



Legislation Details (With Text)

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Report to Mayor and City Council

Tuesday, October 16, 2018

Consent

SUBJECT:

APPOINTMENT OF INTERIM FINANCE DIRECTOR (CITY COUNCIL)

I. SUMMARY

The City's Finance Director has resigned and there is a need for an Interim Finance Director while the City recruits for the permanent position. This report discusses the appointment of Mr. Robert Torrez as the Interim Finance Director.

II. RECOMMENDATION

The Council should appoint Mr. Robert Torrez to the position of Interim Finance Director while the City recruits for the permanent position.

III. ALTERNATIVES

Take other action as deemed necessary.

IV. BACKGROUND

The City hired Ms. Kathryn Downs in January of 2016 to serve as the City's Finance Director. Ms. Downs has accepted the position Director of Finance and Management Services for the City of Santa Ana. Santa Ana has a population of 335,000 and a citywide

budget of \$300 million.

Ms. Downs has been instrumental in the passage of two successful revenue measures, delivering on-time budgets for three years in a row, development of the City's five-year financial plan, implementation of the City's new oil business license tax, implementation of the Tyler Munis ERP system and revisions to new financial policies, including the purchasing ordinance. She has also recruited skilled senior staff within the Finance Department and conducted Finance staff development and training.

Ms. Downs will be joining the City of Santa Ana on October 29th and her vacancy requires that the City hire an Interim Finance Director. Staff is recommending that we hire Mr. Robert Torrez as the Interim Finance Director. Mr. Torrez has held various municipal finance positions, including the Director of Finance for the City of Long Beach and the City of Burbank. Mr. Torrez retired and has served in a number of interim finance positions, including Interim City Controller for the City of Compton. He has recently completed the Interim Director of Finance for the City of Avalon, where he conducted staff training. Mr. Torres has worked in all aspects of municipal finance, including budget preparation, accounting, payroll, business license and revenue collection, purchasing and cash management. He also has experience in redevelopment/economic development and successor agency administration. Mr. Torrez would start on October 22nd in order to have some overlap with Ms. Downs. The City would need his services until the appointment of a new Finance Director. Per CalPERS regulations he may only serve 960 hours in a fiscal year.

V. FISCAL IMPACT

There is no financial impact. CalPERS rules permits the City to pay only the hourly rate of the position, so there were be a slight budget saving since benefits will not be paid.

VI. EXHIBITS

None

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