

Council Communication

September 20, 2016, Business Meeting

Confirmation of Mayoral appointment of Interim Finance Director

FROM

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Tina Gray, Human Resources Manager, tina.gray@ashland.or.us

SUMMARY

Current Administrative Services/Finance Director Lee Tuneberg has announced his retirement effective Friday, September 30, 2016, and staff recommends hiring Beverly Adams as interim finance director while a search is underway to find a successor to Lee. Ms. Adams is extremely well-qualified for this interim assignment and the Finance Department has many critical deadlines and projects, including the upcoming biennial budget process, which necessitates the additional support and skills an interim finance director can bring to the table.

BACKGROUND AND POLICY IMPLICATIONS:

Following Lee Tuneberg's announcement of his retirement, a number of firms and individuals were contacted who might be interested in providing their services to the City as interim finance director. The Finance Department will begin budget preparation activities in the upcoming months and will also begin preparing for a major borrowing if the food & beverage tax measure on the November ballot passes. In addition, the department is currently engaged in a software conversion project on top of its day-to-day duties. As such, an interim director is seen as critical to keeping the department running smoothly.

After talking to a number of interested parties, staff recommends that the City hire Beverly Adams as its interim finance director. Ms. Adams retired earlier this year from her position as finance director for the City of Central Point, a position she had held since 2008. She had also served for 13 years as finance director for the City of Brookings. She is extremely well-qualified for this interim assignment. In addition to her familiarity with Oregon budget law, she is very familiar with debt financing mechanisms, financial reporting and nearly all of the core functions expected of a finance director.

The City has retained the services of an executive search firm to assist the City in finding a successor to Lee Tuneberg with a target start date of late January 2017.

FISCAL IMPLICATIONS:

We have negotiated a pay rate of \$55 per hour with Beverly, which is covered by the current budget. Because she is a PERS retiree, she must be treated as an hourly employee. As a PERS retiree, the City is not required to make retirement contributions on her behalf.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends the appointment of Beverly Adams as Interim Finance Director.



SUGGESTED MOTION:

I move to confirm the Mayor's appointment of Beverly Adams as Interim City Administrator for the City of Ashland.

ATTACHMENTS:

Employment Agreement
Beverly Adams resume



CITY OF ASHLAND
Employment Agreement

Interim Finance Director

THIS AGREEMENT made and entered into this ___th day of September, 2016, by and between the City of Ashland ("City") and Beverly Adams ("Employee").

RECITALS:

- A. City desires to employ the services of Employee as Interim Finance Director of the City of Ashland; and
- B. It is the desire of the City to establish certain conditions of employment for Employee; and
- C. It is the desire of the City to (1) secure and retain the services of Employee and to provide inducement for Employee to remain in such employment until January 31, 2017, (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to financial security; (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of Employee; and (4) to provide a just means for terminating Employee's services at such time as Employee may be unable fully to discharge Employee's duties due to disability or when City may otherwise desire to terminate Employee's services; and
- D. Employee desires to accept employment as Interim Finance Director of Ashland.

City and Employee agree as follows:

Section 1. Duties. The City hereby agrees to employ Beverly Adams as the Interim Finance Director of the City to perform the functions and duties specified in the job description for the position, and to perform such other legally permissible and proper duties and functions as the City Administrator shall from time to time assign. The Interim Finance Director shall devote full time to the performance of her duties for the duration of interim appointment.

Section 2. Term.

- A. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the services of the Interim Finance Director at any time, subject only to the provisions set forth in this agreement.
- B. Employee agrees to remain in the employ of City until a successor Assistant City Administrator/Finance Director is appointed into the regular F/T position which is anticipated to be no later than January 31, 2017, and neither to accept other employment nor to become employed by any other employer until this termination date, unless the termination date is affected as otherwise provided in this agreement. The end date of January 31, 2017, may be extended by mutual agreement.

C. In the event Employee wishes to voluntarily resign the position during the term of this agreement, Employee shall be required to give the City three weeks written notice of such intention, unless such notice is waived by the City Administrator. Employee will cooperate in every way with the smooth and normal transfer to the newly appointed individual.

Section 3. Salary. City agrees to pay Employee a wage of \$55.00/hour (\$9,533.15/month), which corresponds to the mid-point of the salary range for City Department Heads in lieu of health benefits and retirement contributions.

Section 4. Tools and Equipment. City agrees to provide the tools and equipment necessary for the Interim Finance Director to efficiently perform her duties.


Section 5. Severability. If any part, term, or provision of this agreement is held by the courts to be illegal or in conflict with the laws of the State of Oregon, the validity of the remaining portions of the agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular part, term, or provision.

Dated this ____ of _____, 2016.

Barbara Christensen, City Recorder

John Stromberg, Mayor

Accepted this 6th day of Sept., 2016.



Beverly Adams

Beverly Adams

3313 Wheat Ridge Drive, Medford, Oregon 97504 | 541.601.1637 | adams.beverly@gmail.com

Objective

To serve as Interim Finance Director for the City of Ashland during the recruitment process for a new fulltime Finance Director.

Skills & Abilities

Personal: strong organizational and interpersonal skills; focused, efficient and reliable.

Professional: 25 years' municipal government experience in the accounting and safeguarding of City assets and maintenance of the central accounting system in accordance with the comprehensive basis of accounting for municipalities. Preparation of financial statements and other reporting for City staff and council; audit preparation and reporting; budget officer and coordination of budget process and document; urban renewal budget; direct supervision of finance staff and functions of payroll, utility billing, receivables and payables, front counter public services; and custodial officer of the City's funds and investments. These skills apply to all following municipal director positions.

Experience

1984-1986

Accounting Clerk | City of Brookings, OR

1986-1999

Finance Director/Recorder | City of Brookings, OR

2000-2002

Municipal Audit Coordinator | Moss-Adams, LLP, Medford, OR

Interim Finance Director | City of Brookings, OR

Interim City Recorder/Treasurer | City of Gold Hill, OR

2003-2005

Finance Software Trainer | Springbrook Software, Portland, OR

2005-2016

Accounting Specialist/Accounting Supervisor | City of Central Point, OR

Interim Finance Director, Aug. 2008 – May 2009 | City of Central Point, OR

Finance Director, May 2009 – Jun 2016 | City of Central Point, OR

Education

1978 - 1985

- 1 year of pre-nursing; Linn-Benton, Albany, OR
- 2 years of business/accounting; Linn-Benton & Oregon State University, Corvallis, OR

1986 - 2016

- Continuing education specific to municipal governmental accounting and management

2014

- Achieved the Oregon Government Finance Officers Association (OGFOA) certification

Other

- Current member of Government Finance Officers Association (GFOA)
- Retired member of Oregon Government Finance Officers Association (OGFOA)
- Currently serving on the City of Medford and Medford Urban Renewal District budget committee