

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.

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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]

  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

