Meeting Date: 03 /24 /09

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	■ Other Appointment Item

Prepared By: James Cameron Agenda Item No. Q-1

Reviewed By: City Manager City Attorney Finance Other *(Specify)*

DATE: March 17, 2009

TO: City Council

FROM: James Cameron
Chief Financial Officer

SUBJECT: **Mid-Year Budget Report**

RECOMMENDATION

That City Council receive for discussion:

a. One-time savings options for FY 2008-09
b. List of Employee Savings Suggestions

DISCUSSION

On February 3rd, staff presented revenue projections based on the recent economic trends and general options for responding to the negative impact of the current recession on the current year budget. The focus of the presentation and discussion was on the general fund revenue shortfall of $6.2 million. Council directed that savings should be consistent with the City's vision and priorities and should include ideas from front line employees.

While the economic situation is anticipated to last several years, staff recommends a two step approach. The first is to identify savings that will resolve the current year's shortfall while solutions are developed to respond to the long-term economic trends. In most cases, current-year savings will be based on unexpended funds, including savings already generated through management of vacant positions, training and workshops, and equipment purchases.

This two step process will provide an opportunity for thoughtful review of savings ideas from employees that will support long-term savings while preserving programs consistent with the City's vision and priorities. This second step is anticipated to be a part of the budget process for the next two-year budget.

FINANCIAL IMPACT

The savings options presented include in excess of $6 million in savings to meet with current year shortfall.

Attachments

a. One-time Savings Options for FY 2008-2009
b. List of Employee Savings Suggestions

One-time Savings Options for FY 2008-2009

Summary

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Category	Budget	Estimated Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
From Operations						
Vacancy Management		2,318,601	2,046,029	272,572	0	2,288,343
Resource/Asset Management		2,013,330	1,181,917	727,514	103,899	1,568,417
Capital Equipment Management		601,333	404,333	197,000	0	601,333
Total from Operations	**$119,416,404**	**$4,933,264**	**$3,632,279**	**$1,197,086**	**$103,899**	**$4,458,093**
Less Additional Requirements		**-$3,721,500**	**-$3,721,500**	**$0**	**$0**	**-$3,721,500**
From Capital Outlay Fund	**$11,884,949**	**$4,911,139**	**$1,577,894**	**$3,333,245**	**$0**	**$1,238,100**
From Internal Service Funds		**$4,456,359**	**$4,456,359**	**$0**	**$0**	**$4,414,359**
Total General Fund	**$131,301,353**	**$10,579,262**	**$5,945,032**	**$4,530,331**	**$103,899**	**$6,389,052**

Non-General Fund

Fund	Budget	Estimated Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Water Funds	33,222,950	562,636	562,636	0	0	562,636
Wastewater Funds	36,442,079	776,474	726,474	50,000	0	776,474
Environmental Resources Funds	44,990,588	1,996,960	1,746,960	250,000	0	1,996,960
Other Funds	49,949,480	1,215,061	392,714	822,347	0	1,215,061
Internal Service Funds						
Information Systems	4,138,622	1,311,942	1,311,942	0	0	1,311,942
Fleet	7,837,198	130,000	130,000	0	0	30,000
Facilities	4,076,672	384,490	384,490	0	0	384,490
Public Liability	3,937,921	717,920	717,920	0	0	717,920
Workers Compensation	5,442,514	2,740,410	2,740,410	0	0	2,740,410
Less Transfer to General Fund		-4,456,359	-4,456,359	0	0	-4,414,359
Total Non-General Funds	**$190,038,024**	**$5,379,534**	**$4,257,187**	**$1,122,347**	**$0**	**$5,321,534**
Total of All Funds	**$321,339,377**	**$15,958,796**	**$10,202,219**	**$5,652,678**	**$103,899**	**$11,710,586**

One-time Savings Options for FY 2008-2009

Summary

Note: Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

Department	General Fund Budget	Estimated Savings	Impact on Vision: None to Slight	Impact on Vision: Moderate	Impact on Vision: Significant	Recommended
From Operations						
City Attorney	1,712,561	214,281	214,281	0	0	214,281
City Clerk	538,842	49,000	49,000	0	0	49,000
City Council	394,169	10,000	10,000	0	0	10,000
City Manager	2,227,731	165,000	165,000	0	0	165,000
City Treasurer	1,225,413	71,291	71,291	0	0	71,291
CDC	1,146,863	14,500	14,500	0	0	14,500
Development Services	7,148,515	493,000	493,000	0	0	439,000
Finance	3,975,476	350,449	350,449	0	0	350,449
Fire	14,825,527	425,341	163,998	261,343	0	163,998
General Services	10,817,122	642,685	637,685	5,000	0	637,685
Housing	167,800	20,000	20,000	0	0	20,000
Human Resources	1,194,995	45,102	45,102	0	0	45,102
Library	5,711,220	280,390	280,390	0	0	280,390
Police	50,467,906	1,393,529	370,387	919,243	103,899	1,238,701
Public Works	3,224,787	198,789	198,789	0	0	198,789
Recreation/Comm. Services	5,899,928	264,906	253,406	11,500	0	264,906
Non-Departmental	8,737,549	295,000	295,000	0	0	295,000
Total from Operations	**$119,416,404**	**$4,933,264**	**$3,632,279**	**$1,197,086**	**$103,899**	**$4,458,093**
Less Additional Requirements						
City Clerk		-49,000	-49,000	0	0	-49,000
Finance		-116,000	-116,000	0	0	-116,000
Fire		-996,000	-996,000	0	0	-996,000
General Services		-966,000	-966,000	0	0	-966,000
Recreation/Comm. Services		-100,000	-100,000	0	0	-100,000
Non-Departmental		-1,494,500	-1,494,500	0	0	-1,494,500
Total Less Additional Requirements		**-$3,721,500**	**-$3,721,500**	**$0**	**$0**	**-$3,721,500**
From Capital						
City Manager	368,443	215,469	215,469	0	0	60,000
City Treasurer	15,000	13,499	13,499	0	0	10,000
CDC	150,000	150,000	150,000	0	0	150,000
Development Services	708,802	386,667	386,667	0	0	231,600
Finance	10,000	7,000	7,000	0	0	7,000
Fire	262,778	178,000	85,500	92,500	0	95,500
General Services	7,915,710	3,360,000	310,000	3,050,000	0	294,000
Housing	5,324	5,245	0	5,245	0	5,000
Library	238,984	185,500	0	185,500	0	125,000
Public Works	2,060,049	259,900	259,900	0	0	194,000
Recreation/Comm. Services	149,859	149,859	149,859	0	0	66,000
Total from Capital	**$11,884,949**	**$4,911,139**	**$1,577,894**	**$3,333,245**	**$0**	**$1,238,100**
From Internal Service Funds (ISFs)						
Information Systems		616,613	616,613	0	0	616,613
Fleet		54,600	54,600	0	0	12,600
Facilities		326,817	326,817	0	0	326,817
Public Liability		717,920	717,920	0	0	717,920
Workers Compensation		2,740,410	2,740,410	0	0	2,740,410
Total from ISFs		**$4,456,359**	**$4,456,359**	**$0**	**$0**	**$4,414,359**
Total General Fund	**$131,301,353**	**$10,579,262**	**$5,945,032**	**$4,530,331**	**$103,899**	**$6,389,052**

