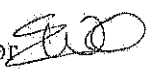




OFFICE OF THE MAYOR

MEMORANDUM

TO: Keith Wilkins, Assistant City Administrator

FROM: Eric Olson, City Administrator 

DATE: June 6, 2018

SUBJ: Change in Reporting Responsibilities

Effective per our May 29, 2018 discussion, I have realigned your Policy and Support responsibilities to include direct supervision of the Human Resources Division and the Constituent Services Division. My objective is for you to provide direction and guidance to the divisions as well as to supervise the discharge of their respective responsibilities.

Accordingly, by copy of this memorandum to Mr. Sisson and Ms. Buchanan, I am advising them that they are to report directly to you as my designee for all matters affecting their divisions.

cc: Edward Sisson, Chief Human Resources Officer  
Latasha Buchanan, Constituent Services Administrator