



**DATE:** May 22, 2012

**TO:** Thomas J. Bonfield, City Manager  
**THROUGH:** Wanda S. Page, Deputy City Manager  
**FROM:** David Boyd, Finance Director  
Keith R. Herrmann, Deputy Finance Director  
**SUBJECT:** Appointment and Removal of Deputy Finance Officer

**EXECUTIVE SUMMARY**

With recent personnel changes, it is necessary to adopt a resolution pertaining to the appointment and removal of staff as Deputy Finance Officer.

**RECOMMENDATION**

The Finance Department recommends that the City Council adopt the resolution to appoint Lynette McRae, Purchasing Supervisor, as the Deputy Finance Officer; and to remove Joe Clark, Director of Fleet Management, as the Deputy Finance Officer. This resolution will be effective on the date of its adoption.

**BACKGROUND**

By state statutes, the Finance Officer is responsible for the City's financial affairs. Examples of a Finance Officer's duties under the state statutes include:

- To ensure proper disbursement of City funds and pre-audit obligations;
- To supervise the receipts and deposit of money by other duly authorized officers or employees;
- To supervise the investment of idle funds and maintain the City's debt obligations; and,
- To sign all checks and drafts.

Currently the Finance Director (David Boyd) has been designated as Finance Officer. No change is recommended regarding the designation of Finance Officer.

These statutes also allow the City Council to designate other finance staff as Deputy Finance Officers to execute documents in his absence or disability.

Currently two members of City staff have been designated as Deputy Finance Officers. They are the Financial Operations Manager (Joe Clark) and the Deputy Finance Director (Keith Herrmann). Due to Joe Clark's recent promotion to the position of Director of Fleet Management, it is necessary to appoint a replacement in the Finance Department. It is also necessary to remove Joe Clark as Deputy Finance Officer. No other changes are recommended regarding the designation of the Deputy Finance Officers. By having two Deputy Finance Officers adequate coverage can be provided for transaction authorizations.

**ALTERNATIVES**

No alternatives are recommended for this action. The current resolution is outdated because of changes in the City staff.

**FINANCIAL IMPACT**

There is no financial impact associated with this action.

**SDBE SUMMARY**

There are no SDBE issues associated with this action.

Attachment