



Memo

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

From: Sandy Riffle, Interim City Clerk

Date: March 8, 2022

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	CONSULTANT/FIRM	FEES/CONTRACT AMOUNT	TERMS	2021/2022 BUDGET
Legal – City Attorney	Drew Smith, Shepard, Smith, Kohlmeyer & Hand, P.A.	\$175 hourly Exclusive of costs (court costs, filing fees, taxes, recording fees, etc.)	Serves at the pleasure of Council; Notice to terminate not required by City; however, SSK&H will give 30-days’ notice to terminate.	\$65,000 (Unchanged from 2020/21 budget)
Legal – Code Enforcement Special Magistrate	Jennifer Nix, Garganese, Weiss, D’Agresta & Salzman	\$150.00 hourly	Serves at the pleasure of Council; however, GWD&S will provide not less than 30 days’ notice to terminate.	\$3,000 (Unchanged from 2020/21 budget)

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

SERVICE	CONSULTANT/FIRM	FEES/CONTRACT AMOUNT	TERMS	2021/2022 BUDGET
Engineering	David Mahler, P.E., Allen Lane, P.E., and Jim Winter, RLA (Primary Engineers) CPH Engineering	Maximum hourly rate is \$150.00, exclusive of costs.	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.	\$40,000 (2020/21 budget was \$35,000)

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

SERVICE	CONSULTANT/FIRM	FEES/CONTRACT AMOUNT	TERMS	2021/2022 BUDGET
Accounting (prepare monthly FS and accounting staff Lindsey Rock handles the City's AR/AP) and prepares the monthly financial statements. Lindsey also assists with annual audits (additional fees for this service)	Lindsey Rock Tammy Campbell McDirmot-Davis	\$2600 monthly Additional services Billed: Partner \$285 Manager \$175 Bookkeeper \$85.00 (Lindsey)	Letter of engagement	\$32,250 (unchanged from 2020/21budget)

SERVICE	CONSULTANT/FIRM	FEES/CONTRACT AMOUNT	TERMS	2021/2022 BUDGET
Audit Services	Yvonne Clayborne, Carr, Riggs & Ingram CPAs and Advisors (CRI)	Per Letter of Engagement: 2020 audit \$25,500 Other costs built in, i.e. Local Highway Finance Report, information for the City Clerk	Letter of engagement 2021. Is extended by mutual agreement	\$26,010 (2020/21 budget was \$25,000)

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

SERVICE	CONSULTANT/FIRM	FEES/CONTRACT AMOUNT	TERMS	2021/2022 BUDGET
City Planner	Ellen Hardgrove, AICP	\$125 hourly (Hourly amount has remained the same)	By mutual agreement.	\$55,000 (2020/21 budget was \$45,000)

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.