

**General Fund Proposed Balancing Measures
FY 2018-20 Two-Year Baseline Budget**

BALANCING MEASURE	DESCRIPTION	FY 2018-19	FY 2019-20
REVENUE ENHANCEMENTS			
(Finance) Refunding of the 2007A-D Tax Allocation Bonds		650,000	350,000
(Fire) Meridian Automatic Aid Agreement		115,000	115,000
(IT) Sale of City-owned IP Addresses		100,000	100,000
(PRCS) Sponsorships		19,257	13,093
(PRCS) Find grant funding source for instruction and materials for Lifeguards/Aquatics. Potential sources include Operation Splash - Kaiser, LA 84.		7,850	7,850
TOTAL REVENUE ENHANCEMENTS		892,107	585,943
EXPENDITURE REDUCTIONS			
City Clerk			
Election Services Costs	No service impact	164,774	-
Record Storage and Services	No service Impact - negotiated lower vendor contract	3,600	-
Training		1,200	-
Supplies and office expenses		2,841	-
Advertising		14,990	-
Total		187,405	-
City Manager			
Federal Lobbyist		80,000	80,000
Professional Consultant Services		33,342	33,847
Shop Riverside		25,000	25,000
Grant Search Software		20,790	20,790
Print Advertising		15,300	27,458
Training		8,000	8,500
UCR Internship Sponsorship		5,000	5,000
CPRC Commissioner Training		5,000	5,000
Total		192,432	205,595
Community & Economic Development			
2% Vacancy Factor	No service impact	281,466	305,793
Personnel - eliminate 2 Code Enforcement Officers II	May impact response times and customer service	186,640	204,142
General Plan Reserve	No service impact; charge eligible expenses to General Plan Reserve	190,109	194,101
Total		658,215	704,036
Finance			
Postage and envelopes	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
Integrated Transparency Portal	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
Total		21,700	21,700
Fire			
Discontinue courier service to deliver mail, air cylinders and equipment to fire stations		27,450	27,450
Shift costs for Internet Based EMS Training System to Fire's Instructional Services Agreement with Rancho Santiago Community College District		25,500	25,500
Shift costs for departmental training to Fire's Instructional Services Agreement with Rancho Santiago Community College District		15,111	15,111
Total		68,061	68,061

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General Services			
Eliminate Assistant Director position (vacant)		166,030	181,976
Miscellaneous professional Services		14,000	15,000
Delay Facility Maintenance		17,249	11,937
Total		197,279	208,913
Human Resources			
Eliminate Sr. HR Analyst Position - Vacant	Moderate Service Impact – Lack of service delivery to client departments due to the inability to fill the Sr. Human Resources Analyst position	108,535	118,399
Professional Services	Cost allocate charges associated with pre-employment	35,000	40,000
Total		143,535	158,399
Innovation & Technology			
Software Maintenance and Support	No Service Impact. Reduction was related to the elimination of project contingency funds and the renegotiation/consolidation of vendor agreements.	250,444	332,131
Professional Services	Eliminates emergency call support for phone system, GIS consulting services, and data center preventative maintenance (cleaning)	27,800	25,400
Office Expenses and Special Supplies	Minimal Service Impact – Defer purchase to reduce costs.	12,800	10,000
Equipment/Software Purchase and Maintenance	Replace equipment less frequently, perform maintenance and upgrades to equipment and software less frequently	78,276	27,989
Vacancy Factor	Minimal Service Impact during period positions held vacant.	40,347	56,972
Total		409,667	452,492
Library			
General Office Supplies System-wide	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	19,541	20,000
Security Guard Services	Eliminate security guard services at Arlington and Marcy Branches. Service Impact: Reduces the departments business goals in creating a safe and welcoming public space	61,000	61,000
Library Materials	Limits the purchase of books, media, databases, and other library materials.	37,438	41,362
Library Page (Vacant)	Front line customer service and library program impacts.	17,124	17,590
Library Assistant (2-Vacant)	Front line customer service and library program impacts.	78,757	85,030
Library Associate (Vacant)	Front line customer service and library program impacts.	36,691	39,939
Library Tech Intern (Vacant)	Front line customer service and library program impacts.	17,179	19,637
Total		267,730	284,558
Museum			
Office Specialist position	No Service Impact during Museum closure.	34,487	36,687
Museum Maintenance Worker	No Service Impact during Museum closure.	47,931	51,584
Total		82,418	88,271

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Office of the City Attorney			
Special Programs	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
Total		260,039	280,474
Parks, Recreation & Community Services			
Office Supplies	5% reduction in office supplies budget spread across multiple centers, programs, and activities.	945	992
2% Vacancy Factor		199,521	215,805
Consolidate Superintendent positions	Consolidate two Superintendent positions into one Deputy Director position.	119,994	131,866
Part-time Salaries - Recreation	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
Part-Time Salaries - Parks	Reduce part-time salaries budget. This will result in delayed restroom cleaning and opening; delayed or no locking park gates; ad-hoc weed abatement.	40,000	42,000
Personnel background checks	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
Printing	Reduce Central Printing for internal forms - registration and waiver forms, surveys, 3-part carbon copy facility rental agreements, etc.	3,000	3,150
Printing	Eliminate or significantly reduce design, print, and distribution of flyers and brochures such as through RUSD - (in student backpacks). Service Impact: This could result in lower participation and registration rates for programs and services offered and could negatively impact revenues.	10,000	10,500
Staff training	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
Building Maintenance	Reduce Building Maintenance account - process fewer repair work orders across all parks facilities or seek alternate funding sources.	25,000	25,000
Equipment Replacement	Defer or delay replacement of tables, chairs, worn equipment, etc. at Senior Centers, YOC, Bobby Bonds.	3,000	3,150
Equipment Replacement	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
Equipment Replacement	Reduce replacement/upgrade of computer equipment and technology components.	2,600	2,730

