

# Board of Library Trustees

*City of Arts & Innovation*

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**TO: BOARD OF LIBRARY TRUSTEES**

**DATE: NOVEMBER 9, 2020**

**FROM: RIVERSIDE PUBLIC LIBRARY**

**SUBJECT: PRIORITY BASED BUDGETING FISCAL YEAR 2021/22**

**ISSUE:**

Receive an update on priority-based budgeting for Fiscal Year 2021/22.

**RECOMMENDATION:**

That the Board of Library Trustees receive an update on the priority-based budgeting for Fiscal Year 2021/22.

**BACKGROUND:**

On June 16, 2020 the City Council unanimously voted to adopt the Fiscal Year (FY) 2020/21 Emergency Budget and directed staff to purchase and install the infrastructure necessary to adopt a priority-based budgeting methodology for the next budget cycle.

On August 4, 2020, the City Council unanimously approved the Professional Services and License agreement for priority-based budgeting software with Resource Exploration LLC.

**DISCUSSION:**

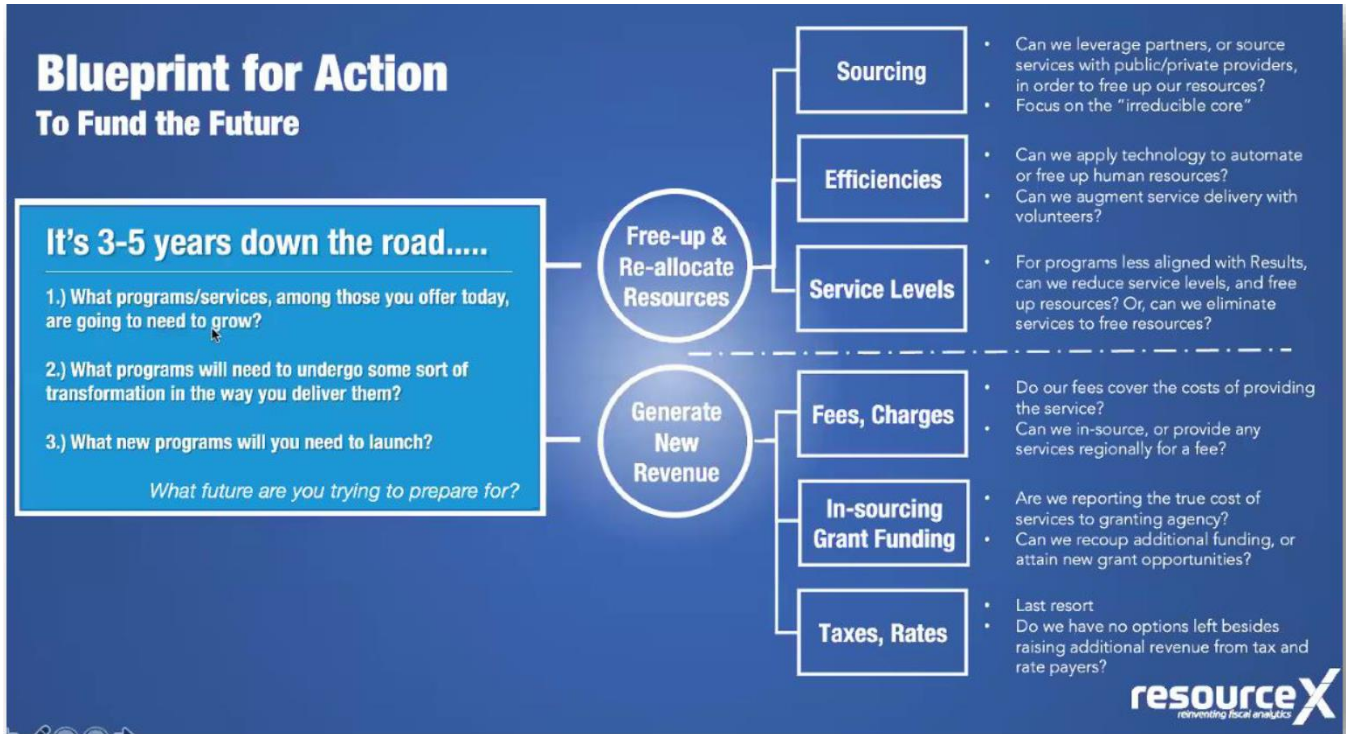
Priority-based budgeting supports the decision-making process to assign resources to programs and services that align with the City's strategic plan and support the City's strategic goals and objectives. Priority-based budgeting helps the decision-making process for the upcoming budget cycle within the constraints of the existing fiscal environment.

The Library Department will inventory programs and rate the relevance of the programs to the City's strategic goals. Current program revenues, costs, and personnel resources are estimated and assigned based on the FY 2020/21 adopted budget. With the concerted effort of all City departments and input from designated peer groups, the outcomes of the priority-based budgeting software and consultant services will include a Blueprint for Action, Program Insights, and Insights to Action which can be applied to the development of the FY 2021/22 budget. The

Library Department will apply Program Insights to the development of line-items for FY 2021/22 budget.

