



City of Grass Valley City Council Agenda Action Sheet

Title: Finance Department Restructuring

CEQA: Not a Project

Recommendation: That Council 1) review and approve the proposed reorganization of the Finance Departments; 2) approve the job description and associated salary schedule for the Finance Director and Deputy Finance Director, subject to legal review; 3) approve adding the Finance Director and Deputy Finance Director to the allotted/authorized City positions; 4) review the proposed agreements (including Appendix A) for the Finance Director and Deputy Finance Director positions; 5) authorize the City Manager to execute the Finance Director and/or Deputy Finance Director agreement(s) subject to legal review; and 6) authorize the Administrative Services Director to make any necessary budget adjustments and/or amendments to complete these actions.

Prepared by: Timothy Kiser, City Manager

Council Meeting Date: 10/22/2024

Date Prepared: 10/16/2024

Agenda: Consent

Background Information:

The City has evolved significantly over the years, largely thanks to the efforts of Andy Heath, our Administrative Services Director. Andy has been instrumental in stabilizing our financial situation, implementing sound fiscal policies, and ensuring that we remain financially secure for years to come. His dedication has positioned the City for long-term success and sustainability. However, as Andy begins to explore new opportunities, the City must also prepare for this transition and the future.

To facilitate this, staff is proposing a strategic reorganization within the Finance Department. This reorganization includes reestablishing the Finance Director position to replace the current Administrative Services Director role. The Finance Director will be crucial in leading the City through this period of change, ensuring that our financial management practices continue seamlessly and that we remain aligned with our long-term goals. This position will be responsible for overseeing all aspects of the City's finances, including budgeting, auditing, and financial reporting, and will play a key role in advising the City Council and executive team on critical financial decisions. By creating this dedicated role, the City aims to maintain the high standards of fiscal responsibility that have been established and continue the progress made under Andy's leadership, ensuring a smooth and effective transition.

Additionally, staff is proposing the creation of a Deputy Finance Director position within the organization. This role would offer greater flexibility by allowing the Deputy

Administrative Services position to be staffed at a lower level of responsibility and experience, creating opportunities for internal development and growth over time.

Council Goals/Objectives: This item executes portions of work tasks towards achieving/maintaining the Strategic Plan - High Performance Government & Quality Service and Productive and Efficient Workforce.

Fiscal Impact: This restructuring will result in long-term salary savings, and there are currently sufficient funds available from existing vacancies within the Department to cover the costs of the Finance Director position.

Funds Available: Yes

Account #: Various

Reviewed by: ___ City Manager

Attachments:

1. Job Description for Finance Director And Deputy Finance Director
2. Proposed agreements including Appendix A