

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: June 9, 2015 CUT OFF DATE: \_\_

RESOLUTION \_\_ ORDINANCE X PUBLIC HEARING \_\_

ITEM TITLE:

Change in ordinance to reflect new title for Finance Director

STAFF RECOMMENDATION:

Correct title to ensure consistency with budget and City Code

PUBLIC NOTICE AND HEARING:

N/A

ADVISORY BOARD RECOMMENDATION:

N/A

FUNDING DATA:

Funding provided in FY 2016 budget

INSURANCE:

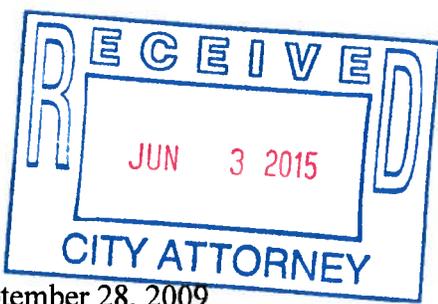
No liability assumed.

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

DEPARTMENT	INITIALS FOR APPROVAL	INITIALS FOR DISAPPROVAL	DATE
1. Human Resources	TBS		5/28/15
2.			
3.			
4.			
5. City Attorney	AV		6/3/2015
6. City Manager	EF		3 Jun 15
7. Clerk of Council			

Initiating Department Director's Signature: Eden Freeman Date: 1 Jun 2015

Eden Freeman, City Manager



APPROVED AS TO FORM:

Signature and date 6/3/2015 CITY ATTORNEY

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council

**From:** Eden Freeman, City Manager

**Date:** June 9, 2015

**Re:** Ordinance Change to Clarify Creation of Chief Financial Officer and Director of Support Services

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**THE ISSUE:** After careful review of the City's current operating structure, I am planning to restructure the reporting structure of internal support departments. During the FY16 Budget Process, I identified the creation of the role of "Chief Financial Officer and Director of Support Services" (CFO) as an important part of improving the efficiency of the organization. The planned restructuring will result in the Finance Director assuming the role of overseeing the Information Technology, Human Resources and Finance Departments. My goal is to have less direct reports to the City Manager, which will allow me to become more proactive in meeting the Strategic Goals of the City. The CFO will be a direct report to the City Manager. A copy of the proposed organizational chart is attached.

**RELATIONSHIP TO STRATEGIC PLAN:** Goal Four: Improve City Services and Advance the City's Strategic Plan Goals by Promoting a Culture of Transparency, Efficiency and Innovation

**BACKGROUND:** While they work together on specific projects, currently, the Information Technology, Human Resources and Finance Departments, are separate in terms of how the departments are managed. Under the restructuring, the departments will still be separate, but they will be under the "umbrella" of Support Services since their work supports the work of all other City departments. This change will create a more structured team effort on an ongoing basis and improve processes and overall efficiency.

**BUDGET IMPACT:** The adopted FY 2016 Budget includes the required \$9,200 to cover the cost of this change. This job description, pay grade and salary range for the position was reviewed by our outside vendor that grades and verifies job descriptions and determines how they fall in the pay plan.

**OPTIONS:** The other option would be to keep these department directors as direct reports to the City Manager, thereby maintaining the status quo organizational structure.

**RECOMMENDATIONS:** I recommend this change to enhance internal services and improve the overall efficiency of City operations.

**SECTION 2-157. OFFICE CREATED; APPOINTMENT.**

There is hereby created the office of Finance Director. The Finance Director shall be appointed by the City Manager. The Finance Director may also be referred to as Chief Financial Officer and Director of Support Services which terms shall be deemed synonymous for the purposes of this Code of Ordinances.

Code 1959, §7-9; Ord. of 4-13-76)(Ord. No. 049-95, 10-17-95)

# City of Winchester Citizens

