

FY 2018-2020 Budget Overview

FINANCE DEPARTMENT

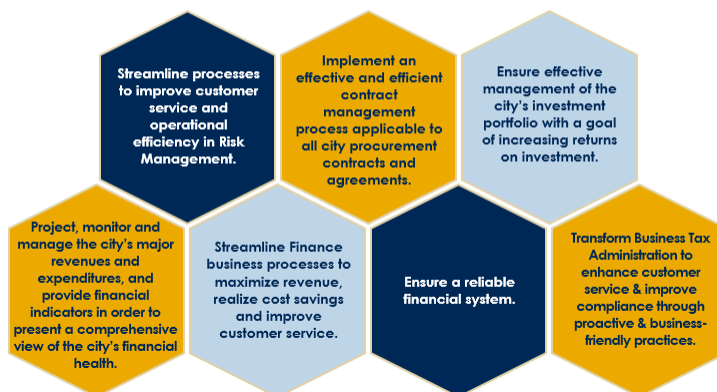
City Council
May 22, 2018

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DEPARTMENT OVERVIEW

The Department of Finance is responsible for all **financial record keeping and reporting functions required by the City Charter**. Finance functions include centralized accounting, preparing the City's annual budget and capital improvement program, revenue and investment management, debt administration, financial systems management, purchasing, and risk management.

Riverside 2.1 Strategic Goals



2

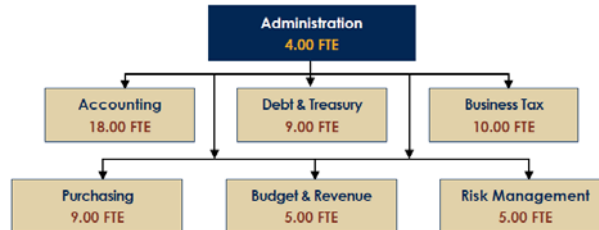


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PERSONNEL



Adam Raymond – Chief Financial Officer/ Treasurer



FY 2018-19 Budgeted
Full-Time Equivalent Positions

60.0

FY 2019-20 Budgeted
Full-Time Equivalent Positions

60.0

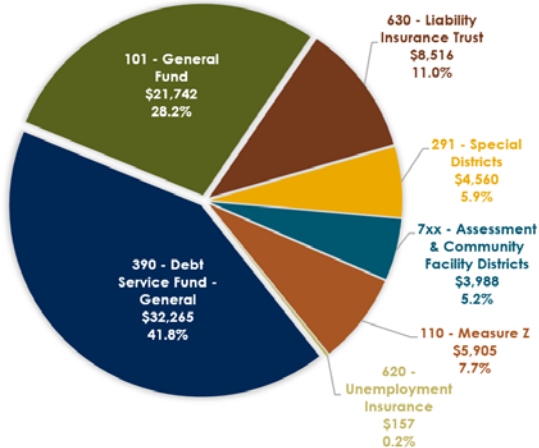


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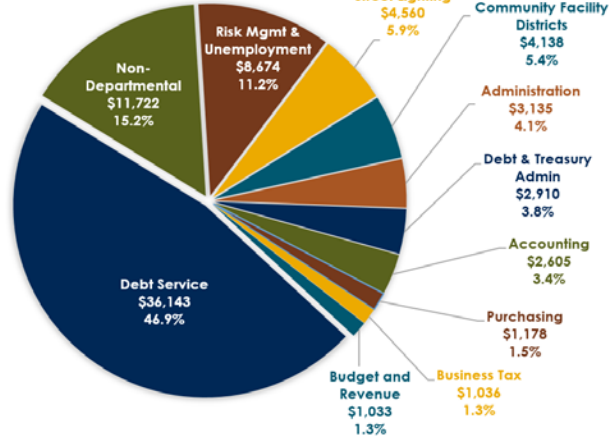
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PROPOSED EXPENDITURES - FY 2018/19

FY 2018/19 BY FUND
(in thousands)



FY 2018/19 BY DIVISION
(in thousands)



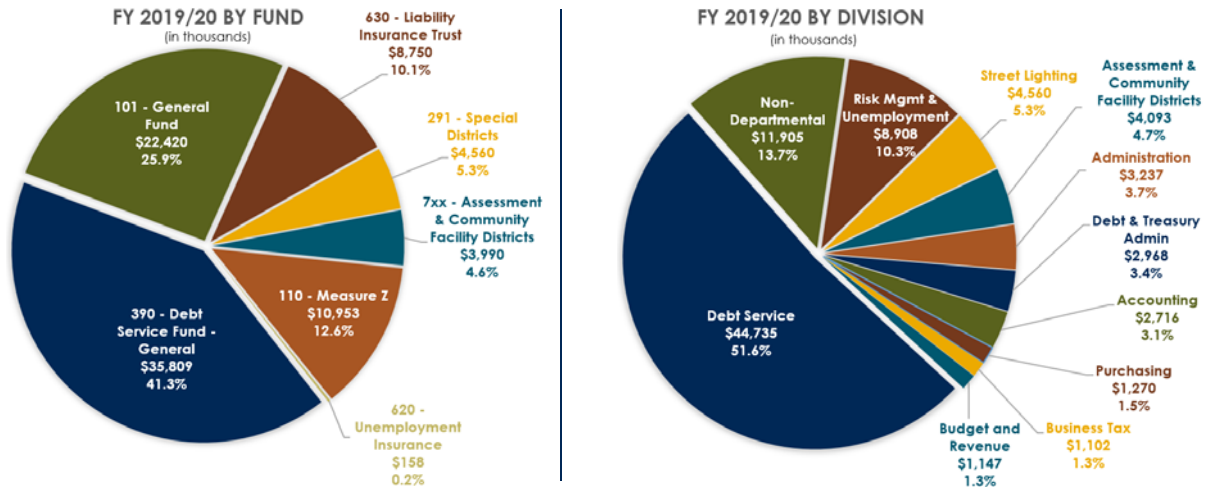
Total Operating: \$77.1 million

4



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PROPOSED EXPENDITURES - FY 2019/20



Total Operating - All Funds: \$86.6 million

5



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PRIMARY CHALLENGES

Primary challenges in this budget cycle include:

- Limited funding available for ad-hoc professional services and/or training, particularly related to:
 1. CalPERS: Frequent changes require in-depth analysis.
 2. Debt: Restructuring and new issuances.
 3. Financial Reports/Audits: New accounting pronouncements will require the expertise of financial advisors and training for staff.

