

Council Business Meeting

July 16, 2019

Agenda Item	City Administrator to Assume the Duties of the Finance/Administrative Services Director	
From	John Stromberg	Mayor
Contact	John@council.ashland.or.us	

SUMMARY

The City Council is being asked to authorize the City Administrator to assume the duties of the Finance/Administrative Services Director.

POLICIES, PLANS & GOALS SUPPORTED

The Ashland Municipal Code, Section 2.28.120 Finance Director and Administrative Services Director – Duties while defining the duties of the Finance/Administrative Services Director is based upon the premise that a Finance/Administrative Services Director must exist.

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

During the 2019-2021 biennial budget process, the structure of a variety of City departments and division were assessed. Toward the end of the budget process, Mark Welch, the Administrative Services Director, resigned. Given the financial issues dealt with during the budget process the City Administrator examined the feasibility of maintaining the Finance/Administrative Services Department's functions with existing staff. This will be achieved in the following ways:

- Cindy Hanks will continue to be the Deputy Finance Director and will be in charge of all Finance/Administrative Services department operations. She will directly supervise all accounting and purchasing staff.
- Bryn Morrison, Administrative Services Manager, will solely focus on budget and financial analysis. She will no longer supervise Utility Billing. In addition, Bryn will supervise Natalie Thomason who has taken a variety of Risk Management duties and will continue to support budget functions.

The City Administrator has recommended that she assume the duties of Finance Director, directly supervising the Deputy Finance Director and the Administrative Services Manager. With the fiscal and financial analysis that will be needed during this biennium, it is appropriate for the City Administrator to be more intimately involved in the budget and finance process.

FISCAL IMPACTS

There is a cost savings of not filling the Administrative Services Director's position of approximately \$215,000.

MAYOR AND CITY ADMINISTRATOR'S RECOMMENDATION

The Mayor and the City Administrator recommend that the City Administrator assume the duties of the Finance/Administrative Services Director.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to authorize the City Administrator to assume the duties of the Finance/Administrative Services Director.

REFERENCES & ATTACHMENTS

N/A