



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Contract for Services – Merina and Company

Preferred Agenda: August 23, 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

Purpose of this RCA:

To review a contract between the City of Sweet Home and Merina and Company for Finance Services.

Background/Context:

Council authorized the City Manager to execute a contract with Matt Brown Consulting in July 2022. The City is still in need of consulting until the Finance Director position is filled. Council authorization is needed to approve a contract with Merina and Company for services as outlined in the engagement letter to ensure that the City's main operation account is reconciled for Fiscal Year 21-22 in preparation for the Audit.

The Challenge/Problem:

Should the City of Sweet Home enter into a contract with Merina and Company for Finance Services?

Stakeholders:

- City of Sweet Home Staff – entering into a contract with Merina and Company 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 cost of services will be based on time and materials as stated in the letter of engagement.

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 Merina and Company for Finance Services.
3. Option #3 - Make a Motion Seek additional consultant to aid in the bank reconciliations.

Recommendation:

1. **Option #2:** Make a Motion to authorize staff to enter into a contract with Merina and Company for Finance Services.