

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 05/14/07		Item Number: <u>C-6</u>	
AGENDA ITEM: Approval of Amendment to an Existing Professional Services Agreement with Vavrinek, Trine, Day & Co. LLP.			
Contact Person/Dept.: Serena Wright, Personnel Director		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: General notification list; Vavrinek, Trine, Day & Co. LLP			
Department Approval: Serena Wright (05/02/07)		City Attorney Approval: Carol Schwab (by H. Iker) (05/02/07)	
City Controller Approval: Marlee Chang (05/05/07)		City Manager Approval: Jerry B. Fulwood (05/09/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council: 1. Approve an amendment to the existing contract with Vavrinek, Trine, Day & Co. LLP ("VTD") to include an additional amount not-to-exceed \$24,000 (to a total contract not to exceed \$34,000, and 2. Appropriate \$24,000 from the General Fund Reserve to Personnel operating account. The Budget Amendment requires a 4/5th vote. <u>BACKGROUND:</u> In April 2007, the City Manager approved an under \$10,000 contract to the financial services firm of Vavrinek, Trine, Day & Co. LLP for general financial consulting services. At this time, the City Council is requested to increase the contract by \$24,000 to a total not-to-exceed amount of \$34,000. <u>DISCUSSION:</u> VTD was chosen for this professional services contract due to both their professional expertise in providing financial services to governmental and non-profit groups, and their ability to expeditiously complete their various assignments.			

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FISCAL ANALYSIS:

Staff recommends the City Council approve an amendment to the existing contract with VTD to include an additional amount not-to-exceed \$24,000 (for a total not-to-exceed amount of \$34,000) for completion of their work.

ATTACHMENTS:

None

MOTION:

That the City Council:

1. Approve an amendment to the contract with Vavrinek, Trine, Day & Co. LLP for financial services to increase the contract by an amount not to exceed \$24,000 (for a total contract amount not-to-exceed \$34,000).
2. Authorize the City Attorney to prepare the necessary amendment to the contract and authorize the City Manager to execute the contract amendment on behalf of the City.
3. Approve a budget amendment to transfer funding from the General Fund Fund Balance to Personnel operating account for professional Service expense.

The Budget Amendment requires a 4/5th vote.