6



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BALANCING MEASURES

Balancing Measure	FY 2018/19	FY 2019/20
Revenue Generation		
Refund 2007 A-D Tax Allocation Bonds (property tax revenue)	650,000	350,000
Cost Savings		
Postage and Envelopes	13,700	13,700
Integrated Transparency Portal	8,000	8,000
Total Balancing Measures Incorporated Into FY 2018/20 Budget	671,700	371,700



7

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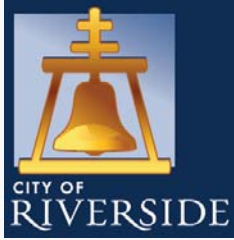
CRITICAL UNFUNDED NEEDS

Unfunded Item	FY 2018/19	FY 2019/20	Proposed Funding Source
Staff Training	30,000	30,000	
Ad-hoc Professional Services	100,000	100,000	
Total Critical Unfunded Needs	130,000	130,000	



8

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FY 2018-2020 Budget Overview

HUMAN RESOURCES DEPARTMENT

City Council
May 22, 2018

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DEPARTMENT OVERVIEW

Human Resources is responsible for Benefits Administration, Classification and Compensation, Employee and Labor Relations, Recruitment and Selection, Safety, Training and Workforce Development, and Workers' Compensation. Additionally, the department administers the Citywide Municipal Volunteer Program and Municipal Internship Program.

Riverside 2.1 Strategic Goals



10

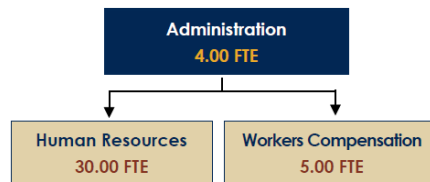


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PERSONNEL



Stephanie Holloman - Director



FY 2019-20 Budgeted
Full-Time Equivalent Positions

39.0

FY 2018-19 Budgeted
Full-Time Equivalent Positions

39.0

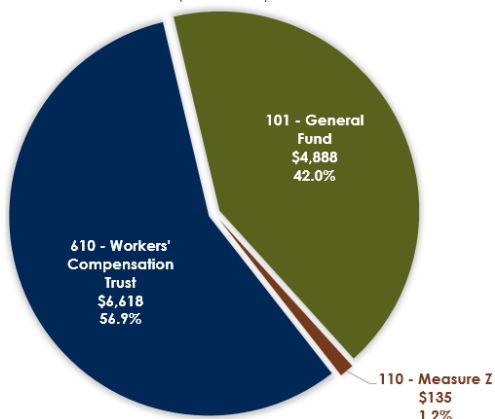


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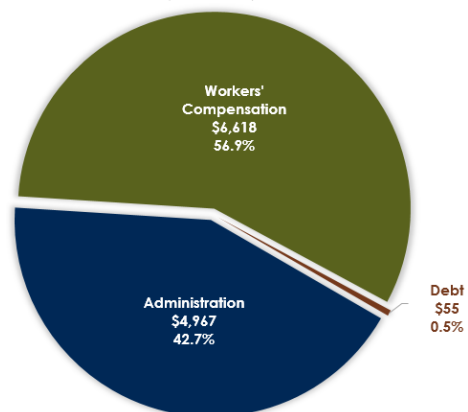
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PROPOSED EXPENDITURES - FY 2018/19

FY 2018/19 BY FUND
(In thousands)



FY 2018/19 BY SECTION
(In thousands)



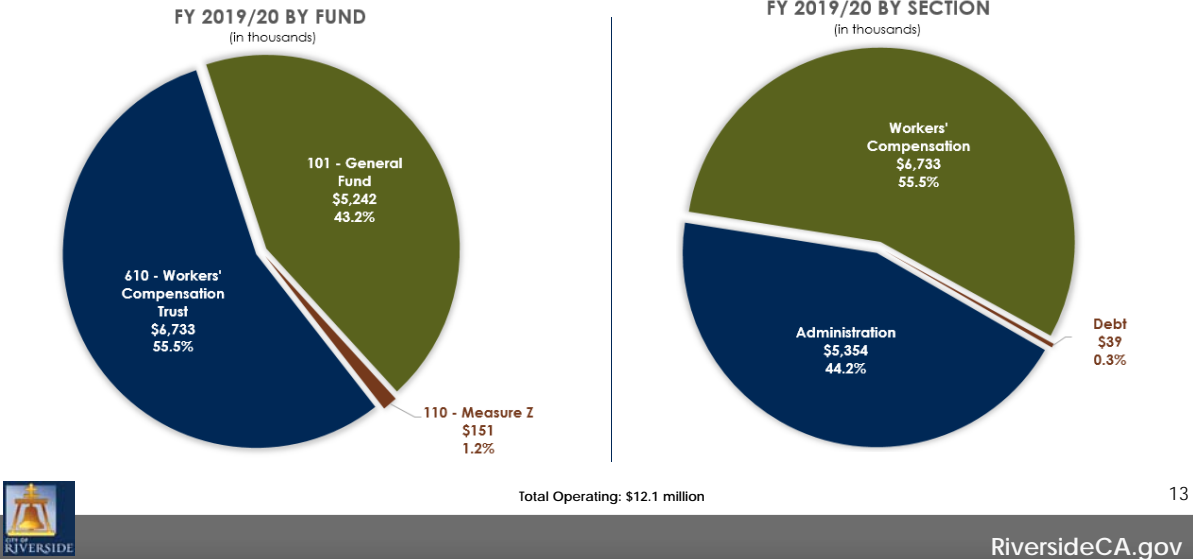
Total Operating: \$11.6 million

12



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PROPOSED EXPENDITURES - FY 2019/20



PRIMARY CHALLENGES

Primary challenges in this budget cycle include:

1. Insufficient funding for the citywide training program and mandated training for employees to ensure compliance with mandatory training laws.
2. Unfunded need to provide citywide succession planning and TMS implementation.

