



USE OF FISCAL YEAR 2016-2018 CONTINGENCY FUNDS TO ENHANCE STAFFING IN THE BUDGET OFFICE

Finance Department

Finance Committee
August 10 ,2016

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BACKGROUND

During the FY 2016-2018 Two-Year Budget process, the City Manager's Office adopted guiding principles to the City's financial and budget roadmap:

1. Accuracy ;
2. Financial Responsibility;
3. Fiscal Discipline;
4. Management Action; and
5. Transparency.



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HISTORICAL STAFFING

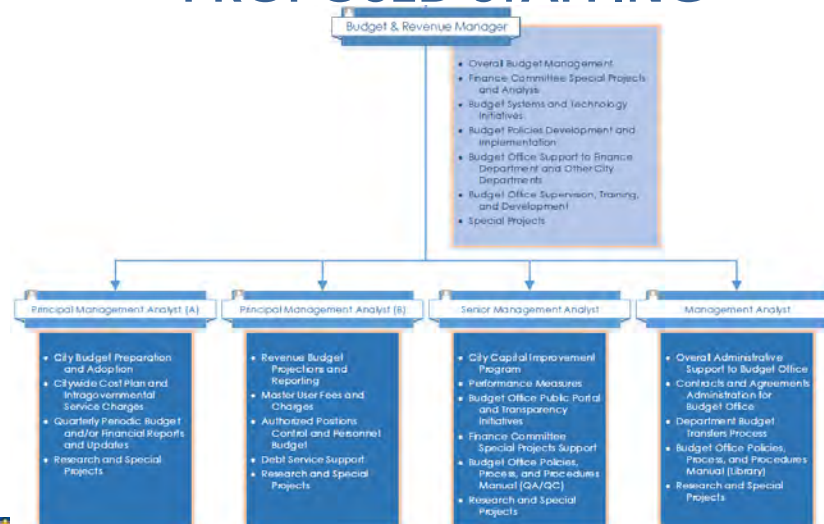
1. In FY 2006-07, the Budget Office included 6.5 positions (Management and Budget Director, Principal Analyst (2), Senior Management Analyst, Management Analyst, Senior Office Specialist, and 0.5 Management Assistant).
2. Today, the total Budget Office staffing is 2.0 FTE's.
3. The Budget Office has additional responsibilities:
 - a. position control
 - b. performance measurement,
 - c. Citywide fee schedule
4. The recent audit of the Finance Department by Matrix Consulting recommended a staffing of five positions for the division.



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PROPOSED STAFFING



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FISCAL IMPACT

1. Included in the FY 2016-2018 Adopted Two-Year budget is \$500,000 of Contingency funds for each fiscal year.
2. The use of these funds is within the authority of the City Manager throughout the fiscal year to avoid supplemental appropriations.
3. The cost for this proposal is approximately \$315,000 in FY 2016-17 and \$440,000 in FY 2017-18.



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FUNDING SUMMARY

Position	FY 2016-17 Budget	FY 2016-17 (Amount Needed)	Notes
Budget and Revenue Manager (formally Fiscal Resources Manager)	\$ -	\$ 170,802.09	Existing Position. Funding eliminated with 4% reductions. Funding needed for 12 months.
Principal Analyst	\$ 150,648.00	\$ -	Existing Position.
Principal Analyst	\$ 125,192.00	\$ (31,298.00)	Existing Position. Salary Savings included for vacant position
Senior Management Analyst	\$ -	\$ 91,984.50	New Position. Funding needed for 9 months in FY 2016-17
Management Analyst	\$ -	\$ 81,724.50	New Position. Funding needed for 9 months in FY 2016-17
Totals	\$ 275,840.00	\$ 313,213.09	<i>FY 2017-18 Financial Management funding necessary is projected to be \$440,000.</i>



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RECOMMENDATIONS

That the Finance Committee forward a recommendation to City Council to amend the Fiscal Year 2016-2018 Adopted Two-Year Budget Personnel Detail for the Finance Department to add three full-time positions:

1. one Budget and Revenue Manager
2. one Senior Management Analyst, and
3. one Management Analyst

Increasing the overall staffing in the division to five positions.



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