



Memo

To: Mayor Dowless, Council President Horn,
Council Members Chotas Lomas, Pierce, and Rader

From: Sandy Riffle, City Clerk

Date: April 12, 2023

Re: Review of City Contracts

The Charter, Section 411- Consultants, provides that a review of the following contracts is required:

Consultants for the city shall be appointed by the mayor subject to the confirmation by the council and shall serve at the pleasure of city council. All consultants shall be appointed on an annual basis. Consultants shall include but not be limited to the following:

A. *Legal.* Legal consultants shall be an attorney (or firm) who shall provide legal advice to the council, represent the city in legal cases and provide legal services for the city as required.

SERVICE:	Legal – City Attorney
CONSULTANT/FIRM	Drew Smith Shepard, Smith, Kohlmyer & Hand, P.A.
2022/2023 BUDGET	\$60,000
FEES/CONTRACT AMOUNT	\$175.00 per hour Exclusive of costs (court costs, filing fees, taxes, recording fees, etc.)
TERMS	Serves at the pleasure of Council; Notice to terminate not required by City; however, SSK&H will give 30-days’ notice to terminate

SERVICE:	Legal – Code Enforcement Special Magistrate
CONSULTANT/FIRM	Jennifer Nix Garganese, Weiss, D’Agresta & Salzman
2022/2023 BUDGET	\$6,000
FEES/CONTRACT AMOUNT	\$150.00 hourly
TERMS	Serves at the pleasure of Council; however, GWD&S will provide not less than 30 days’ notice to terminate.

B. Engineering. The engineering consultant (or firm) shall provide such engineering services that the council shall request.

SERVICE:	Engineering
CONSULTANT/FIRM	David Mahler, P.E., Allen Lane, P.E., and Jim Winter, RLA (Primary Engineers) CPH Engineering
2022/2023 BUDGET	\$15,000
FEES/CONTRACT AMOUNT	Maximum hourly rate is \$150.00, exclusive of costs
TERMS	3-year contract 9/7/2015 with 2-year automatic renewal. In 2018, Council agreed to allow to automatically renew. City can terminate w/o cause with 30-day written notice.

C. Accountant. An accountant (or firm) shall be retained for annual audits and other related work as deemed necessary by the council.

SERVICE:	Accounting (prepare monthly FS and accounting staff Lindsey Rock prepares the monthly financial statements and assists with annual audits (additional fees for this service) Beginning FY 2022/2023 City Hall staff has transitioned to handle A/R and A/P and the weekly deposit.
CONSULTANT/FIRM	Lindsey Rock and Tammy Campbell McDermitt-Davis
2022/2023 BUDGET	\$22,000
FEES/CONTRACT AMOUNT	\$1700 monthly (last FY was \$2700 monthly) Additional services Billed: Partner \$285 Manager \$175 Bookkeeper \$85.00 (Lindsey)
TERMS	Letter of engagement 2021. Is extended by mutual agreement

SERVICE:	Audit Services
CONSULTANT/FIRM	Yvonne Clayborne, Carr, Riggs & Ingram CPAs and Advisors (CRI)
2022/2023 BUDGET	\$26,530
FEES/CONTRACT AMOUNT	Other costs built in, i.e. Local Highway Finance Report, information for the City Clerk
TERMS	Letter of engagement 2022. Is extended by mutual agreement

D. *Other.* As the circumstances require, the council may retain consultant services from a recognized authority or firm.

SERVICE:	City Planner
CONSULTANT/FIRM	Ellen Hardgrove, AICP
2022/2023 BUDGET	\$54,000
FEES/CONTRACT AMOUNT	\$125 hourly
TERMS	By mutual agreement

SUMMARY:

Overall, city staff continues to have good relations with all consultants and appreciate the assistance that is provided to staff in maintaining and meeting the expectations of the day-to-day operations of our respective departments.