

## MEMORANDUM

**TO:** Mayor Vaalar and City Councilor's

**FROM:** Lee Elliott, Interim City Manager

**DATE:** May 5, 2021

**RE:** Financial Services and Structure

With the Council of Government's (COG) providing our financial service, and needing an answer by the end of Thursday, May 6, 2021, the following are options to consider for the city financial services:

**COG:** continue using the COG's services would entail a renegotiating of our contract. The COG Finance Director Sue Forty will need to hire a financial employee to continue providing financial services to the City of Yachats, which would require a contract guaranteed for at least two (2) years.

If the City chooses to not use the COG's services, Mrs. Forty has stated her organization will provide thirty days (30) more of financial services, and assist training the option we choose to use for the services within that time frame.

On the interim, if the council chooses to not use the COG's services and needing some time to either decide options to provide the service, or time delays to implement the new financial services option, Tom Lauritzen and the corporation he works with, has stated he would be open to assisting with financial services on the interim. The City would continue to contract with Janet Cline whether we stay with the COG or choose Mr. Lauritzen's organization to help keep financial services moving on the interim.

**City Recorder:** one discussed option, which would begin to generate more of a structure for the city manager form of government, would be to have a city recorder position, which would be a financial generalist (bookkeeper), which also would be over human resources and recording. The deputy recorder would be accountable to this position. This would help internal control, with the city manager not being the finance director, and provides a better human resource option for the organization. If this option is chosen, the administrative assistant position would not be necessary. Janet Cline's services would be needed.

**Accountant:** the city has discussed an accounting position performing the financial services. If this option is chosen, Janet Cline's services would still be needed. The administrative Assistant position would not be necessary. The City of Waldport is advertising a similar position and is struggling with numbers or quality of applicants for this position.