6.0: CONDUCT INITIAL DEPARTMENT REVIEW.**

Participate in one review meeting per department of the initial user fee schedules with personnel from each department, division, section, or unit; City staff make model changes as required.

City staff will also ask department, division, section, or unit personnel for input on determining recommended charges or the cost to the public for each service.

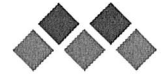
#### **TASK 7.0: REVIEW RECALCULATED USER FEE SCHEDULES.**

Review City staff recalculated data as required. Some departments/divisions require only one or two calculations and review. Other departments/divisions require several calculations and review. Calculations will not be considered final until department, division, section, or unit personnel fully understand the calculations and fully support the results.

#### **TASK 8.0: REVIEW DRAFT USER FEE SCHEDULES.**

City staff will calculate and MGT will review preliminary total full direct costs and indirect costs of each existing and potential user fee service.

MGT will review the final total full direct costs and indirect costs of each existing and potential user fee service.



#### **TASK 9.0: DISCUSS RECOVERY RECOMMENDATION OPTIONS WITH STAFF.**

City staff will be responsible for developing recommendation options to recover the full cost, or a portion of the full cost, of each existing and potential new user fee service. MGT consultants will discuss those options with staff on an as-needed basis. MGT assumes a total of eight (8) hours of discussions. These recommendations will identify for each existing and potential new user fee service:

- Percentages of recovery.
- Dollar amounts of recovery per unit.
- Dollar amounts of recovery in total.
- Dollar amount of recovery in total by department.
- Dollar amount of recovery in total for the City.

Recommendations will be made with consideration of appropriate adjustment of the following factors:

- Legal constraints.
- Cost-of-service coverage.
- Marketplace competitiveness; and
- Recommended best practices on cost-of-service recovery.
- Policy considerations – such as using fees to encourage or discourage certain activities.

The City will receive these recommendation options based on information accumulated throughout the project, such as the review of other comparable fee structures identified in the comparative survey. The recommended options will combine input from City staff participating in the project and the experience of our consultants conducting similar studies. We will also provide information gathered from selected jurisdictions about selected user fees for comparative purposes. While this information will reference published fees and not true comparative costs, it can “frame a reference point” about local communities.

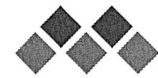
#### **TASK 10.0: REVIEW PROJECTED REVENUES AND REVENUE INCREASES AND COMPARE TO THE CURRENT REVENUE MODEL.**

Review City staff projected City revenues and revenue increases based on the recovery recommendation options. It should be noted that projected revenues and expenditures by program will be available if the City can identify defensible workload volumes. In some cases, if workload volumes are not available, the cost calculations will be based on a per unit basis.

These calculations will identify for each existing and potential new user fee service:

- Projected revenue and revenue increase per unit.
- Projected revenue and revenue increase in total.
- Projected revenue and revenue increase in total by department.





- Projected revenue and revenue increase in total for the City.

**TASK 11.0: PREPARE DRAFT AND FINAL REPORT.**

Update the original draft report provided in June 2022 to include all the revised data included in the updated cost analysis and the updated comparative survey. This tasks includes preparing and presenting the draft report, reviewing the draft report, making necessary modifications to the draft report, and preparing the final report.

The table below details the hours and pricing for this option:

**Proposed Pricing**

The table below summarizes the tasks and fees associated with MGT conducting the cost analysis update using the following staff classifications and hours:

Milestone	FSG		Total Hrs.	Professional Fees	
	Director	Manager			
	Bill Rate	\$235	\$180		
1.0	CONDUCT KICKOFF MEETING WITH RELEVANT PERSONNEL	2.0	4.0	6.0	\$1,190
2.0	COLLECT BASIC FINANCIAL DATA	-	4.0	4.0	\$720
3.0	VERIFY CURRENT AND PROPOSED FEES	-	2.0	2.0	\$360
4.0	INSTRUCT STAFF ON DEPARTMENT INTERVIEWS	-	40.0	40.0	\$7,200
5.0	REVIEW INITIAL USER FEE SCHEDULES	-	16.0	16.0	\$2,880
6.0	CONDUCT INITIAL DEPARTMENT REVIEW	-	12.0	12.0	\$2,160
7.0	REVIEW RECALCULATED USER FEE SCHEDULES	-	12.0	12.0	\$2,160
8.0	REVIEW DRAFT USER FEE SCHEDULES	-	6.0	6.0	\$1,080
9.0	DISCUSS RECOVERY RECOMMENDATION OPTIONS WITH STAFF	-	4.0	4.0	\$720
10.0	REVIEW PROJECTED REVENUE INCREASES	-	6.0	6.0	\$1,080
11.0	PREPARE DRAFT AND FINAL REPORT	-	16.0	16.0	\$2,880
Total Hours		2	122	124	
Total Amount		\$ 470	\$ 21,960	\$ 22,430	