One-time Savings Options for FY 2008-2009

City Attorney

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Assistant City Attorney *	208,281	208,281			208,281
Subtotal	**208,281**	**208,281**	**0**	**0**	**208,281**
RESOURCE/ASSET MANAGEMENT					
Training/Workshop/Mtg **	6,000	6,000			6,000
Subtotal	**6,000**	**6,000**	**0**	**0**	**6,000**
Total	**$214,281**	**$214,281**	**$0**	**$0**	**$214,281**
General Fund Budget					**$1,712,561**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

City Clerk

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Under filling Administrative Assistant *	15,000	15,000			15,000
Subtotal	**15,000**	**15,000**	**0**	**0**	**15,000**
RESOURCE/ASSET MANAGEMENT					
Training/Workshop/Mtg **	1,500	1,500			1,500
Print agendas and other documents * in-house	1,500	1,500			1,500
Contracted Services Trends **	27,000	27,000			27,000
Records storage savings **	4,000	4,000			4,000
Subtotal	**34,000**	**34,000**	**0**	**0**	**34,000**
Total	**$49,000**	**$49,000**	**$0**	**$0**	**$49,000**
General Fund Budget					**$538,842**

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Additional Requirements					
Election Costs in Excess of Budget **	-49,000	-49,000			-49,000
Subtotal	**-49,000**	**-49,000**	**0**	**0**	**-49,000**
Total	**-$49,000**	**-$49,000**	**$0**	**$0**	**-$49,000**
Total Net Savings	**$0**	**$0**	**$0**	**$0**	**$0**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

City Council

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
RESOURCE/ASSET MANAGEMENT					
Maintenance & Other Reimbursement **	10,000	10,000			10,000
		0			0
Subtotal	**10,000**	**10,000**	**0**	**0**	**10,000**
Total	**$10,000**	**$10,000**	**$0**	**$0**	**$10,000**
General Fund Budget					**$394,169**

One-time Savings Options for FY 2008-2009

City Manager

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Staff Savings Trend **	96,000	96,000			96,000
Subtotal	**96,000**	**96,000**	**0**	**0**	**96,000**
RESOURCE/ASSET MANAGEMENT					
Neighborhood Services Trend **	14,000	14,000			14,000
Subtotal	**14,000**	**14,000**	**0**	**0**	**14,000**
CAPITAL EQUIPMENT MANAGEMENT					
Defer Equipment **	55,000	55,000			55,000
Subtotal	**55,000**	**55,000**	**0**	**0**	**55,000**
Total	**$165,000**	**$165,000**	**$0**	**$0**	**$165,000**
General Fund Budget					**$2,227,731**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Capital Equipment *	30,000	30,000			25,000
Communications Plan / Measure O **	34,569	34,569			0
Information System Master Plan*	35,000	35,000			35,000
Information System Equipment **	115,900	115,900			0
Total	**$215,469**	**$215,469**	**$0**	**$0**	**$60,000**
Capital Outlay Budget					**$368,443**

Information Systems Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Computer Operator *	88,185	88,185			88,185
Vacancy Trend **	176,617	176,617			176,617
Subtotal	**264,802**	**264,802**	**0**	**0**	**264,802**
OTHER					
Refund prior year unrestricted fund balance **	1,047,140	1,047,140			1,047,140
Subtotal	**1,047,140**	**1,047,140**	**0**	**0**	**1,047,140**
Total	**$1,311,942**	**$1,311,942**	**$0**	**$0**	**$1,311,942**
Information Systems Budget					**$4,138,622**
	$1,692,411	**$1,692,411**	**$0**	**$0**	**$1,536,942**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

City Treasurer

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Partial savings of vacancy*	5,000	5,000			5,000
Vacancy Trend **	22,791	22,791			22,791
Subtotal	**27,791**	**27,791**	**0**	**0**	**27,791**
RESOURCE/ASSET MANAGEMENT					
Contractual *	2,308	2,308			2,308
Service Contract Trends **	29,692	29,692			29,692
Training/Workshop/Mtg **	6,000	6,000			6,000
Subtotal	**38,000**	**38,000**	**0**	**0**	**38,000**
CAPITAL EQUIPMENT MANAGEMENT					
Defer equipment *	5,500	5,500			5,500
Subtotal	**5,500**	**5,500**	**0**	**0**	**5,500**
Total	**$71,291**	**$71,291**	**$0**	**$0**	**$71,291**
General Fund Budget					**$1,225,413**

Note: Based on department submission as well as current vacant position budgets and expenditure trends

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Capital Equipment **	13,499	13,499			10,000
Total	**$13,499**	**$13,499**	**$0**	**$0**	**$10,000**
Capital Outlay Budget					**$15,000**

Total Net Savings	**$84,790**	**$84,790**	**$0**	**$0**	**$81,291**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

