



*City of Arts & Innovation*

# Mayor's Nominating and Screening Committee

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**TO: MEMBERS OF THE MAYOR'S NOMINATING AND SCREENING COMMITTEE**      **DATE: SEPTEMBER 6, 2016**

**FROM: OFFICE OF THE CITY MANAGER**      **WARDS: ALL**

**SUBJECT: FORMATION OF THE BUDGET ENGAGEMENT COMMISSION**

## **ISSUES:**

For consideration by the Mayor's Nominating and Screening Committee is the formation of the Budget Engagement Commission, whose role would be to: 1) Advise the City Council on spending and policy priorities, through the review of the City's quarterly financial and performance information; and 2) Schedule and preside over public meetings to be held throughout the City in the spring preceding the biennial budget cycle (or as directed by the City Council under special circumstances), to review budgetary issues and solicit public input regarding any major changes in spending priorities.

## **RECOMMENDATIONS:**

That the Mayor's Nominating and Screening Committee:

1. Approve and forward to the City Council recommendations on the purpose, membership and terms, and meeting schedule for the Budget Engagement Commission; and
2. Direct staff to return in October 2016 with necessary legislation to form the Commission.

## **BACKGROUND:**

During the July 26, 2016 meeting, the City Council directed staff to propose a structure for the Budget Engagement Commission, to include both residents and business representatives.

## **DISCUSSION**

Staff recommends that the Budget Engagement Commission ("BEC") be set up in accordance with Sections 800 and 802 of the City Charter, as summarized below.

- *Purpose of the Commission*

The purpose of BEC will be to advise the City Council on spending and policy priorities based on the information received through quarterly financial and performance reports. Initially, the Commission will also help establish a limited number of Citywide performance indicators, as part of the Performance Measurement and Reporting program that City management will soon launch.

BEC will also work with staff to maximize public engagement on municipal budgetary issues.

- *Membership and Selection*

Staff recommends that BEC be composed of fifteen (15) members, consisting of:

- Eight (8) residents, with seven representing each of the City's wards and one Citywide; and
- Seven (7) business members.

The members will be selected by the Mayor and City Council in accordance with Section 802 of the City Charter. The City Council can determine whether formal interviews are held.

- *Term of Office*

In accordance with City Charter Section 802, BEC members will serve a term of four years, for a maximum of two consecutive terms.

- *Meetings*

BEC will meet quarterly to review financial and performance reports before they are presented to the City Council. In addition, upon formation in January 2017, BEC will have a meeting to review and provide input on Citywide performance indicators recommended by staff based on the Riverside 2.0 strategic priorities.

- *Staff support*

The Finance Department (Budget Office) would provide staff support to BEC.

## **FISCAL IMPACT:**

This report has no direct fiscal impact.

Prepared by: Marianna Marysheva-Martinez, Assistant City Manager  
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Approved as to form: Gary G. Geuss, City Attorney