



# Budget Engagement Commission

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: APRIL 17, 2019**

**FROM: LIBRARY DEPARTMENT** **WARD: ALL**

**SUBJECT: MEASURE Z – SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$122,000 FOR ADDITIONAL UNARMED SECURITY GUARD SERVICES AT VARIOUS RIVERSIDE PUBLIC LIBRARY LOCATIONS FOR FISCAL YEAR 2019/20**

## **ISSUE:**

Recommend that the City Council approve a supplemental appropriation from the unallocated Measure Z fund balance to fund operating costs for additional unarmed security guard services at various Riverside Public Library locations for Fiscal Year 2019/20.

## **RECOMMENDATION:**

That the Budget Engagement Commission recommend that the City Council approve a supplemental appropriation in the amount of \$122,000 from the unallocated Measure Z fund balance to fund operating costs for additional unarmed security guard services at various Riverside Public Library locations for Fiscal Year 2019/20.

## **BACKGROUND:**

On June 12, 2018, the City Council approved the fourth amendment to an agreement with Allied Universal Security for unarmed security guard services at various city facilities. The Library Department has an authorized budgeted amount of \$130,521 for Fiscal Year 2018/19 for unarmed security guard services.

## **DISCUSSION:**

The current budgeted amount for security guard service is \$130,521 for Fiscal Year 2018/2019 and the actual expenditures to date are \$133,070, which exceeds the allotted budgeted amount. Staff estimate an overage of expenditures at approximately \$42,000 for this fiscal year. Currently, unarmed security guard services are provided at the following locations:

1. Main Library (full-time)
2. SPC Jesus S. Duran Eastside Library (full-time)
3. Arlington Library (part-time)
4. La Sierra Library (evening only)

A budget adjustment and/or supplemental appropriation in the amount of \$122,000 is being requested for additional Allied Universal Security for unarmed security guard services for the following Library locations in addition to the libraries already receiving these services. A table of the supplemental appropriation request is attached to this report.

1. Marcy Library (part-time)
2. Arlanza Library (part-time)
3. Arlington Library (full-time)
4. La Sierra Library (full-time)

The budgeted amount for security guard services for Fiscal Year 2019/2020 is \$127,031. Based on historical and future needs, there will not be sufficient funding for the necessary security guard services.

#### *Budget Transfers:*

In January 2019, there was a need for an additional security guard to be added to the Main Library for two (2) weeks due to a threat of a person with a hand gun.

In Fiscal Year 2018/19, a budget transfer was authorized to transfer \$45,000 from administration personnel savings, due to a vacant position, to a non-personnel account to cover the cost of unbudgeted security guard charges from Fiscal Year 2017/18 for unarmed security guard services at Arlington and La Sierra Libraries.

In Fiscal Year 2017/18, an incident occurred where an individual stabbed a customer inside the Main Library. A budget transfer was authorized to transfer \$66,481 from the neighborhood services division, savings from a one (1) full time equivalent Library Assistant vacant position, to non-personnel for unarmed security guard services.

In Fiscal Year 2016/17, a budget transfer was authorized to transfer \$62,609 from neighborhood services division, savings from a one (1) full time equivalent Library Assistant vacant position, to non-personnel for unarmed security guard services.

#### *Incident Reporting:*

The Riverside Public Library has established Rules of Library Conduct (adopted by the Board of Library Trustees on September 20, 1982 and amended February 27, 2017) for successful running of its facilities, to maintain an appropriate library environment, and to ensure customers enjoy their Library visits. Library employees, in consultation with their supervisor, are authorized to issue warning and exclusion notices and the incidents are reported to the Board of Library Trustees at their regularly scheduled meetings and are available on the city's agenda website. The presence of additional unarmed security guard services would allow the Riverside Public Library to continue provide a positive library environment and to achieve its goal in creating a safe and welcoming public space.

#### **FISCAL IMPACT:**

The total Fiscal Impact of the additional library services is \$122,000. Sufficient funding is available in the Measure Z fund balance for this item. Funding in future budget cycles would need to be

programmed into the five-year spending plan on an annual basis through the budget development process.

Prepared by:	Erin Christmas, Library Director
Approved as to	
Availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Carlie Myers, Deputy City Manager

Attachments:

1. Table of Supplemental Appropriation Request FY19/20
2. Presentation