
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Authorize Execution of Service contract with Tracy Peters, Financial Consultation**
DATE: February 24, 2022

Background:

Until a new Finance/Human Resources Director is hired, various financial tasks, in order to maintain separation of duties, will be absorbed by other staff, primarily the City Administrator. These financial tasks include entering receipts and deposits, processing the HSA information to Further for ACH withdrawal, and reconciliation. There will be questions.

In addition, the Finance Director does not have a signatory backup. Ms. Peters has offered to remain a signer on the checks (via use of a stamp), however, there needs to be a relationship between the City and Ms. Peters.

To have a resource to answer financial questions and resolve the issue of the signatory, staff has drafted and the Attorney has reviewed the attached Service Contract with Ms. Peters. She is not requesting compensation for the hours noted in the Contract.

Recommendation:

Staff recommends that the City Council authorize execution of the attached Service Contract with Ms. Peters. The Contract will remain in effect until a new staff person is on board.