City of Bethel Action Memorandum

Action memorandum No.	22-09		
Date action introduced:	March 22, 2022	Introduced by:	Peter Williams, City Manager
Date action taken:	March 22, 2022	**X** Approved	Denied
Confirmed by:	K M		

Action Title: Confirming Duane Wright as the Finance Director.

Attachment(s): Resume and summary of employment reference checks.

Department/Individual:	**Initials:**	**Remarks:**
Administration Peter Williams, City Manager		Concur with candidate selection
Human Resources Anny Cochrane, HR Director		Concur with candidate selection
Finance Xavier Mason, Deputy Finance Director		Concur with candidate selection

Account information:		**Amount of fiscal impact:**
10-53-501	Funds in City Budget (Salary)	$140,000.00
10-51- 506	Funds in City Budget (Relocation)	$10,000.00
10-51- 522	Funds in City Budget (Recruitment)	$10,000.00

Summary Statement

The City of Bethel has been without a Finance Director since January 2021.

The position of Finance Director began recruitment in January 2021.

A candidate that met the qualifications has been selected and awaits confirmation by the City Council in accordance with Alaska Statutes 29.20.360

The most qualified candidate was Duane Wright. Duane has been issued a conditional offer of employment. The position is full-time, exempt, non-union represented and serves “at will”. The expected start date is 01 April 2022. This position, per Bethel Municipal Code, is a management Range III position all provisions of Title 3 apply. The annual total compensation for this full-time position is $140,000.00 per year. Funds allocated in Finance Department budget.

Relocation of up to $10,000.00 that in reimbursed upon submission of invoice fore expenses related to relocation of Duane Wright, household goods and a vehicle if desired. Funds allocated in Administration budget.

The City of Bethel will provide temporary interim housing and use of a company vehicle from 01 April 2022 through 31 April 2022 based on availability to locate and secure housing and relocate or purchase transportation. This amount will not exceed $10,000.00. Funds allocated in the Administration budget.