



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: May 6, 2025
TO: LaTanya Bellow, City Manager
FROM: Pedro Jimenez, Assistant City Manager
SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Execute A First Amendment To The Contract With Regional Government Services To Increase The Total Contract Amount By \$50,000 From \$75,000 To \$125,000, And Extend The Contract Term To December 31, 2025 For Finance Consulting Services**

RECOMMENDATION

Staff recommends that the City Council approve the above-entitled resolution authorizing a First Amendment to the Regional Government Services (RGS) contract to increase the contract amount by \$50,000 from \$75,000 to \$125,000, and extend the contract term to December 31, 2025. All other terms and conditions of the contract shall remain in effect.

BACKGROUND

The City's Finance Director resigned on October 18, 2024, creating a need for temporary assistance to support the transition and facilitate the recruitment of a new Finance Director. To address this, the City entered into an agreement with RGS for services during the vacancy. These services encompassed transition management and consulting, designed to ensure a seamless transition and support for the City's financial operations. On October 30, 2024, the City finalized an agreement for \$75,000.

DISCUSSION

To facilitate the transition period until a new Finance Director arrives and to complete the two-year budget process for FY 2025-2027, as well as to support potential future ballot measure initiatives, staff recommends increasing the contract amount by \$50,000 and extending the contract term until December 31, 2025. Staff expect the new Finance Director to begin on June 2, 2025.

FISCAL IMPACT

The First Amendment to the contract will increase the contract amount for services by \$50,000 from \$75,000 to \$125,000. The City's Operating Budget for Fiscal Year 2024-2025 includes sufficient funding due to the salary savings from vacant positions.

STAFF COMMUNICATION WITH THE PUBLIC

No communication with the public related to this contract amendment.

CONFLICT OF INTEREST

None.

CONCLUSION

Staff recommends that the City Council approve the above-entitled resolution authorizing a First Amendment to the Regional Government Services (RGS) contract to increase the contract amount by \$50,000 from \$75,000 to \$125,000 and extend the contract term to December 31, 2025.

PREPARED BY: Pedro Jimenez, Assistant City Manager

APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:



LaTanya Bellow, City Manager

ATTACHMENTS

- Attachment A – RGS Agreement
- Draft Resolution
 - Exhibit A – RGS 1st Amendment