BALANCING MEASURES

Balancing Measure	FY 2018/19	FY 2019/20
Professional Services	35,000	40,000
Total Balancing Measures Incorporated Into FY 2018/20 Budget	35,000	40,000



15

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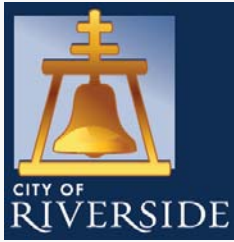
CRITICAL UNFUNDED NEEDS

Unfunded Item	FY 2018/19	FY 2019/20	Proposed Funding Source
Staff Training (Citywide; All Departments)	100,000	100,000	
Volunteer/Internship Database	5,000	5,000	
Total Critical Unfunded Needs	105,000	105,000	



16

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FY 2018-2020 Budget Overview

INNOVATION AND TECHNOLOGY DEPARTMENT

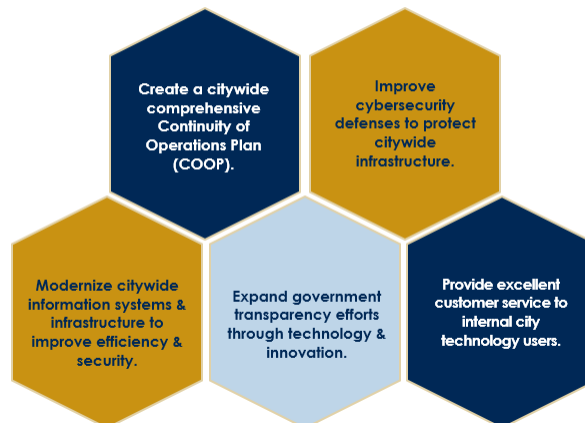
City Council
May 22, 2018

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DEPARTMENT OVERVIEW

The Innovation and Technology Department is a **full-service technology department** that provides services to City departments, such as **network support, server and datacenter operations, applications support, help desk and desktop support, and cybersecurity**. These services support the **mission and vision of the Department and the City of Riverside**.

Riverside 2.1 Strategic Goals



18

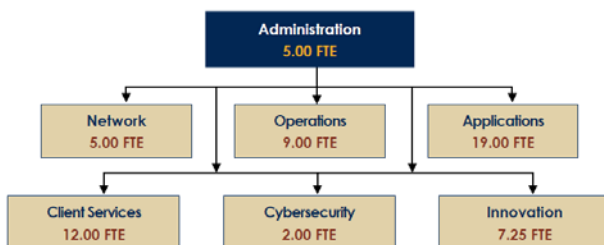


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PERSONNEL



Lea Deesing – Chief Innovation Officer



FY 2018/19
Budgeted Full-Time Equivalent
Positions

59.25

FY 2019/20
Budgeted Full-Time Equivalent
Positions

59.25

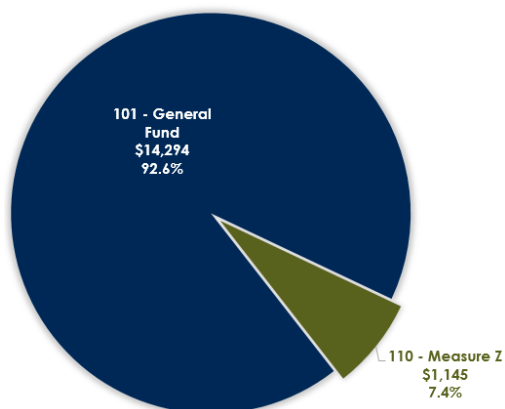


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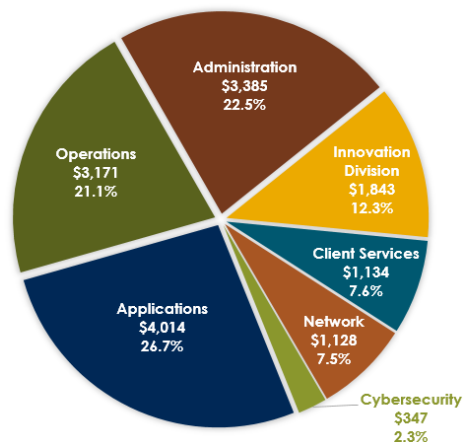
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PROPOSED EXPENDITURES - FY 2018/19

FY 2018/19 BY FUND
(In thousands)



FY 2018/19 BY SECTION
(In thousands)



Total Operating: \$15.4 million

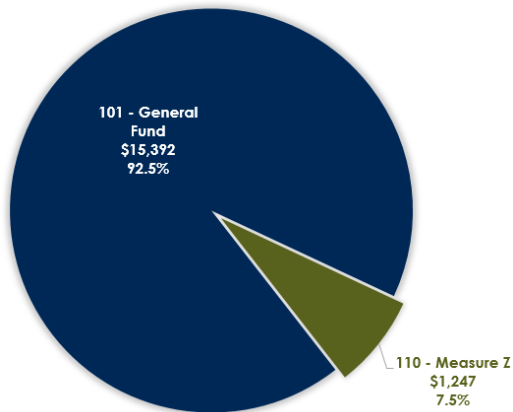
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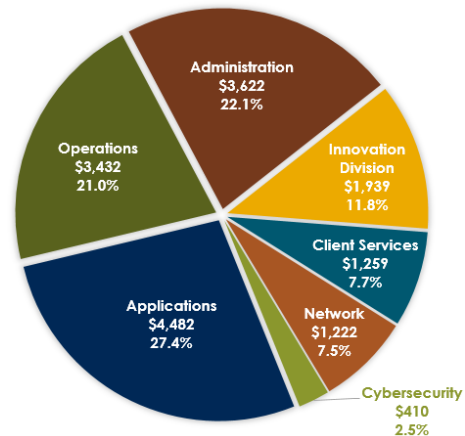
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PROPOSED EXPENDITURES - FY 2019/20

FY 2019/20 BY FUND
(in thousands)



FY 2019/20 BY SECTION
(in thousands)



Total Operating: \$16.6 million

21



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PRIMARY CHALLENGES

Primary challenges in this budget cycle include:

1. Budget incorporates contractually obligated items, but does not provide significant funding for unplanned equipment failures.
2. Industry shift from perpetual license models to subscription based licenses.
3. Equipment has shorter lifespan due to a faster product development cycle that is required to keep up with cybersecurity vulnerabilities.
4. IT FTEs remain static as expanding use of technology helps departments become more productive.
5. Lack of funding for critical capital projects

22



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BALANCING MEASURES

Balancing Measure	FY 2018/19	FY 2019/20
Revenue		
Sale of City-Owned IP Addresses	100,000	100,000
Expenditures		
Vacancy Factor	40,347	56,972
Software Maintenance and Support	250,444	332,131
Professional Services	27,800	25,400
Office Expenses and Special Supplies	12,800	10,000
Equipment and Software Purchases and Maintenance	78,276	27,989
Total Balancing Measures Incorporated Into FY 2018/20 Budget	509,667	552,492



