



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Report Providing for the Establishment of Classification Titles and Compensation for Employees of the City of Glendale and Revisions to the Glendale Municipal Code Pertaining to Certain Department Heads and Departmental Functions

1. Intro. of Ordinance Providing for Certain Officers, Subordinate Officers, Assistants, Deputies, Clerks, and Employees, Establishing Officer Positions in the City of Glendale entitled Fire Chief/Deputy City Manager and Director of Finance & Information Technology, Renaming the Director of Human Resources classification to Director of Human Resources/Chief People Officer, and Establishing Compensation for Specified Positions.

2. Intro. of Ordinance Amending Title 2 of the Glendale Municipal Code, 1995, Pertaining to Certain Department Heads and Departmental Functions

COUNCIL ACTION

Item Type: Action Item

Approved for December 7, 2021 **calendar**

EXECUTIVE SUMMARY

With the upcoming retirement of the Director of Finance, the City Manager proposes to create a Director of Finance & Information Technology classification to lead both the Finance Department and the Information Technology Department (to be renamed from the Information Services Department). Additionally, the City Manager proposes to provide additional management and oversight of City departments through two Deputy City Managers, one an existing position and the other through a new classification of Fire Chief/Deputy City Manager. Further, with an upcoming recruitment for Director of Human Resources, the City Manager proposes to rename the classification to Director of Human Resources/Chief People Officer.

COUNCIL PRIORITIES

Exceptional Customer Service: The streamlining and consolidation of the management structure of the Finance and Information Technology Departments and in the City Manager's Office is intended to improve performance and responsiveness of City operations.

Fiscal Responsibility: The establishment of new classifications and expansion of duties of existing classifications will eliminate the need to fill two executive level positions, thereby leading to an overall cost savings.

RECOMMENDATION

Staff recommends that the Council:

1. Introduce and adopt an ordinance providing for the establishment of the Fire Chief/Deputy City Manager and Director of Finance & Information Technology classifications, the renaming of the Director of Human Resources/Chief People Officer classification, and establishing compensation for specified positions; and
2. Introduce and adopt an ordinance amending Title 2 of the Glendale Municipal Code, 1995, Pertaining to the Director of Finance & Information Technology and the Information Technology Department.

BACKGROUND

With the pending retirement of the Director of Finance and the Assistant City Manager position having remained vacant since March 2021, the City Manager has evaluated alternatives for providing executive-level management of City departments and operations.

ANALYSIS

The City endeavors to periodically review its organizational structures for optimal efficiency and performance. Recent and pending vacancies in executive level positions provide an opportunity to streamline the management of City departments and operations.

The Finance Department and the Information Services Department (ISD) both provide internal service support for City operations. Current responsibilities of the Finance Department include budget and revenue, purchasing, payroll, accounting, billing and collections, grant management, financial applications, internal audit, and accounts payable. As an internal service department, Finance provides fiscal oversight and control to other City Departments and related agencies. The Information Services Department provides technology support services to the City departments, which includes Applications Support, Infrastructure Support, and Wireless Services Support.

Finance and ISD often work on related functions and projects, such as when the City converted to Tyler Munis for its enterprise resource planning (ERP) solution (Human Resource, Payroll, Accounting and Budgeting modules). The City Manager proposes to combine the executive level of management of those two departments into a single classification – Director of Finance & Information Technology. The incumbent department head of the Information Services Department (Chief Information Officer) has substantial experience in financial operations, having previously been Financial Applications Administrator, Budget Manager and Principal Internal Auditor. The new Director of Finance & Information Technology position will be a City officer, permitting the City Manager to make a direct appointment.

Additionally, the Assistant City Manager position has remained vacant since Mr. Golanian was appointed City Manager in March 2021. During this period, the City Manager has evaluated and assessed alternatives for providing management and oversight of City departments through the City Manager's Office. The City Manager is proposing a management structure of two Deputy City Managers. One Deputy City Manager position exists and will be provided additional responsibilities involving the management and oversight of City departments as assigned by the City Manager. Additionally, the City Manager proposes to create a new classification of Fire Chief/Deputy City Manager. The City Manager proposes to fill this City officer position with the incumbent Fire Chief, and provide additional duties regarding oversight and management of City departments. This structure is intended to provide strengthened coordination of City operations and better communication through the City Manager's office, while still addressing organizational efficiencies where appropriate.

With these new classifications or additional job duties, the City Manager is proposing new salary ranges or adjustments to existing salary ranges for Director of Finance & Information Technology, Deputy City Manager, Fire Chief/Deputy City Manager, as well for the Chief Innovation Officer, who will also be assigned additional managerial responsibilities to facilitate this transition. The new or revised classifications are set forth in the Ordinance Providing for Certain Officers, Subordinate Officers, Assistants, Deputies, Clerks, and Employees and Establishing Officer Positions in the City of Glendale entitled Fire Chief/Deputy City Manager and Director of Finance & Information Technology (Section 4) and Exhibit A thereto. The establishment of the new and adjusted pay ranges will become effective on January 16, 2022.

Additionally, the Director of Human Resources is retiring at the end of 2021. As part of the recruitment effort for a new Director, the City Manager proposes to retitle the classification to Director of Human Resources/Chief People Officer to modernize and more clearly identify the role of this key executive position to include preparing citywide strategies in the areas of: talent attraction and retention with Diversity, Equity and Inclusion (DEI) in mind, onboarding and recognition, compensation and benefits, learning and development, and succession planning.

Lastly, staff proposes to update Glendale Municipal Code (GMC) provisions pertaining to the Administrative Services department (finance) and the Information Technology

department, to make them consistent with the actions being proposed in this report. The GMC update will also effectuate the name change of the Information Services Department to the Information Technology Department.

STAKEHOLDERS/OUTREACH

Not applicable.

FISCAL IMPACT

The actions authorized under this Report will result in an annual net savings of \$617,287. With the additional duties and responsibilities for the Director of Finance & Information Technology, Deputy City Manager, Fire Chief/Deputy City Manager, and Chief Innovation Officer classifications, those positions will receive salary adjustments commensurate with the additional duties and responsibilities. The departmental budgets will absorb the costs of these adjustments. The total annual cost of the adjustments is \$138,792.

Savings will result from not filling the Assistant City Manager and Director of Finance positions, which cumulatively have a fully loaded cost (salary and benefits) of \$756,079, resulting in a net annual savings of \$617,287.

ENVIRONMENTAL REVIEW (CEQA/NEPA)

The proposed actions are exempt from environmental review.

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES

1. The Council may introduce and subsequently adopt the ordinances providing for the establishment of new classifications and compensation for certain positions and amending the Glendale Municipal Code.
2. The Council may choose not to introduce and adopt the ordinances.
3. The Council may consider any other alternative not proposed by staff

ADMINISTRATIVE ACTION

Submitted by:

Roubik Golanian, P.E., City Manager

Prepared by:

Roubik Golanian, P.E., City Manager

Michael J. Garcia, City Attorney

Reviewed by:

Michele Flynn, Director of Finance

Matt Doyle, Director of Human Resources

Approved by:

Roubik Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

None.