

EXHIBIT "A"

SCOPE OF SERVICES

I. Consultant will perform the following services:

Under general direction from the City Administrator, Consultant shall provide project assistance to City staff with respect to City-wide budgeting and accounting activities, including payroll and financial reporting. Additionally, the Parties contemplate that Consultant's services provided pursuant to this Agreement shall include the following:

1. Provide oversight, administration and coordination of finance staff work, including general accounting, budgeting, payroll, debt administration. Provide recommendations to the City Administrator for the proper administration of City policies and procedures.
2. Plan, direct and coordinate, through City staff, the finance work plan. On an as-needed basis, assign projects and programmatic areas of responsibility. Provide review and evaluation of City staff work methods and procedures to the City Administrator. Meet with key staff to identify and resolve problems on an as-needed basis.
3. Provide an assessment to the City Administrator of existing staff work load, administrative and support systems, and internal reporting relationships. Identify opportunities for improvement and report such opportunities to the City Administrator. Upon request by the City Administrator, direct and implement such recommended changes.
4. Implement City policies, procedures and systems pertaining to financial record keeping, controls and reporting. On an as-needed basis, provide implementation of automated financial accounting systems. Organize and administer effective accounts receivable and payable reporting and collection procedures.
5. Provide oversight, administration and coordination of the annual external audit process upon request by the City Administrator, ensuring the timely delivery of financial documents and information. Ensure that all activities comply with general accounting and auditing standards.
6. Upon request of the City Administrator, provide analysis of revenue-generating and cost-reduction proposals for capital and operating programs and prepare revenue and cost projections.
7. Participate in the development and administration of the City budget. Upon request by the City Administrator, participate in the approval of the forecast of funds needed for staffing, equipment, materials and supplies. Provide recommendation to the City Administrator regarding approval of expenditures and implementation of budgetary adjustments as appropriate and necessary.

8. On an as-needed basis upon the request of the City Administrator, provide representation on behalf of the City's finance department to other City departments, elected officials and outside agencies and coordinate assigned activities with those of other departments and outside agencies and organizations.
9. Upon the request of the City Administrator, attend City Council meetings and prepare and present staff reports and other necessary correspondence.
10. Upon the request of the City Administrator, attend and participate in professional group meetings.
11. Perform related duties and responsibilities upon request of the City Administrator.

Specific deadlines for project deliverables shall be determined on a project by project basis by the City Administrator. Notwithstanding the foregoing, the submission of deliverables to the City will generally be expected within 2-4 weeks of delivery to Consultant.

- II. All work product is subject to review and acceptance by the City, and must be revised by the Contractor without additional charge to the City until found satisfactory and accepted by City.**
- III. Contractor will utilize the following personnel to accomplish the Services:**
 - A. Misty Cheng