23

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CRITICAL UNFUNDED NEEDS

Unfunded Item	FY 2018/19	FY 2019/20	Proposed Funding Source
Software License Compliance Manager	115,941	126,586	
Innovation Lab	50,000	50,000	
Secure Media Destruction Service	7,500	7,500	
Single Sign-On Add-On for Linux/Unix Environments	5,000	5,000	
Total Critical Unfunded Needs	178,441	189,086	



24

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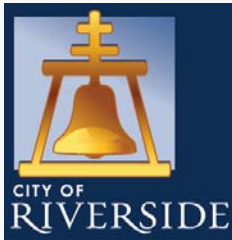
FY 2018-2020 CAPITAL PROJECTS

Category	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
Innovation and Technology	1,356,097	1,195,256	420,382	-	-	2,971,735
	\$ 1,356,097	\$ 1,195,256	\$ 420,382	\$ -	\$ -	\$ 2,971,735



25

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FY 2018-2020 Budget Overview

OFFICE OF THE CITY ATTORNEY

City Council
May 22, 2018

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DEPARTMENT OVERVIEW

The Office of the City Attorney strives to provide **excellent and ethical legal advice and representation to City Council and City Departments**. The City Attorney also serves as general counsel to the Successor Agency of the City of Riverside, and **represents the City before various boards, commissions, and judicial tribunals**.

Riverside 2.1 Strategic Goals



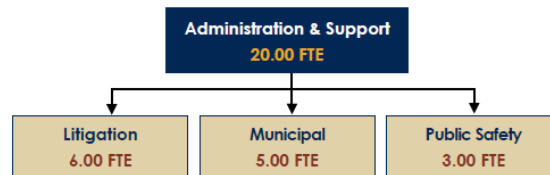
27

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PERSONNEL



Gary Geuss – City Attorney



FY 2018-19 Budgeted
Full-Time Equivalent Positions

34.00

FY 2019-20 Budgeted
Full-Time Equivalent Positions

34.00



28

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PRIMARY CHALLENGES

Primary challenges in this budget cycle include:

1. Increasing costs associated with more in-house work.
2. Reduced funding for special programs that may be requested by the City Council.

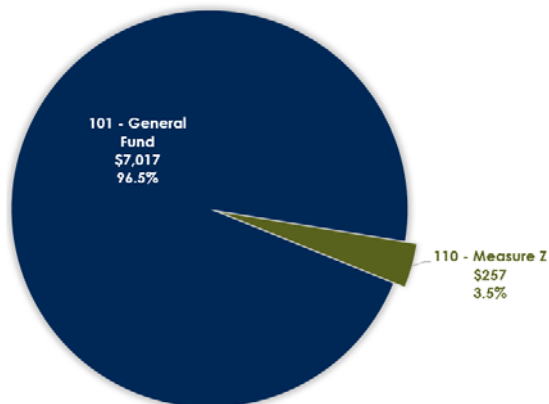


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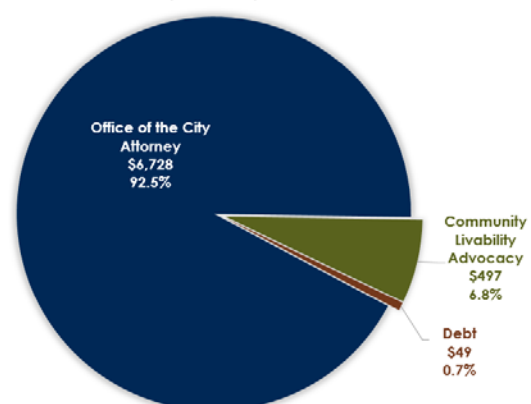
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PROPOSED EXPENDITURES - FY 2018/19

FY 2018/19 BY FUND
(in thousands)



FY 2018/19 BY SECTION
(in thousands)



Total Operating: \$7.3 million

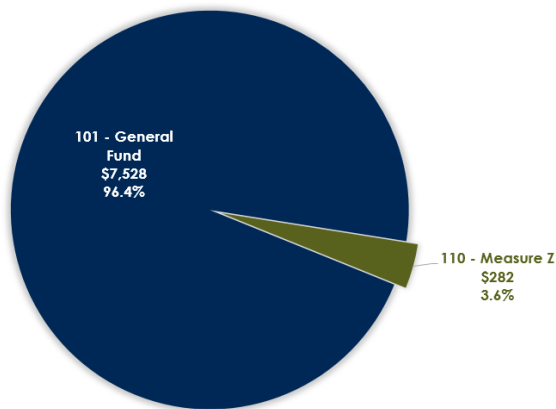
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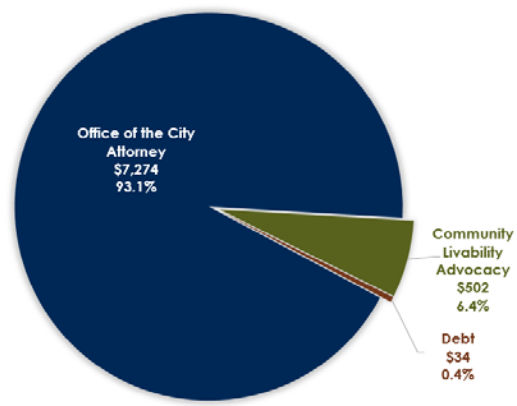
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PROPOSED EXPENDITURES - FY 2019/20

FY 2019/20 BY FUND
(in thousands)



FY 2019/20 BY SECTION
(in thousands)



Total Operating: \$7.8 million

31



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BALANCING MEASURES

Balancing Measure	FY 2018/19	FY 2019/20
Special Programs - 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 Balancing Measures Incorporated Into FY 2018/20 Budget	260,039	280,474

32



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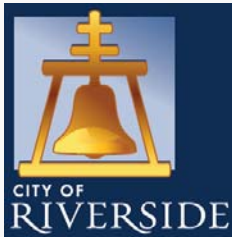
CRITICAL UNFUNDED NEEDS

Unfunded Item	FY 2018/19	FY 2019/20	Proposed Funding Source
Special Programs	260,000	280,474	Measure Z
Leave Payoffs	40,000	40,000	
Total Critical Unfunded Needs	300,000	320,474	



