



City of Arts & Innovation

Charter Review Committee Memorandum

TO: CHARTER REVIEW COMMITTEE

DATE: APRIL 8, 2019

FROM: FINANCE DEPARTMENT

WARD: ALL

SUBJECT: REVIEW MAYOR AND CITY COUNCIL FY 2018-19 BUDGET

ISSUE:

Receive information on the Mayor and City Council annual operating budget for FY 2018-2020

RECOMMENDATIONS:

That the Charter Review Committee receive and file this report.

DISCUSSION:

The following tables provide a summary of the adopted and amended FY 2018-2020 operating budgets for the City Council and Mayor's Office.

CITY COUNCIL PERSONNEL

Position Description	Full Time Equivalent (FTE)	FY 2018-19 Adopted	FY 2019-20 Adopted
Council Assistant	7	617,786	669,518
Mayor Pro Tem	1	61,097	61,562
Council Member	6	414,159	419,934
Total	14	1,093,042	1,151,014

CITY COUNCIL OPERATING BUDGET

Description	FY 2018-19 Amended	FY 2019-20 Adopted
Salaries	754,956	802,379
Benefits	411,244	436,410
Telephone	4,420	4,420
Vehicle Expense	14,764	15,256
Periodicals & Dues	8,770	9,033
Office Expenses	20,687	20,640
Travel & Meeting Expense	17,451	18,393
Liability Insurance	13,407	11,507
Prior Year Carryover	12,401	-
Other Charges	331,734	324,802
City Council Total	1,589,834	1,642,840

MAYOR'S OFFICE PERSONNEL

Position Description	Full Time Equivalent (FTE)	FY 2018-19 Adopted	FY 2019-20 Adopted
Senior Office Specialist	1	62,078	67,817
Chief of Staff	1	131,608	144,873
Mayor	1	107,801	109,436
Admin Assistant to the Mayor	1	75,234	82,732
Assistant to the Mayor	2	188,430	202,340
Int'l Affairs & Protocol Officer	1	121,574	131,909
Administrative Intern	0.25	7,662	8,274
Total	7.25	694,387	747,381

MAYOR'S OFFICE OPERATING BUDGET

Description	FY 2018-19 Amended	FY 2019-20 Adopted
Salaries	524,485	566,983
Benefits	236,590	262,408
Telephone	6,200	6,200
Vehicle Expense	5,720	6,309
Periodicals & Dues	1,800	1,800
General Office Expense	7,166	7,100
Computer Equip Purchase Under \$5,000	2,221	-
Special Department Supplies	3,725	1,500
Travel & Meeting Expense	4,000	4,000
Liability Insurance	9,491	8,087
Other Charges	234,036	229,539
Sister Cities	34,224	23,500
Model Deaf Community Program	4,151	2,000
Commission on Aging	4,611	1,500
Human Relations Commission	19,299	5,000
Multicultural Forum	1,400	1,000
Long Night of Arts/Innovation	15,000	7,500
Connect with the Mayor	2,715	1,000
Homeless Projects	4,552	-
Purple City	863	250
College Council of Riverside	3,379	3,000
Fit, Fresh and Fun	9,800	5,000
Community Support/Outreach/Education	8,500	8,500
Mayor Total	1,143,929	1,152,176

The personnel budget reflects the adopted budget for positions, salaries and benefits at the beginning of the year. The operating amended budget reflects any adjustments that were made since adoption of the budget in June 2018. Other charges include administrative service costs of operating the Department such as City Clerk, Finance and Human Resources. The Mayor's Office special program budget reflects adjustments due to ongoing timing of events.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Marie Ricci, Assistant Chief Financial Officer
Certified as to	
availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Carlie Myers, Deputy City Manager
Approved as to form:	Gary G. Guess, City Attorney