CDC

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
RESOURCE/ASSET MANAGEMENT					
Transfer funding of CDC Staff *	13,200	13,200			13,200
Subtotal	**13,200**	**13,200**	**0**	**0**	**13,200**
RESOURCE/ASSET MANAGEMENT					
Training/Workshop/Mtg **	1,300	1,300			1,300
Subtotal	**1,300**	**1,300**	**0**	**0**	**1,300**
Total	**$14,500**	**$14,500**	**$0**	**$0**	**$14,500**
General Fund Budget					**$1,146,863**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Downtown Trash Enclosure (revised funding sources) *	30,000	30,000			30,000
Saviers Road Tree Replacement (revised funding sources) *	120,000	120,000			120,000
Total	**$150,000**	**$150,000**	**$0**	**$0**	**$150,000**
Capital Outlay Budget					**$150,000**

Other Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT (Fund 499)					
Redevelopement Services Manager **	102,954	102,954			102,954
Subtotal	**102,954**	**102,954**	**0**	**0**	**102,954**
Total	**$102,954**	**$102,954**	**$0**	**$0**	**$102,954**
Total Net Savings	**$267,454**	**$267,454**	**$0**	**$0**	**$267,454**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Development Services

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Junior Planner *	69,000	69,000			69,000
Construction Inspector II *	82,000	82,000			82,000
Plumbing and Mechanical Inspector *	93,000	93,000			93,000
Senior Administrative Secretary *	27,000	27,000			27,000
Subtotal	**271,000**	**271,000**	**0**	**0**	**271,000**
RESOURCE/ASSET MANAGEMENT					
Plan check consultant **	74,000	74,000			20,000
Other Service Contract Trends **	30,000	30,000			30,000
Training/Workshop/Mtg **	33,000	33,000			33,000
Subtotal	**137,000**	**137,000**	**0**	**0**	**83,000**
CAPITAL EQUIPMENT MANAGEMENT					
Defer equipment *	85,000	85,000			85,000
Subtotal	**85,000**	**85,000**	**0**	**0**	**85,000**
Total	**$493,000**	**$493,000**	**$0**	**$0**	**$439,000**
General Fund Budget					**$7,148,515**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Civic Center Upgrades **	386,667	386,667			231,600
Total	**$386,667**	**$386,667**	**$0**	**$0**	**$231,600**
Capital Outlay Budget					**$708,802**
Total Net Savings	**$879,667**	**$879,667**	**$0**	**$0**	**$670,600**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Finance

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Controller *	156,577	156,577			156,577
Financial Analyst III *	41,318	41,318			41,318
Management Accountant *	66,776	66,776			66,776
Account Clerk II **	28,778	28,778			28,778
Subtotal	**293,449**	**293,449**	**0**	**0**	**293,449**
RESOURCE/ASSET MANAGEMENT					
Training/Workshop/Mtg and Training **	24,000	24,000			24,000
Contraced Services *	33,000	33,000			33,000
Subtotal	**57,000**	**57,000**	**0**	**0**	**57,000**
Total	**$350,449**	**$350,449**	**$0**	**$0**	**$350,449**
General Fund Budget					**$3,975,476**

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Additional Requirements					
Property Tax County Charge *	-116,000	-116,000			-116,000
Subtotal	**-116,000**	**-116,000**	**0**	**0**	**-116,000**
Total	**-$116,000**	**-$116,000**	**$0**	**$0**	**-$116,000**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
ADA Miscellaneous *	7,000	7,000			7,000
Total	**$7,000**	**$7,000**	**$0**	**$0**	**$7,000**
Capital Outlay Budget					**$10,000**

Total Net Savings	**$241,449**	**$241,449**	**$0**	**$0**	**$241,449**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Fire

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Fire Inspector (6 months) *	44,866	44,866			44,866
Vacancy Trend **	47,061	47,061			47,061
Subtotal	**91,927**	**91,927**	**0**	**0**	**91,927**
RESOURCE/ASSET MANAGEMENT					
Defer recruit training academy*	261,343		261,343		0
Overtime Reduction *	5,550	5,550			5,550
Subtotal	**266,893**	**5,550**	**261,343**	**0**	**5,550**
RESOURCE/ASSET MANAGEMENT					
Cell Phones *	2,631	2,631			2,631
Training/Workshop/Mtg **	36,000	36,000			36,000
Take home vehicle management *	2,890	2,890			2,890
Subtotal	**41,521**	**41,521**	**0**	**0**	**41,521**
CAPITAL EQUIPMENT MANAGEMENT					
Defer equipment *	25,000	25,000			25,000
Subtotal	**25,000**	**25,000**	**0**	**0**	**25,000**
Total	**$425,341**	**$163,998**	**$261,343**	**$0**	**$163,998**
General Fund Budget					**$14,825,527**

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Additional Requirements					
Overtime deficits **	-500,000	-500,000			-500,000
Other personnel deficits **	-496,000	-496,000			-496,000
Subtotal	**-996,000**	**-996,000**	**0**	**0**	**-996,000**
Total	**-$996,000**	**-$996,000**	**$0**	**$0**	**-$996,000**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Capital Equipment **	60,000	60,000			45,000
Station Generators **	53,500		53,500		10,000
Station Roof Repairs **	39,000		39,000		15,000
Station 6 Wood Siding Replacement *	25,500	25,500			25,500
Total	**$178,000**	**$85,500**	**$92,500**	**$0**	**$95,500**
Capital Outlay Budget					**$262,778**

One-time Savings Options for FY 2008-2009

Fire

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT (Fund 370)					
1 CUPA Inspector *	32,268	32,268			32,268
Subtotal	**32,268**	**32,268**	**0**	**0**	**32,268**
OTHER CAPITAL					
Short Term Dispatch Preparation (Fund 219) *	20,413	20,413			20,413
Traffic pre-emtpion devices (Fund 354) *	51,000	51,000			51,000
Subtotal	**71,413**	**71,413**	**0**	**0**	**71,413**
Total	**$103,681**	**$103,681**	**$0**	**$0**	**$103,681**
Total Net Savings	**-$288,978**	**-$642,821**	**$353,843**	**$0**	**-$632,821**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

