



STAFF REPORT

DATE: July 11, 2017

TO: Ronald L. Olson, City Manager

FROM: Kathy Davis, City Attorney

SUBJECT: Extending the Term of the City's Professional Services Agreement with McConnell and Jones to August 29, 2017

BACKGROUND AND FINDINGS:

On March 14, 2017, the City Council approved a professional services agreement for audit services with McConnell and Jones ("MJ"). The agreement specified that services would be completed by July 31, 2017, and that any proposed adjustments to the completion time beyond the stated end date would be communicated in writing to the City Auditor.

When representatives from MJ briefed the City Council on June 27, 2017, they stated that they were still requesting and receiving documents for review and believed they would need approximately two additional weeks in order to ensure a thorough review of the records. Council indicated its agreement via consensus.

On June 28, 2017, representatives from MJ met with the City Manager and City Auditor to assess the potential deliverable dates of the remaining documents to be reviewed. On June 29, 2017, MJ Partner Odysseus Lanier emailed City Auditor Matthew Grady requesting the term of the agreement be extended until August 29, 2017. Mr. Lanier stated that the request was made in order to ensure that the company has the necessary time to obtain and analyze data necessary to complete the draft and final reports.

THE ALTERNATIVES CONSIDERED:

Which alternative is recommended? Why?

It is recommended that the City Council extend the term of the Agreement until August 29, 2017, in order to ensure that the audit firm has sufficient time to complete its work.

CONFORMITY TO CITY POLICY:

Amendment of this professional services agreement is within Council's purview.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

This amendment will not increase the original agreement amount of \$394,456.00

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Staff recommends that the Council approve this amendment, extending the term of the Professional Services Agreement for Audit Services to August 29, 2017, as requested.

DEPARTMENTAL CLEARANCES:

City Manager

ATTACHED SUPPORTING DOCUMENTS:

McConnell and Jones' Request for Extension
Contract Amendment