

**M E M O R A N D U M**  
**CITY OF CHINO**  
**HUMAN RESOURCES DEPARTMENT**

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**COUNCIL MEETING DATE: MAY 22, 2019**

**TO: MATTHEW C. BALLANTYNE, CITY MANAGER**

**FROM: ANTHONY ARROYO, DIRECTOR OF HUMAN RESOURCES/RISK  
MANAGEMENT**

**SUBJECT: AUTHORIZE PURCHASE ORDER INCREASE - ALESHIRE & WYNDER LLP.**

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**RECOMMENDATION**

Increase the authorized amount for purchase orders by \$95,000 with Aleshire & Wynder LLP, for a revised total amount not to exceed \$865,000, and authorize the City Manager to execute all necessary documents on behalf of the City.

**FISCAL IMPACT**

Sufficient funds are included in the Fiscal Year 2018-19 Operating Budget.

|              |                            |
|--------------|----------------------------|
| Revenue:     | Expenditure: 6305010-43500 |
| Transfer In: | Transfer Out:              |

**BACKGROUND**

As part of their general legal services to the City, Aleshire & Wynder LLP also represents the City in risk management and litigation matters.

**ISSUES/ANALYSIS**

Aleshire & Wynder LLP is currently representing the City in a variety of legal matters that were not anticipated at the beginning of the fiscal year. This request increases the purchase order only; no appropriation is required as the expenditures are within the adopted Fiscal Year 2018-19 Budgeted Appropriations.

City Council authorization is required as the combined total of purchase orders will exceed the previously approved vendor cap of \$770,000.