## TIMELINE

MGT is prepared and capable of completing the cost updating project within a **ten-week timeframe**. The summarized timeline of major tasks to complete the entire project is illustrated below. This timeline assumes MGT completes the tasks defined in the **MGT TRAINS RIVERSIDE STAFF ON COST ANALYSIS UPDATE** above. The timeline depends on the availability of City staff for interviews and to provide necessary data.

MGT understands that the City desires to have the study completed in 2023 so any updates can be incorporated into the City's FY 2024 recommended budget. MGT understands that City Administration will ensure that City staff responds to MGT requests for information and review of draft calculations and reports.

### PROPOSED PROJECT TASKS AND DELIVERABLES CITY OF RIVERSIDE - USER FEE COST ANALYSIS TRAINING

Task	Subtask	Description	Month		
			1	2	3
	1.0	CONDUCT KICKOFF MEETING WITH RELEVANT PERSONNEL	█		
	2.0	COLLECT BASIC FINANCIAL DATA	█		
	3.0	VERIFY CURRENT AND PROPOSED FEES	█		
	4.0	INSTRUCT STAFF ON DEPARTMENT INTERVIEWS	█		
	5.0	REVIEW INITIAL USER FEE SCHEDULES	█	█	
	6.0	CONDUCT INITIAL DEPARTMENT REVIEW		█	
	7.0	REVIEW RECALCULATED USER FEE SCHEDULES		█	
	8.0	REVIEW DRAFT USER FEE SCHEDULES		█	
	9.0	DISCUSS RECOVERY RECOMMENDATION OPTIONS WITH STAFF		█	█
	10.0	REVIEW PROJECTED REVENUE INCREASES		█	
	11.0	PREPARE DRAFT AND FINAL REPORT			█



## **MGT UPDATES COMPARATIVE SURVEY**

Update the comparative survey conducted during FY 21-22 to ascertain the reasonableness of chargeable fees, current or newly recommend, and how they compare to the municipal market within which the City operates.

The project team will work with the City to develop a customized survey that enhances the original survey effort and will allow apples to apples comparisons where possible. The same list of comparable peer agencies will be used in the update and include the following California communities:

- Anaheim
- Corona
- Riverside County
- Long Beach
- Moreno Valley
- Pasadena

MGT worked in the original scope with the City staff to identify “benchmark” fees for comparison. These fees are defined as those that represent a significant revenue impact to the City and are fees commonly charged by other jurisdictions. In addition, MGT utilized five “prototype projects” in collecting fees for selected new construction projects. The fees identified in the original study will be the basis for the survey update.

MGT will prepare a summarized series of tables for the fee comparisons that allows straightforward comparisons to fees charged in peer jurisdictions. Similar tables will be presented for potential new fees that are charged elsewhere, but that are not currently charged by the City. These comparison tables will be included in draft and final reports of findings and recommendations.

The following table summarizes the major tasks involved in this update.

<b>1.0</b>	<b>CONDUCT KICKOFF MEETING WITH RELEVANT PERSONNEL</b>
<b>2.0</b>	<b>REVIEW CURRENT INFORMATION AND DEVELOP SURVEY INSTRUMENT</b>
<b>3.0</b>	<b>DISTRIBUTE SURVEY INSTRUMENT AND COLLECT DATA</b>
<b>4.0</b>	<b>COMPILE AND TABULATE DATA</b>
<b>5.0</b>	<b>PRESENT FINDINGS TO CITY STAFF AND DISCUSS RECOMMENDATIONS</b>
<b>6.0</b>	<b>PREPARE DRAFT SUMMARY RESULTS</b>
<b>7.0</b>	<b>PREPARE FINAL SUMMARY RESULTS</b>

