

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 3/26/07		Item Number: <u>A-4</u>	
AGENDA ITEM: 1) Approval of the New Classification Specification for Chief Financial Officer; and 2) Adoption of a Resolution Adopting a Revised Classification and Salary Plan to Include the Position of Chief Financial Officer and Rescinding Resolution No 2006-R075.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Master Notification List (03/21/2007)			
Department Approval: Serena Wright (03/19/07)		City Attorney Approval: Carol Schwab (by H. Iker) (03/20/07)	
City Controller Approval: Marlee Chang (03/21/07)		City Manager Approval: Jerry B. Fulwood (03/21/07)	
<u>RECOMMENDATION</u> Staff recommends the City Council: 1. Approve the new classification specification for Chief Financial Officer; and, 2. Adopt the resolution adopting a revised Classification and Salary Plan to include the position of Chief Financial Officer and rescinding Resolution No 2006-R075. <u>BACKGROUND</u> In April 2006, the community approved a number of Charter changes. The implementation of these changes began in July 2006 and continues through April 2008. In accordance with the new Charter, the transitioning of both the City Clerk's Office and the City Treasurer's Office will occur in April 2008. To ensure a smooth transition and continuity of critical functions performed under the current structure, the City Manager presented a conceptual reorganization plan to the City Council on February 12, 2007. This plan consolidates the operations of the City Controller's and City Treasurer's Offices under the direction of a Chief Financial Officer. The Civil Service Commission reviewed and approved the proposed class specification at its regular meeting on March 7, 2007. Attached are draft minutes of the meeting.			

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DISCUSSION

The proposed classification specification provides the day-to-day responsibility of the City's financial functions to the Chief Financial Officer. Under the general supervision of the City Manager, this classification would oversee treasury, revenue, budget, accounting, payroll, and purchasing including graphics, printing and mailroom. It would also be responsible for coordinating both the City and Redevelopment Agency's financial operations.

By combining these important city operations, it would allow for more efficient financial processes, improve communication, share resources and provide clear responsibility for the overall financial functions of the City.

In review of other local agencies' organizational structures, it was found to be a common practice to have these financial functions under the direction of a Chief Financial Officer or Finance Director.

The City Council should note that during the Civil Service Commission discussions of this item, it was relayed that experienced, high-caliber finance professionals tend to make few career moves during their tenure. This was seen as another challenge to Culver City's contemplated recruitment for a Chief Financial Officer, potentially further limiting the candidate pool. In addition, Culver City's first Chief Financial Officer will be tasked with the groundbreaking responsibility to create the City's first unified Department of Finance.

FISCAL ANALYSIS

A salary survey using the nine comparable positions from the City's 13 labor market cities yields an annual salary of approximately \$141,000. During discussion of this item by the Civil Service Commission, the Commissioners questioned whether this salary level would attract the high quality candidates sought by Culver City. Additional focus was also given to similar positions in the cities of Santa Monica, Torrance, Pasadena, Long Beach, and Burbank. Further, given the specific challenges of this position (including management of the various enterprise funds and the City's redevelopment agency), both the Civil Service Commission and staff recommend the City Council consider a salary range which will attract the highest caliber of candidate. Therefore, it is recommended that salary range 675, which translates to \$149,550 - \$182,541 annually, be considered to ensure that Culver City attracts the best possible candidate for this new position. Should the City Council approve this item as recommended, the salary for this position would be included in the Proposed Budget for Fiscal Year 2007/2008.

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As mentioned to the City Council on February 12, 2007, the City Manager intends to appoint Andrea Daroca as Interim Chief Financial Officer. The Personnel Director will seek proposals from qualified professional recruitment firms to assist in this recruitment. The recommended firm will be presented to the City Council for consideration of contract authorization.

ATTACHMENTS

1. Proposed Resolution
2. Classification Specification for Chief Financial Officer
3. Conceptual Organizational Chart for Finance Department
4. Labor Market Survey
5. Similar Classification Specifications from Survey Cities
6. Civil Service Commission 3/7/07 Meeting Draft Minutes

MOTION

That the City Council:

1. Approve the new classification specification for the position of Chief Financial Officer;
2. Adopt the Resolution adopting a revised Classification and Salary Plan to include the position of Chief Financial Officer and rescinding Resolution 2006-R075;