General Services

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Landscape Architect (2) **	180,194	180,194			180,194
Tree Trimmer (2) *	87,625	87,625			87,625
Vacancy Trend **	169,566	169,566			169,566
Subtotal	**437,385**	**437,385**	**0**	**0**	**437,385**
RESOURCE/ASSET MANAGEMENT					
Sports Park - irrigation *	20,000	20,000			20,000
Restroom Maintenance/Mowing contracts *	87,500	87,500			87,500
Portable Restrooms contract *	10,800	10,800			10,800
Cell Phones *	5,000	5,000			5,000
Water Reductions *	75,000	75,000			75,000
College Park Basketball Lights *	5,000		5,000		0
Overtime Events in Parks *	2,000	2,000			2,000
Subtotal	**205,300**	**200,300**	**5,000**	**0**	**200,300**
Total	**$642,685**	**$637,685**	**$5,000**	**$0**	**$637,685**
General Fund Budget					**$10,817,122**

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Additional Requirements					
Temps/OT and related charges **	-590,000	-590,000			-590,000
Utility and equip. maint. Deficits **	-376,000	-376,000			-376,000
Subtotal	**-966,000**	**-966,000**	**0**	**0**	**-966,000**
Total	**-$966,000**	**-$966,000**	**$0**	**$0**	**-$966,000**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
College Park *	3,000,000		3,000,000		0
Capital Equipment **	266,000	266,000			200,000
Court Resurfacing (second phase) *	50,000		50,000		50,000
Oxnard Shores Lighting **	4,000	4,000			4,000
Asbestos Abatement **	40,000	40,000			40,000
Total	**$3,360,000**	**$310,000**	**$3,050,000**	**$0**	**$294,000**
Capital Outlay Budget					**$7,915,710**

Other Funds

	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
RESOURCE/ASSET MANAGEMENT					
Gonzales Road median improvements (Fund 354) *	750,000		750,000		750,000
Total	**$750,000**	**$0**	**$750,000**	**$0**	**$750,000**

One-time Savings Options for FY 2008-2009

General Services

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

Fleet Services Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
RESOURCE/ASSET MANAGEMENT					
Delay Fleet Services equipment purchases *	25,000	25,000			25,000
Delay awning project *	100,000	100,000			0
Del Norte shop backfill *	5,000	5,000			5,000
Subtotal	**130,000**	**130,000**	**0**	**0**	**30,000**
Total	**$130,000**	**$130,000**	**$0**	**$0**	**$30,000**
Fleet Services Fund Budget					**$7,837,198**

Facilities Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Vacant positions **	100,000	100,000			100,000
Subtotal	**100,000**	**100,000**	**0**	**0**	**100,000**
OTHER					
Refund prior year unrestricted fund balance **	284,490	284,490			284,490
Subtotal	**284,490**	**284,490**	**0**	**0**	**284,490**
Total	**$384,490**	**$384,490**	**$0**	**$0**	**$384,490**
Facilities Services Fund Budget					**$4,076,672**
Total Net Savings	**$4,301,175**	**$496,175**	**$3,805,000**	**$0**	**$1,130,175**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Housing

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
RESOURCE/ASSET MANAGEMENT					
Contracted Services **	20,000	20,000			20,000
Subtotal	**20,000**	**20,000**	**0**	**0**	**20,000**
Total	**$20,000**	**$20,000**	**$0**	**$0**	**$20,000**
General Fund Budget					**$167,800**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Rainbow Recovery Center **	5,245		5,245		5,000
Total	**$5,245**	**$0**	**$5,245**	**$0**	**$5,000**
Capital Outlay Budget					**$5,324**

Total Net Savings	**$25,245**	**$20,000**	**$5,245**	**$0**	**$25,000**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Human Resources

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

		Impact on Vision			
Description	**Est. Savings**	**None to Slight**	**Moderate**	**Significant**	**Recommended**
VACANCY MANAGEMENT					
Backfill for vacant position *	5,500	5,500			5,500
Employee Relations Coordinator **	24,227	24,227			24,227
Subtotal	**29,727**	**29,727**	**0**	**0**	**29,727**
RESOURCE/ASSET MANAGEMENT					
Eliminate Overtime *	1,000	1,000			1,000
Miscellaneous service contracts *	375	375			375
Service Pin Ceremony (reduced costs) *	6,000	6,000			6,000
Reduce Mailing *	6,000	6,000			6,000
Cell Phones/Blackberries *	2,000	2,000			2,000
Subtotal	**15,375**	**15,375**	**0**	**0**	**15,375**
Total	**$45,102**	**$45,102**	**$0**	**$0**	**$45,102**
General Fund Budget					**$1,194,995**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Library

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Circulation vacant position savings *	14,252	14,252			14,252
Info/references vacant position savings *	64,330	64,330			64,330
Support serv. vacant position savings *	30,869	30,869			30,869
Branch serv. vacant position savings *	12,835	12,835			12,835
Vacancy Trend **	28,683	28,683			28,683
Subtotal	**150,969**	**150,969**	**0**	**0**	**150,969**
		0			
RESOURCE/ASSET MANAGEMENT					
Overtime and Temporary Labor *	33,100	33,100			33,100
Community outreach service contracts *	4,165	4,165			4,165
Info.references service contracts *	5,656	5,656			5,656
Branch serv. service contracts *	18,000	18,000			18,000
Carnegie service contracts *	1,800	1,800			1,800
Supplies for custodial and other *	24,500	24,500			24,500
Printing *	3,600	3,600			3,600
Training/Workshop/Mtg *	13,700	13,700			13,700
Library Reference Materials *	24,000	24,000			24,000
Miscellaneous expenses *	900	900			900
Subtotal	**129,421**	**129,421**	**0**	**0**	**129,421**
Total	**$280,390**	**$280,390**	**$0**	**$0**	**$280,390**
General Fund Budget					**$5,711,220**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
South Oxnard Library Materials **	150,000		150,000		100,000
Public Access PC Replacement **	7,500		7,500		5,000
Library Circulation System **	28,000		28,000		20,000
Total	**$185,500**	**$0**	**$185,500**	**$0**	**$125,000**
Capital Outlay Budget					**$238,984**

