



City of Rialto

Legislation Text

File #: 17-1105, **Version:** 1

For City Council Meeting [December 12, 2017]

TO: Honorable Mayor and City Council

APPROVAL: Michael Story, City Administrator

FROM: Robb Steel, Assistant CA/Development Services Director

Request City Council to Approve the Second Amendment to the Professional Services Agreement for Contract Financial Officer Services with MV Cheng & Associates in an Amount Not to Exceed \$50,000 for a Total Contract Amount of \$100,000.

(ACTION)

BACKGROUND:

On July 11, 2017, the City Council approved the Fiscal Year 2017-18 Budget. As part of the Fiscal Year 17-18 Budget, the City Council froze the Assistant to the City Administrator/Director of Administrative Services position. This allows the City Administrator's successor to hire the next Director of Administrative Services.

On June 5, 2017, the City Administrator entered into a Professional Services Agreement in the amount of \$15,000 with MV Cheng & Associates for services related to the Director of Administrative Services position until the position is filled.

On August 8, 2017, the City Council approved the first amendment to the professional services agreement for Contract Financial Officer in the amount of \$35,000 for a total contract amount of \$50,000.

ANALYSIS/DISCUSSION:

MV Cheng & Associates has provided financial services and guidance to over 25 municipalities across Southern California. MV Cheng & Associates expertise in effectively developing city budgets and its thorough knowledge of public agency financial reporting comes from years of experience working in the public financial sector.

Under general direction from the City Administrator, MV Cheng & Associates shall continue to provide project assistance to City staff with respect to citywide budgeting, accounting activities, and financial reporting.

ENVIRONMENTAL IMPACT:

Approval of this item is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5)

Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

The Purchase Order is consistent with the following Guiding Principle of the Rialto General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney has reviewed and approved the staff report.

FINANCIAL IMPACT:

Funds are budgeted and available in General Fund Account No. 010-500-2150-2011.

LICENSING

A Business license application and payment of a Business License tax at the Professional Service rate in the amount of \$104 will be paid by the vendor prior to execution of the Professional Service Agreement.

RECOMMENDATION:

Staff recommends the City Council approve the second amendment to the Professional Services Agreement for Contract Financial Officer services with MV Cheng & Associates in an amount not to exceed \$50,000 for a total contract amount of \$100,000.