

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/27/08		Item Number: <u>C-5</u>	
AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement Moreland Temporary Services, A Division of Macias Gini & O'Connell LLP for Temporary Professional Financial Services for the Finance Department and City Manager's Office			
Contact Person/Dept.: Jeff Muir, Chief Financial Officer		Phone Number: (310) 253-5865	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Moreland Temporary Services (10/22/08); Master E-Mail Notification List (10/22/08)			
Department Approval: Jeff Muir (10/20/08)		City Attorney Approval: Carol Schwab (by H. Baker) (10/22/08)	
Fiscal Impact Review: Jeff Muir (10/20/08)		City Manager Approval: Jerry B. Fulwood (10/22/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Moreland Temporary Services, A Division of Macias Gini & O'Connell LLP for financial and accounting consulting services for an additional four months at a cost not-to-exceed \$30,000. <u>BACKGROUND:</u> An independent consultant from Moreland & Associates has been on-site on a part-time basis over the last year. This individual provided great assistance in the City Treasurer's Office and now the Finance Department and gained a familiarity with the organization. This individual has also been leveraged to work on several projects in the City Manager's Office. The services of the consultant from Moreland & Associates will be very valuable to the Chief Financial Officer to assist with completion of the City's annual financial statements, as well as completing projects started for the City Manager. <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. Due to several long-term vacancies, a consultant from Moreland has been on site since May of 2007. Leveraging this individual's overall municipal finance experience, coupled with their direct Culver City experience, will			

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greatly assist the Chief Financial Officer and City Manager during the final months of the calendar year. There has been significant turnover in the Accounting Division, with the Accounting Division Manager and Senior Accountant positions currently vacant. The consultant from Moreland was involved in preparing the financial statements last year, and will serve as an important resource to work with staff in finalizing the preparation of the audited financial statements. The current agreement with the firm expired on September 30, 2008. This transition is a one-time situation facing the City, and this resource will help in ensuring it goes as smoothly as possible.

FISCAL ANALYSIS:

The not-to-exceed amount of this amendment is \$30,000. The hourly rate will continue at \$129.25. The City Manager has authorized the use of \$15,000 in appropriated reserves for this contract amendment. The additional \$15,000 will be funded from the Finance Department from salary savings.

ATTACHMENTS:

1. Amendment Contract Number 2007-088A4.
2. Amendment Contract Number 2007-088A3.
3. Amendment Contract Number 2007-088A2.
4. Amendment Contract Number 2007-088A.
5. Contract Number 2007-088.

MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement with Moreland & Associates for an additional four months at an additional not-to-exceed amount of \$30,000; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.