

Agenda Report

August 31, 2015

TO: Honorable Mayor and City Council

FROM: Department of Finance

**SUBJECT: APPROVAL OF INCREASE TO PURCHASE ORDER NO. 1160093
WITH MV CHENG & ASSOCIATES FOR TEMPORARY STAFFING
ASSISTANCE**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that neither competitive bidding nor competitive selection is required pursuant to City Charter Section 1002 (A-H), and Pasadena Municipal Code Section 4.08.049; and
2. Authorize an increase to Purchase Order No. 1160093 to MV Cheng & Associates from available balance of \$45,964 to \$250,000 for supplemental support services to the Finance Department.

BACKGROUND:

In January 2015, Purchase Order No. 58678 was opened for temporary consulting services in the Finance Department due to unforeseen vacancies of key City employees. At the time that the PO was opened, there was not a clear estimate on how long the vacancies would be. As the FY 2015 came to a close, the Finance Department continued to need outside staff resources and an increase in the purchase order was brought to City Council and approved. At July 1, 2015 there was a remaining balance of \$45,964 and this balance was carried over to Fiscal Year 2016. The carried over amount has been utilized to pay the July invoice and an increase is required to continue to provide key additional support to the Finance Department specifically in the Purchasing and Accounts Payable sections. This increase will cover services from August to December 2015. Additionally as a result of several unanticipated employee retirements in key positions such as the Budget Administrator, additional consultant support has been needed.

Supplemental support is needed to complete the operating budget publication, pay vendors in a timely manner, and implement the Tyler Munis Enterprise Resource Management Program (ERP) to meet internal deadlines.

MV Cheng & Associates is a Pasadena based company that provides exemplary consulting services and would be in the City's best interest to continue with their services saving staff time and costs to seek another consulting firm that provides similar services. MV Cheng & Associates is well-versed in the department's needs and provides the required services to assist with the department's daily duties and functions. The consultants provided thus far have many years of finance experience in the public sector,

COUNCIL POLICY CONSIDERATION:

The increase in this purchase order supports the City Council's goal to maintain fiscal responsibility and stability.


ENVIRONMENTAL ANALYSIS:

This action is exempt from CEQA pursuant to CEQA Guidelines Section 105061(b) (3), the General Rule that CEQA only applies to projects that may have an effect on the environment.

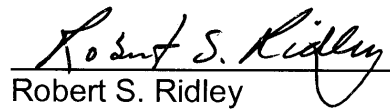
FISCAL IMPACT:

The cost of this action will be \$204,036. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Finance Department Purchasing and Budget Divisions due to salary savings. It is anticipated that the entire cost will be spent during the current fiscal year.

Respectfully submitted,


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