



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 16, 2010

SUBJECT: Appointment of City Treasurer

Report in Brief

With the departure of Amber D'Amato as Finance Officer/Treasurer, it is necessary to appoint a replacement as the City Treasurer. The Finance Officer is responsible for oversight of the City's cash flow and disbursement of funds. Because of these duties and the incumbent's knowledge, skills and abilities, the Finance Office is the best choice for appointment as City Treasurer.

Staff recommends that the City Council appoint Kimberly McKinney, Finance Officer, as the City Treasurer, effective March 17, 2010.

Background

General Law Cities are required to have some specific designated positions on staff. One of those designated positions is that of the City Treasurer. This City has filled this position from its inception by an elected official. Voter approval of a ballot measure in 2000 changed the position to an appointed official. The Finance Director was appointed as City Treasurer immediately following the 2000 election. Following the retirement of the incumbent Finance Director in 2008, the management responsibilities were consolidated with that of the Director of Administrative Services which required the consideration of another appointed position to be designated as City Treasurer. This action resulted in the appointment of the Finance Officer as the designated City Treasurer. Staff is proposing to continue with the appointment of the Finance Officer as the designated City Treasurer.

Discussion

The City must have a Treasurer and with the departure of Ms. D' Amato it is necessary that one be appointed immediately. The powers of the City Treasurer are limited in scope, governed by the Woodland Municipal Code and the Government Code and are vital to the operations of the City funds and investments.

The newly appointed Finance Officer, Kimberly McKinney, has the knowledge, skills and abilities to meet the requirements of City Treasurer. Ms. McKinney's current duties involve oversight of the Finance Division which includes accounting, payroll and tracking of all City funds. Ms. McKinney, with management oversight and support from the Director of Administrative Services and the City Manager, is in the best position to serve as City Treasurer.

Fiscal Impact

As the position previously held by Ms. McKinney, Senior Accountant, will not be filled at this time which will generate a net savings to the City with the salary and benefits for the remainder of FY 2010. It is highly likely that the Senior Accountant position will be deleted from the list of authorized positions beginning in FY 2011.

Public Contact

Posting of the City Council Agenda.

Alternative Courses of Action

1. Appoint Kimberly McKinney, Finance Officer, as the City Treasurer, effective March 17, 2010.
2. Direct the City Manager another to recommend another staff member to be appointed to the position of City Treasurer.

Recommendation for Action

Staff recommends that the City Council approve Alternative No. 1.

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Administrative Services

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City Manager