



City of Grass Valley City Council Agenda Action Sheet

Title: Financial Services - Contract Authorization

CEQA: N/A - Consultant selection is a procedural action. CEQA review will be completed as part of the project work

Recommendation: That Council 1) authorize the City Manager to execute a contract with Andy Heath, pending legal review, for Financial Services, in an amount not to exceed \$157,000 annually.

Prepared by: Tim Kiser, City Manager

Council Meeting Date: 03/11/2025

Date Prepared: 03/05/2025

Agenda: Consent

Background Information: Andy Heath has served as the City's Administrative Services Director since 2020, bringing strong leadership and expertise to the Finance Department. During his tenure, he successfully modernized financial operations, streamlined processes, and implemented new accounting software, enhancing efficiency and transparency. His efforts have strengthened the City's financial management and positioned the department for long-term success.

Andy has now decided to transition into a consulting role, leveraging his experience to assist organizations in financial management and strategic planning. Given his deep institutional knowledge and familiarity with the City's financial systems, retaining Andy as a consultant will provide crucial continuity during the transition to a new Finance Director. His primary role as a consultant will be to offer professional services in support of the Deputy Finance Director, ensuring a smooth transition and maintaining operational stability.

To facilitate this transition, staff recommends that the City Council authorize the City Manager to execute a contract with Andy Heath for professional consulting services. Attached for City Council consideration is the proposed Professional Services Agreement, outlining the scope of work and terms of engagement.

Council Goals/Objectives: A contract for Engineering Services executes portions of work tasks towards achieving/maintaining Strategic Plan Goal - High Performance Government and Quality Service

Fiscal Impact: The Administrative Services Director position is budgeted at \$278,000 annually, including all overhead costs. Transitioning to a consulting agreement would result in significant cost savings for the City, reducing expenses by more than \$131,000 compared to the current budgeted amount for the position.

Funds Available: Yes

Account #: various

Reviewed by: City Manager

Attachments: Services Agreement