CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 15	Section Name: {{section.name}}	Account Number: 10-2011	File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Finance Department

MEETING DATE: September 06, 2022

SUBJECT:
Temporary Accounting Services Agreement – Amendment

RECOMMENDATION:
Approve Amendment No. 1 to an agreement between the City and Maze & Associates for temporary accounting services in the amount of $81,761 for a new agreement total of $225,876.

BACKGROUND:
On May 2, 2022, the City Council approved an agreement with Maze & Associates (Maze) to provide temporary accounting services to support implementation of a new Governmental Accounting Standards Board (GASB) Statement No. 87 and the year-end audit. The amount of hours that are currently estimated to be needed to support the Finance Department are greater than what was assumed in the agreement, and staff estimates that in order to provide the necessary support to complete the year-end audit, additional contract authority of $81,761, which includes a 20% contingency, will be needed. Based on the above, staff recommends approval of Amendment No. 1 to the agreement between the City and Maze.

BUDGET IMPACT:
No additional budget appropriations are being requested. Staff backfill costs related to implementation of the enterprise resource planning system (ERP) will utilize budget from staff vacancy savings.

ENVIRONMENTAL DETERMINATION:
This agreement amendment is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED
All meeting noticing requirements were met.

ATTACHMENTS
Att 1 - Amendment No. 1
Att 2 - Agreement between the City of San Mateo and Maze & Associates

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