The table on the following page details the hours and pricing for this option:



## Proposed Pricing

The table below summarizes the tasks and fees associated with MGT conducting the cost analysis update using the following staff classifications and hours:

Milestone		Manager	Analyst	Total Hrs.	Professional Fees
	Bill Rate	\$180	\$95		
1.0	CONDUCT KICKOFF MEETING WITH RELEVANT PERSONNEL	2.0	1.0	3.0	\$455
2.0	REVIEW CURRENT INFORMATION AND DEVELOP SURVEY INSTRUMENT	2.0	1.0	3.0	\$455
3.0	DISTRIBUTE SURVEY INSTRUMENT AND COLLECT DATA	-	24.0	24.0	\$2,280
4.0	COMPILE AND TABULATE DATA	3.0	12.0	15.0	\$1,680
5.0	PRESENT FINDINGS TO CITY STAFF AND DISCUSS RECOMMENDATIONS	4.0	-	4.0	\$720
6.0	PREPARE DRAFT SUMMARY RESULTS	4.0	4.0	8.0	\$1,100
7.0	PREPARE FINAL SUMMARY RESULTS	-	8.0	8.0	\$760
Total Hours		15	50	65	
Total Amount		\$ 2,700	\$ 4,750	\$ 65	\$ 7,450

Person Authorized to Bind	Contact for Clarification
<p>The person who is authorized to contractually obligate our firm with respect to this proposal is:</p> <p style="text-align: center;">Mr. Patrick Dyer            Vice President            MGT of America Consulting, LLC            3600 American River Drive, Suite 150            Sacramento, California 95864            Phone: 916-502-5243            E-mail: pdyer@mgtconsulting.com</p>	<p>The following individual should be contacted for clarification of our proposal:</p> <p style="text-align: center;">Mr. Mark Carpenter            Director, Financial Solutions            MGT of America Consulting, LLC            Phone: 214-770-7153            E-mail: mcarpenter@mgtconsulting.com</p>

MGT looks forward to the opportunity to work with the City. We believe our experience and approach will lead the City to conclude that we offer the best choice to provide the requested services to meet and exceed the City's goals and objectives.

**EXHIBIT "B"**  
**COMPENSATION**

**EXHIBIT "B"**  
**COMPENSATION**

MGT proposes to perform the services included in this proposal for a fixed fee of \$46,645. This budget will provide the City with 258 consulting hours, which will provide the City with ample time and resources to produce a fees and charges study as described in the scope of services.

PHASES AND WORK TASKS		HOURS	PROF. FEES
<b>1.0</b>	<b>ESTABLISH STUDY GOALS, OBJECTIVES, AND PROTOCOLS</b>	<b>16</b>	<b>\$ 2,980</b>
1.1	Initial Call	4	\$ 740
1.2	Kickoff Meeting	8	\$ 1,480
1.3	Develop and Seek Approval of Design Approach	4	\$ 760
<b>2.0</b>	<b>ANALYZE CURRENT FEE STRUCTURES AND PRACTICES</b>	<b>55</b>	<b>\$ 9,385</b>
2.1	Catalog All Existing User Fee Activities	20	\$ 3,500
2.2	Conduct Comparison Survey	20	\$ 3,140
2.3	Identify Potential New User Fee Services	8	\$ 1,460
2.4	Issue an Inventory Memorandum	7	\$ 1,285
<b>3.0</b>	<b>COST ANALYSIS</b>	<b>149</b>	<b>\$ 27,070</b>
3.1	Collect Basic Financial Data	20	\$ 3,700
3.2	Develop Data Gathering Workbooks	25	\$ 4,420
3.3	Interview Staff Providing User Fee Services	37	\$ 6,215
3.4	Prepare Draft User Fee Schedules	20	\$ 3,580
3.5	Conduct Internal Review of The Draft Fee Schedules	15	\$ 2,895
<b>4.0</b>	<b>DRAFT REPORT WITH RECOMMENDATIONS</b>	<b>28</b>	<b>\$ 5,160</b>
4.1	Develop Recommendations for Fee Adjustments	12	\$ 2,280
4.2	Prepare Final User Fee Schedules	16	\$ 2,880
<b>5.0</b>	<b>IMPLEMENTATION</b>	<b>10</b>	<b>\$ 2,050</b>
5.1	Present Results to City Officials	7	\$ 1,435
5.2	Provide Excel-Based Models and Training	3	\$ 615
5.3	Provide Continuous Guidance, and Assistance	0	\$ -
<b>TOTAL</b>		<b>258</b>	<b>\$ 46,645</b>