Other Funds

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Literacy prog. vacant position savings (Fund 208) *	72,347		72,347		72,347
Subtotal	**72,347**	**0**	**72,347**	**0**	**72,347**
Total	**$72,347**	**$0**	**$72,347**	**$0**	**$72,347**
Total Net Savings	**$538,237**	**$280,390**	**$257,847**	**$0**	**$477,737**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Police

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Police Commander (1) *	86,826		86,826		86,826
Dispatch Training Coord. (1) *	41,029	41,029			41,029
Senior Admin Secretary (1) *	26,958	26,958			26,958
PSD III (1) *	2,018	2,018			2,018
CSO (1) *	26,939	26,939			26,939
TSA (6) *	121,758		121,758		68,500
Records Tech (2) *	42,210		42,210		42,210
Data Entry Operator I *	16,778		16,778		16,778
Crime Analyst I *	31,480	31,480			31,480
Vacancy Trend **	0				28,000
Part-Time / Temps					
Admin Services - Reduced hours *	12,530	12,530			12,530
Investigation Srv. - Temp Elimination *	5,000	5,000			5,000
Assistance for PAL soccer leagues *	5,000		5,000		0
Subtotal	**418,526**	**145,954**	**272,572**	**0**	**388,268**
RESOURCE/ASSET MANAGEMENT					
Cellphone contract adjustment *	10,000	10,000			10,000
Overtime Reduction - Reassignment of * lateral positions / Field Services restructuring / Patrol	400,000		400,000		400,000
Reduced patrol and SWAT ranges *	20,000	20,000			20,000
Gang DDA (half-time) *	32,250			32,250	0
Injunction DDA full-time) *	71,649			71,649	0
Straight to You television program *	18,000	18,000			18,000
Care VC partnership *	29,000		29,000		29,000
STOP Center allocation *	20,671		20,671		0
On call personnel					
Investigative Services *	5,100	5,100			5,100
Field Services *	27,500	27,500			27,500
Subtotal	**634,170**	**80,600**	**449,671**	**103,899**	**509,600**
CAPITAL EQUIPMENT MANAGEMENT					
Field Services - defer Vehicles *	197,000		197,000		197,000
Investigations - defer Vehicles *	65,425	65,425			65,425
Admin Services - Defer Acquisitions *	78,408	78,408			78,408
Subtotal	**340,833**	**143,833**	**197,000**	**0**	**340,833**
Total	**$1,393,529**	**$370,387**	**$919,243**	**$103,899**	**$1,238,701**
General Fund Budget					**$50,467,906**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Public Works

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Vacancy Trend **	92,689	92,689			92,689
Subtotal	**92,689**	**92,689**	**0**	**0**	**92,689**
RESOURCE/ASSET MANAGEMENT					
Service contracts *	10,500	10,500			10,500
Repair/Maintenance Trend**	1,000	1,000			1,000
Training/Workshop/Mtg *	2,100	2,100			2,100
Uniforms *	500	500			500
Library Reference Materials *	2,000	2,000			2,000
Subtotal	**16,100**	**16,100**	**0**	**0**	**16,100**
CAPITAL (MINOR)					
Defer miscellaneous projects *	90,000	90,000			90,000
Subtotal	**90,000**	**90,000**	**0**	**0**	**90,000**
Total	**$198,789**	**$198,789**	**$0**	**$0**	**$198,789**
General Fund Budget					**$3,224,787**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Highway 101 Del Norte Landscaping **	5,900	5,900			5,000
Highway 101 Oxnard Blvd **	57,200	57,200			50,000
Storm Drains **	100,000	100,000			50,000
Restricted Parking Signs **	22,800	22,800			15,000
Channel Islands Bridge (alternative funding) **	74,000	74,000			74,000
Total	**$259,900**	**$259,900**	**$0**	**$0**	**$194,000**
Capital Outlay Budget					**$2,060,049**

Water Operating Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Partial year vacancy savings *	27,000	27,000			27,000
Temporary labor savings *	54,000	54,000			54,000
Vacancy Trend **	231,336	231,336			231,336
Reserve Appropriation Salary Adjustment *	75,300	75,300			75,300
Subtotal	**387,636**	**387,636**	**0**	**0**	**387,636**
RESOURCE/ASSET MANAGEMENT					
Electricity *	60,000	60,000			60,000
Service Ad & Promotion *	5,000	5,000			5,000
Training/Workshop/Mtg *	10,000	10,000			10,000
Reimbursement to Other Funds *	100,000	100,000			100,000
Subtotal	**175,000**	**175,000**	**0**	**0**	**175,000**
Total	**$562,636**	**$562,636**	**$0**	**$0**	**$562,636**
Water Fund Budget					**$33,222,950**

One-time Savings Options for FY 2008-2009

Public Works

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

Wastewater Operating Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Reserve Appropriation Salary Adjustment (Fund 611) *	5,800	5,800			5,800
Salary Savings (Fund 621) *	95,000	95,000			95,000
Vacancy Trend **	269,174	269,174			269,174
Reserve Appropriation Salary Adjustment (Fund 621) *	10,000	10,000			10,000
Subtotal	**379,974**	**379,974**	**0**	**0**	**379,974**
RESOURCE/ASSET MANAGEMENT					
Service Arch / Engineering (Fund 621) *	10,000	10,000			10,000
Services Legal Counsel (Fund 611) *	10,000	10,000			10,000
Other Professional Services (Fund 611) *	20,000	20,000			20,000
Other Professional Services (Fund 621) *	8,000	8,000			8,000
Other Utilities (Fund 621) *	5,000	5,000			5,000
Machinery & Equip (Fund 611) *	14,700	14,700			14,700
Shop & Field (Fund 621) *	75,000	75,000			75,000
Uniform (Fund 621) *	5,000	5,000			5,000
Training/Workshop/Mtg (Fund 611) *	12,300	12,300			12,300
Training/Workshop/Mtg (Fund 621) *	3,500	3,500			3,500
Vehicles (Fund 611) *	5,000	5,000			5,000
Vehicles (Fund 621) *	34,000	34,000			34,000
Rental Vehicles & Eq (Fund 621) *	10,000	10,000			10,000
Taxes & Filing (Fund 621) *	50,000		50,000		50,000
Other Eq (Fund 621) *	12,000	12,000			12,000
Outreach Education (Fund 611) *	2,000	2,000			2,000
Reimbursement to Other Funds (Fund 611) *	100,000	100,000			100,000
Service to Other Programs (Fund 611) *	20,000	20,000			20,000
Subtotal	**396,500**	**346,500**	**50,000**	**0**	**396,500**
Total	**$776,474**	**$726,474**	**$50,000**	**$0**	**$776,474**
Wastewater Fund Budget					**$36,442,079**

