



# City of Homer

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## Memorandum 22-163

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: SEPTEMBER 20, 2022  
SUBJECT: CERTIFIED PUBLIC ACCOUNTING MUNICIPAL FINANCE SERVICES

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A Request for Proposals (RFP) was prepared and issued for Certified Public Accounting Municipal Services to provide assistance to the Finance Department. Categories of service in the RFP included-

- Accounting Software Analysis/Conversion – the City currently utilizes Caselle and is open to a potential migration within the next two years
- Governmental Fund Accounting
- Enterprise Fund Accounting
- Municipal bond Accounting – assist with Bond Bank applications/financial analysis/financial statements accounting work
- Capital Project Accounting – reconciliation spreadsheets/tracking models
- Internal Auditing – help us get this program up and running successfully
- Data Visualization – Council/Public outreach
- Budget Development – Operating and Capital; GFOA Budget Award Criteria
- Payment Card Industry Data Security Standard (PCI) Compliance
- Online Payment Rollout – software research/issue RFP

Proposals were received from Carmen Jackson, CPA, LLC and Altman, Rogers & Co. The RFP review committee included City Manager Dumouchel, Finance Director Walton, and City Clerk Jacobsen.

Both proposals were responsive and the committee found both firms are qualified to provide the requested services to the Finance Department.

### **Recommendation:**

Adopt a resolution awarding term contracts to Carmen Jackson, CPA, LLC and Altman, Rogers & Co.