

# CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9676

DATE 7-20-23

TITLE

## RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT BETWEEN CITY OF WILLIAMSPORT AND GOVERNMENT FINANCE SOLUTIONS

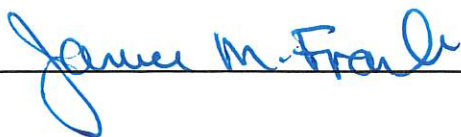
**WHEREAS**, the City of Williamsport has a current agreement with Government Finance Solutions and wishes to extend said agreement; and

**WHEREAS**, the parties wish to execute the attached agreement; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Williamsport, Lycoming County, Pennsylvania, that attached Agreement between the City of Williamsport and Government Finance Solutions is approved, and,

**BE IT FURTHER RESOLVED**, the Mayor and City Controller are authorized to execute any documents necessary to effectuate the intent of this Resolution, and the City Clerk be authorized and directed to attest and seal same.

Approved



City Clerk



President



June 28, 2022

Mayor Derek Slaughter  
City of Williamsport  
440 Walnut Street  
Williamsport, PA 17701

Re: **Letter Proposal for Accounting Manager Assistance**

Dear Mr. Slaughter:

Government Finance Solutions (GFS) is pleased to submit this formal proposal to the City of Williamsport for a Accounting Manager Assistance. With a focus on results rather than reports, GFS serves clients as a business partner, strategic advisor, and technology influencer. The GFS team will partner with the City to chart its continued path to fiscal strength and success.

Below is an outline of our services in conformance with the request and indicates the scope, fee, and schedule.

### **SCOPE OF SERVICES**

**Provide City's Accounting Manager duties as directed by the Mayor**

### **PROPOSED FEE**

GFS proposes to perform the above referenced service for an hourly rate of \$150 per hour; for each eight (8) hour day the rate would be discounted by 3% and would be \$145 per hour per day; and for a forty (40) hour work week the rate would be discounted by 5% and would be \$142.50 per hour per week for this Work. For each hour exceeding forty (40) hours during a week, the hourly rate will be \$150 per hour.

Dawood services will be billed on a Time and Materials basis plus reasonable and ordinary expenses. Reasonable and ordinary expenses will be but are not limited to mileage, per diem, and lodging. Mileage will be billed based at the current IRS rates. Lodging and per diems will be based on current GSA rates.

### **SCHEDULE**

These services will begin the week of June 27 and continue indefinitely, until cancelled by the City. Bi-weekly meetings will be held with a designee of the Mayor to discuss duties for the following two weeks and an estimated number of hours to perform such duties. GFS commits to spending between 3 and 4 days per week at the City.

**ASSUMPTIONS**

This scope of services and related fees have been prepared based on the following assumptions:

1. Duties assigned to GFS that exceed the monthly time estimate will be brought to the Mayor to determine if the estimated hours should be adjusted or duties reassigned.
2. GFS will be given appropriate access to files as deemed necessary to conduct duties as assigned.
3. GFS will be able to attend meetings with the City virtually if an order by the Governor preventing travel or meeting in person due to the COVID-19 Pandemic.
4. GFS will provide a written proposal for services beyond this initial set of services if requested.
5. GFS will not provide legal advice and will defer to the City's Solicitor.

GFS appreciates the opportunity to provide the City with this letter proposal and we are confident our diverse capabilities and experience will be an asset to your team. We are sending an electronic copy of this proposal and our standard terms and conditions. If our proposal and terms are satisfactory, please sign a copy of the proposal and return to Tracey Rash via email.

Please contact me at 717-514-2605 or by e-mail at [trash@gfsdawood.net](mailto:trash@gfsdawood.net) if you have any questions regarding this proposal or on the project in general. Thank you for the opportunity and I look forward to working with you.

Sincerely,



Tracey Rash  
Manager  
Government Finance Solutions

Enclosures  
Standard Terms and Conditions.  
GFS Brochures  
Tracey Rash Resume



Controller



City Clerk

This proposal is accepted by:

Name: Derek Slaughter  
Please Print

Title: Mayor  
Please Print

Signor: Derek Slaughter  
Please Sign

Client Name: City of Williamsport