



## Budget Office Staffing

### Finance Department

City Council  
August 23, 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** (detailed and timely documentation of the City's financial position on an ongoing basis);
2. **Financial Responsibility** (assessing the City's financial needs and managing resources effectively and efficiently);
3. **Fiscal Discipline** (ensuring that spending during the year occurs within budget, and recognizing early warning signs);
4. **Management Action** (swift response to any major financial imbalances, in revenues or expenditures compared to budget); and
5. **Transparency** (open and engaging communication with residents, businesses, City employees and unions).



2

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## HISTORICAL BUDGET OFFICE STAFFING

- **FY 2006-07: 6.5 FTE's**
  - Management and Budget Director
  - Principal Analyst (2)
  - Senior Management Analyst
  - Management Analyst
  - Senior Office Specialist
  - Management Assistant (0.5)
- *Revenue analysis included in Accounting Division (1 FTE)*



3

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## CURRENT BUDGET OFFICE STAFFING

- **FY 2016-17: 3 FTE's**
  - Budget and Revenue Manager (unfunded)
  - Principal Analyst (2)
- *Revenue analysis included in Accounting Division (1 FTE)*



4

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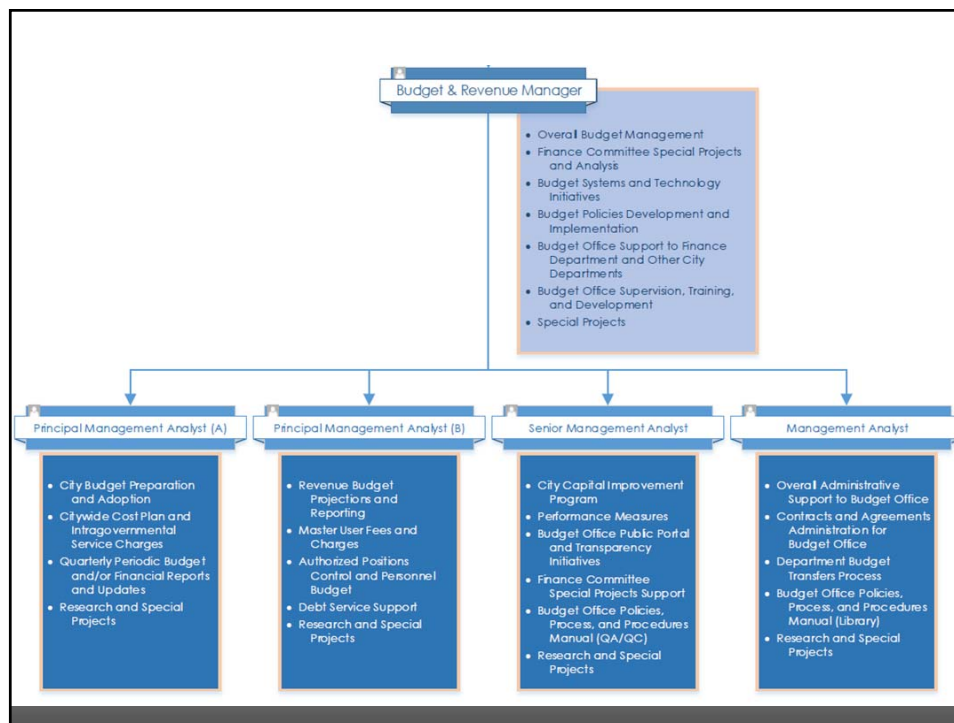
## PERFORMANCE AND FINANCIAL AUDIT

- Matrix Consulting
  - Presented to City Council on July 26, 2016
  - Recommended minimum staffing in Budget Office of 5 funded FTE's
- 2 FTE's in Budget Office is inadequate to address the financial and budget priorities of the City, and to perform a complex set of functions typical for a good Budget Office.



5

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## BUDGET OFFICE HIGHLIGHTS

- Includes revenue projections and analysis responsibilities
  - Accounting Division of the Finance Department to have more time dedicated to their core responsibilities
- Overall, this plan represents 2.5 less FTE's than have historically been allocated to the Budget Office
  - Provides excellent support to all levels of the organization
  - Contribute to enhancing transparency and understanding of financial information to the public



7

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## FINANCIAL OVERVIEW

- **FY 2106-2018 Adopted Budget**
  - \$500,000/year in Contingency Funding
- **FY 2016-17: \$315,000**
  - Positions not funded for full fiscal year
  - Existing vacancy (Principal Analyst)
- **FY 2017-18: \$440,000**



8

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## FINANCE COMMITTEE

- On August 10, 2016, the Finance Committee unanimously approved staff's recommendation to add three staff members to the Budget Office



9

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## RECOMMENDATION

That the City Council amend the Fiscal Year 2016-2018 Adopted Two-Year Budget Personnel Detail for the Finance Department (23), Fiscal Resources (231000), to add three full-time positions, comprised of one Budget and Revenue Manager (FIN10-8335), one Senior Management Analyst (FIN10-8450) and one Management Analyst (FIN10-8440), increasing the overall staffing in the division to five positions.



10

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