The following graphics are from the City Council staff report dated August 4, 2020, that describe the blueprint for actions, program insights and insight to action concepts.

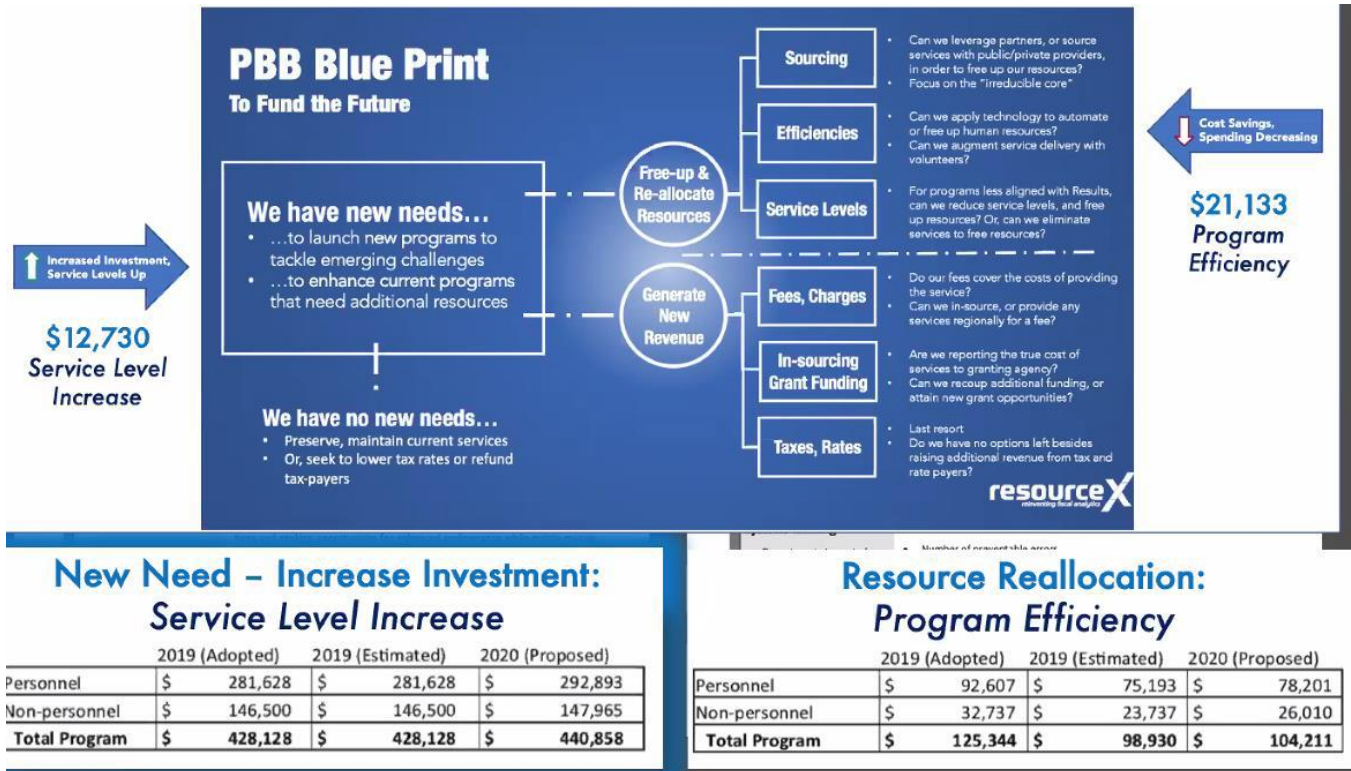
*Blueprint for Action Concept:*



Program Insights Concept:

Program Insight	Insight Description
<b>Service Level Increase</b>	We must keep providing this program, and likely increasing resources to it (think 911 call center, public health, etc)
<b>Status Quo</b>	We need to continue to provide this program as-is, without much room to compromise (think water treatment)
<b>Service Level Decrease (Temporarily)</b>	We need to continue to provide this service, but we can be flexible with the level of service (think "records management, or FOIA requests, or signage, etc)
<b>Option to Suspend (Temporarily)</b>	If we had to, we could suspend this service, even if temporarily (think "aquatic center at the parks" or passport processing)
<b>Internal Partnership, Consolidation</b>	Internal partnership, centralization, consolidation opportunities exist for this program (think inspections, fleet, IT support)
<b>Regional Partnership</b>	We are better off still providing this program, but with regional partners in order to maintain our level of service, but do it for less (think regional fleet maintenance, facilities maintenance, etc)

Insights to Action Concept – anticipated adjustments to be applied to the next budget cycle:



Priority-based budgeting is currently underway. Library Administrative and Neighborhoods staff are working to ensure all aspects of department functions are included. The implementation timeline allows for Program Inventory, Cost Allocations, Department Scoring (how programs support the community), Peer Review of cross functional teams, and Final Review where action is taken.

**FISCAL IMPACT:**

There is no fiscal impact associated with the update of priority-based budgeting.

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