

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/28/2008		Item Number: <u>C-6</u>	
AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Moreland & Associates for Temporary Professional Financial Services for the City Treasurer's Office			
Contact Person/Dept.: Shally Lin / City Treasurer's Office		Phone Number: (310) 253-5871	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Moreland and Associates (01/23/08); Master Notification List (01/23/08)			
Department Approval: Crystal C. Alexander (01/15/08)		City Attorney Approval: Carol Schwab (by H. Baker) (01/28/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (01/22/08)		City Manager Approval: Jerry B. Fulwood (01/23/2008)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Moreland & Associates for temporary financial services for the Treasurer's Office for an additional three months in an amount not-to-exceed \$50,000. <u>BACKGROUND:</u> The City is working with the newly selected audit firm Mayer Hoffman McCann P. C. to prepare for the interim audit. With the vacancy of the Accounting Division Manager and the absence of the Deputy City Treasurer, additional staff time is required to complete the regular and additional workload while the new auditors are on board. <u>DISCUSSION:</u> Moreland & Associates (a CPA firm that previously has been the City's auditor) has supplied us with temporary accounting employees at various levels in the past in order to help fill vacancies. Currently, we have staff from Moreland & Associates, working in the capacity of Interim Deputy City Treasurer to assist with the workloads within the City Treasurer's Office. The existing professional services agreement with Moreland & Associates expired on December 31, 2007, with the amount of \$17,949 remaining on the			

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agreement. This remaining amount will be carried over to be used toward the cost of the amended agreement, if it is approved by the City Council.

In order to ensure that the City Treasurer's Office can complete the interim audit work in a timely and accurate fashion, to produce the interim financial reports for the City, as well as complying and implementing the additional governmental accounting standards, the City Treasurer's Office will need continued temporary professional services.

FISCAL ANALYSIS:

The additional cost of the recommended amendment, extending the existing agreement an additional three months, is \$50,000. There is currently a remaining amount of unspent funds (\$17,949) from the existing agreement. An additional \$32,051 will need to be transferred from Regular Salaries account 10112300.411100 to Contract Labor account 10112300.411700, which will provide the total amount of \$50,000 for the requested contract amendment. There are sufficient funds in the City Treasurer's Department budget due to salary savings to fund this requested contract amendment.

ATTACHMENTS:

1. Amendment Contract Number 2007-088A2.
2. Amendment Contract Number 2007-008A.
3. Contract Number 2007-088.

MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement with Moreland & Associates for temporary financial services for an additional three months in an amount not-to-exceed \$50,000; and
2. Authorize the City Attorney to review/prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.