

General Fund Proposed Balancing Measures
FY 2018-20 Two-Year Baseline Budget
Updated February 26, 2018

BALANCING MEASURE	REVENUE/EXPENSE	DESCRIPTION	FY 2018-19	FY 2019-20	TOTALS
EXPENDITURE REDUCTIONS					
City Clerk (Reviewed)					
1 Election Services Costs	EXPENSE	No service impact	164,774	-	164,774
2 Record Storage and Services	EXPENSE	No service Impact – negotiated lower vendor contract	3,600	-	3,600
3 Training	EXPENSE		1,200	-	1,200
4 Supplies and office expenses	EXPENSE		2,841	-	2,841
5 Advertising	EXPENSE		14,990	-	14,990
Total			187,405	-	187,405
City Manager (Reviewed)					
1 Federal Lobbyist	EXPENSE		80,000	80,000	160,000
2 Professional Consultant Services	EXPENSE		33,342	33,847	67,189
3 Shop Riverside	EXPENSE		25,000	25,000	50,000
4 Grant Search Software	EXPENSE		20,790	20,790	41,580
5 Print Advertising	EXPENSE		15,300	27,458	42,758
6 Training	EXPENSE		8,000	8,500	16,500
7 UCR Internship Sponsorship	EXPENSE		5,000	5,000	10,000
8 CPRC Commissioner Training	EXPENSE		5,000	5,000	10,000
9 Sponsorships	REVENUE		-	200,000	200,000
10 Performance Audits	EXPENSE		300,000	-	300,000
Total			492,432	405,595	898,027
Community & Economic Development (Reviewed)					
1 3% Vacancy Factor	EXPENSE	No service impact	381,368	414,371	795,739
3 General Plan Reserve	REVENUE	No service impact; charge eligible expenses to General Plan Reserve	190,109	194,101	384,210
4 Admin - GrowRiverside	EXPENSE		7,880	7,878	15,758
5 Planning - Central Printing Services	EXPENSE	No Impact	2,142	2,185	4,327
6 Neighborhoods - Professional Consulting Services	EXPENSE	Severely impacts community engagement and educational programming.	20,472	22,987	43,459
7 Neighborhoods - Cellular Service	EXPENSE	No Impact	5,917	5,560	11,477
8 ED - Software Licensing	EXPENSE	No Impact	10,000	10,000	20,000
9 ED - Postage	EXPENSE	No Impact	2,000	2,000	4,000
10 ED - Central Printing Services	EXPENSE	No Impact	5,000	5,000	10,000
11 ED - Advertising	EXPENSE	No Impact	5,000	5,000	10,000
12 Arts & Culture - Professional Services	EXPENSE	Will limit additional programming and opportunities.	7,100	7,100	14,200

BALANCING MEASURE	REVENUE/EXPENSE	DESCRIPTION	FY 2018-19	FY 2019-20	TOTALS
13 Arts & Culture - Advertising	EXPENSE	Will limit additional programming and opportunities.	6,200	6,200	12,400
14 Arts & Culture - Travel & Meetings	EXPENSE	There will be less opportunities to further education or knowledge for staff.	2,500	2,500	5,000
15 Arts & Culture - City Sponsorship Program	EXPENSE	Will effect organization's events with either less funding and/or funding less events.	4,338	10,605	14,943
17 Code Enforcement - Central Printing Services	EXPENSE	No Impact	464	802	1,266
18 Code Enforcement - Uniforms	EXPENSE	No Impact	2,000	2,000	4,000
19 Code Enforcement - Travel & Meetings	EXPENSE	There will be less opportunities to further education or knowledge for staff.	725	747	1,472
29 Bldg & Safety - Professional Services ECS Imaging	EXPENSE	Contract reduction savings	5,000	5,000	10,000
Total			658,215	704,036	1,362,251
Finance (Reviewed)					
1 (Finance) Refunding of the 2007A-D Tax Allocation Bonds	REVENUE		650,000	350,000	1,000,000
2 Postage and envelopes	EXPENSE	Depending on the success of the Business Tax Action Plan, this reduction may restrict our ability to reach customers and enhance General Fund revenue.	13,700	13,700	27,400
3 Integrated Transparency Portal	EXPENSE	Finance is currently evaluating another transparency option; the less expensive option will not be integrated with the City's financial system as the current product is, so loss of this product may compromise efficiency and require more staff intervention.	8,000	8,000	16,000
Total			671,700	371,700	1,043,400
Fire (Reviewed)					
1 (Fire) Meridian Automatic Aid Agreement	REVENUE		115,000	115,000	230,000
2 Discontinue courier service to deliver mail, air cylinders and equipment to fire stations	EXPENSE		27,450	27,450	54,900
3 Shift costs for Internet Based EMS Training System to Fire's Instructional Services Agreement with Rancho Santiago Community College District	EXPENSE		25,500	25,500	51,000

