



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 16 for 2024 – Adopting Revised Personnel Policies for Employees, Interns, and Volunteers of the City of Home

Preferred Agenda: August 6, 2024

Submitted By: Cecily Hope Pretty, Administrative Services Director

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: City Budget

Towards Council Goal: Be an Effective and Efficient Government

Attachments: Draft Contract for Personal Services – Financial Administration

Purpose of this RCA:

To seek City Council approval for a proposed contract between the City of Sweet Home and Matt Brown Consulting to provide financial administration services.

Background/Context:

Mr. Brown has served as the City’s contracted Finance Director since Council approval of his original contract on July 12, 2022. An additional contract was approved with an expiration of December 31, 2023.

The Challenge/Problem:

The City currently does not have an internal Finance Director/City Treasurer and these services are necessary for appropriate financial administration of the City. Mr. Brown has been operating in good faith in holdover status but a new, formal contract is needed.

Stakeholders:

1. **City Council:** City Council will benefit from the experience and expertise of Mr. Brown’s history serving the City.
2. **City Staff:** Staff will have a point of contact with the financial expertise needed for City administration.
3. **Sweet Home Citizens:** Citizens benefit from professional financial administration.

Issues and Financial Impacts:

The contract amount is budgeted and is significantly lower than the costs of hiring an in-house Finance Director.

Elements of a Stable Solution:

A contract which will allow for continued professional monitoring and administration of City finances.

Options:

1. Do Nothing: The City will not have a formal agreement to provide Finance Director services and the contractor is under no obligation to continue providing services.
2. Amend the Contract: Suggest modifications to the contract as proposed.
3. Approve the Contract: Move to approve the contract as proposed.

Recommendation:

Staff recommends Option 3: Move to approve the contract for financial administration services as proposed.