



DATE: January 16, 2018
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Restructuring Departments

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

City Council should provide feedback or direction on the restructuring of the Finance and Administration Department as proposed by the City Administrator.

Background

Under the current department structure both finance and administration duties fall to the Director of Finance and Administrative Services. It is the City Administrator’s recommendation that the administration department be reorganized to fall under the City Administrator to include the human resources function. Under this change the Administration Department personnel, to include but not limited to the City Clerk, Deputy Clerk, front desk, would report to the City Administrator for their respective department head. The Director of Finance would still retain the administration and implementation of the payroll system and associated reporting functions. A proposed organizational chart has been attached to this memo for reference.

Attachment

Attachment: Updated Organizational Chart