

CITY OF BETHEL ACTION MEMORANDUM

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|-------------------------|---------------|--|---------------------------------|
| Action Memorandum No. | 18-54 | | |
| Date Action Introduced: | July 10, 2018 | Introduced By: | C. Manager Williams |
| Date Action Taken: | July 10, 2018 | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| Confirmed By: | KM | | |

Authorize the City Manager to negotiate and execute a contract with Espelin & Associates, LLC., for interim coverage of the Finance Director position (Corresponds to IM 18-11.)

| Route To: | Department/Individual | Initials | Remarks |
|-------------------------------------|-----------------------|-----------|--|
| <input checked="" type="checkbox"/> | City Manager | PW | |
| <input checked="" type="checkbox"/> | City Attorney | <i>FB</i> | Complies w/4.20.150 & is within budget only if modification approved |

Attachment(s): copy of proposed contract

| Amount of Fiscal Impact | | Account Information |
|-------------------------|---|----------------------|
| | No fiscal impact | |
| | Funds for FY 19 are in proposed budget; FY 20 has not yet been budgeted | |
| \$85,000 | Funds are not budgeted for Budget modification required | Budget Mod in packet |

The position of finance director is currently vacant. There remains a lot to do with the budget, the audit and numerous other areas of finance. In the past it has taken a significant period of time to fill the position. Currently, the position of Assistant Finance Director has been vacant for the better part of a full year. This leaves a huge gap in the education and training needed to financially run the accounting for a multi-million dollar corporation. This is a temporary replacement to help clean-up the department and get things strong while at the same time assisting the City to be in the best possible position to recruit a director. Because there is much clean-up and training to be done initially, recruitment for a finance director will not begin immediately but will instead wait a few months to allow time for evaluation of the department and how best to proceed.