BALANCING MEASURE	REVENUE/EXPENSE	DESCRIPTION	FY 2018-19	FY 2019-20	TOTALS
4 Shift costs for departmental training to Fire's Instructional Services Agreement with Rancho Santiago Community College District	EXPENSE		15,111	15,111	30,222
Total			183,061	183,061	366,122
General Services (Reviewed)					
1 Eliminate Assistant Director position (vacant)	EXPENSE		166,030	181,976	348,006
2 Miscellaneous professional Services	EXPENSE		14,000	15,000	29,000
4 Building Energy Efficiency Savings	EXPENSE		-	200,000	200,000
Total			180,030	396,976	577,006
Human Resources (Reviewed)					
2 Professional Services	EXPENSE	Cost allocate charges associated with pre-employment	35,000	40,000	75,000
Total			35,000	40,000	75,000
Innovation & Technology (Reviewed)					
1 (IT) Sale of City-owned IP Addresses	REVENUE		100,000	100,000	200,000
2 Software Maintenance and Support	EXPENSE	No Service Impact. Reduction was related to the elimination of project contingency funds and the renegotiation/consolidation of vendor agreements.	250,444	332,131	582,575
3 Professional Services	EXPENSE	Eliminates emergency call support for phone system, GIS consulting services, and data center preventative maintenance (cleaning) - No impact of the Citywide GIS upgrade is funded.	27,800	25,400	53,200
4 Office Expenses and Special Supplies	EXPENSE	Minimal Service Impact – Defer purchase to reduce costs.	12,800	10,000	22,800
5 Equipment/Software Purchase and Maintenance	EXPENSE	Replace equipment less frequently, perform maintenance and upgrades to equipment and software less frequently	78,276	27,989	106,265
6 Vacancy Factor	EXPENSE	Minimal Service Impact during period positions held vacant.	40,347	56,972	97,319
Total			509,667	552,492	1,062,159
Library (Reviewed)					
1 General Office Supplies System-wide	EXPENSE	Limits the ability to purchase office supplies and limits the products that can be purchased for programming such as littlebits, filament for the 3D printer	10,494	5,977	16,471
4 Library Page (Vacant)	EXPENSE	Front line customer service and library program impacts.	17,124	17,590	34,714

BALANCING MEASURE	REVENUE/EXPENSE	DESCRIPTION	FY 2018-19	FY 2019-20	TOTALS
6 Library Associate (Vacant)	EXPENSE	Front line customer service and library program impacts.	36,691	39,939	76,630
7 Library Tech Intern (Vacant)	EXPENSE	Front line customer service and library program impacts.	17,179	19,637	36,816
11 Misc Printing	REVENUE	Revenue projections from misc printing	26,000	29,000	55,000
19 2.5% Vacancy Factor	EXPENSE		160,242	172,415	332,657
Total			267,730	284,558	552,288
Museum (Reviewed)					
1 Office Specialist position	EXPENSE	No Service Impact during Museum closure.	34,487	36,687	71,174
2 Museum Maintenance Worker	EXPENSE	No Service Impact during Museum closure.	47,931	51,584	99,515
Total			82,418	88,271	170,689
Office of the City Attorney (Reviewed)					
1 Special Programs	EXPENSE	Special Program funds are generally necessary to assist with the funding of unanticipated costs and expenses on behalf of other City Departments in order to meet the goals and objectives of the City Council and Mayor. Funding for the Neighborhood Livability Programs enables this office to continue to further those goals of the Mayor and City Council in improving the quality of life in the City of Riverside. As such, expenditures of these Special Program funds are largely Council-driven.	260,039	280,474	540,513
Total			260,039	280,474	540,513
Parks, Recreation & Community Services (Reviewed)					
1 (PRCS) Sponsorships	REVENUE		19,257	13,093	32,350
2 (PRCS) Find grant funding source for instruction and materials for Lifeguards/Aquatics. Potential sources include Operation Splash - Kaiser, LA 84.	REVENUE		7,850	7,850	15,700
3 Office Supplies	EXPENSE	5% reduction in office supplies budget spread across multiple centers, programs, and activities.	945	992	1,937
4 2% Vacancy Factor	EXPENSE		199,521	215,805	415,326
5 Consolidate Superintendent positions	EXPENSE	Consolidate two Superintendent positions into one Deputy Director position.	119,994	131,866	251,860
6 Part-time Salaries - Recreation	EXPENSE	Reduce part-time salaries budget. This will require adjusting full-time staff work schedules to avoid impacting operating hours for community centers and senior centers.	50,000	52,500	102,500

