

# OFFICE OF THE CHIEF FINANCIAL OFFICER

*September 2015 Update  
Submitted October 15, 2015*

Emergency Manager Order No. 41 established a centralized financial management structure. The order granted restructuring powers and responsibilities to various members of the executive branch. The order also made the following stipulations:

1. "The Human Resources Director shall file any employment position or new classification that is created on or after the date of this Order with the City Clerk and the Council on the 15th day of each month (or if such date is not a business day, the next succeeding business day), commencing on November 17, 2014. Such report shall include the compensation range of that employment position. Any new position that is created and filled shall be within available appropriations."
2. "For transparency, the Executive Branch department of the City described herein shall prepare a monthly report describing actions taken pursuant to this order on the 15<sup>th</sup> day of each month (or if such date is not a business day, the next succeeding business day) commencing on November 17, 2014. This report shall be filed with the City Clerk and City Council and posted on the City's website."

Both reports for the period of September 1 – September 31, 2015 are found below.

## **POSITIONS AND CLASSIFICATIONS**

- The CFO created the following job specification:
  - Program Analyst

## **RESTRUCTURING**

- The CFO approved the following contracts:
  - Contract with Chantell Boyd
  - Contract with Alfreda M. Robinson
  - Contract with Carla Calhoun
  - Contract with Jeremy Smart
- The CFO directed the Office of Treasury to write off \$18,915.54. The current amount of delinquent personal property taxes owed and that is being disputed by the Masonic Temple is \$53,915.54. The Masonic Temple has offered to settle the amount of delinquent personal property taxes for \$35,000.00. This activity occurred in August and was inadvertently not reported on the September report.