

**Fiscal Year 2009-2010 General Fund
Budget Savings Ideas**

		Cumulative
Original Deficit	\$ 10,235,700	\$ 10,235,700
Additional Requirements		
Fire OT, Benefits, and Workers Comp.	278,000	10,513,700
Parks	351,000	10,864,700
Recreation	100,000	10,964,700
Sub-total	729,000	
Adjusted Deficit		\$ 10,964,700
Potential Savings		
City Attorney	(290,402)	10,674,298
City Clerk	(44,800)	10,629,498
City Council	(10,000)	10,619,498
City Manager	(370,170)	10,249,328
City Treasurer	(20,500)	10,228,828
CDC	(8,237)	10,220,591
Development Services	(856,125)	9,364,466
Finance	(222,732)	9,141,734
Fire	(310,528)	8,831,206
General Services (includes GF share of Facilities ISF)	(565,569)	8,265,637
Housing	(30,218)	8,235,419
HR (includes GF share of Workers Comp)	(35,010)	8,200,409
Library	(270,556)	7,929,853
Police	(409,143)	7,520,710
Public Works	(85,000)	7,435,710
Information Systems (GF share of savings)	(115,872)	7,319,838
PACC	(34,050)	7,285,788
Recreation	(88,400)	7,197,388
Total Potential Savings from Departments	(3,767,312)	
Potential Rolling Vacancy (including Public Safety - excluding vacancies in Dept. plans)	(2,900,000)	4,297,388
Potential Capital Equip (\$1.6M less \$600K in dept. plans and for potential lease payments)	(1,000,000)	3,297,388
Potential Training & Travel (\$400K less \$100K)	(300,000)	2,997,388
Workers Comp. Refund (partial refund of fund balance)	(1,000,000)	1,997,388
CDC Pass-through (\$1.8M one-time and \$600K recurring)	(2,400,000)	(402,612)
Additional Savings Ideas	(7,600,000)	
Total Savings Ideas	(11,367,312)	
Net Available Funding		402,612

- Notes:
1. Furloughs and layoffs are not recommended consistent with Mayor and Council guidance.
 2. Revenue shortfall does not include potential State action to balance the State budget.

DEPARTMENT SAVINGS FY 2009-2010
Summary

Department	General Fund Budget	Estimated Savings	Recommended
From Operations			
City Attorney	1,712,561	290,402	290,402
City Clerk	538,842	44,800	44,800
City Council	394,169	10,000	10,000
City Manager	2,227,731	370,170	370,170
City Treasurer	1,225,413	20,500	20,500
CDC	1,146,863	8,237	8,237
Development Services	7,148,515	856,125	856,125
Finance	3,975,476	222,732	222,732
Fire	14,825,527	310,528	310,528
General Services	10,817,122	274,019	274,019
Housing	167,800	30,218	30,218
Human Resources	1,194,995	27,180	27,180
Library	5,711,220	270,556	270,556
Police	50,467,906	409,143	409,143
Public Works	3,224,787	85,000	85,000
Recreation/Comm. Services	5,899,928	88,400	88,400
Non-Departmental	8,737,549	0	0
Total from Operations	\$119,416,404	\$3,318,010	\$3,318,010
From Other Fund			
PACC (Reduction of Transfer To)	1,652,811	34,050	34,050
Total from Other Fund	\$1,652,811	\$34,050	\$34,050
From Internal Service Funds (ISFs)			
Information Systems	4,138,622	115,872	115,872
Fleet	7,837,198	0	0
Facilities	4,076,672	291,550	291,550
Public Liability	3,937,921	0	0
Workers Compensation	5,442,514	7,830	7,830
Total from ISFs	\$25,432,927	\$415,252	\$415,252
Total General Fund	\$146,502,142	\$3,767,312	\$3,767,312

DEPARTMENT SAVINGS FY 2009-2010
City Attorney

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Assistant City Attorney*	144,001	144,001
Assistant City Attorney*	144,001	144,001
Subtotal	288,002	288,002
RESOURCE/ASSET MANAGEMENT		
Travel and Training	2,400	2,400
Subtotal	2,400	2,400
Total	\$290,402	\$290,402
General Fund Budget		\$1,712,561
Percentage of Savings		17%

* Positions to be held vacant for 2 years.