Environmental Resources Operating Funds

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Vacancy Trend *	297,960	297,960			297,960
Subtotal	**297,960**	**297,960**	**0**	**0**	**297,960**
RESOURCE/ASSET MANAGEMENT					
Equipment Maint Charges *	400,000	400,000			400,000
Services - Del Norte Facilities *	250,000		250,000		250,000
Fuel Diesel *	100,000	100,000			100,000
Refuse and Disposal *	766,500	766,500			766,500
Eq Maint *	100,000	100,000			100,000
Minor Equip *	82,500	82,500			82,500
Subtotal	**1,699,000**	**1,449,000**	**250,000**	**0**	**1,699,000**
Total	**$1,996,960**	**$1,746,960**	**$250,000**	**$0**	**$1,996,960**
Environmental Resources Fund Budget					**$44,990,588**

One-time Savings Options for FY 2008-2009

Public Works

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

Other Funds

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
2 safety tech (Fund 181) *	10,000	10,000			10,000
2 safety tech (Fund 212) *	20,000	20,000			20,000
Partial year vacancy savings (Fund 181) *	18,000	18,000			18,000
Vacancy Trend *	58,479	58,479			58,479
Subtotal	**106,479**	**106,479**	**0**	**0**	**106,479**
RESOURCE/ASSET MANAGEMENT					
Service contracts (Fund 181) *	20,000	20,000			20,000
Training/Workshop/Mtg (Fund 181) *	2,700	2,700			2,700
Training/Workshop/Mtg (Fund 212) *	3,000	3,000			3,000
Reimbursement to Other Funds (Fund 181) *	8,000	8,000			8,000
Equipment Maint. Charges (Fund 181) *	600	600			600
Other Professional Services (Fund 212) *	10,000	10,000			10,000
Service - Arch/Eng.(Fund 181) *	15,300	15,300			15,300
Service to Other Programs (Fund 212) *	20,000	20,000			20,000
Subtotal	**79,600**	**79,600**	**0**	**0**	**79,600**
Total	**$186,079**	**$186,079**	**$0**	**$0**	**$186,079**
Total Net Savings	**$3,980,838**	**$3,680,838**	**$300,000**	**$0**	**$3,914,938**

Notes: * Based on department submission as well as current vacant position budgets
**Based on expenditure trends

One-time Savings Options for FY 2008-2009

Recreation and Community Services

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
VACANCY MANAGEMENT					
Vacancy Trend **	172,656	172,656			172,656
Subtotal	**172,656**	**172,656**	**0**	**0**	**172,656**
RESOURCE/ASSET MANAGEMENT					
After School Program (late start) *	10,000		10,000		10,000
Adult Sports Program - 1 monitor *	1,500		1,500		1,500
Rio Vista Gym Program * (on hold 6 months)	69,100	69,100			69,100
Promotional Items *	4,000	4,000			4,000
Film Festival - reduce funding *	650	650			650
Senior Legends *	7,000	7,000			7,000
Subtotal	**92,250**	**80,750**	**11,500**	**0**	**92,250**
Total	**$264,906**	**$253,406**	**$11,500**	**$0**	**$264,906**
General Fund Budget					**$5,899,928**

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Additional Requirements					
Transfers from CDBG programs **	-100,000	-100,000			-100,000
Subtotal	**-100,000**	**-100,000**	**0**	**0**	**-100,000**
Total	**-$100,000**	**-$100,000**	**$0**	**$0**	**-$100,000**

Capital Outlay Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Capital Equipment **	38,500	38,500			35,000
Community Center West Snack Bar CIP *	80,000	80,000			0
Softball Field Lighting - re-evaluate *	31,359	31,359			31,000
Total	**$149,859**	**$149,859**	**$0**	**$0**	**$66,000**
Capital Outlay Budget					**$149,859**

Total Net Savings	**$314,765**	**$303,265**	**$11,500**	**$0**	**$230,906**

One-time Savings Options for FY 2008-2009

Non-Departmental

Impacts on City Vision are based on short term implementation. Savings may have significant long-term impacts.

General Fund

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
RESOURCE/ASSET MANAGEMENT					
Transfer to Golf Fund ** (based on revenue forecast)	295,000	295,000			295,000
Subtotal	**295,000**	**295,000**	**0**	**0**	**295,000**
Total	**$295,000**	**$295,000**	**$0**	**$0**	**$295,000**
General Fund Budget					**$8,737,549**

Description	Est. Savings	Impact on Vision: None to Slight	Moderate	Significant	Recommended
Additional Requirements					
Debt Service **	-1,494,500	-1,494,500			-1,494,500
Subtotal	**-1,494,500**	**-1,494,500**	**0**	**0**	**-1,494,500**
Total	**-$1,494,500**	**-$1,494,500**	**$0**	**$0**	**-$1,494,500**
Total Net Savings	**-$1,199,500**	**-$1,199,500**	**$0**	**$0**	**-$1,199,500**

