



Agenda Report

Fullerton City Council

MEETING DATE: NOVEMBER 5, 2019

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: ELLIS CHANG, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: PERSONNEL MANAGEMENT SYSTEM CHANGE ADDING BUDGET ANALYST POSITION TO THE ADMINISTRATIVE SERVICES DEPARTMENT PERSONNEL SUMMARY

SUMMARY

Request to add the Budget Analyst position to the Administrative Services Department personnel summary and appropriate funding to fill the position of Budget Analyst. The Budget Analyst position is in the 881 salary range in the Confidential, Non-Represented group.

RECOMMENDATION

Amend the Fiscal Year 2019-20 adopted budget to add the Budget Analyst position to the Administrative Services Department personnel summary as specified.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

The annualized, fully burdened cost for proposed changes to the Administrative Services Department classifications is approximately \$162,000. The \$162,000 maximum represents placement at top step (step 6) of the salary scale and with full benefits. Actual salary will depend on qualifications and placement on the scale when hired and the benefits will vary depending on employee selection. The budget appropriation will be prorated for the remainder of Fiscal Year 2019-20.

During the current fiscal year the Budget Analyst position funding will be allocated to the General, Water, Sanitation, Sewer, Refuse and Successor Agency funds and current year funding will be absorbed due to expected salary savings in the General Fund.

DISCUSSION

In Fiscal Year 2011-12, the Budget Analyst position was eliminated (defunded) from the budget. The impact of defunding this position has hindered the City's ability to regularly and timely review and perform analysis on revenues and expenditures, as well as support departments with monitoring and project cost analysis. In the absence of the Budget Analyst, the Administrative Services Director took on the primary responsibility of creating the City's budget which greatly reduced the Director's ability overseeing all financial aspects of the City and the various divisions of the City to include Information Technology.

As Administrative Services is reassessing department staffing and configuration, the Budget Analyst position was identified as a crucial need. In addition to planning, organizing and coordinating the City's budget process, this position will also be tasked with monitoring and tracking labor costs as well as monitoring position control, coordinating city-wide budgetary analytic support and training department analysts, supporting transparency both internally and externally and implementing budgetary best practices.

Budget Analyst responsibilities directly align with and support the City Council's Fiscal and Organizational Stability priority policy statement. This position will also be tasked with updating and monitoring the City's mid and long-term financial forecasts, working with other departments to update and manage City's financial transparency portal (Open-Gov) and evaluate best practices and strategies to support decision making at this critical juncture to ensure long term fiscal stability.

To recognize the duties and scope of responsibilities of the Budget Analyst, this position is assigned to Salary Range 881 (\$6,486 – \$8,278) of the Confidential Non-Represented group.

For the current fiscal year, the estimated cost is 50% of the annual cost and the approximate General Fund allocation of \$40,500 will be absorbed from expected salary savings. For Fiscal Year 2020-21, this position will be fully incorporated into the Administrative Services Department budget at its fully burdened rate.

The Budget Analyst position will work under the general supervision of the Director of Administrative Services in the areas outlined above, as well as in the class specification.

As the Budget Analyst will provide support throughout the organization, Administrative Services recommends funding the position in the following allocation utilizing anticipated labor savings calculated into the current year budget:

Fund	Percent Allocation	Estimated Dollar Value
10 – General Fund	50%	\$81,000
44 – Water Fund	15%	\$24,300
47 – Sewer Fund	15%	\$24,300
48 – Refuse Fund	15%	\$24,300
89 – Successor Agency Trust Fund	5%	\$8,100
Half-year costs (50% budgeted)		\$81,000

This allocation of funding is appropriate given the scope of responsibility of the position and support that will be provided across these funds.