

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/24/08		Item Number: <u>C-6</u>	
AGENDA ITEM: Approval of an Amendment to an Existing Professional Services Agreement with Moreland & Associates for Temporary Professional Financial Services for the City Treasurer's Office for an Additional Six-Month Period.			
Contact Person/Dept.: Jeff Muir, Chief Financial Officer		Phone Number: (310) 253-6016	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Moreland and Associates (03/19/08); Master Notification List (03/19/08)			
Department Approval: Jeff Muir (03/18/08)		City Attorney Approval: Carol Schwab (by H. Baker) (03/18/08)	
Fiscal Impact Review: Jeff Muir (03/18/08)		City Manager Approval: Jerry B. Fulwood (03/19/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to an existing professional services agreement for financial and accounting services with Moreland & Associates, for an additional six-month period in an amount not-to-exceed \$100,000. <u>BACKGROUND:</u> The City is working with the new outside auditors to prepare for the fiscal year 2007-08 year-end audits and financial statement preparation. In addition, there are several other outstanding tasks such as preparing a Request for Proposal for Banking Services and evaluating the proposals that are received and implementing Governmental Accounting Standard (GASB) Statement 45. Additionally, these services will be needed during the transition period of unifying the finance functions under the Chief Financial Officer. Due to short staffing in the City Treasurer's Office, temporary professional services at the management level continue to be needed. <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.			

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Currently, the City has Interim Deputy City Treasurer from Moreland & Associates, to assist with the workloads within the City Treasurer's Office. The existing agreement with the firm expires on March 31, 2008.

In order to ensure that the City Treasurer's Office, soon to become the Finance Department, can ensure continued continuity during the transition that will begin in April, the Chief Financial Officer strongly recommends this agreement for temporary professional services be extended.

FISCAL ANALYSIS:

It has been requested that the hourly rate for these services be increased during this extended period. When first arranged, this assignment was anticipated to be a month or two in duration. At that time, the individual providing the services of Interim Deputy City Treasurer agreed to a lower hourly rate than she normally receives on interim assignments. Through several extensions, she has continued at the current rate of \$107 per hour, which includes the fee charged by Moreland and Associates. Under the terms of the amended agreement, the hourly rate for the additional six-month period will be \$129.25. Additionally, the City would reimburse for mileage for any conferences or trainings she is asked to attend on behalf of the City.

It is estimated that of the not-to-exceed \$100,000 amount, \$50,000 will be required in FY 2007-08, and the other \$50,000 will be charged to the FY 2008-09 budget. There are sufficient funds available in the City Treasurer's Office due to salary savings.

ATTACHMENTS:

1. Amendment Contract Number 2007-088A3.
2. Amendment Contract Number 2007-088A2.
3. Amendment Contract Number 2007-088A.
4. Contract Number 2007-088.

MOTION:

That the City Council:

1. Approve the amendment to the existing professional services agreement with Moreland & Associates for temporary financial services for the City Treasurer's Office for an additional six-month period in an amount not-to-exceed \$100,000; and

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2. Approve the hourly rate adjustment to \$129.25 and reimbursement of mileage costs for any City-related travel.
3. Authorize the City Attorney to review/prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.