

City of Bethel Action Memorandum

Action memorandum No.	18-20		
Date action introduced:	March 13, 2018	Introduced by:	City Manager Peter Williams
Date action taken:	March 27, 2018	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	<i>KM</i>		

Action Title: Authorizing the City Manager to negotiate and execute a contract amendment to the Professional Services Agreement with Carmen Jackson CPA originally executed on January 19, 2016/

Attachment(s): Original Contract, Draft Amendment #4

Department/Individual:	Initials:	Remarks:
City Attorney	<i>PB</i>	Required by BMC 4.20.410(G)
City Manager		

Amount of fiscal impact:		Account information:
X	No fiscal impact at this time.	

Summary Statement

On January 19, 2016, the City of Bethel entered into a contract for Professional Services with the accounting firm of Carmen Jackson CPA, LLC. Since then the contract has been amended three (3) times to reflect the growing needs of the City.

The finance department continues to see staff changes and continues to work on cleaning up past audit issues. To effectively handle the demands, the finance department requires the assistance of the trained personnel provided by Carmen Jackson CPA, LLC.

The firm of Carmen Jackson CPA, LLC was secured via a properly executed RFP process. The contract is effective until June 30, 2020.

This amendment will allow for the continued utilization of the needed services. If approved, the staff of Carmen Jackson CPA, LLC is anticipated to arrive in Bethel in late March to assist the City.

City Council approval of the amendment is required pursuant to the Bethel Municipal Code.