

BUDGET, FINANCE AND INNOVATION COMMITTEE REPORT relative to authorizing the Office of Finance to execute a professional services agreement with Madden Corp. dba ProLegal, for legal processing services.

Recommendation for Council action:

AUTHORIZE the Director of the Office of Finance, or designee, to execute a professional services agreement with ProLegal for legal processing services for a four-year term with a total compensation amount not to exceed \$104,000.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that there is no additional General Fund impact as sufficient funding is provided in the Office of Finance's Contractual Services Account, No. 003040 for 2023-24. Continuation of the contract in subsequent years will be contingent upon the approval of funding through the City's annual budget process.

Financial Policies Statement: The CAO reports that the action recommended in the CAO report, attached to the Council file, complies with the City's Financial Policies in that ongoing expenditures will be funded by ongoing revenues.

Community Impact Statement: None submitted

SUMMARY

At its regular meeting held on September 27, 2023, the Budget, Finance and Innovation Committee considered a CAO report relative to authorizing the Office of Finance to execute a professional services agreement with Madden Corp. dba ProLegal, for legal processing services.

After an opportunity for public comment was held, the Committee moved to approve the CAO recommendation, as detailed above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

BUDGET, FINANCE AND INNOVATION COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
BLUMENFIELD	YES
HARRIS-DAWSON	YES
YAROSLAVYSKY	YES
MCOSKER	YES
RODRIGUEZ	ABSENT

AS 9/27/23

-NOT OFFICIAL UNTIL COUNCIL ACTS-