

MEETING DATE: 09/11/06

AGENDA ITEM: Approval of a Contract with Moreland & Associates for Temporary
Professional Accountant Services

ATTACHMENTS

	<u>Pages</u>
1. Moreland & Associates Letter dated 7/25/06	1 - 4

Moreland & Associates, Inc.
CERTIFIED PUBLIC ACCOUNTANTS

1201 DOVE STREET, SUITE 680
NEWPORT BEACH, CALIFORNIA 92660
(949) 221-0025

570 RANCHEROS DRIVE, SUITE 260
SAN MARCOS, CA 92069
(760) 752 3390

July 25, 2006

Ms. Karen Maggio
Deputy City Controller
City of Culver City
9770 Culver Blvd.
Culver City, CA 90232

Dear Ms. Maggio:

In accordance with your request, we are presenting this proposal to provide temporary personnel services to the City of Culver City. You have indicated you will require the services of an interim Accountant for approximately two months.

We propose to satisfy your requirements by providing the services of Jacqueline Horak. Ms. Horak shall report directly to Cynthia Hart during this assignment. It is understood that the management of the City of Culver City is responsible for the substantive outcome of the work and, therefore, has a responsibility to be in a position in fact and appearance to make an informed judgment on the results of these services.

Jacqueline Horak will at all times be an independent contractor of Moreland & Associates, Inc. who is covered by our Workers' Compensation insurance. At any time during the performance of these services, your agency will be able to terminate these services for any reason. We ask that you provide us with two weeks notice before the services are terminated or a significant change is made in the level of services. Your agency may extend these services by our mutual agreement.

The fees for the services of Jacqueline Horak will be at the rate of \$65 per hour. Our services will be billed on approximately the first day of the month for the services provided the prior month. Upon your acceptance of this proposal we will provide you with Certificates of Insurance for our Workers' Compensation insurance, our General Liability insurance and our Professional Liability insurance.

Our services are made possible as a result of sustained expenses in developing and maintaining a qualified staff of temporary employees and contractors. Therefore, your utilization of Jacqueline Horak is on a temporary basis. Should you hire this person on a permanent basis (either full-time or part-time) or contract with them directly for any services

Ms. Karen Maggio
City of Culver City
July 25, 2006

either (a) during this temporary assignment or (b) within one year following the termination of this temporary assignment, you agree to immediately notify Moreland & Associates, Inc., and to pay a finder's fee of \$10,000.00 to Moreland & Associates, Inc., within thirty (30) days of such hiring or contracting. Additionally, should you refer them for a temporary or contract assignment to any other entity, associate or business acquaintance during the time period specified above, then you agree to give an immediate notice to Moreland & Associates, Inc. of such referral and you also agree to pay a finder's fee of \$10,000.00 within thirty (30) days of a hiring or contracting by such other entity.

Thank you for the opportunity to provide this proposal. Please call if you would like to discuss our proposal in more detail. Please acknowledge acceptance of our proposal by signing and returning one copy of this letter for our files.

Very truly yours,

MORELAND & ASSOCIATES, INC.



Mindy Jacobs
Manager, Temporary Personnel Services

ACCEPTANCE BY THE CITY OF CULVER CITY

By: _____

Date: _____

JACQUELINE T. HORAK

GENERAL SUMMARY

Results oriented professional with a proven track record of achievement in finance, accounting, and systems. Major strengths in cash flow management and planning; organization and implementation of accounting policies and procedures; establishing and automating financial reporting systems. Excellent communication and interpersonal skills, with a team building management approach, relating well to all levels of corporate personnel.

BUSINESS EXPERIENCE

2006

Interim Administrative Services Director

City of Lomita

Lomita, California

The City of Lomita is located 26 miles south of downtown Los Angeles, adjacent to the City of Torrance, Rolling Hills Estates, and Rancho Palos Verdes. The City of Lomita is predominately a residential community with a population around 25,000. The annual operating budget is approximately \$16 million.

Direct a staff eight including finance and accounting, planning and budget, treasury, procurement, information technology, human resources and payroll, risk management and water utility billing. Responsible for administering the City's fiscal policies to ensure effective implementation of the City Council's goals and objectives to maintain fiscal integrity.

1998 - 2005

Director of Finance and Administration

Access Services Incorporated

Los Angeles, California

Access Services Incorporated is a state mandated local governmental agency created by Los Angeles County's public transit agencies to administer and manage the delivery of regional ADA paratransit service with a budget close to \$80 million.

Direct a staff eighteen including procurement and contracts, information technology, human resources and payroll, risk management, internal audit, finance and accounting, planning and budget, grants and treasury. Responsible for the overall financial and administration operation of the organization as well as its relationship with financial institutions, funding sources such as the FTA and LACMTA, Board of Directors, and various committees.

1996 - 1997

Vice President of Operations & Controller

Crest Office Furniture Co. Inc.

Los Angeles, California

Crest Office Furniture is a contract furniture retailer/wholesaler and rental dealership.

Direct a staff twenty-five including warehouse, maintenance, customer service, administration, accounting and sales. Responsible for the overall operation of the company including but not limited to office administration; payroll/personnel; cash management; accounting and financial functions; and network administration.

JACQUELINE T. HORAK

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BUSINESS EXPERIENCE (continued)

1994 - 1996
Controller

J Robert Scott Textiles, Inc.
Los Angeles, California

J. Robert Scott is a prominent textile wholesaler.

Direct twenty people with various duties: warehouse; maintenance; customer service; administration; and accounting. Responsible for office administration; payroll/personnel; cash management; accounting functions; and network administration.

1992 - 1994
Controller

CEG, Inc.
Culver City, California

CEG is a full service real estate investment firm encompassing acquisition, development and management of over \$500 million of multi-family housing.

Manage a staff of twelve responsible for the accounting function of two hundred partnerships and thirty corporations. In addition to general accounting responsibilities, duties included: construction accounting; property management; investor loan servicing; financial reporting; audit packages for tax return preparation; cash management of over three hundred bank accounts; management of Novell network using Execudata and other financial reporting software.

1986 - 1992
International, Inc. Controller
California

Tri-Star Electronics
El Segundo,

Tri-Star Electronics, a 350 employee wholly owned company of DeCrane Aircraft Holdings, Inc. (acquired October 1991), is an electronics manufacturer with annual consolidated sales of \$40 million. The operations consist of four companies, three based in the Los Angeles area and one based in Lugano, Switzerland.

Direct a staff of fourteen in general and cost accounting functions including personnel administration. Primarily responsible for financial reporting; cash flow planning and management; banking relationships encompassing maintenance of asset based financing revolver and term loans; certified audits; bank and other governmental audits. Developed and implemented accounting policies and procedures; designed and/or enhanced software to improve financial reporting.

EDUCATION AND CREDENTIALS

Pepperdine University
Los Angeles City College
Certified Novell Administrator

Bachelor of Science in Business Management
Associate of Arts in Accounting

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