List of Employee Savings Suggestions

Category	*Cost Saving Idea*
Cell Phone	Have employees provide their personal cell phones and receive a City reimbursement for business calls
Cell Phone	Provide simple cell phones rather than blackberries
Cell Phones	Eliminate blackberries and cell phones to all except department heads, managers, and key Staff
Cell Phones	Examine and eliminate unnecessary cell phone plans
Cell Phones	Have employees pay for personal phone calls made on City cell phones
City Fleet	Create a reporting tool to report the mis-use of City vehicles
City Fleet	Eliminate excess vehicles from the City fleet
City Fleet	Have a vehicle pool for management to use as needed during the day and not taken home
City Fleet	Have City Corps wash City owned vehicles rather than utilizing outside vendors
City Fleet	Institute policy changes to reduce fleet operating expenses
City Fleet	Monitor City gas and car usage, restrict Staff taking vehicles home
City Fleet	Strengthen the vehicle purchase review process to reduce procurement
City Fleet	Use car pooling for employees on City business
City Fleet	Use City vehicles for City Business, not to take home
City Fleet	Use GPS tracking to insure City vehicles are being used as intended and driven safely
Communication	Advertise for the City on the sides of refuse trucks
Communication	Do not send items by FedEx unless necessary
Communication	Eliminate glossy and fancy brochures and limit the amount of information being mailed out
Communication	Eliminate printing materials in other languages
Communication	Keep mailing lists current to reduce returned mail
Communication	Make brochures, applications, and program information available online linked to the City website
Communication	Stop the "EVERYONE" emails that take time away from work to read

Category	*Cost Saving Idea*
Communication	Use email instead of sending paper memos
Communication	Utilize City Staff for bilingual translations
Elections	Discontinue having the City Clerk and City Treasurer as elected officials
Elections	Eliminate having the Mayor and Council members running for office every two years
Energy Savings	Build "green" buildings
Energy Savings	Discontinue allowing the practice of having small heaters at desks, encourage Staff to dress warmly and bring a small blanket
Energy Savings	Eliminate turning on the lighted palm trees on medians
Energy Savings	Install light sensors in restrooms to reduce utility expenses
Energy Savings	Install solar fixtures
Energy Savings	Install solar panels on buildings to save on utilities
Energy Savings	Require all computers be shut down each night other than when IS updates are needed
Equipment/Supplies	Ban individual bottled water purchases
Equipment/Supplies	Clean out and centralize office supplies and offer un-needed items to other departments
Equipment/Supplies	Contract out computer repairs and share internally with other departments rather than externally donating equipment
Equipment/Supplies	Eliminate Keurig coffee, it is an expensive habit that is not environmentally friendly and produces a lot of waste
Equipment/Supplies	Eliminate over stocking supplies and non essential items
Equipment/Supplies	Eliminate purchases of non essential furniture and equipment
Equipment/Supplies	Eliminate supplying coffee and other beverages and supplies to Staff
Equipment/Supplies	Keep supplies in locked cabinets to prevent theft
Equipment/Supplies	Limit office supplies
Equipment/Supplies	Minimize replacing digital cameras, tools, canopies, etc. that somehow "disappear"
Equipment/Supplies	Recycle office supplies
Equipment/Supplies	Recycle post it flags
Equipment/Supplies	Re-use non-confidential printed materials for scratch paper
Equipment/Supplies	Set printers to "economode" and print on both sides of the paper

Category	*Cost Saving Idea*
Equipment/Supplies	Share print centers, monitor paper printing, and institute a paper limit by department
Equipment/Supplies	Stop purchasing fancy furniture for management
Equipment/Supplies	Use City tap water rather than bottled water
Equipment/Supplies	Use Craig's list for purchases of supplies and materials
Equipment/Supplies	Use double sided printing for handouts, drafts, record keeping, etc.
Equipment/Supplies	Use Harris Water for all water purchases to save money city wide
Equipment/Supplies	Use only yellow post it notes
Equipment/Supplies	Use recycled ink cartridges, such as 123inkjets.com
Equipment/Supplies	Use standard mailing envelopes with the City logo
Facilities	Centralize trash and recycling collection rather than having it at every work station
Facilities	Eliminate having exterior lighting on buildings
Facilities	Have the City recycle its own plastic
Facilities	Install automatic hand dryers in restrooms to reduce waste and purchase of paper products
Facilities	Plant only desert foliage on city properties to decrease irrigation costs
Facilities	Recycle all cardboard and paper
Facilities	Reduce watering parks and medians
Facilities	Subsidize "sponsor a tree" for downtown and new parks saving City money on purchases
Facilities	The last one to leave a room should shut off the lights
Library	Close the libraries on Fridays, Sundays, and evenings
Library	Eliminate the literacy program
Library	Examine and eliminate some library periodical subscriptions
Meetings	Change the colored dark blue background print in presentation materials for Council meetings
Meetings	Discontinue INCF, South Oxnard, and other such community meetings
Meetings	Eliminate providing snacks, meals, and beverages at meetings
Meetings	Keep lunch meetings to a minimum to save on purchasing meals

Category	*Cost Saving Idea*
Meetings	Keep necessary lunch meetings simple
Meetings	Make GroupWise calendaring mandatory to enable the use of "busy search" to schedule meetings
Meetings	Reduce the number of City Council meetings
Meetings	Simplify open houses, ribbon cutting and other ceremonies - no food or fancy decorations
Meetings	Stop expensive manager meetings
Meetings	Stop having unnecessary lunch meetings for top management and City Council
Meetings	Streamline the contract compliance process as part of agenda item routing rather than having a special meeting
Operations	Cut back on the hours libraries and police sub stations are open
Other	Eliminate the employee picnic
Other	Form an in-house oversight committee to provide input and recommendations while not compromising services to citizens
Other	Freeze spending on Convention & Visitors Bureau
Other	Freeze spending on Economic Development Corporation
Other	Freeze spending on Legal Advocacy (Account Code 8462)
Other	Hire the accountant in the movie "Dave" who helped the phony president eliminate $640,000 of wasteful spending
Other	Remove various budget line items
Other	Utilize City building inspectors to focus on foreclosed properties non permitted construction and unlicensed contractors-use Measure O funds to pay them
Process	Change storage facility vendors from York to Diversified
Process	Eliminate the Public Works CPPU and return payment processing to individual departments to streamline the process and avoid late charges
Process	Expand online services for parking citation payments rather than using an outside source
Process	Have departments monitor utility and cell phone expenses for their Staff
Process	Have departments report directly to the City Manager and division heads rotate as the Acting Public Works Director
Process	Have managers be more accountable of day to day spending on operations, maintenance, and inventory
Process	Have those causing minor damage immediately address and repair the damage rather than filing a claim and following the legal process
Process	Implement paperless record keeping (use PDF files on shared drives)
Process	Institute a monthly rather than biweekly payroll

