



# REQUEST FOR COUNCIL ACTION

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

**Preferred Agenda:** January 13, 2026

**Submitted By:** Cecily Hope Pretty, Deputy City Manager

**Reviewed By:** Jason Ogden, City Manager / Police Chief

**Type of Action:** Resolution  Motion  Roll Call  Other

**Relevant Code/Policy:** City Budget

**Towards Council Goal:** Effective and Efficient Government

**Attachments:** Draft Contract for Personal Services – Financial Administration

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**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 June 30, 2025.

**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.

**Issues and Financial Impacts:**

The contract amount is budgeted and is significantly lower than the costs of hiring an in-house Finance Director. Mr. Brown has also proposed a reduced rate so that the City has the capacity to contract out for bank reconciliations.

**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.