

**City of Dillingham Action Memorandum**

Agenda of: May 10, 2018

Action Memorandum No. 2018-03

**Subject:**

Authorize Contract with Carmen Jackson as a Consultant to the City Finance Department

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City Manager: Recommend Approval

Signature: 

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Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

Accounting Service Proposal

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**Summary Statement:**

The last day of work for Navin Bissram, Finance Director as a regular employee was April 26, 2018. The City has retained Pearson Consulting to recruit a regular full-time finance director.

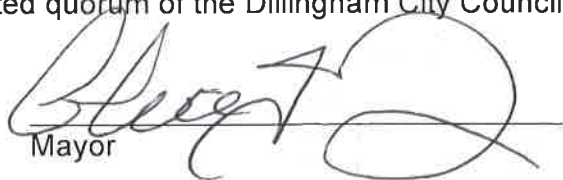
Council direction is to have assistance during the transition of Finance Directors. Navin Bassrim recommended Carmen Jackson, CPA LLC. Ms. Jackson assisted during the last finance director transition in 2015. She is familiar with the city finance processes as well as Accufund, this will allow the finance department to continue services uninterrupted while recruitment continues. She will also provide assistance with the FY18 audit.

Action Memorandum No. 2018-03

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on May 10, 2018.



Mayor

ATTEST:

[SEAL]

Jori Goodell  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham  
Fiscal Note

Agenda Date: May 10, 2018

Provide funds for a consultant to assist the Finance Department's transition to a new Finance Director and provide assistance with the FY 2018 Audit.

ORIGINATOR: Tod Larson

<b>FISCAL ACTION (TO BE COMPLETED BY FINANCE)</b>	<b>FISCAL IMPACT</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
AMOUNT REQUESTED: <span style="float: right;">\$40,000</span>	FUNDING SOURCE <b>General Fund</b>
FROM ACCOUNT 1000 7060 10 17 0000 0 <span style="float: right;">\$40,000</span>	Project <b>Finance Director transition</b>
TO ACCOUNT:	VERIFIED BY: <u>Anita Fuller</u> Date: <u>5/2/2018</u>

**EXPENDITURES**

OPERATING	FY18			
Contractual	\$ 40,000.00			
Fringe Benefits				
Gravel				
Road Maintenance Products				
Land/Buildings				
Equipment Replacement				
<b>TOTAL OPERATING</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL				
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REVENUE				
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**FUNDING**

General & Special Rev. Funds	\$40,000			
State/Federal Funds				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**POSITIONS**

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memo 2016-19

PREPARED BY: Anita Fuller May 2, 2018

DEPARTMENT: Finance \_\_\_\_\_

APPROVED BY: Tod Larson \_\_\_\_\_