



Staff Report

Meeting Date: Dec. 16, 2025
Meeting Type: City Council

To: City Council

From: Administration

Item Title: Motion to approve the professional service agreement with Harper, Rains, Knight and Company (HRK) to update the City’s Financial Manual for a fee not to exceed \$25,000 and to approve the use of Municipal Reserve Funds to cover this unbudgeted, but necessary expense.

Background: As identified in the FY23 audit, AVL recommended that the City update our current Financial Manual. The current manual was created by Harper, Rains, Knight and Company in 2017. At lot has changed with laws and with personnel since that time. We received two quotes: (1) HRKC for \$25K and (2) BDO for \$53K-\$67K. The administration recommends using HRK since it has a lower fee and they wrote the current Financial Manual.

Recommendation: Approve

Attachments: HRK & BDO Quotes