



REPORT TO CITY COUNCIL

DATE: DECEMBER 10, 2014

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: CHRISTY PINUELAS, DIRECTOR OF FINANCE 

SUBJECT: AWARD CONTRACT FOR PROFESSIONAL AUDIT SERVICES FOR THE CITY OF AGOURA HILLS AND THE AGOURA HILLS CALABASAS COMMUNITY CENTER FOR THE TWO FISCAL YEARS BEGINNING WITH THE FISCAL YEAR ENDING JUNE 30, 2015

On October 8, 2014, staff issued Requests for Proposals (RFP) for auditing services for the City of Agoura Hills, and the Agoura Hills Calabasas Community Center for the two fiscal years beginning with the fiscal year ending June 30, 2015, with the option of extending the agreement for an additional three (3) year period.

Staff requested bids from 20 firms and received responses from nine. Four of the firms were selected to be interviewed by the Finance Committee, City Treasurer and staff on November 12, 2014. Following the interviews, the committee ranked the firms and then opened the sealed bids. The bid results for two years were as follows:

Name of Firm	Total Bid (Two Audit Years)
Lance, Soll, Lunghard, LLP	\$71,390
The Pun Group, LLP	\$74,740
Moss, Levy & Hartzheim, LLP	\$75,529
Vavrinek, Trine & Day, LLP	\$79,910

Lance, Soll, Lunghard, LLP (LSL) is the recommended firm, following the interviews, and is the low bidder for the two years. LSL serves numerous cities and counties throughout the State, and their references stated that they were in good standing. Their most recent peer report states that they received the highest peer review rating of "passed".

The proposed agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff respectfully recommends the City Council award the contract for auditing services for the City of Agoura Hills and the Agoura Hills Calabasas Community Center for the two fiscal years beginning with the fiscal year ending June 30, 2015, to Lance, Soll, Lunghard, LLP; and authorize the Mayor to sign the contract agreement.

AGREEMENT ROUTING SLIP FOR

Lance, Soll & Lunghard, LLP

Consultant Name (\$25K and Over without Prevailing Wage)

Attached, please find (check one of the following boxes):

- | | |
|---|--|
| <input type="checkbox"/> Standard Template with no changes
Complete Section 2 only | <input type="checkbox"/> Outside Agency Agreement
Complete Sections 1 and 2 |
| <input checked="" type="checkbox"/> Standard Template with changes
Complete Sections 1 and 2 | <input type="checkbox"/> Special Agreement
Complete Sections 1 and 2 |

Section 1 – Changes to template or insurance: Receive Department Head approval to amend. Check with Risk Manager for insurance and/or template amendments. Risk Manager will authorize emailing City Attorney for template review and approval. Attach City Attorney email response (approval) to this slip.

- | | |
|--|--|
| <input checked="" type="checkbox"/> <u>CP</u> (Dept. Head Initials/Date)
Authorization to Amend Agreement | <input type="checkbox"/> _____ (Risk Manager Initials/Date)
Approval to Forward to City Attorney |
| <input type="checkbox"/> _____ (Risk Manager Initials/Date)
Insurance Amended (See Notes Below) | <input type="checkbox"/> _____ Staff Initials(From No. 1 Below)
City Attorney Email Approval Attached |
| <input type="checkbox"/> _____ (Risk Manager Initials/Date)
Template Amended (See Notes Below) | <input type="checkbox"/> _____ Staff Initials/Date
Other (See Notes Below) |

Section 2 – Signed agreement received from Consultant. Sign/date and attach this routing slip to the proposed agreement and route to staff in the order listed below (i.e., 2-4). Submit the signed agreement, including the appropriate insurance and endorsement, with this completed routing slip, to the Risk Manager (insurance review/approval) who will forward to the City Clerk for final review/distribution. Agreements without the appropriate insurance attached will be returned to the department. A copy of the final agreement will be provided to the Consultant and the staff person (in Item No. 1 below)

