



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

SUBJECT: Motion to approve an Agreement with Government & ERP Implementation Services LLC, to provide Fiscal Year End processing and General Municipal Financial Assistance – **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of the agreement with Government & ERP Implementation Services, LLC to provide assistance with Fiscal Year end processing, general financial activities and annual audit preparations.

BACKGROUND OF ITEM:

The City is currently recruiting for a Chief Financial Officer (CFO) since the resignation of our last CFO. The recruitment efforts have not yet been successful, and is further hindered by over six (6) municipalities recruiting for similar positions within the tri-county area. In addition, we have not yet been able to fill a General Ledger Accountant position that is also available in the Financial Services Department.

The CFO's position provides oversight of Utility Billing, Information & Technology, Procurement, Budgeting, Accounts Payables, and Accounts Receivables functions. The position also oversees the preparation of the annual closeout of the fiscal year and the preparation of the annual Comprehensive Annual Financial Audit (CAFR). Until the CFO position is filled, assistance is needed with these critical functions.

ANALYSIS:

The City interviewed potential consultants recommended by Government Financial Officers Association (GFOA) and received a proposal to assistance with the Fiscal Year 2021 year-end closings and the preparation of the annual financial audit. The consultant will also be tasked with maintaining the monthly reconciliations, financial statements and trial balances beyond the closeout. Given the urgency of these tasks, the consultant was authorized to begin working effective November 20th, 2021, at an estimate within the City Manager's authority. However, to ensure we are able to continue the services in case a CFO is not hired in time, this will ensure the consultant continues with assignments required to maintain the functioning of the department. It is anticipated that this engagement may exceed the City Manager's authority, consequently, Commission approval is being requested for an amount up to \$40,000. This amount will be covered with the salary savings of the vacant CFO and accountant positions.

FISCAL IMPACT:

Hourly rates of \$85 for Senior Accountant and \$120 for Supervisor, up to \$40,000. This will be funded from Finance - Professional Services. A budget transfer will be made from Salary Savings to Professional Services and notification will be made to the Commission.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
Professional Services 001-130-531100-513	\$2,404	\$40,000	

ALTERNATIVES:

N/A

ATTACHMENTS:

Government & ERP Implementation Services LLC – November 17th 2021 proposal
Professional Services Agreement