**Meeting Assumptions**

- Budget and hours above include
  - 2 council workshops/study sessions
  - Up to six (6) virtual outreach meetings (with community groups, DOBA, BIA, etc.)
- No budget for travel included above. If any outreach or final presentations require MGT on-site, additional \$1,500 per day will be billed to City in addition to costs detailed above.

## Hourly Billing Rates

MGT's hourly billing rates are as follows

MGT Professional Staff	Hourly Billing Rates
Analyst	\$ 95
Consultant	\$ 125
Senior Consultant	\$ 145
Manager	\$ 180
Senior Manager	\$ 195
Director	\$ 235
Vice President	\$ 275
Executive Vice President	\$ 340

Additional services requested that fall outside the scope of this project shall be provided on a time-and-materials basis using the above hourly rates, with all expenses billed at cost subject to pre-approval. The hourly rate schedule is part of MGT's quote for use in invoicing for progress payments and for extra work incurred that is not part of this RFP

## Method of Payment

MGT will provide monthly invoices to the City or will invoice according to the above milestone. It is customary for MGT to invoice 10% of the contract price at the time of contract execution. This invoiced amount covers MGT efforts on strategy sessions, preliminary on-site meetings, project planning and items not tied to fixed fee tasks outlined in the proposal. The amount due per month will then be based on the remaining amount of the fixed fee amount divided by the anticipated number of months to complete the project

## Project Assumptions

Our work program and proposed fee for this project were developed with several key assumptions about the project. Changes to these assumptions may impact either or both our methodology and proposed fee. We welcome the opportunity to meet with the City Project Officer to review these assumptions, validate or adjust these assumptions based on more complete information, and adjust the work plan and/or budget accordingly. Below, we present our assumptions:

- The City will designate a City Project Officer for this project. This person will function as the primary point of contact for the project, and coordinate and facilitate the flow of information and communication between the county departments and MGT
- The City Project Officer will ensure that comments on draft documents are consolidated into a single document and any conflicting comments are reconciled before delivering the comments to MGT
- Two draft reports have been included in this proposal. Additional reports can be added for an additional fee.
- MGT will have access to and cooperation and participation by staff and management. MGT expects to have reasonable, timely access to City personnel and data. If the City stops the project for any reason, MGT will be due all fees for services performed to date.
- Meeting facilities will be arranged for and used at the expense of the City. The City will provide all requested documents at its own expense.
- All costs and other data provided by the City will be considered accurate and valid. MGT will not be responsible for the audit and/or verification of any cost or other data provided by the City.
- Should travel restrictions be in place due to COVID-19, MGT will conduct project initiation and training via Microsoft Teams, Zoom, or another agreed upon video conferencing platform. Travel expenses only will be charged in the event travel occurs.



## EXHIBIT B COMPENSATION

**Task 1: Update the original draft report provided in June 2022 to include all the revised data included in the updated cost analysis and the updated comparative survey.**

The table below summarizes the tasks and fees associated with MGT conducting the cost analysis update using the following staff classifications and hours:

Milestone		FSG	FSG	Total Hrs.	Professional Fees
		Director	Manager		
	Bill Rate	\$235	\$180		
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10.0	REVIEW PROJECTED REVENUE INCREASES	-	6.0	6.0	\$1,080
11.0	PREPARE DRAFT AND FINAL REPORT	-	16.0	16.0	\$2,880
Total Hours		2	122	124	
Total Amount		\$ 470	\$ 21,960		\$ 22,430

**Task 2: Update the comparative survey conducted during FY21-22 to ascertain the reasonableness of chargeable fees, current or newly recommend, and how they compare to the municipal market within which the City operates.**

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Total Amount		\$ 2,700	\$ 4,750	\$ 65	\$ 7,450

**Original Contract Total: \$46,645**  
**5<sup>th</sup> Amendment Total : \$29,880**  
**Grand Total : \$76,525**