



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Contract for Services – Finance Director Pro Tem

**Preferred Agenda:** January 4, 2023

**Submitted By:** Julie Fisher, Administrative Services Manager

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion x Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** City of Sweet Home Financial Policy

**Towards Council Goal:** Goal 2.1: Update & Streamline Process  
Goal 2.5: Continue to Implement Best Financial Practices

**Attachments:** Contract for Services

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**Purpose of this RCA:**

To review a contract between the City of Sweet Home and Matt Brown Consulting for Finance Services.

**Background/Context:**

Following the resignation of the Finance Director Brandon Neish, City Manager Pro Tem Wurster determined that the City will need some financial administration assistance until a Finance Director can be hired. Council authorized the City Manager to execute a contract with Matt Brown Consulting in July 2022 with an expiration of December 31, 2022. The City is still in need of consulting until the Finance Director position is filled. Council authorization is needed to approve the new contract for services as outlined in the scope of work.

**The Challenge/Problem:**

Should the City of Sweet Home enter into a contract with Matt Brown Consulting for Finance Services?

**Stakeholders:**

- City of Sweet Home Staff – entering into a contract with Matt Brown Consulting ensures a successful continuation of operations in our Finance Department until a Finance Director can be hired.
- City of Sweet Home Council- Council is more effective and efficient with clear, updated, best practices for policy as recommended.
- Sweet Home Residents – Residents and taxpayers benefit when policies lead to effective operations and practices.

**Issues and Financial Impacts:**

- The services will cost \$100 per hour (times are estimated above)
- Mileage/Hotel, if required/requested, at IRS Mileage Rate, reimbursed at cost of service

**Elements of a Stable Solution:**

Approval or disapproval of the contract.

**Options:**

1. Option #1 - Do Nothing.
2. Option #2 - Make a Motion to authorize staff to enter into a contract with Matt Brown Consulting for Finance Services.
3. Option #3 - Make a Motion Seek additional consultant to aid in the above scope of work.

**Recommendation:**

1. **Option #2: Make a Motion to authorize staff to enter into a contract with Matt Brown Consulting for Finance Services.**