33

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FY 2018-2020 Budget Overview

OFFICE OF THE CITY CLERK

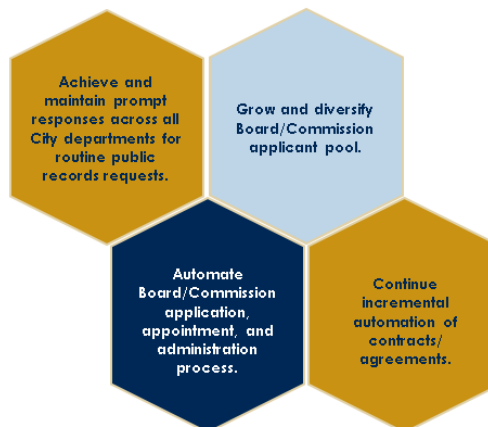
City Council
May 22, 2018

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DEPARTMENT OVERVIEW

The mission of the City Clerk is to provide **municipal election services**, maintain the official record of all City Council proceedings, and perform other **State and municipal statutory duties** for elected officials, voters, City departments, and the public to **guarantee fair and impartial elections and open access to information**, documents, and the legislative process.

Riverside 2.1 Strategic Goals



35

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PERSONNEL



Colleen Nicol – City Clerk

City Clerk
10.00 FTE

FY 2018-19 Budgeted
Full-Time Equivalent Positions

10.00

FY 2019-20 Budgeted
Full-Time Equivalent Positions

10.00

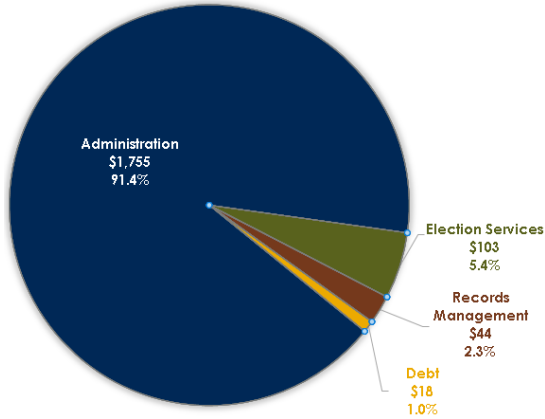


36

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PROPOSED FY 2018-2020 EXPENDITURES

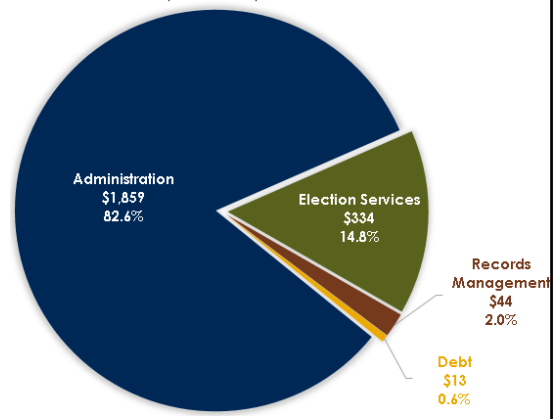
FY 2018/19 BY SECTION
(in thousands)



Total FY 2018/19 Operating: \$1.9 million



FY 2019/20 BY SECTION
(in thousands)



Total FY 2019/20 Operating: \$2.3 million

37

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PRIMARY CHALLENGES

Primary challenges in this budget cycle include:

1. Election Services costs fluctuate from year to year depending on election cycles and ballot measures, if any.
2. Absorb increasing customer service demands at Passport Services within current staffing levels.
3. Identify and fund marketing efforts to grow and diversify board and commission applicant pool.



38

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BALANCING MEASURES

Balancing Measure	FY 2018/19	FY 2019/20
Election Services	164,774	-
Records Storage and Services	3,940	-
Staff Training	1,200	-
Supplies and Office Expenses	2,501	-
Advertising	14,990	-
Total Balancing Measures Incorporated Into FY 2018/20 Budget	187,405	-



39

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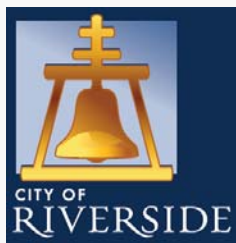
CRITICAL UNFUNDED NEEDS

Unfunded Item	FY 2018/19	FY 2019/20	Proposed Funding Source
NONE			



40

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FY 2018-2020 Budget Overview

OFFICE OF THE CITY MANAGER

City Council
May 22, 2018

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DEPARTMENT OVERVIEW

The City Manager's Office carries out the City Council's policies and priorities through the strategic and financial leadership of the entire City organization. The Office works with all City departments and outside parties to **develop and implement solutions** to various internal and external challenges and ensure **organizational compliance with laws and policies** throughout the City.

