

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/11/06		Item Number: <u>A-3</u>	
AGENDA ITEM: Approval of a Contract with Moreland & Associates for Temporary Professional Accountant Services.			
Contact Person/Dept.: Karen S. Maggio/City Treasurer's Office		Phone Number: (310) 253-5844	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Moreland and Associates on 9/5/06; Master Notification List on 9/5/06			
Department Approval: Crystal C. Alexander, City Treasurer		City Manager Approval: Martin R. Cole for Jerry B. Fulwood (09/06/2006)	
City Controller Approval: Marlee Chang (09/06/2006)			
<u>RECOMMENDATION:</u> That the City Council approve a contract for accounting services with Moreland & Associates for the services of three staff accountants through November 2006, at a cost of \$101,400. <u>BACKGROUND:</u> The City Treasurer's Office has suffered the loss of three professional Accounting positions in the last four months. The first vacancy occurred on May 1, 2006 when long time Treasury Accountant I, retired after twenty six years with the City. The second vacancy, the Accountant II in General Accounting, occurred on July 13, 2006, when another long term employee resigned for a more lucrative position which was closer to her home. The final one is effective September 14, 2006, vacating another Accountant I position in General Accounting. The Department has, in effect, been functioning with continual vacancies in the professional Accounting ranks for the last few years. <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. In order to ensure that we can complete the fiscal year end close in a timely and accurate fashion, as well as complying with the additional requests from the City Council for more work in the area of grants monitoring/reporting and providing			
A3-1			

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continual bare bones financial reports during the period through October 31, 2006, we need seasoned Accountants to aid in the work.

It is imperative that this work be completed in order to be able to do the analysis necessary to produce the annual financial reports for the City, the Redevelopment Agency and Transportation, as well as complete the single audit report, the State Controller's Report and other requirements of various granting and funding agencies.

FISCAL ANALYSIS:

The total cost per Accountant is \$65.00 per hour. Three months time is equal to 520 hours. The total cost per Accountant is \$33,800 or a total, not to exceed, of \$101,400. It is anticipated that the vacancy savings in the Department will be \$37,346. The additional cost will be \$64,054.

Staff proposes to initially fund this contract from existing departmental resources. During the mid-year review, resources may be available for a line-item transfer. Alternately, the remaining funds necessary would come from appropriated reserves. In either case, a supplemental appropriation from fund balance will not be required.

ATTACHMENTS:

- Proposal letter dated July 25, 2006 from Moreland & Associates, Inc.
- Resume of Jacqueline Horak, one of the requested temporary accountants.

MOTION:

That the City Council:

1. Authorize a budget appropriation in the amount of \$64,054 from the General Fund Appropriated Reserve to Account Number 10112400.619800 and a transfer of \$37,346 from salaries in 10112000 and 10112400 to Account Number 10112400.619800.; and,
2. Approve the contract with Moreland and Associates securing temporary Accountant services; and,
3. Authorize the City Attorney to prepare the proper documents and authorize the City Manager to execute the Agreement on behalf of the City.