



Legislation Details (With Text)

File #:	21-595	Version:	1	Name:	
Type:	Contract	Status:		Consent Agenda	
File created:	8/28/2021	In control:		City Council	
On agenda:	9/14/2021	Final action:			
Title:	Approval of Multi-Year Piggyback Agreement with Milestone Professional Services, Inc. for Accounting Services for Annual Financial Report (AFR) Preparation. (Finance Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. PARTIALLY EXECUTED Standard Form for Piggyback Contract No RFP 0221-0707.pdf, 2. Casselberry RFP-2021-0707 Milestone Professional Services Inc. Executed Agreement 7.26.21.pdf, 3. Casselberry RFP-2021-0707 Accounting Services 4.21.21.pdf, 4. E-Verify MOU 2020.pdf, 5. RFP-2021-0707 Milestone Professional Services Inc. Executed Agreement 7.26.21.pdf, 6. SIGNED E-verify aff.pdf				

Date	Ver.	Action By	Action	Result
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CITY COUNCIL AGENDA ITEM

Memo Date: August 28, 2021
Agenda Date: September 14, 2021
Prepared By: Rebecca Bowman, Finance Director
Through: Stockton Whitten, City Manager
Requested Action:
Approval of Multi-Year Piggyback Agreement with Milestone Professional Services, Inc. for Accounting Services for Annual Financial Report (AFR) Preparation.

BACKGROUND:

Staff is requesting approval for a multi-year piggyback off of the City of Casselberry RFP-2021-0707 with Milestone Professional Services (MPS) for Accounting Services/miscellaneous consulting services for the period of 9/1/21 to 8/31/26 for assistance with debt compliance, financial reporting and other accounting issues. The City must prepare a Comprehensive Annual Financial Report (CAFR) each fiscal year. The preparation of the AFR requires completion of many tasks and detailed knowledge of GASB pronouncements, generally accepted accounting principles and financial statement preparation, in addition to familiarity with the financial statement preparation software. Assistance with completion of complex journal entries, advisory services and financial statement preparation ensures accurately presented financial statements. Additional services, if needed, will be billed on an hourly basis at the rates listed below.

The costs for each year of this multi-year contract will be included in the Adopted Budget for each applicable fiscal year. The costs will be coded to General Operations Professional Services account #001-1600-513.31-00.

STRATEGIC PLAN CONNECTION:

Goal 3: Continuously increase organization efficiency and effectiveness.

BUDGETARY IMPACT:

Budgeted	Yes
If not budgeted, is amendment/transfer attached?	No

Budgetary Impact by Fiscal Year:

FY22	\$22,500
FY23	\$23,400
FY24	\$23,400
FY25	\$24,300
FY26	\$24,300

Additional Services as needed: \$60/hr for staff; \$130/hr for executive time

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approval of Multi-Year Piggyback Agreement with Milestone Professional Services, Inc. for Accounting Services for Annual Financial Report (AFR) Preparation.