



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** March 24, 2015

**TO:** Mayor and Councilmembers

**FROM:** Treasury Division, Finance Department

**SUBJECT:** Amendment To Professional Services Agreement With Ruby Carrillo For Accounting Services

### RECOMMENDATION:

That Council approve and authorize the Finance Director to execute a First Amendment to Agreement No. 21400186, Professional Service Contract with Ruby Carrillo for Accounting Services, to increase the agreement by \$30,000 for a total of \$50,000.

### DISCUSSION:

On July 7, 2014, the City entered into a contract with Ruby Carrillo, hereinafter referred to as "Consultant", for \$20,000 to provide Accounting Services to the City to assist the Finance Department during the financial management system replacement project and to assist with the preparation of the Comprehensive Annual Financial Report (CAFR). The staff responsible for producing the CAFR was the primary staff involved in the development and implementation of the new financial management system, thus outside accounting assistance was necessary to complete the CAFR.

In January 2015, the Treasury Manager position in the Finance Department became vacant. The Accounting Manager was appointed to the Treasury Manager position in February; however, the Department has experienced difficulty in filling the vacant Accounting Manager position. Due to the heavy workload resulting from the vacancy in this key management position in the Finance Department, staff is requesting to continue the agreement with the Consultant to perform tasks typically performed by the Accounting Manager position. As such, staff is requesting a \$30,000 increase to the Consultant's contract, which would bring it to a total of \$50,000 and extend services for an additional 12 weeks. The Consultant will assist with tasks such as capital asset reconciliations, long-term debt analyses, journal entry preparation, financial statement preparation, quarterly reviews, and other tasks commonly performed by the Accounting Manager.

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**BUDGET/FINANCIAL INFORMATION:**

The original agreement for \$20,000 was funded with financial management system replacement project funds in the Information Services Capital Fund. The \$30,000 increase to the agreement will be funded by salary savings resulting from the vacancy in the Accounting Manager position.

**PREPARED BY:** Julie Nemes, Treasury Manager

**SUBMITTED BY:** Robert Samario, Acting Assistant City Administrator

**APPROVED BY:** City Administrator's Office