





TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: December 9, 2011 for submission on the Agenda of the December 20, 2011 City Council Regular Meeting Agenda

ITEM: Issuance of Task Order to ST Services of Georgia

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### **Background**

Financial Services are provided to the City by ST (Severn Trent) Services of Georgia. After the departure of the Finance Director, the City reached out to our Financial Services provider and requested their assistance in providing the services of an Interim Finance Director.

### **Discussion**

ST (Severn Trent) Services of Georgia provided the services of Karen Ellis, their designated lead during the transition period as Interim Finance Director from August 5, 2012 to present. The cost for Ms. Ellis' services through ST Services is \$6,635 per month or \$33,175.

This is a one time Task Order as Ms. Ellis has accepted the position of Finance Director for the City and will start in this position on January 2, 2012.

### **Recommendation**

Staff recommends approval of a Task Order to ST Services of Georgia in the amount of \$33,175.

### **Attachment**

Task Order for ST Services of Georgia.

**City of Sandy Springs  
Financial Services  
Task Order**

<b>Title:</b>	Financial Services	<b>Task Order Number:</b>	FINSERV-01
<b>Applicable CLIN:</b>	0001, 0002, 0003	<b>Issue Date:</b>	
<b>Period of Performance:</b>		August 5, 2011 – December 31, 2011	
<b>Requirements (SOW Reference):</b>		WBS 3.0 – WBS 3.5 <sup>1</sup>	
<b>Workload</b>			
<i>Item and Quantity</i>			
<b>Revenue Collection (WBS 3.1)</b>			
Approximately 6100-6200 business licenses issued in the City			
Approximately 31 new business licenses processed per month			
Approximately 1 alcohol beverage license issued per month			
Over 2,000 annual business license renewals processed monthly during 3 month renewal period; business license renewals are processed within one week of receipt			
20 hotels/motels remit taxes monthly			
Approximately \$8,000-\$1,000,000 in cash collection per day; deposits to be made daily within 24 hours of collection			
<b>Purchasing (WBS 3.2)</b>			
Approximately 65 purchase requisitions processed monthly; under 5 days between receipt of requisition to purchase order issuance for informal purchases; under 35 days between receipt of requisition to purchase order and contract for formal bids			
Approximately 10-12 procurement bids prepared and released monthly			
Approximately 10-12 contracts prepared monthly			
20 procurement cards (held by 10% of City employees) monitored and reconciled monthly, with a per transaction limit of \$2,500			
1,500 active vendors, including those for police, fire and all other City departments			
Oral quotes obtained for services and goods from \$2,500 up to \$10,000			
Written quotes obtained for services and goods from \$10,000 up to \$50,000			
Bid process employed for services and goods \$50,000 and over			
Council must approve contracts of \$250,000 or more			
<b>Accounting (WBS 3.3)</b>			
2 major funds including general fund and capital projects fund; 6 non-major funds			
Annual budget of \$180,000,000			
One joint venture with an annual budget of \$5,800,000			
One component unit with an annual budget of \$1,700,000			
\$40,000,000 investment portfolio			
Payable processing of approximately 100 checks weekly			
Approximately 405 invoices received monthly			

<sup>1</sup> WBS references are to the Financial Services Statement of Work (SOW) attached to this Task Order

<b>Workload</b>		
<b><i>Item and Quantity</i></b>		
Approximately 456 invoices processed monthly (average processing time is 9 days)		
Invoices paid within 15 days of receipt		
Approximately 50 recurring payments		
Approximately 15 bank accounts		
Approximately 12-15 grants managed currently with a budget value of \$15,000,000		
Monthly financial statements are delivered to the City Manager and Council by the 12th of each month		
Annual audit is completed and published within 180 days of year end; all audit comments and recommendations to be addressed within following fiscal year		
All state reports and surveys are completed within applicable time frame given by issuing authority		
Approximately 127 sworn police officers; approximate Police Department annual budget of \$10,000,000		
<b>Budget Support (WBS 3.4)</b>		
Annual budget of \$180,000,000		
Approximately 250 City employees		
12 departmental budgets, including police and fire departments		
Over 30 capital project budgets		
<b>Administrative Support (WBS 3.5)</b>		
Approximately 36,000 square feet of office space at City Hall		
2 City Council meetings per month		
Design Review Board meeting once per month		
Respond to open records requests within 3 days of receipt		
Provide minutes of all official meetings within 30 days		
<b>Deliverables</b>		
In addition to the specific data item descriptions below, for all WBS elements under Financial Services, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager.		
<b><i>Data Item Description</i></b>	<b><i>Data Item Number</i></b>	<b><i>Submission Frequency</i></b>
<b>Revenue Collection (WBS 3.1)</b>		
Reconciliation Report	DI-COSS-FS-001	Monthly
Cash Activity Report	DI-COSS-FS-002	Monthly
Deposit Report	DI-COSS-FS-003	Daily
<b>Purchasing (WBS 3.2)</b>		
Procurement Card Activity Report	DI-COSS-FS-004	Monthly
Outstanding Purchase Order Reconciliation Report	DI-COSS-FS-005	Annually

Deliverables			
Data Item Description		Data Item Number	Submission Frequency
<b>Accounting (WBS 3.3)</b>			
Financial Report		DI-COSS-FS-006	Monthly
Comprehensive Financial Report		DI-COSS-FS-007	Annually
Bank Reconciliation Report		DI-COSS-FS-008	Monthly
Budget Variance Report		DI-COSS-FS-009	Monthly
Cash, Collateral and Investment Report		DI-COSS-FS-010	Monthly
Balance Sheet Reconciliation Report		DI-COSS-FS-011	Monthly
<b>Budget Support (WBS 3.4)</b>			
Budget Document		DI-COSS-FS-012	Annually
Budget Analysis Report		DI-COSS-FS-013	Monthly
<b>Administrative Support (WBS 3.5)</b>			
Records Retention Schedule		DI-COSS-FS-014	Monthly
Meeting Minutes		DI-COSS-FS-015	Monthly
Meeting Agenda		DI-COSS-FS-016	Monthly
<b>Performance Metrics</b> <i>(completed by Offeror)</i>			
<b>Special Considerations</b>			
<b>Key personnel:</b>	<i>Karen Ellis, Interim Finance Director</i>		
<b>City-Furnished Property:</b>	All office supplies, furniture, fixtures, equipment, motor vehicles and computer hardware and software will be provided by the City.		
<b>Travel:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0002 of the Financial Services Base Contract.		
<b>Training:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0003 of the Financial Services Base Contract.		
<b>Other:</b>	The services of an Interim Finance Director shall be paid at a rate of \$6,635 per month.		
<b>Level of Effort and Fixed Price</b> <i>(completed by Offeror)</i>			
<b>Contract Labor Categories</b>	<b>FTE</b>	<b>FBR<sup>2</sup></b>	<b>Labor Category Price</b>
		\$	\$
		\$	\$
		\$	\$
		Premium for overtime and shift differential	\$
<b>Total FTE:</b>		<b>Total Fixed Price:</b>	<b>\$ 33,175</b>

<sup>2</sup> See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

<b>Issued To:</b>	ST Services of Georgia
<b>City of Sandy Springs Approval:</b>	<i>Authorized signature</i>
<b>Date:</b>	
<b>Attest:</b>	