



Staff Reports

File #: 278-2020, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Bret Prebula, Finance Director

Prepared By: Amy Walcker, Purchasing Services Manager

TITLE:

Revenue and Audit Consulting Services from Hinderliter, de Lllams and Associates (HdL)

RECOMMENDED ACTION:

Authorize the City Manager to execute Amendment 1 to Agreement C2020-091 with Hinderliter de Llamas & Associates (HdL) for Revenue Audit and Consulting Services, in the increased amount not to exceed \$250,000.

DISCUSSION:

The City's Finance Department issued a Request For Proposals on February 12, 2020 for Revenue Audit and Consulting Services to improve revenue recovery, data accuracy, and revenue business process improvement. The City entered into Agreement C2020-091 with HdL on April 23, 2020 for revenue audit and consulting services for an amount not to exceed \$125,000 with an expectation that the total contract amount would provide approximately twelve to eighteen months of revenue audit and consulting services.

The Finance Director has determined services from HdL are satisfactory and recommends amending Agreement C2020-091 for an additional amount not to exceed \$250,000 to ensure continuity of services beyond the current fiscal year; to incorporate additional scope of services as desired by the City's Community Development Department; and to establish a term of three years from the Effective Date of Amendment 1. Total contract amount shall not exceed \$375,000 (the initial Agreement of \$125,000, plus \$250,000 for Amendment 1).

Additional scope of services includes a 3-year subscription to INSIGHT Market Analytics and two annual community profile reports to assist the Community Development Department's Economic Division in capturing market, labor, and demographic data to enhance consumer and business activities in the local area. Data provided to the City will include geographical mapping data to better understand consumer and business activity throughout the City of Napa as it relates to retailers, restaurants, and businesses. The cost of these additional services is \$33,000 for three years and is inclusive in the requested increased amended amount of \$250,000 for a total amount not to exceed \$375,000.

FINANCIAL IMPACTS:

No additional funding is required. The City's General Fund operating budget allocates funding for these professional services as a routine component of the City of Napa's business processes.

CEQA:

The Finance Director 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:

ATCH 1 - Original Agreement C2020-091

ATCH 2 - Amendment 1

NOTIFICATION:

N/A