City of Dillingham Action Memorandum Agenda of: May 14, 2015

Action Memorandum No. 2015-06

Subject:

Contract with Carmen Jackson as Acting Finance Director for the City

---

City Manager: Recommend Approval

Signature: Rose Loera

Route to	Department Head	Signature	Date
X	Finance Director	Anita M Fuller	5/4/15
X	City Clerk	Janice Williams	5/4/15

Fiscal Note: ☑ Yes ☐ No **Funds Available:** ☑ Yes ☐ No

Other Attachments:

None

Summary Statement:

The last day of work for Finance Director Shade as a regular employee was April 30, 2015. The City hired Pearson Consulting to search for a regular full-time finance director. He was not able to recommend any of the seventeen applicants based on the City's criteria. We then asked him to look for someone we could contract with that could work with the finance department remotely with periodic visits. Three people were identified.

One of those, Carmen Jackson, worked with the City last year on an evaluation of the finance department, which has since been implemented. She is available after May 15, and is willing to come out for two weeks initially to get familiar with the City's operations and then one week a month or more as needed. She will be available to staff at anytime.

Action Memorandum No. 2015-06

Summary Statement continued:

The type of work that she will initially be responsible for is as follows: audit preparation; oversee the accounting practices and make recommendations for improvements; become familiar with AccuFund and preparation of monthly reports for council and other agencies; and assist staff with internal controls.

The contract is for an hourly rate of $125. Additional costs would be airfare and hotel while in Dillingham.

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on May 14, 2015.

Mayor

ATTEST: [SEAL]

City Clerk

City of Dillingham
Fiscal Note

Agenda Date: May 7, 2015

Request: Contract for a temporary finance director from June - December 2015 or until permanet hired.

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED: $50,500		FUNDING SOURCE **Finance Department Wages & Fringe**
FROM ACCOUNT 1000 6000 10 14	$50,500	Project **Contract for temporary off-site Finance Director**
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date: 4/15/2015

EXPENDITURES

OPERATING	FY14	FY15	FY16	FY17
Personnel		$ 11,500.00	$ 39,000.00	
Fringe Benefits				
Gravel				
Road Maintenance Products				
Land/Buildings				
Miscellaneous				
TOTAL OPERATING		**$ 11,500.00**	**$ 39,000.00**	**$ -**

CAPITAL				

REVENUE				

FUNDING

General Fund		$ 11,500.00	$ 39,000.00	
State/Federal Funds				
Other	-			
TOTAL FUNDING		**$ 11,500.00**	**$ 39,000.00**	**$ -**

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary) See Attached AM 2015-06

PREPARED BY: Rose Loera April 15, 2015

DEPARTMENT: Administration

APPROVED BY: Carol Shade- Finance 15-Apr-15