Riverside 2.1 Strategic Goals

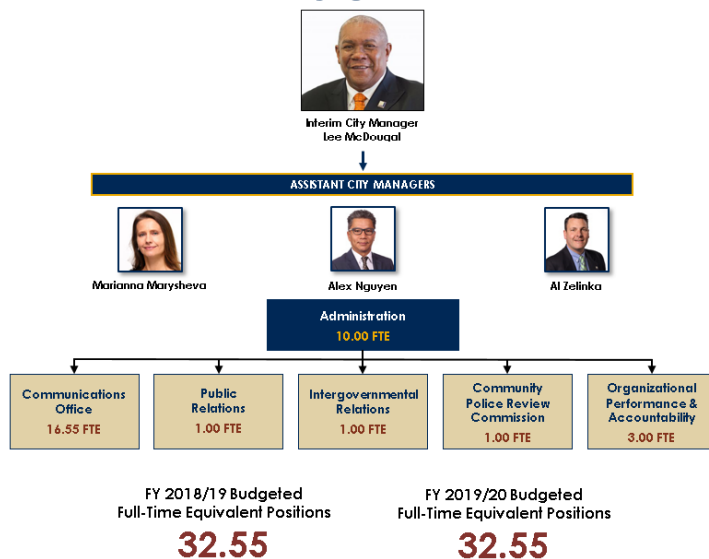


42



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PERSONNEL

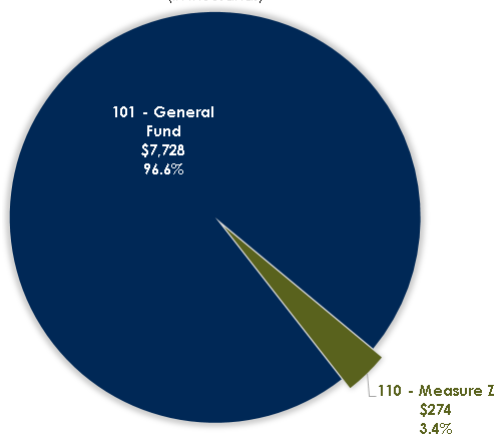


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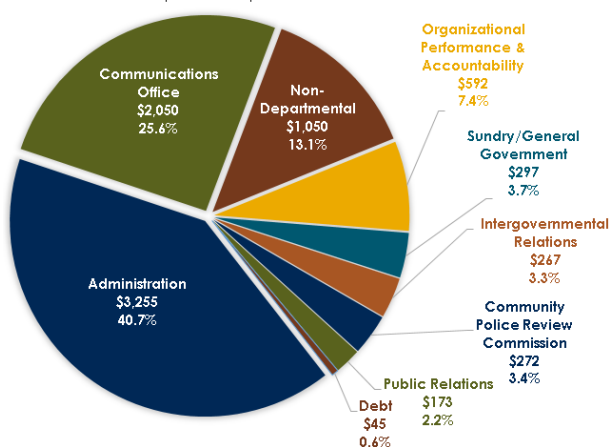
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PROPOSED EXPENDITURES FY 2018/19

FY 2018/19 BY FUND
(in thousands)



FY 2018/19 BY SECTION
(in thousands)



Total Operating: \$8.0 million

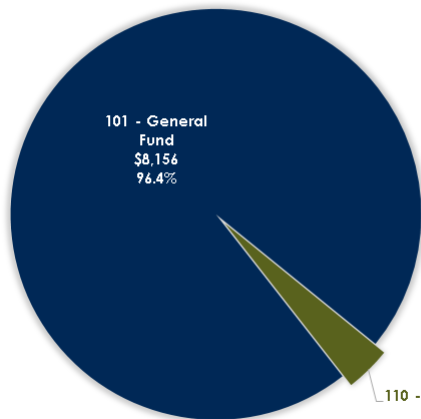
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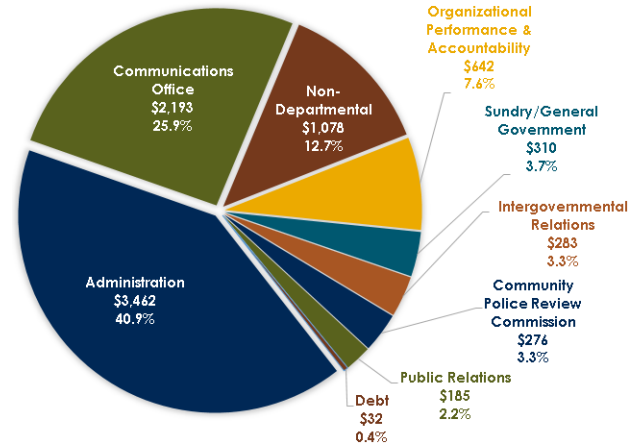
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PROPOSED EXPENDITURES FY 2019/20

FY 2019/20 BY FUND
(in thousands)



FY 2019/20 BY SECTION
(in thousands)



Total Operating: \$8.5 million

45



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PRIMARY CHALLENGES

Primary challenges in this budget cycle include:

1. Staffing challenges in OOPA, including additional positions and filling vacancies with qualified applicants.
2. Reduced operational funding available for innovative programs that benefit city residents including our shop local campaign, ShopRiverside.
3. CPRC is limited to the amount of additional investigation work and funding for commissioner training.
4. Limitation on the training and networking opportunities that are needed to improve public relations.
5. Unfunded federal lobbyist services constrain efforts to advance desired legislation for our residents.

46



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BALANCING MEASURES

Balancing Measures	FY 2018/19	FY 2019/20
Federal Lobbyist	80,000	80,000
Professional 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
Sponsorships	-	200,000
Total Balancing Measures Incorporated Into FY 2018/20 Budget	192,432	405,595



47

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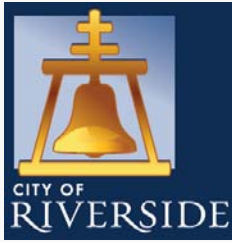
CRITICAL UNFUNDED NEEDS

Unfunded Item	FY 2018/19	FY 2019/20	Proposed Funding Source
NONE			



48

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FY 2018-2020 Budget Overview

