



Staff Report

November 12, 2024

TO: Honorable Mayor and Members of the Town Council
FROM: Ted Williams, Finance Director
DATE: November 14, 2024
RE: Van Groningen & Associates Accounting Contract Amendment

Recommendation

Staff recommends that the Town Council authorize the Town Manager to execute an amendment with Van Groningen and Associates for finance services in an amount not to exceed \$60,000.

Issue Statement and Discussion

Van Groningen and Associates (VGA) has been providing financial services to the Town on a contract basis as the Town has dealt with staff transitions in the Finance Department. Now that the department is fully staffed, a plan has been developed to allow the department to get back to a stable position. The plan includes using VGA to help with various projects that will assist in preparation for the Fiscal year 2024 audit and help onboard the new Finance Director.

The Town's current contract with VGA was approved by Council on November 14, 2023, for an amount not to exceed \$162,000. Staff estimates that the not to exceed amount will be reached within the next month, but staff would like to retain VGA for an additional period. VGA's time will turn away from assisting with preparation for the audit for the year ended June 30, 2024, and helping get the new Finance Director up to speed. VGA's experience working on the prior year's audit, plus their familiarity with the Town's operations, will help ensure the success of the audit. Also, VGA's experience with the Town's accounting systems will be invaluable in helping the new Finance Director transition into the position.

CEQA Requirements

There are no CEQA implications associated with the recommended action.

Financial and/or Policy Implications

Attachments

- A. VGA amendment #1
- B. Resolution

AMENDMENT # 1
TO THE CONTRACT FOR SERVICES BETWEEN THE TOWN OF LOOMIS AND
VAN GRONINGEN AND ASSOCIATES DATED NOVEMBER 14, 2023

This Amendment #1 to the Contract for Services between the TOWN OF LOOMIS ("Town") and Van Groningen & Associates ("Consultant"), which was entered into on November 14, 2023, is made and entered into this November 12, 2024 (the "Effective Date").

RECITALS

WHEREAS, on November 14, 2023, the Town and Consultant entered into a Contract for Services in an amount not to exceed one hundred sixty two thousand dollars (\$162,000) to retain Van Groningen & Associates to provide accounting and financial services; and

WHEREAS, the Town has identified the need for accounting and financial professional services to perform the duties of accounting and financial support; and

WHEREAS, the Town and Van Groningen and Associates desire the approval of an Amendment to the Contract, to increase the total allowable compensation by sixty thousand dollars (\$60,000) for a total not to exceed the contract amount of two hundred and twenty two thousand (\$222,000).

NOW, THEREFORE, IT IS MUTUALLY AGREED by parties hereto, to amend said Contract as follows:

I. Amendment:

- A. Section 3, "Compensation", of the Contract is hereby amended by replacing the figure \$162,000 with \$222,000.

II. Remaining Terms Unaffected:

Except as expressly provided herein, nothing in this Amendment shall be deemed to waive or modify any of the other provisions of the Contract. In the event of any conflict between this Amendment and the Contract, the terms of this Amendment shall control.

IN WITNESS WHEREOF the parties hereto have executed this Amendment as of the Effective Date.

TOWN OF LOOMIS

VAN GRONINGEN & ASSOCIATES

By: _____
Wes Heathcock, Town Manager

By: _____

Attest:

Approved as to form:

By: _____
Carol Parker, Deputy Town Clerk

By: _____
Jeffrey Mitchell, Town Attorney

TOWN OF LOOMIS

RESOLUTION NO. 24 - __

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH VAN
GRONINGEN AND ASSOCIATES FOR FINANCE SERVICES IN AN AMOUNT NOT TO EXCEED
\$60,000**

WHEREAS, The Town of Loomis Finance Department has experienced significant staff challenges over the last 19 months; and

WHEREAS, Van Groningen & Associates has provided critical government financial expertise in providing the day-to-day accounting activities and the managerial expectations of the finance director level position; and

WHEREAS, the Finance Department is in need of Van Groningen & Associates experience and agency knowledge for a limited time as it transitions into a stable state.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis that The Town Manager is authorized to enter into a contract with Van Groningen & Associates for finance services in an amount not to exceed \$60,000.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 12th day of November 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mayor

ATTEST:

Deputy Town Clerk