

**City of Culver City, California
Agenda Item Report**

Meeting Date: 08/11/2014		Item Number: <u>C-3</u>	
AGENDA ITEM: Approval of an Upgrade to the Existing Vacant Procurement and Financial Services Manager Position to Assistant Chief Financial Officer.			
Contact Person/Dept.: Jeff Muir, Finance Department		Phone Number: (310) 253-5865	
Fiscal Impact: Yes ☒ No ☒		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☒ No ☐		Date: TBD	
<u> </u> Civil Service Commission			
Public Notification: (Email) Meetings and Agendas – City Council (08/06/14); (E-Mail) Culver City Management Group (08/06/14)			
Department Approval: Jeff Muir (07/29/14)		City Attorney Approval: Carol Schwab (by H. Baker) (08/05/14)	
Chief Financial Officer Approval: Jeff Muir (07/29/14)		City Manager Approval: John M. Nachbar (08/06/14)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council approve the upgrade of an existing, currently vacant Procurement and Financial Services Manager position to Assistant Chief Financial Officer. <u>BACKGROUND / DISCUSSION:</u> In July 2014, the individual occupying the position of Procurement and Financial Services Manager in the Finance Department resigned to accept a position in another municipality. While it is always unfortunate to lose a quality staff member, this has provided a unique opportunity to address an important need within both the Finance Department and the City as a whole. As the City (state, nation, and world) continues to emerge from one of the most difficult financial periods in history, the continued emphasis on the short and long-term financial stability of the City must continue to be a priority of the City Council, City Manager, and all City staff. The role of the Finance Department in this effort cannot be understated. The ability of the City Manager to rely on strong leadership and complete and reliable analysis and forecasts, along with continuity within the Finance Department, is important. To this end, it is recommended that the existing vacant position be upgraded to a new position of Assistant Chief Financial Officer.			

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The position of Assistant Chief Financial Officer will supervise many of the daily operational activities of the Finance Department. This will allow the Chief Financial Officer to focus more on: (1) in concert with the City Manager, strategic, organizational, and financial planning efforts, including additional ways to communicate financial data to the community; (2) City Council and Finance Advisory Committee interaction, and (3) more ways to implement City-wide efficiencies. The Assistant Chief Financial Officer would also provide a readily identifiable leader for the City Manager to rely upon in instances when the Chief Financial Officer is unavailable, or if this position should become vacant (at some yet unidentified time in the future).

Prior to the changes dictated by the voters through adoption of the City Charter of 2006, most financial functions were housed under an elected City Treasurer. During that time, there was a Deputy City Treasurer position. The City Charter of 2006 made the position of City Treasurer appointive (by the City Manager – and such position is occupied by the Chief Financial Officer). As part of a Citywide effort to significantly reduce ongoing expenditures, the position of Deputy City Treasurer was eliminated during the recession when the incumbent retired.

Given the current needs of the City and the unique opportunity presented by the vacant state of the Procurement and Financial Services Manager position, there is now an opportunity to establish the position of Assistant Chief Financial Officer position without adding a 'net new' position.

Civil Service Commission Role

Should the City Council approve this request, the Civil Service Commission will be presented with a proposed Classification Specification for the new position of Assistant Chief Financial Officer at an upcoming regular meeting of the Commission. Upon approval by the Commission, the Human Resources Department will begin recruitment. Given the particular importance of this position, staff will work cooperatively to present this item to the Civil Service Commission as quickly as possible (the September meeting of the Commission if feasible).

FISCAL ANALYSIS:

After completion of a salary survey and a review for internal equity, the salary range for this position is recommended at \$124,339 to \$151,767. The top step salary compared to the existing position would be approximately \$40,000 higher per year. Additional funding should not be required for Fiscal Year 2014/2015 due to the salary savings that is anticipated to accrue until this position is filled. Should the City Council approve this request, an appropriate amount will be requested in future budgets to fund this position as part of the Finance Department's annual budget request.

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ATTACHMENT(S):

None.

MOTION:

That the City Council:

Approve the upgrade of an existing (and currently vacant) Procurement and Financial Services Manager position to Assistant Chief Financial Officer.