

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**

Item No. 7
For Meeting of 03.22.10

ITEM TITLE: Consideration of Resolution Confirming Appointment of Carrie Brannen as the Chief Financial Officer and Appointing Brannen as Treasurer for the City of Windsor Heights

CONTACT PERSON(S): Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

The City's Chief Financial Officer, Colleen Pingrey, is retiring on March 26th, 2010. Since Mrs. Pingrey announced her retirement; the City conducted a regional search to find a suitable replacement. Candidates were screened through resume and, in some cases, background and reference checks. Finalists were interviewed on March 4th, 2010. Carrie Brannen accepted the City's offer of employment and will begin as Chief Financial Officer on March 29th, 2010. The attached resolution confirms Brannen's appointment as Chief Financial Officer and appoints her as the City's Treasurer. The Chief Financial Officer currently handles the City's investments; accounts payable; and accounts receivable. In the future, this position will also handle the budget; payroll and filing appropriate State reports. This person is a member of the City's management team. Ms. Brannen has a Master's in business, experience in private sector and non-profit accounting and is currently sitting for her CPA certification. During the interview process, Ms. Brannen exhibited the unusual combination of having an aptitude for numbers combined with excellent people skills. Her education and experience make her an outstanding selection for this position. The salary is \$57,000 annually.

<u> X </u>	Resolution	<u> </u>	Ordinance	<u> </u>	Contract	Other (Specify)
Funding Source <u>General Fund</u>						
APPROVED FOR SUBMITTAL _____						
City Administrator						

STAFF RECOMMENDATION: By motion and roll call vote, confirm Carrie Brannen as the new Chief Financial Officer and appoint her as Treasurer for the City of Windsor Heights.

COUNCIL ACTION:

RESOLUTION NO. 10-0322/

**A RESOLUTION CONFIRMING THE APPOINTMENT OF CARRIE BRANNEN AS THE
CHIEF FINANCIAL OFFICER AND APPOINTING BRANNEN AS TREASURER FOR THE
CITY OF WINDSOR HEIGHTS**

WHEREAS, the City's current Chief Financial Officer will retire on March 26, 2010; and

WHEREAS, the City conducted a search for a new Chief Financial Officer; and,

WHEREAS, the City worked diligently to solicit and screen candidates; and

WHEREAS, candidates were assessed on March 4th, 2010; and

WHEREAS, Carrie Brannen accepted the offer to become the Chief Financial Officer, beginning employment with the City on March 29th, 2010;

WHEREAS, Carrie Brannen will be paid the annual salary of \$57,000;

WHEREAS, the City Administrator has appointed Carrie Brannen as Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the City Council hereby confirms the appointment of Carrie Brannen as the Chief Financial Officer for the City of Windsor Heights.

BE IT FURTHER RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the City Council hereby appoints Carrie Brannen as the City's Treasurer effective March 26, 2010.

PASSED AND APPROVED THIS 22nd DAY OF MARCH, 2010.

David J. Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk