



## OFFICE OF THE MAYOR

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Shawn N. Reilly  
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TO: Common Council Members

FROM: Shawn Reilly, Mayor

DATE: March 20, 2015

RE: Creation of Assistant Finance Director Position

The City Administrator asked that I provide my input on the possible creation of Assistant Finance Director. This discussion came about because the position of Accountant II was recently vacated and because Kevin is looking for ways to improve the operation of our Departments. Kevin explained to me that one of his goals as City Administrator is to focus on cross-training to safeguard the City against institutional knowledge loss, to provide possible advancement opportunity within the department and to allow for the redistribution of duties. He indicated that the Finance Department is of vital importance to the efficient operation of all City Departments. After discussing this issue with Kevin, I am of the opinion that there is a need for a "second in command" (or Assistant Finance Director) within the Finance Department.

Kevin Lahner was hired as City Administrator by us with the understanding that he would create efficiencies, streamline our operations where needed and to elevate the work of all City Departments and employees. Kevin has now had enough time to review how our Department's operate. Our City Administrator has concluded that reorganization within the Finance Department is needed and I support his recommendation. I recognize that there is a financial impact to the reorganization in that the Assistant Finance Director position salary range will be higher than that of the Accountant II. I think that the City will realize more in savings over the long run however with the addition of an Assistant Finance Director and the elimination of the Accountant II position.

Respectfully,

Shawn Reilly, Mayor

SNR/cc

Reilly/Assistant Finance Director 3 16 15

