

August 7, 2013

To: Mayor and Council

From: Steven Hasson, AICP

Subject: Vision PS Contracts

I asked Toni Nelson, director of professional services for Vision PS to construct two [2] contracts for the Council's consideration. The first contract provides the City accounting research services to address complex compliance issues such as we recently experienced in our efforts to reconcile the 2012 budget; the second contract provides new clerk/treasurer and staff training.

The new clerk/treasurer/staff training is intended to provide us a solid base of information and training that is audit focused to assure legal compliance, adequate internal controls, accountability and transparency. The training incorporates the financial software (Vision Systems) to provide both training, evaluation of current monthly practices and recommendations for streamlining procedures that will increase accuracy and reduce time for financial data entry and monthly reports prepared for council.

The account research service is intended to complement the clerk/treasurer and staff training.

This service affords the City the opportunity to contact Toni Nelson 24/7 to answer pertinent accounting questions, address more complex compliance issues and acquire resource materials and general accounting interpretations. As I understand this service, it stretches beyond the accounting debits/credits of finance, extending to budgeting, fiscal management and the administration questions such as small works rosters, bidding, and surplus.

The service also provides a travel cost reduction component associated with on-site training. Instead of Vision's traditional travel expenses being computed from Spokane. Under the provisions of this contract travel costs will be computed from Olympia, whose shorter distance translates into a 25-30% travel cost reduction. Additionally, this contract affords a 25% reduction in registration fees for Vision training classes and conferences.

A solid base of training and support should enhance our ability to meet the community's needs in a positive fashion.

I believe there is money in the budget to cover the costs of these services.

I am recommending the Council approve these contracts.