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Landscape	Reduce fertilizer from 3x per year to 2x. Service Impact: Sports fields will have highest priority with a goal of healthy safe vigorous turf. Neighborhood parks will increase weed growth so no recommendation to cut back on pre-emergent or post-emergent chemicals.	40,000	42,000
Security	Remove security guards posted at Dales Sr. Center / White Park. Service Impact: Greater reliance on staff monitoring and requesting support from Police Department as needed.	53,000	54,060
Community Involvement	Eliminate PRCSD's youth and seniors from Bordwell park participation in Eastside Community Garden and discontinue relationship with School site.	1,000	1,050
Day & Mini-camp Excursions	Eliminate excursions or replace excursions with a less costly option - reduce education and enrichment impact of Day & Mini camp programs. Service Impact: Result in lower participation rates and reduced revenues.	10,000	10,500
Senior Programs	Eliminate fee-based senior excursion programs. Actual impact to GF would be less than the amount of reduced expenditure since program is currently at approximately 75% cost recovery. Also, reduce entertainment & food catering for quarterly dinner/dance socials at La Sierra & Dales senior centers.	23,500	24,675
Public Event	Eliminate Mariachi Festival (Net of \$40,000 sponsorship)	25,000	26,900
Public Event	Santa Ana River Trail Annual Family Bike Event - (this is a new citwide event that the Department has tried to absorb by leveraging partnership with County and other agencies. However, with 4% cuts staff would have to seek sponsorship for other more established events such as Winter Wonderland, Fireworks, Spring Egg Hunt, etc. and would necessarily eliminate this newer event.)	6,000	6,300
Public Event	Eliminate Snow Slide from Winter Wonderland event (if unable to find sponsorship)	13,000	13,650
Public Event	Villegas Park End of Summer Concert (previously sponsored)	1,500	1,575
Public Event	Summer Concerts at Fairmount Park - Eliminate Summer Concert Special Event. An alternative would be to reduce from 6 concerts to 3; however, the advertising costs for pole banners, flyers, brochures, planning efforts, etc., would remain the same for 3 concerts as for 6 without the same benefit to the community.	16,000	16,800
Public Event	Fireworks - 4th of July. Eliminate La Sierra fireworks show and do only one Fireworks one main fireworks event at Mt. Rubidoux.	28,750	30,188
Recreational Activity	Turn off water play features.	20,000	20,000
Recreational Activity	Close 1 of 7 pools in City (Arlington Pool) thereby reducing the number of part-time hours needed for Pool Managers, Lifeguards, Recreation Leaders.	40,000	42,000
Recreational Supplies	10% reduction Recreation supplies for Friendly Stars (adult with disabilities) program.	840	882
Recreational Supplies	10% reduction Recreation supplies Youth Opportunity Center activities, classes, special events.	1,500	1,575
Recreational Supplies	5% reduction Recreation supplies La Sierra Senior Center activities, classes, special events.	670	705
Recreational Supplies	5% reduction Recreation supplies Dales Senior Center activities, classes, special events.	670	705

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Recreational Supplies	10% reduction Recreation supplies (learning games, dvds, cds, arts'n'craft, outdoor equipment, etc.) for Time for Tot program at 4 sites.	800	840
Recreational Supplies	5% reduction in Recreation Supplies (sports equipment, ice packs, first aid kits, scoreboards, flags, t-shirts, safety equipment, etc.) spread across all centers, programs, and activities. Service Impact: Quality of programming will be slightly negatively impacted.	7,961	8,150
Total		764,616	811,131
Police			
Personnel	Eliminate Assistant Police Chief position, currently vacant.	245,470	269,805
Total		245,470	269,805
Public Works			
	Increase charge from PW/Street Maintenance to Gas Tax-SB1 funds for concrete, slurry and/or paving work	500,000	500,000
	100% elimination of the Landscape contingency for non-routine repairs (including vandalism, emergencies, special projects and replanting)	262,500	275,625
	21% Decrease of Landscape maintenance (North, South, &Victoria) reducing the frequency of mowing, trash removal, shrub &small tree trimming, and reducing the number of contract personnel in the field who help identify repair & replacement needs	319,909	211,919
	22% Decrease of Landscape maintenance (North, South, &Victoria) reducing the frequency of mowing, trash removal, shrub &small tree trimming, and reducing the number of contract personnel in the field who help identify repair & replacement needs		
	100% Eliminate - New Landscape Maintenance for Tyler medians between Hole and Wells	-	132,300
	26% Decrease for tack oil to maintain streets	-	9,148
Total		1,082,409	1,128,992
TOTAL EXPENDITURE REDUCTIONS		\$ 4,580,976	\$ 4,682,427
TOTAL BALANCING MEASURES - REVENUE AND EXPENDITURES		\$ 5,473,083	\$ 5,268,370