Category	*Cost Saving Idea*
Process	Make Staff aware of various postage fees
Process	Reduce Public Works expenses by having Finance do the work of Public Works CPPU
Process	Streamline the municipal code process
Process	Suspend Satellite City Hall events
Process	Use direct deposit or debit cards rather than pay checks
Process	Utilize one rather than two live scan processes for new police applicants
Purchasing	Add the ability for City purchases to be made with debit and/or credit cards
Purchasing	Do away with credit cards and pay by purchase order or city accounts
Purchasing	Eliminate credit card usage with the exception of travel expenses
Purchasing	Research using stamps.com to reduce City postage expenses
Purchasing	Utilize an E-payable system
Revenue	Bill individuals in a timely manner for property and other damages
Revenue	Charge customers for extra green waste and recycle containers
Revenue	Correct Public Works/Development Services map check fee issue
Revenue	Establish a set number of assistance requests for IS and GIS services and charge for overages
Revenue	Forward information to the District Attorney's Office to add restitution to a judgment
Revenue	Increase fees for public requests of documents, charge more for colored pages
Revenue	Increase revenues by having a weekly or monthly police or TSA enforcement of handicap parking violation citations
Revenue	Open small cafes/concession stands in or near libraries to bring in more revenue and public use
Revenue	Raise utility fees
Revenue	Sell or lease unnecessary or under utilized land and/or equipment
Revenue	Utilize new sources of revenue collection, such as tax refund garnishment
Revenue	Vacate as many alleyways and frontage streets as possible to return property to private ownership & property tax rolls
Salary/Benefits	Discontinue car allowances for management
Salary/Benefits	Eliminate cashing out leave time

Category	*Cost Saving Idea*
Salary/Benefits	Eliminate salary increases for all employees
Salary/Benefits	Eliminate the health/exercise reimbursement program
Salary/Benefits	Give a 5% raise to Staff who are doing the work of unfilled positions
Salary/Benefits	Give employees the chance to work a reverse furlough day - working for no pay
Salary/Benefits	Have a voluntary 36 hour work week with no reduction in full time benefits
Salary/Benefits	Have everyone making six figures cut back to five figures in their salary
Salary/Benefits	If its an option and not in a unionized agreement, match less in the 401(k)'s (not sure if the City matches 401(k)'s already - they may not)
Salary/Benefits	Institute an across the board salary reduction
Salary/Benefits	Institute week long department wide unpaid work furloughs
Salary/Benefits	Reduce the compensation top management receives
Salary/Benefits	Utilize comp time rather than overtime
Staffing	Allow Staff to take unpaid days off
Staffing	Close City offices every Friday even if Staff hours per week are only 32
Staffing	Cut back or eliminate consultants
Staffing	Eliminate all temporary Staff, hire as permanent those that are filling necessary vacant positions
Staffing	Eliminate holiday pay for staff not on duty
Staffing	Eliminate intern and part time positions
Staffing	Eliminate vacated positions
Staffing	Evaluate how much Staff is needed for phone coverage
Staffing	Examine and reduce overtime paid
Staffing	Have regular Staff work a 4 day 10 hour schedule
Staffing	Have Staff punch in and out to monitor attendance
Staffing	Having a ten hour four day week might boost the local economy since employees might shop more on their days off
Staffing	Having a ten hour four day week would save employees money on their commute
Staffing	Having a ten hour four day work week would save on utilities

Category	*Cost Saving Idea*
Staffing	Increase employee morale by approving minimum cost of living increases when they are due
Staffing	Increase employee morale with recognition for new ideas, job well done, etc.
Staffing	Institute a firm assignment term for new temporary employees that could only be extended by HR. "Grandfather in" current temporary employees
Staffing	Instituting a ten hour four day week could improve employee efficiency and productivity and result in employees taking fewer days off
Staffing	Layoff Staff hired solely to support the now defunct building boom
Staffing	Limit "intern" status to a six month time period
Staffing	Offer severance pay to retirement age workers
Staffing	Provide incentives for employees to retire, such as the "golden handshake"
Staffing	Recommend salaried union employees share work loads and organize their work weeks to gain maximum benefit of the days support Staff is available
Staffing	Reduced the number of City paid notaries for fees, etc.
Staffing	Require employees to purchase their own laptops and blackberries unless they are part of the hiring package
Staffing	Retain as much non union temporary Staff as possible
Staffing	Schedule minimum crews to be on duty on holidays
Staffing	Survey employees to measure how many would agree to work fewer hours and allow for alternative work week schedules with mandatory vacation days
Staffing	Use vacancy management and attrition to reduce Staff rather than offering early retirement packages
Staffing	Utilize a 10/4 or 9/80 schedule with water Staff on standby to cut down on overtime and night differential pay
Staffing	Utilize Project Ayada works for preschool and other program aide positions
Subscriptions/Memberships	Eliminate memberships and associated charges
Subscriptions/Memberships	Eliminate periodicals and professional organization memberships
Subscriptions/Memberships	Eliminate subscriptions to newspapers, etc.
Subscriptions/Memberships	Have only one Staff member per department attend meetings (such as CSMFO) and share information
Technology	Email direct deposit statements to employees rather than provide check stubs
Technology	Modernize the City telephone system
Technology	Utilize electronic documentation to reduce the expense of paper purchases, storage, and shredding
Technology	Utilize electronic rather than paper City records and other information

Category	*Cost Saving Idea*
Travel	Provide actual rather than per diem expense reimbursements
Travel/Training	Cease the number of conferences attended and utilize more in-house training
Travel/Training	Establish a room for computer and other training needed by employees to centralize the process
Travel/Training	Have City and employee share costs for employee business travel
Travel/Training	Increase cross training of Staff within departments
Travel/Training	Restrict travel unless vital, utilize frugality in expenses incurred
Travel/Training	Temporarily suspend outside training seminars and conferences