

**City of Dillingham Action Memorandum**

Agenda of: February 5, 2015

**Action Memorandum No.** 2015-03

**Subject:**

Award contract to Pearson Consulting to assist with the Finance Director search

City Manager: Recommend Approval

Signature: Rose Doern

Route to	Department Head	Signature	Date
X	Finance Director	<i>Carol Shade</i>	<i>2/4/15</i>
X	City Clerk	<i>J Williams</i>	<i>2/4/15</i>

**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

**Summary Statement:**

Our current Finance Director has indicated that her last day of employment with the City will be July 31, 2015. She originally stated the end of April but changed her mind.

The City has been advertising for a Finance Director position since November. We are advertising in Alaska Dispatch, Bristol Bay Times, KDLG, State and Alaska Municipal League. We have received 3 applicants interested in the position. Two of them we dismissed after conducting our initial review. We conducted a phone interview with one which we all thought sounded promising but after a more in-depth review decided we weren't interested.

This type of position is very hard to recruit and is extremely essential for the City. We ■

Action Memorandum No. 2015-03

**Summary Statement continued:**

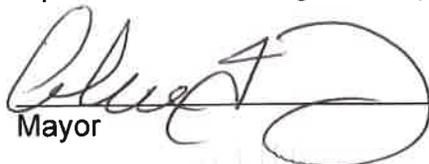
know that Kodiak has been looking for one for many months with no luck. Also local businesses in Dillingham have had to revert to consultants or employees working outside of Dillingham for this type of position.

We would like to offer a contract to Pearson Consulting who we have used in the past for recruiting the City Manager. He is currently working up a proposal for us which will be very similar to his past contract. The past contract was 15% of the past years wages and benefits. This will amounts to about \$18,006 for a six month contract.

We have modified our finance department budget by adding an additional \$25,000 for hiring someone on a contractual basis if needed. These funds can also be used for this contract since our current Director will be working until July 2015 which then is into our 2016 budget.

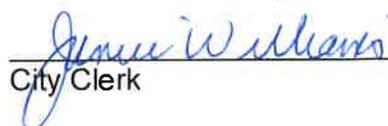
Recommend approval.

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on 5/5/15.

  
\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

  
\_\_\_\_\_  
City Clerk

**City of Dillingham  
Fiscal Note**

Agenda Date: February 5, 2015

Request: \_\_\_\_\_

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT	
AMOUNT REQUESTED:	\$ 18,006.00	FUNDING SOURCE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FROM ACCOUNT		<b>General Fund</b>	
1000 7060 10 14 0000 0	\$ 18,006	Project	
		Finance Director Recruitmet	
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date:	2/5/2015

**EXPENDITURES**

OPERATING	FY15	FY16	FY17	FY18
Personnel				
Fringe Benefits				
Contract	\$18,006.00			
Major Equipment				
Land/Buildings				
Miscellaneous				
<b>TOTAL OPERATING</b>	<b>\$ 18,006.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Major Equipment				
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REVENUE				
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**FUNDING**

General Fund	\$ 18,006.00			
State/Federal Funds				
Equipment Replacement				
<b>TOTAL FUNDING</b>	<b>\$ 18,006.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**POSITIONS**

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See AM 2015-03

PREPARED BY: Carol Shade

February 5, 2015

DEPARTMENT: Finance Department

February 5, 2015