



# REQUEST FOR COUNCIL ACTION

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

**Preferred Agenda:** July 12, 2022

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

**Reviewed By:** Christy Wurster, City Manager Pro Tem

**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 proposed contract between the City of Sweet Home and Matt Brown Consulting for Finance Services.

**Background/Context:**

Finance Director Brandon Neish has submitted his resignation effective July 29, 2022. City Manager Pro Tem has determined that the City will need some financial administration assistance until a Finance Director can be hired. Council authorization is needed to approve the 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 inter into a contract with Matt Brown Consulting for Finance Services.**