BALANCING MEASURE	REVENUE/EXPENSE	DESCRIPTION	FY 2018-19	FY 2019-20	TOTALS
8 Personnel background checks	EXPENSE	Remove contingencies budgeted for outside personnel investigations, risk assessments, etc. Service Impact: Greater reliance on internal staff conducting investigations either at Department level or HR level and conducting risk assessments, etc.	10,000	10,000	20,000
9 Printing	EXPENSE	Reduce Central Printing for internal forms - registration and waiver forms, surveys, 3-part carbon copy facility rental agreements, etc.	3,000	3,150	6,150
11 Staff training	EXPENSE	Eliminate some training opportunities such as attendance at CPRS conferences; LCW trainings, Supervisory trainings. Requesting \$131 per FTE for core training needs. This reduction would reduce training request to only a minor investment in staff development at \$100 per FTE in Recreation Division.	2,365	2,483	4,848
13 Equipment Replacement	EXPENSE	Defer or delay replacement of tables, chairs, worn equipment, etc. at Senior Centers, YOC, Bobby Bonds.	3,000	3,150	6,150
14 Equipment Replacement	EXPENSE	Continue to defer replacement of banquet tables, chairs, boxing and fitness equipment, peddle boats, etc. at Community Centers. Current equipment showing significant wear and tear. Service Impact: Quality of programming, rentals, etc. negatively impacted.	8,000	8,400	16,400
15 Equipment Replacement	EXPENSE	Reduce replacement/upgrade of computer equipment and technology components.	2,600	2,730	5,330
16 Landscape	EXPENSE	Utilize Riverwalk LMD to supplement funding	20,000	20,000	40,000
18 Community Involvement	EXPENSE	Eliminate PRCSD's youth and seniors from Bordwell park participation in Eastside Community Garden and discontinue relationship with School site.	1,000	1,050	2,050
21 Public Event	EXPENSE	Revamp Mariachi Festival to coincide with Festival of Lights and look to increase sponsorships.	25,000	26,900	51,900
23 Public Event	EXPENSE	Find sponsorship for Winter Wonderland event	13,000	13,650	26,650
Total			485,532	513,620	999,152

BALANCING MEASURE	REVENUE/EXPENSE	DESCRIPTION	FY 2018-19	FY 2019-20	TOTALS
Police (Reviewed)					
1 Personnel	EXPENSE	Eliminate Assistant Police Chief position, currently vacant.	245,470	269,805	515,275
2 Personnel	EXPENSE	Anticipated reductions in civilian positions due to attrition and efficiency measures implemented in conjunction with new software systems.	-	273,000	273,000
Total			245,470	542,805	788,275
Public Works (Reviewed)					
6 Shift cost from the City to School Districts (AUSD and RUSD). FY 18/19 est. 25% shift - AUSD 47,248; RUSD 158,176 FY19/20 est. 50% shift - AUSD 97,330; RUSD 325,843	Expense	Crossing Guard Services	205,424	423,173	628,597
7 Shift cost from General Fund to Gas Tax-SB1Funds. For concrete, slurry and/or paving work conducted by PW/Street Maintenance Division. Starting 18/19, new charge to shift cost is entered into Questica, but not recognized of \$300,000. Proposal is to increase by \$200,000 for a total cost shift recognized of \$500,000 for FY 18/19 and 19/20.	Expense	Street Maintenance	500,000	425,980	925,980
12 Increase revenue - Grading Plan Review FY 18/19 From 243,000 to 280,000. FY 19/20 From 247,860 to 285,000.	Revenue	Engineering/Land Development - (One-Stop Shop) Experiencing increase in volume related to Grading Plan Reviews.	37,000	37,140	74,140
13 Increase revenue - Inspection FY 18/19 From 983,000 to 996,000. FY 19/20 From 1,002,660 to 1,013,843	Revenue	Engineering/Land Development - (One-Stop Shop) Experiencing increase in volume related to inspections related to Right of Way construction.	13,000	11,183	24,183
14 Sponsorship Partnerships - Revenue generation	Revenue	Corporate sponsorships (Pilot Program) - Adopt-A-Median - Wrap: Traffic Pole/Traffic Cabinet	44,000	44,000	88,000
15 Vacancy factor 2.5%-3% - Street Maintenance	Expense	Based on historical trend data, time lag to fill vacant positions is quantified into a budget savings dollar value.	126,968	82,668	209,636

BALANCING MEASURE	REVENUE/EXPENSE	DESCRIPTION	FY 2018-19	FY 2019-20	TOTALS
16 Vacancy factor 2.5%-3% - City Engineering	Expense	Based on historical trend data, time lag to fill vacant positions is quantified into a budget savings dollar value.	156,017	104,848	260,865
17 RPU/PW Sharing Resources	Expense	Resource sharing of paving equipment will enable PW to perform additional paving services for RPU.	-	300,000	260,865
Total			1,082,409	1,428,992	2,472,266
TOTAL REVENUE ENHANCEMENTS / EXPENDITURE REDUCTIONS			\$ 5,341,108	\$ 5,792,580	\$ 11,094,553
PROJECTED BASELINE SHORTFALL			\$ 4,000,000	\$ 7,000,000	\$ 11,000,000
<i>Increased from initial baseline projections of \$3 and \$6 million based on budget meetings and the proposed RPU rate increase</i>					
DIFFERENCE			\$ 1,341,108	\$ (1,207,420)	\$ 133,688