

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b>	August 11, 2014
	<b>Agenda Item No.</b>	<b>47</b>
	<b>Roll Call No.</b>	<b><u>14-1260</u></b>
	<b>Communication No.</b>	<b><u>14-402</u></b>
	<b>Submitted by:</b>	<b>Scott E. Sanders, Assistant City Manager/Finance Director</b>

**AGENDA HEADING:**

Notice of appointment of Dan Ritter as Interim Finance Director and confirmation as Interim City Treasurer.

**SYNOPSIS:**

Recommend Council confirmation appointing Dan Ritter City Treasurer effective August 18, 2014, as required by City Code.

**FISCAL IMPACT:**

Amount: Savings will occur with this position assignment, but additional resources and staff assignments will require additional funding. The total expense for all changes is expected to remain within the total budget for the department.

Funding Source: General Fund, G001 Finance Administration FN001000, page 80

**ADDITIONAL INFORMATION:**

The Finance Director and City Treasurer combined position needs to be filled with the recent move of Scott Sanders, Assistant City Manager, to the City Manager’s Office. City code calls for the City Council to confirm the appointment of the City Treasurer.

Dan Ritter has been the City’s Budget Director for eight (8) years and has been employed by the City for more than 25 years. He is extremely competent in all aspects of government finances.

In taking on the role as the City’s Finance Director, Mr. Ritter will also assume the responsibilities as the City Treasurer, Wastewater Reclamation Agency (WRA) Treasurer, and Risk Manager as referenced in City Code.

Additional permanent and temporary adjustments in staff assignments and job descriptions will need to occur in the Finance Department to ensure critical workflow completion. New resources may need to be assigned to the department. The total expense for all staff changes is expected to remain within the total budget for the department.

Recruitment for the Finance Director position is expected to occur after an appointment of a City Manager.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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