OFFICE OF THE CITY COUNCIL

City Council
May 22, 2018

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DEPARTMENT OVERVIEW

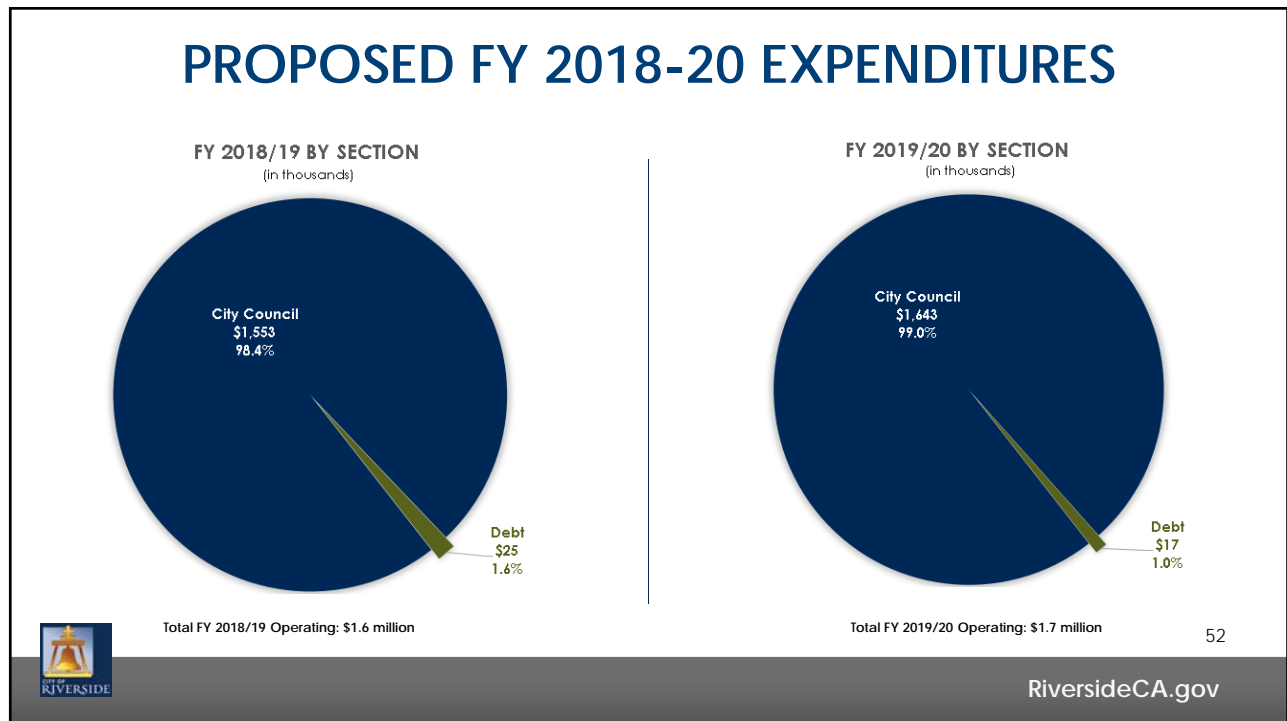
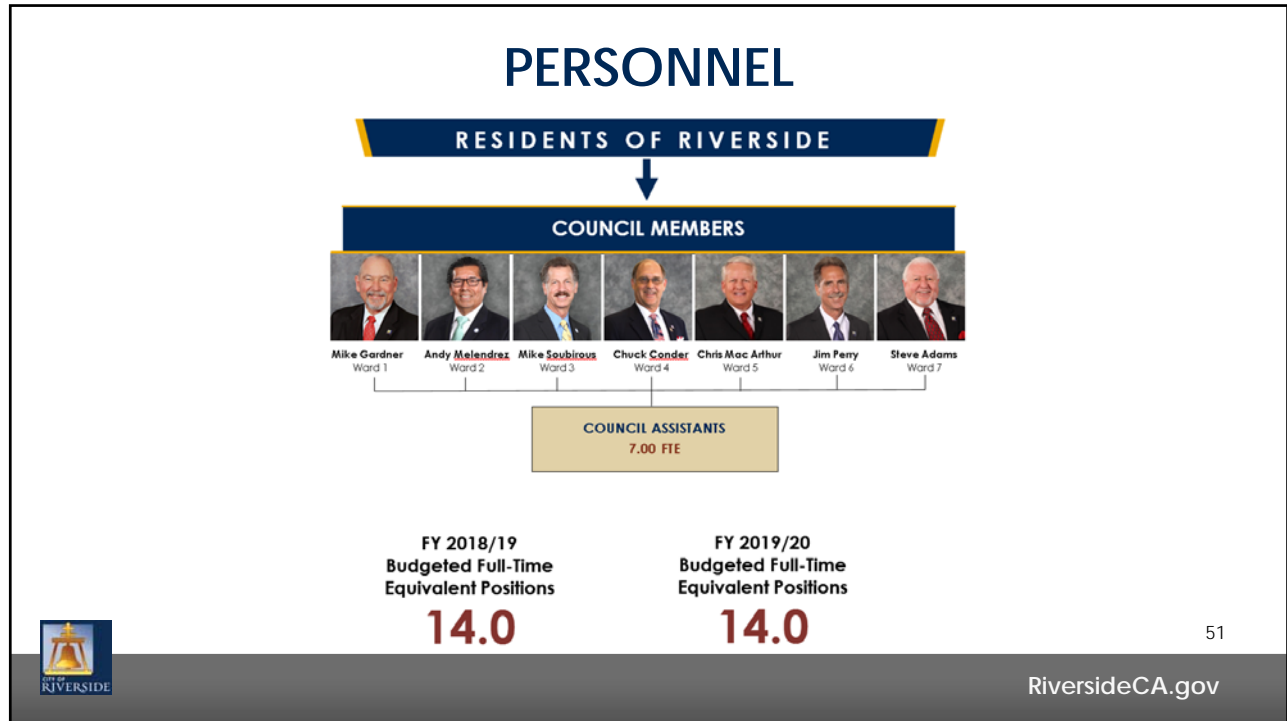
The City Council serves as the **elected legislative and policy-making body of the City**, enacting all laws and directing any actions necessary to provide for the general welfare of the community. Their function is established in the **City Charter** (Section CH. 406), which states: "All powers of the City shall be vested in the City Council except as otherwise provided in this Charter."

As part of the ward districted boundary system of government, each Council Member represents a different ward, ensuring that the **citizenry receives equal representation**.



50

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PRIMARY CHALLENGES

Primary challenges in this budget cycle include:

1. Limited funding available for equipment replacement (e.g. computers).



53

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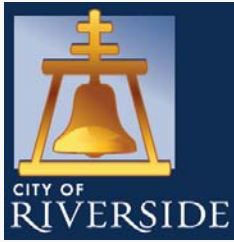
CRITICAL UNFUNDED NEEDS

Unfunded Item	FY 2018/19	FY 2019/20	Proposed Funding Source
NONE			



54

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FY 2018-2020 Budget Overview

