



Staff Report

Agenda Item:	5	Name:	Michelle Clark
Proposed No.:	FCD Motion No FCD21-01	Date:	February 3, 2021

Proposed Motion FCD21-01: A motion authorizing the chair to enter into an amendment to the contract for accounting services.

Proposed FCD Motion FCD21-01 authorizes the chair to enter into an amendment to the contract with Francis & Company PLLC ("Francis & Company") for the purpose of providing accounting services. FCDECM2020-04 authorized the chair to enter into an amendment to the original contract for an amount not to exceed \$95,000 in 2020. This amendment increases the contract amount for 2020 to \$179,541.78 as well as extends the term of the contract to December 31, 2021. The authorized contract amount for 2021 is \$125,000 This contract amendment complies with the District's new procurement policy FCD2020-13 approved June 2020.

The District instructed Francis & Company to undertake the tasks necessary to effectuate the transfer of the District executive director and deputy executive director to full time employees of the District. Francis & Company worked with King County, Regence Blue Shield, Delta Dental, and Life Map to ensure the employee benefits for the new District employees were equivalent, to the extent possible, with benefits for King County employees. As a result of COVID-19 this transfer was delayed. The increase of \$84,541.78 for accounting services in 2020 is the result of the unanticipated work necessary to effectuate the transfer of the executive director and the deputy executive director.

Under the proposed contract amendment, Francis & Company, will:

1. Work with the executive director, District legal counsel, and the Board of Supervisors to ensure compliance with general accounting principles, including tracking and verifying expenditures;
2. Prepare annual District Financial Statements;
3. Perform accounting and consulting services to support the annual state audit of the District; and
4. Perform human resources tasks including processing employee payroll and reviewing and processing invoices related to employee benefits.

The amendment to the contract for accounting services is for an amount not to exceed \$125,000 in 2021. In compliance with the District's new procurement policy, an RFP for accounting services will be issued in the third quarter of 2021.

Attachments

FCD21-01