

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/22/07		Item Number: <u>C-4</u>	
AGENDA ITEM: Approval of a Contract Amendment 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 (10/17/07); Master Notification List (10/17/07)			
Department Approval: Crystal C. Alexander (10/09/07)		City Attorney Approval: Carol A. Schwab (10/10/07)	
Fiscal Impact Review: Marlee Chang (by M. Noller) (10/16/07)		City Manager Approval: Jerry B. Fulwood (10/17/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a contract amendment for financial and accounting services with Moreland & Associates for the services of Shally Lin, for an additional three months at a cost of \$50,000. <u>BACKGROUND:</u> The City is working with the outside auditors, Lance, Soll & Lunghard, LLP, whose multi-year contract was approved by the City Council on December 20, 2004, to prepare the fiscal year end reports, which includes the preparation of Redevelopment Agency Financial Report, State Controller's Report and the City Annual Financial Report. In addition, there are several other outstanding tasks such as the Request for Proposal for Audit Services and evaluating proposals the City has received associated with Governmental Accounting Standard (GASB) Statement 45. This will require additional staff time to complete. 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. Currently, we have Interim Deputy City Treasurer Shally Lin, from Moreland & Associates, to assist with the workloads within the City Treasurer's Office. Contract			

City of Culver City, California
City Council Agenda Item Report

No. 2007-088A with the firm expired on September 30, 2007, with the amount of \$23,433 remaining on the contract. This remaining amount will be used in the new contract amendment, if it is approved.

In order to ensure the City Treasurer's Office can complete the fiscal year end in a timely and accurate fashion, produce the annual financial reports for the City and Redevelopment Agency, the Bus lines and the Single Audit for grants, 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 three month contract amendment is \$50,000. Given that there is a remaining amount of unspent funds (\$23,433) from the previous contract, an additional \$26,567 will need to be transferred from Regular Salaries account 10112300.411100 to Contract Labor account 10112300.411700. This will provide the aggregate 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 contract amendment.

ATTACHMENTS:

1. Amendment Contract Number 2007-088A.
2. Contract Number 2007-088.

MOTION:

That the City Council:

1. Approve the amendment to extend Contract Number 2007-088 with Moreland & Associates for an additional three months at an additional cost of \$50,000; and
2. Authorize the City Attorney to review/prepare the appropriate documents and authorize the City Manager to execute those documents on behalf of the City.