OFFICE OF THE MAYOR

City Council
May 22, 2018

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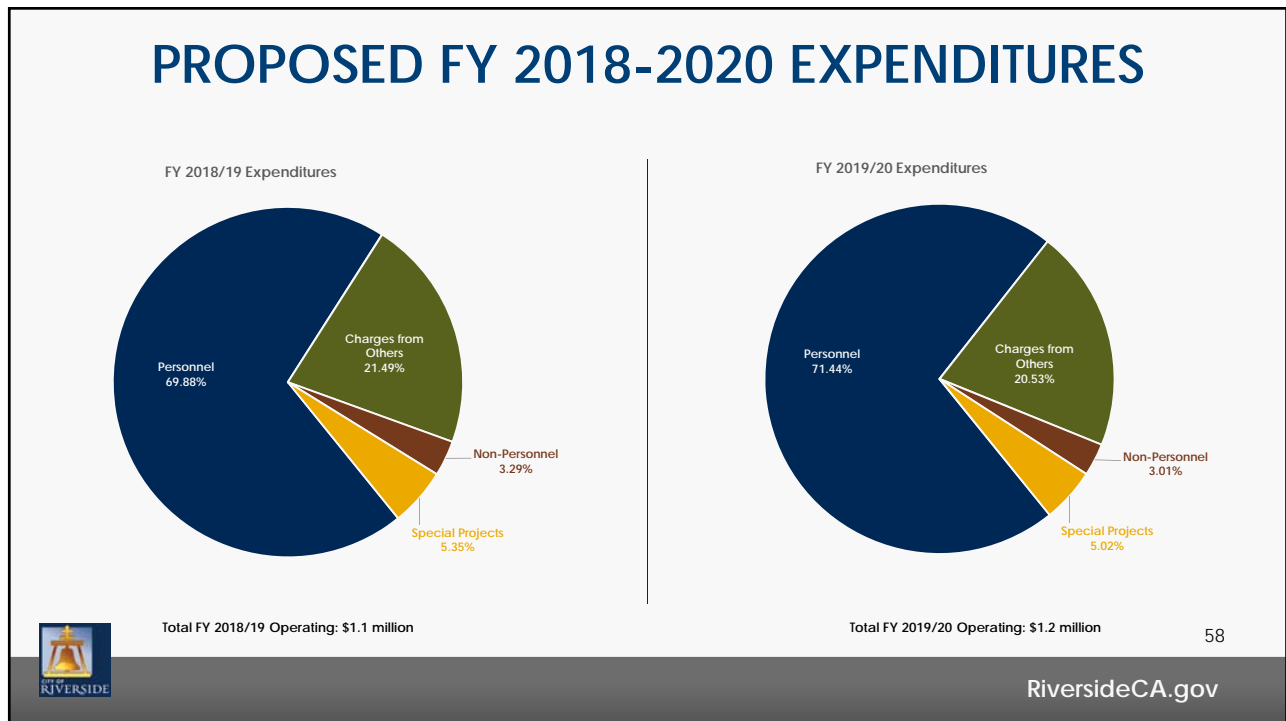
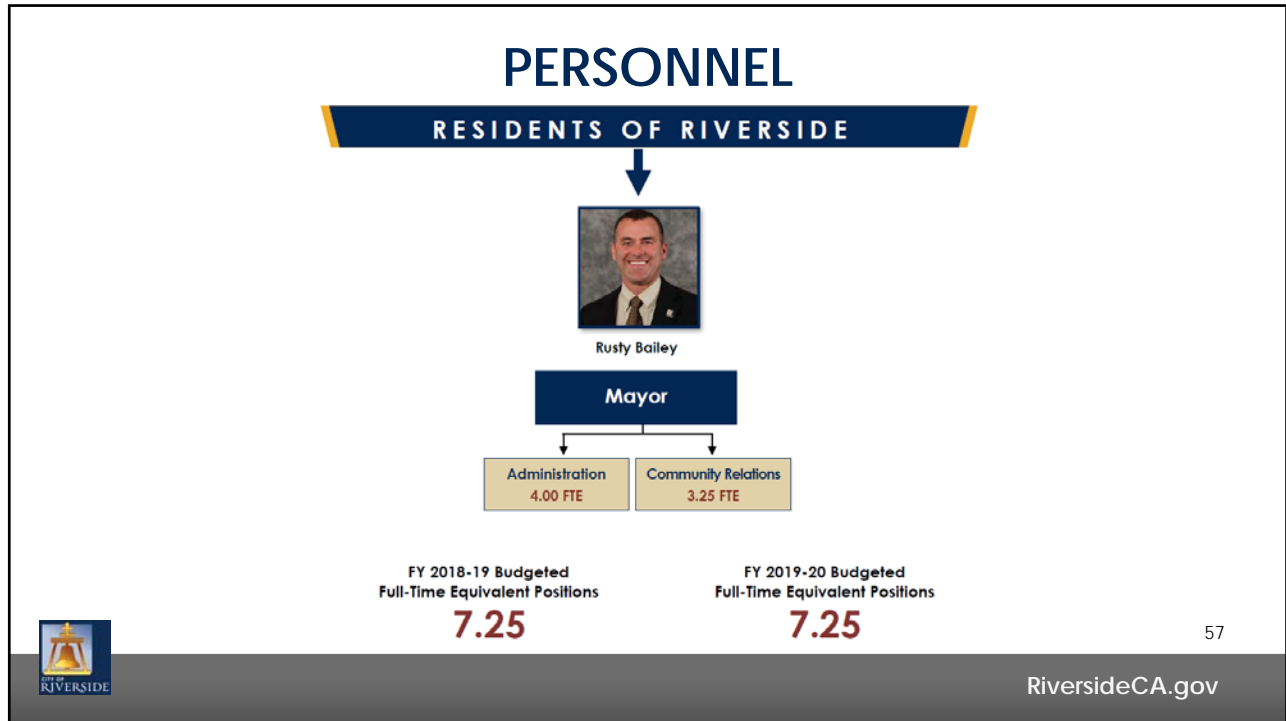
DEPARTMENT OVERVIEW

The Mayor's Office carries out a threefold mission. First, it **provides leadership and works with the City Council to develop public policy** that furthers the vision, and the reality, of Riverside as an attractive, diverse, urban, and successful city. Second, the Office of the Mayor provides leadership and **support to residents by representing their interests within the City organization**, facilitating opportunities to work together on mutually beneficial issues and communicating the shared vision. Third, the **Mayor acts as the chief spokesperson and ambassador for the City**.



56

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PRIMARY CHALLENGES

Primary challenges in this budget cycle include:

1. Voluntary 4.6% reductions in last budget cycle left lean operations.
2. Increased roles and decreased personnel.
3. Limited funding available for equipment (e.g. computers).



59

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CRITICAL UNFUNDED NEEDS

Unfunded Item	FY 2018/19	FY 2019/20	Proposed Funding Source
Policy Advisor (1 full-time)	86,800	86,800	
Computer Equipment	-	2,500	
Centralized Proclamations and Certificates	2,000	2,000	
Closed Captioning	4,000	4,000	
Interpreting Services	1,500	1,500	
Love Your Neighborhood (1 full-time; Homeless)	69,000	69,000	
Communications (1 full-time)	55,000	55,000	
Total Critical Unfunded Needs	218,300	219,800	



60

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RECOMMENDATION

That the City Council receive and provide input on the proposed Fiscal Year 2018-2020 Two-Year Budget, Fiscal Year 2018-2020 Capital Improvement Program Budget, and General Fund balancing measures for the Departments of Finance, Human Resources, and Innovation & Technology, and the Offices of the City Attorney, City Clerk, City Manager, City Council, and Mayor.



61

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