



Staff Reports

File #: 729-2017, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Elizabeth Cabell, Finance Manager

Prepared By: Elizabeth Cabell, Finance Manager

TITLE:

Amendment No. 1 to the Agreement with Vavrinek, Trine, Day & Company, LLP for Financial Audit Services

RECOMMENDED ACTION:

Authorize the City Manager to execute amendment No. 1 to C2014 067 with Vavrinek, Trine, Day & Company, LLP to provide financial audit services for the fiscal years ending June 30, 2017, and 2018.

DISCUSSION:

The City executed an agreement with Vavrinek, Trine, Day and Company, LLP (VTD) in March 2014 to provide annual audit services for the fiscal years ending June 30, 2014, 2015 and 2016. The proposal submitted by VTD in 2014 included pricing to extend the agreement for an additional two years.

VTD provides governmental auditing services to over 300 governmental agencies throughout California, including cities, counties, water agencies, special districts, redevelopment successor agencies, and public financing authorities. Included among this firm's existing clients are the cities of Fairfield, Santa Clara, Pleasanton, Suisun City, Foster City, Rancho Mirage, and the Town of Hillsborough.

The City has received excellent service from VTD over the last three years. They have consistently demonstrated a high level of professionalism and responsiveness to the City's needs. Their services include:

- Audit of the City of Napa Comprehensive Annual Financial Report (CAFR)
- Preparation and review of the City's GANN Limit computation
- Preparation and filing of State Controllers Reports - City Transactions and Streets
- Audit and preparation of the City's Single Audit Report
- Audit and preparation of the City's Transportation Development Act report
- Preparation and electronic filing of the City's REAC report

Choosing to extend their services for two years will provide continued support and continuity.

FINANCIAL IMPACTS:

The not-to-exceed cost of the audit contract over the additional two-year period is \$195,124 (\$96,120 for FY 2016-17 and \$99,004 for FY 2017-18) which represents an annual 3% increase over the

previous 3-year contract pricing.

The total audit costs for each year will be budgeted as follows:

	FY 2017	FY 2018
General Fund, Finance Department (41512-53203)	82,966	86,485
CDBG (23101-53203)	5,397	5,559
Housing (84301-53203)	6,757	6,960
Total	96,120	99,004

Audit services are appropriated within the City's bi-annual budget process.

CEQA:

The Finance Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

Attachment 1: Amendment No. 1 to agreement C2014 067 with Vavrinek, Trine, Day & Company, LLP for financial audit services.

NOTIFICATION:

None.