- | | |
|---|--|
| 1. <u>CHRD</u>
Prepared by (Staff Name/Date) | 2. <u>CHRD</u>
Department Head - Date
(Authorization to forward to Risk Mgr/Clerk) |
| 3. <u>[Signature]</u>
Risk Manager – Date
(Insurance Review/Approval) | 4. <u>[Signature]</u>
City Clerk – Date
(Format Review/Final Distribution) |

- FOR CITY CLERK USE ONLY -

Year: 2014 Month/Day: _____
 Agreement/Insurance Received: 12/2
 To City Attorney for Signatures: _____
 To City Manager/Mayor for Signatures: _____
 City Attorney Email/Scope Attached: _____
 Distributed to Consultant/Staff: _____
 Laserfiche/Log/Index/File: By: _____
 Insurance Logged: By: _____

Notes:

**AGREEMENT FOR LANCE, SOLL & LUNGHARD, LLP
WITH THE CITY OF AGOURA HILLS**

NAME OF CONSULTANT: Lance, Soll & Lunghard, LLP

RESPONSIBLE PRINCIPAL OF CONSULTANT: Attn: Bryan S. Gruber

CONSULTANT'S ADDRESS: 203 N. Brea Blvd, Suite 203
Brea, CA 92821

CITY'S ADDRESS: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301
Attn: City Manager

PREPARED BY: Christy Pinuelas

COMMENCEMENT DATE: February 1, 2015

TERMINATION DATE: February 1, 2017

CONSIDERATION: Contract Price
Not to Exceed: \$71,390

ADDITIONAL SERVICES <i>(Describe Services, Amount, and Approval):</i> _____ _____ _____ _____
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Date: _____ Amount: \$ _____ Authorized By: _____
(Not to Exceed 10% of Contract Price) City Manager

**AGREEMENT FOR CONSULTANT SERVICES BETWEEN
THE CITY OF AGOURA HILLS AND LANCE, SOLL &
LUNGHARD, LLP**

THIS AGREEMENT is made and effective as of February 1, 2015, between the City of Agoura Hills, a municipal corporation ("City") and Lance, Soll & Lunghard, LLP ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on February 1, 2015, and shall remain and continue in effect until tasks described herein are completed, but in no event later than February 1, 2017, unless sooner terminated pursuant to the provisions of this Agreement.

The City may, at its option, extend this Agreement for one additional term of three years upon providing written notice of its intent to extend this Agreement to the Consultant not less than thirty (30) days prior to the expiration of the initial Term.

2. SERVICES

Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. PERFORMANCE

In meeting its obligations under this Agreement, Consultant shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

4. PAYMENT

A. The City agrees to pay Consultant, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed seventy-one thousand three hundred ninety Dollars and Zero Cents (\$71,390.00) ("Contract Price") for the initial Term of the Agreement

The City Manager may approve additional work up to ten percent (10%) of the amount of the Agreement. Any additional work in excess of this amount shall be approved by the City Council.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Consultant shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City or the Consultant may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the other party at least sixty (60) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section entitled "**PAYMENT**" herein.

6. DEFAULT OF CONSULTANT

A. The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Consultant with written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its

default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.”

7. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents, excluding auditor workpapers for testing, prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

8. INDEMNIFICATION

Consultant shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent consultants serving in the role of City officials, and volunteers (collectively “Indemnitees”) free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively “Claims”), in any manner arising out of or incident to any acts or omissions of Consultant, its officials, officers, employees, agents or sub-consultants in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys’ fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Consultant shall defend Indemnitees at Consultant’s own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Consultant shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant or Indemnitees. All duties of Consultant under this Section shall survive termination of this Agreement.

9. INSURANCE REQUIREMENTS

Prior to commencement of work, Consultant shall procure, provide, and maintain, at Consultant's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

4) Professional Liability Insurance shall be written on a policy form providing professional liability for the Consultant's profession.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Consultant arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

4) Professional Liability coverage: One million (\$1,000,000) per claim and in aggregate.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Consultant agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

F. Verification of Coverage. **Consultant shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers,**

officials, employees and volunteers as additional insured, effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

10. INDEPENDENT CONSULTANT

A. Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

12. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant

without City's prior written authorization. Consultant, its officers, employees, agents or sub-consultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or sub-consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

13. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, California 91301
Attention: City Manager

To Consultant: Lance, Soll & Lunghard, LLP
Certified Public Accountants
203 N. Brea Blvd, Suite 203
Brea, CA 92821
Attention: Bryan S. Gruber

14. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Consultant's sole compensation shall be

payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant.

15. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. PROHIBITED INTEREST

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Consultant, or Consultant's sub-consultants for this project, during his/her tenure or for one year thereafter. The Consultant hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Consultant or Consultant's sub-consultants on this project. Consultant further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

18. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

William D. Koehler,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk
Date Approved by City Council: _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONSULTANT

**Lance, Soll & Lunghard, LLP
Certified Public Accountants
203 N. Brea Blvd, Suite 203
Brea, CA 92821
(714)672-0022
bryan.gruber@lsicpas.com**

By: _____
Name: BRYAN GRUBER
Title: PARTNER

By: _____
Name: RICHARD KUCHI
Title: PARTNER

[Signatures of Two Corporate Officers Required]

EXHIBIT A

TASKS TO BE PERFORMED

The specific elements (scope of work) of this service include:

October 30, 2014

City of Agoura Hills
Kimberly Rodrigues, City Clerk
30001 Ladyface Court
Agoura Hills, CA 91301

Lance, Soll & Lunghard, LLP is pleased to respond to your Request for Proposals for Professional Audit Services. As a leader in the field of governmental accounting and auditing, we appreciate this opportunity given to us to present our professional qualifications. Because of our extensive public sector experience, dedication to excellence and determination to retain the brightest and most talented professionals, we are certain that Lance, Soll & Lunghard, LLP is the most qualified accounting firm to provide professional audit services to the City of Agoura Hills.

Lance, Soll & Lunghard, LLP agrees to provide the following annual services for the City of Agoura Hills for two (2) years beginning with the fiscal year ending June 30, 2015, with the option of extending the agreement for an additional three-year period:

1. **Perform an audit of governmental activities, each major fund, and the aggregate remaining fund information of the City.** The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133 *Audits of State and Local Governments and Non-Profit Organizations*. The audit will include the Successor Agency of the former RDA and the Community Center Authority.
2. **Prepare the City's CAFR in full compliance with all applicable GASB pronouncements** for submission under the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting program and render an auditors' report on the basic financial statements, which will include both Government-Wide Financial Statements and Fund Financial Statements. We will also apply limited audit procedures to the Management's Discussion and Analysis and other required supplementary information.
3. **Prepare the financial statements for Agoura Hills / Calabasas Community Center Authority** and render an auditors' report on the basic financial statements. We will also apply limited audit procedures to the Management's Discussion and Analysis and other required supplementary information.
4. **Prepare the City's annual State Controller's Report.**
5. **Prepare a Single Audit Act Report if needed** in accordance with OMB Circular A-133.
6. **Issue a "management letter"** that includes all significant opportunities for realistically improving internal controls of the City's operations and procedures that are discovered or observed during the course of the audit. Management shall also provide a response to any recommendation.



City of Agoura Hills
Kimberly Rodrigues, City Clerk

7. **Provide general consultation on financial reporting matters**
8. **Communicate in a letter to the City Manager any reportable conditions**, as defined by professional standards, identified during the audit. Any irregularities or illegal acts that come to our attention will be reported immediately to the City Manager.
9. **Present and discuss results to the Finance Committee of the City and Community Center** and communicate required information. We will also attend, participate, and staff up to two Finance Committee Meetings per year for the City and two per year for the Community Center.

The audit will be performed in accordance with *Generally Accepted Auditing Standards*, as set forth by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in the most current version of the *Generally Accepted Government Auditing Standards* (Yellow Book), issued by the Comptroller General of the United States; the provisions of the Single Audit Act as amended in 1996; and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*.

As part of the audit, we will prepare the financial statements and related notes. The City will designate an individual with suitable skill, knowledge, and experience to oversee our services and will assume all management responsibilities. The City will review, approve, and accept responsibility for the financial statements and related notes. Our responsibility will be to issue an opinion on the financial statements.

