



# **SPECIAL CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA**

**September 12, 2019  
3:00 PM**

***The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.***

**Notice is hereby given that the City Council will hold a Special Meeting, on September 12, 2019 in the City Council Chambers, 155 West Durian Avenue, Coalinga, CA.**

**Persons with disabilities who may need assistance should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x113. Anyone interested in translation services should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x113. The Special Meeting will begin at 3:00 p.m. and the Agenda will be as follows:**

## **1. CALL TO ORDER**

1. Pledge of Allegiance
2. Changes to the Agenda
3. Council's Approval of Agenda

## **2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS (NONE)**

## **3. CITIZEN COMMENTS**

*This section of the agenda allows members of the public to address the City Council on any item within the jurisdiction of the Council. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.*

## **4. PUBLIC HEARINGS (NONE)**

## **5. CONSENT CALENDAR**

1. Authorize City Manager to Approve the Engagement Letter Received from Price Paige & Company for Consulting Services relating to the Preparation of Fiscal Year 2017-2018 Audit

**6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS (NONE)**

**7. ANNOUNCEMENTS**

1. City Manager's Announcements
2. Councilmembers' Announcements/Reports
3. Mayor's Announcements

**8. FUTURE AGENDA ITEMS**

**9. CLOSED SESSION (NONE)**

**10. CLOSED SESSION REPORT**

**Closed Session:** A "Closed" or "Executive" Session of the City Council, Successor Agency, or Public Finance Authority may be held as required for items as follows: personnel matters; labor negotiations; security matters; providing instructions to real property negotiators; legal counsel regarding pending litigation; and protection of records exempt from public disclosure. Closed session will be held in the Administration Building at 155 W. Durian Avenue and any announcements or discussion will be held at the same location following Closed Session.

**11. ADJOURNMENT**

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE  
AUTHORITY**

**Subject:** Authorize City Manager to Approve the Engagement Letter Received from Price Paige & Company for Consulting Services relating to the Preparation of Fiscal Year 2017-2018 Audit

**Meeting Date:** September 12, 2019

**From:** Marissa Trejo, City Manager

**Prepared by:** Jasmin Bains, Financial Services Director

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**I. RECOMMENDATION:**

Staff recommends approval of the engagement letter received from Price Paige & Company related to the preparation for the Fiscal Year 2017-2018 Audit.

**II. BACKGROUND:**

The City has previously used Price Page & Company for consulting services of past audits and are the City's current external auditors since Fiscal Year 2014-2015.

**III. DISCUSSION:**

Additional assistance is needed in the Finance Department to prepare and complete the audits in an expeditious manner to minimize the risk of losing grant funding.

Professional consulting services include the following:

1. Assist in the accounting of City's cash and investment with fiscal agent's reconciliation and long-term debt.
2. Assist in the preparation of the City's capital assets depreciation schedule.

**IV. ALTERNATIVES:**

None.

**V. FISCAL IMPACT:**

Total amount of the proposal is a not to exceed amount of \$17,500.

A total of \$10,000 was approved in the engagement dated May 21, 2019 by the City Manager as it was an amount within her spending authority.

The additional amount of \$7,5000 is needed to complete the project bringing the total to an amount not to exceed to \$17,500 which is above the City Manager's spending authority therefore Council approved is needed.

The fiscal impact the General Fund is minimal as the assistance for the long-term debt is to be funded through the Coalinga Public Financing Authority (Fund 150). The assistance for the capital assets is to be funded through the following funds with the respective percentages listed:

101	406	88030	20%
150	751	96501	5%
150	752	96502	5%
150	753	96503	5%
501	406	88030	15%
502	406	88030	15%
503	406	88030	15%
504	406	88030	2%
506	540	88030	3%
820	610	88030	15%
			100%

#### ATTACHMENTS:

File Name	Description
 Price_Paige_Engagement_Letter-FY2018_Consulting_(1).pdf	Engagement LTR FY2018 Consulting (1)
 Addendum.pdf	Addendum



PRICE PAIGE & COMPANY  
Accountancy Corporation

The Place to Be

May 21, 2019

Marissa Trejo, City Manager  
City of Coalinga  
155 W. Durian Avenue  
Coalinga, California 93210

Dear Ms. Trejo:

This letter confirms the engagement of Price Paige & Company by the City of Coalinga as of and for the year ended June 30, 2018.

The professional consulting services we currently expect to provide include the following:

- 1) We will assist in the accounting of the City's cash and investments with fiscal agent's reconciliation and long-term debt schedule.
- 2) We will assist with preparation of the City's capital assets depreciation schedule.

All workpapers or other documents used by us during this engagement will be maintained in segregated files, and such originals and all copies will be returned to you upon the completion of our engagement.

You agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

It is our policy to keep records related to this engagement for a minimum of seven years after the report release date.

Our fees for the accounting consultation to assist the City in the services listed above and will be billed at the hourly billing rates for the individuals involved, plus out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your consulting. Our billing rates are reviewed annually and, where appropriate, adjusted for any increases due to inflation and other factors. We will issue a monthly billing statement for the work completed in that month. Payments for services are due when rendered and interim billings may be submitted as work progresses and expenses are incurred.

If information becomes known that would make our continued involvement in this engagement inappropriate, or parties involved change, we reserve the right to withdraw from this engagement. In addition, we will refuse to perform any requested act that we deem a violation of law, public policy, or our professional ethical standards, and may, as a result, withdraw from the engagement without penalty.

677 Scott Avenue  
Clovis, CA 93612

tel 559.299.9540  
fax 559.299.2344

May 21, 2019  
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In no event will our firm be liable for incidental or consequential damages resulting from our performance on this engagement, even if we have been advised of the possibility of such damages.

If these terms are in accordance with your understanding and meet with your approval, then please return a signed copy to us, via email or regular mail, at your earliest convenience.

If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to describe these revisions in an addendum to this letter.

Sincerely,



Fausto Hinojosa, CPA CFE  
Price Paige & Company

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RESPONSE:

This letter correctly sets forth the understanding of the City of Coalinga, California.

		
Management Signature	Title	Date



PRICE PAIGE & COMPANY  
Accountancy Corporation

The Place to Be

Addendum to Services

September 10, 2019

Marissa Trejo  
City of Coalinga  
155 W. Durian Avenue  
Coalinga, California 93210

This document is in reference to the engagement letter dated May 21, 2019, between the City of Coalinga and Price Paige & Company. The parties agree to amend the following paragraph.

*The section that reads:*

"Our fees for the accounting consultation to assist the City in the services listed above will be billed at the hourly billing rates for the individuals involved, plus out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your consulting. Our billing rates are reviewed annually and, where appropriate, adjusted for any increases due to inflation and other factors. We will issue a monthly billing statement for the work completed in that month. Payments for services are due when rendered and interim billings may be submitted as work in progresses and expenses are incurred."

*Shall now read:*

"Our not-to-exceed fee for the accounting consultation to assist the City in the services listed above for the year ending June 30, 2018 is \$17,500. Our fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered. If significant additional time is necessary, we will discuss it with you before we incur the additional costs. Our fees for these services will be billed at the hourly billing rates for the individual involved, plus out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. We will issue a monthly billing statement for the work completed in that month. Payments for services are due when rendered and interim billings may be submitted as work progresses and expenses are incurred."

No other terms or conditions of the engagement are negated or changed as a result of this addendum.

**Accepted:**

**Marissa Trejo**

**x** \_\_\_\_\_  
Signature

**x** \_\_\_\_\_  
Print Name

**x** \_\_\_\_\_  
Title

**x** \_\_\_\_\_  
Date

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