



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of December 11, 2018

**TO:** Members of the City Council

**SUBMITTED BY:** David Biggs, City Manager

**SUBJECT:** Contract Amendment with Management Partners for Financial Management Services Increasing the Not to Exceed Amount of the Original Contract by \$50,000 for a Total Amount Not to Exceed \$100,000

**RECOMMENDED ACTION:** Adopt a Resolution Approving Professional Services Agreement Amendment #1 with Management Partners for Financial Management Services in an amount not to exceed \$100,000

**FISCAL IMPACT OF RECOMMENDATION:** The cost for this contract will be funded from salary savings due to the Finance Director vacancy and funds budgeted for professional services in the Finance Department.

**DISCUSSION:** Upon the departure of former Finance Director Annie To, the City Manager entered into a contract with the firm of Management Partners to provide assistance for the period during which the City would be recruiting for a new Finance Director. This initial professional services agreement dated August 1, 2018, was for a not to exceed amount of \$50,000, which is within the City Manager's contract authority. Sandra Soto, a principal with Management Partners, has been providing on-site assistance as our Finance Consultant and has enabled the Finance Department and existing staffing to continue necessary Finance Department operations.

A new Finance Director has not yet been selected. As such, there is a need to extend the professional services agreement with Management Partners to increase the not to exceed dollar amount. A first amendment to the original professional services agreement has been prepared with an increase of \$50,000, which brings the total contract amount above the City Manager's current contract authority. As such, this first amendment requires City Council approval.

### **ATTACHMENTS:**

1. Resolution
2. First Amendment to Professional Services Agreement
3. Professional Services Agreement dated August 1, 2018

***Financial Impact***

**Description:**

**Funding Source:**

**Budget Recap:**

Total Estimated cost:	\$	New Revenue:	\$
Amount Budgeted:	\$	Lost Revenue:	\$
New funding required:	\$	New Personnel:	\$
Council Policy Change:	Yes <input type="checkbox"/> No <input type="checkbox"/>		