All working papers and reports will be retained (at our expense) for a minimum of seven (7) years, unless we are notified in writing by the City of Agoura Hills of the need to extend that retention period. Upon written request from the City, the firm will respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

The sections that follow describe the benefits your organization would receive from Lance, Soll & Lunghard, LLP. **We are committed to provide the services discussed above in accordance with the timetable specified in your request for proposal.** For purposes of this proposal, Bryan S. Gruber, Partner, is authorized to make representations for our firm, empowered to submit this bid and authorized to sign a contract with the City of Agoura Hills. I can be reached at the address above, by phone at (714) 672-0022 or through email at bryan.gruber@slcpas.com.

Very truly yours,

Bryan S. Gruber, Partner
LANCE, SOLL & LUNGHARD, LLP

EXHIBIT B
PAYMENT RATES AND SCHEDULE



COST PROPOSAL

Format for Schedule of Professional Fees and Expenses to Support the Total All- Inclusive Maximum Price

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES					
Supporting Schedule for the City of Agoura Hill's Audit Report					
For the Period Ending June 30,					
	Hours	Hourly Rate	2015	2016	Total
Fees:					
Partner	11	\$200	\$2,200	\$2,200	\$4,400
Manager	23	\$135	\$3,105	\$3,105	\$6,210
Supervisory staff	50	\$115	\$5,750	\$5,750	\$11,500
Staff	154	\$85	\$13,090	\$13,090	\$26,180
Clerical					
Other (specify)					
Subtotal fees	238		\$24,145	\$24,145	\$48,290
Expenses:					
Meals and lodging			0	0	0
Transportation			0	0	0
Other (specify)			0	0	0
Subtotal expenses			0	0	0
Total all inclusive maximum price			\$24,145	\$24,145	\$48,290

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES					
Supporting Schedule for the City of Agoura Hill's Single Audit Report, if required					
For the Period Ending June 30,					
	Hours	Hourly Rate	2015	2016	Total
Fees:					
Partner	2	\$200	\$400	\$400	\$800
Manager	4	\$135	\$540	\$540	\$1,080
Supervisory staff	6	\$115	\$690	\$690	\$1,380
Staff	28	\$85	\$2,380	\$2,380	\$4,760
Clerical					
Other (specify)					
Subtotal fees	40		\$4,010	\$4,010	\$8,020
Expenses:					
Meals and lodging			0	0	0
Transportation			0	0	0
Other (specify)			0	0	0
Subtotal expenses			0	0	0
Total all inclusive maximum price			\$4,010	\$4,010	\$8,020



COST PROPOSAL

Supporting Schedule for the City of Agoura Hill's State Controller's Report					
For the Period Ending June 30,					
	Hours	Hourly Rate	2015	2016	Total
Fees:					
Partner	1	\$200	\$200	\$200	\$400
Manager	1	\$135	\$135	\$135	\$270
Supervisory staff	2	\$115	\$230	\$230	\$460
Staff	17	\$85	\$1,445	\$1,445	\$2,890
Clerical					
Other (specify)					
Subtotal fees	21		\$2,010	\$2,010	\$4,020
Expenses:					
Other (specify)			0	0	0
Subtotal expenses			0	0	0
Total all inclusive maximum price			\$2,010	\$2,010	\$4,020

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES					
Supporting Schedule for the Agoura Hill's Calabasas Community Center Audit Report					
For the Period Ending June 30,					
	Hours	Hourly Rate	2015	2016	Total
Fees:					
Partner	3	\$200	\$600	\$600	\$1,200
Manager	8	\$135	\$1,080	\$1,080	\$2,160
Supervisory staff	15	\$115	\$1,725	\$1,725	\$3,450
Staff	25	\$85	\$2,125	\$2,125	\$4,250
Clerical					
Other (specify)					
Subtotal fees	51		\$5,530	\$5,530	\$11,060
Expenses:					
Meals and lodging			0	0	0
Transportation			0	0	0
Other (specify)			0	0	0
Subtotal expenses			0	0	0
Total all inclusive maximum price			\$5,530	\$5,530	\$11,060