



## Legislation Text

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**File #:** 19-523, **Version:** 1

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Staff Report for City of San Leandro City Council Resolution to Approve Amendment No. 1 to Consulting Services Agreement with Francis Ngure for Audit and Finance Assistance and Appropriate \$100,000 from General Fund Unrestricted Fund Balance

### **SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council consider and approve Amendment No. 1 to the Consulting Services Agreement with Francis Ngure to continue providing audit and finance assistance to the Finance Department. Funding is available from salary savings through long-term vacant department positions, although an appropriation is required of \$100,000 from General Fund Unrestricted fund balance.

### **BACKGROUND**

The City originally entered into a Consulting Services Agreement with Francis Ngure on July 30, 2019 for audit and finance assistance. The original agreement was for a not to exceed amount of \$49,000.

### **Analysis**

The City contracted with Francis Ngure on July 30, 2019 and Mr. Ngure began work in the Finance Department on August 15, 2019. The anticipated scope of work included accounting duties necessary to close the City's financial books, prepare for the year-end audit, and issue the Comprehensive Annual Financial Report for year ended June 30, 2019.

Mr. Ngure has worked as a senior accountant in public accounting and auditing and government, not-for-profit, and commercial enterprises including banking. His municipal experience includes temporary assignments for the Town of Hillsborough and the cities of Pacifica, Benicia, and Emeryville.

Funding is available from salary savings through long-term vacant department positions. Currently, five of the permanent, full-time positions in the Finance Department are vacant. The vacant Assistant Finance Director and the Accountant II positions give rise to the urgent need for assistance with year-end accounting and auditing functions.

### **Fiscal Impacts**

This amendment will increase the not to exceed amount from \$49,000 to \$149,000. Funding is available from salary savings through long-term vacant department positions and there will be no net negative impact on the General Fund. Budget authorization requires appropriation of \$100,000 from General Fund Unrestricted fund balance.

**Budget Authority**

Budget authorization requires appropriation of \$100,000 from General Fund Unrestricted fund balance to account 010-12-052-5120.

**ATTACHMENT**

None

**PREPARED BY**

David Baum, Finance Director, Finance Department