

**CITY OF SAN ANTONIO
FINANCE DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

CONSENT AGENDA
47
ITEM NO. _____

TO: Mayor and City Council

FROM: Milo Nitschke, Director, Finance Department

SUBJECT: Ordinance to approve services provided by Padgett Stratemann & Company LLP for Fiscal Year-End Accounting Support.

DATE: December 2, 2005

SUMMARY AND RECOMMENDATIONS:

This ordinance authorizes the execution of a professional services contract with by Padgett Stratemann & Company LLP in an amount not to exceed \$50,000. The contract will terminate February 15, 2006, unless otherwise extended as provided therein. The ordinance would authorize the City Manager or her designee to execute the agreement with Padgett Stratemann and Company LLP to provide fiscal year-end accounting support.

Staff recommends approval.

BACKGROUND INFORMATION:

The City has implemented an information systems accounting application know as SAP and needs additional temporary staffing assistance to complete various year-end tasks related to closing the systems and preparing an Annual Financial Comprehensive Report (CAFR). Tasks that need to be completed include verification of the accuracy and completeness of the financial data transferred from the FAMIS application to SAP.

The Finance Department also needs to verify and document the flow of data through SAP to ensure that prior year's applications are performing providing accurate information to application users.

The Finance Department wishes to engage an accounting firm to assist with completing the outstanding tasks in the implementation program, verify the accuracy and completeness of the financial data migrated into the new application, assist with the month-end closing process for the interim months and to assist with the day-to-day department operations;

Padgett Stratemann & Company LLP will provide these services from the date the contract is approved through February 15, 2006.

POLICY ANALYSIS:

Hiring Padgett Stratemann & Company LLP to provide fiscal year-end support services will assist the City by ensuring a timely, accurate review of the accounting records and effective management of accounting procedures in the future.

SUPPLEMENTARY COMMENTS

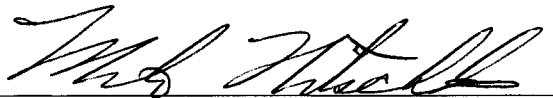
The discretionary contract forms are attached.

FINANCIAL IMPACT

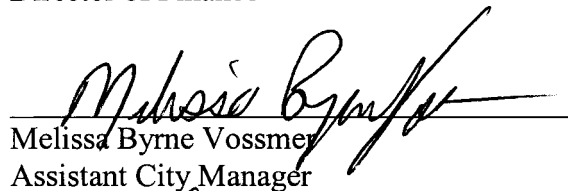
Funding for this contract in the amount not to exceed \$50,000.00 will be paid from the General Fund, Finance Department Budget, Cost Center 0703010001, General Ledger 5201040.

COORDINATION

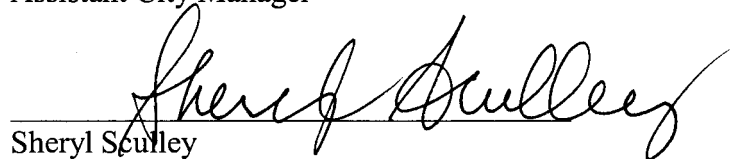
This item was coordinated with the City Manager's Office, City Attorney's Office, Contract Services Department, and the Finance Department.



Milo Nitschke
Director of Finance



Melissa Byrne Vossmer
Assistant City Manager



Sheryl Sculley
City Manager

City of San Antonio Discretionary Contracts Disclosure

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.*

PADGETT, STRATEMANN & Co., L.L.P.

☐ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party: RAY E. BEREND, CPA; DAVID R. WADDELL, CPA; SANTOS FRAGA, JR., CPA; DENISE B. BENDELE, CPA; William E. Dimick, CPA; Kathleen K. Fields, CPA; HECTOR M. FRIETZE, CPA; STEVEN R. GRIFFITH, CPA; ROBERT C. PFULLMANN, JR., CPA; CAROLYN J. SMITH, CPA; BILL K. WISECARVER, CPA; JOHN E. WRIGHT, CPA and RAUL RIOS, CPA

☐ No subcontractor(s); or

List subcontractors:

THOMAS TARRILLION, CPA

☐ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

NONE

¹ A business entity means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

5. Political Contributions
 Any person who is a candidate for or holds office in any political subdivision of the State, or who is an officer or member of any political party, shall not accept any contribution from any person or entity for the purpose of influencing the exercise of official duties. This prohibition shall not apply to contributions made to a political party for the purpose of supporting a candidate for office.

☐ No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:
Ray Berend	Phil HARBERGER	\$250.00	Dec. 1, 2004
William Dimick	Phil HARBERGER	\$250.00	Feb. 1, 2005
SANTOS FRAGA	ART HALL	\$100.00	April 19, 2004
SANTOS FRAGA	ART HALL	\$100.00	Dec. 14, 2004
Denise Bendele	CARROLL SCHUBERT	\$250.00	July 1, 2005
Santos FRAGA	CARROLL SCHUBERT	\$100.00	Aug. 4, 2004

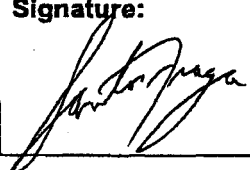
6. Disclosures in Proposals
 Any proposal or business, or any contract or agreement, entered into by a person or entity, which is a candidate for or holds office in any political subdivision of the State, or who is an officer or member of any political party, shall contain a disclosure of any conflict of interest that may exist between the person or entity and the political subdivision of the State.

☐ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

NONE

This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.

Signature: 	Title: <i>Partner</i> Company or D/B/A: <i>Padgett, Stratemann & Co</i> <i>L.L.P.</i>	Date: <i>12-05-05</i>
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² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.