DEPARTMENT SAVINGS FY 2009-2010
City Clerk

General Fund

Description	Est. Savings	Recommended
RESOURCE/ASSET MANAGEMENT		
Contracted Election Expense *	44,800	44,800
Subtotal	44,800	44,800
Total	\$44,800	\$44,800
General Fund Budget		\$538,842
Percentage of Savings		8%

* One year savings

DEPARTMENT SAVINGS FY 2009-2010
City Council

General Fund

Description	Est. Savings	Recommended
RESOURCE/ASSET MANAGEMENT		
Maintenance & Other Reimbursement (Council Reimbursement)	10,000	10,000
Subtotal	10,000	10,000
Total	\$10,000	\$10,000
General Fund Budget		\$394,169
Percentage of Savings		3%

DEPARTMENT SAVINGS FY 2009-2010

City Manager

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
City Manager's Office:		
Management Analyst III*	90,710	90,710
Subtotal	90,710	90,710
RESOURCE/ASSET MANAGEMENT		
Public Information Office:		
Citywatch newsletter (reduce from 4 to 2 issues)	30,000	30,000
Temporarily postponed Mobile Satellite City Hall	44,460	44,460
Capital Projects Charged for Public Information Support	200,000	200,000
Community Relations:		
Reduce Printing (Multicultural Festival Advertising)	5,000	5,000
Subtotal	279,460	279,460
Total	\$370,170	\$370,170
General Fund Budget		\$2,227,731
Percentage of Savings		17%

* Positions to be held vacant for 2 years.

DEPARTMENT SAVINGS FY 2009-2010
City Manager - Information Services

Internal Service Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Computer Operator (Personel / Network System)*	68,268	68,268
Computer Operator (Computer Operator)*	68,268	68,268
Subtotal	136,536	136,536
RESOURCE/ASSET MANAGEMENT		
Travel and Training	10,000	10,000
Subtotal	10,000	10,000
CAPITAL EQUIPMENT MANAGEMENT		
Defer Equipment Acquisitions	100,000	100,000
Subtotal	100,000	100,000
Total	\$246,536	\$246,536
ISF Budget		\$4,138,622
Percentage of Savings		6%

* Positions to be held vacant for 2 years.

DEPARTMENT SAVINGS FY 2009-2010

City Treasurer

General Fund

Description	Est. Savings	Recommended
RESOURCE/ASSET MANAGEMENT		
Professional Services Contract (based on prior usage)	15,000	15,000
Subtotal	15,000	15,000
CAPITAL EQUIPMENT MANAGEMENT		
Defer Equipment Acquisitions	5,500	5,500
Subtotal	5,500	5,500
Total	\$20,500	\$20,500
General Fund Budget		\$1,225,413
Percentage of Savings		2%

DEPARTMENT SAVINGS FY 2009-2010
Community Development

General Fund

Description	Est. Savings	Recommended
RESOURCE/ASSET MANAGEMENT		
Office Supplies, Postage and Printing	3,162	3,162
Travel and Training	2,601	2,601
Memberships	842	842
Cell Phone Charges	1,632	1,632
Subtotal	8,237	8,237
Total	\$8,237	\$8,237
General Fund Budget		\$1,146,863
Percentage of Savings		1%

Community Development Funds

Description	Est. Savings	Recommended
RESOURCE/ASSET MANAGEMENT		
Legal Counsel Services	55,520	55,520
Professional Service Contracts	63,066	63,066
Services - From Other Programs	10,000	10,000
Office Supplies, Postage and Printing	7,300	7,300
Legal Advertising	5,000	5,000
Minor Office Equipment	1,450	1,450
Real Estate Acquisition and Rentals	48,150	48,150
Travel and Training	8,000	8,000
Cell Phone and other Telephone Charges	2,462	2,462
Maintenance Services for Buildings and Grounds	1,900	1,900
Subtotal	202,848	202,848
Total	\$202,848	\$202,848
Other Funds Budget		\$13,643,619
Percentage of Savings		1%
Total Net Savings	\$211,085	\$211,085

DEPARTMENT SAVINGS FY 2009-2010
Development Services

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Senior Admin. Secretary*	60,403	60,403
Management Analyst II*	100,943	100,943
Plan Check Engineer*	86,008	86,008
Plumbing & Mech Inspector*	81,668	81,668
Construction Inspector II*	72,711	72,711
Buidling Inspecctor*	72,000	72,000
Junior Planner*	68,982	68,982
Associate Planner*	83,410	83,410
Subtotal	626,125	626,125
RESOURCE/ASSET MANAGEMENT		
Plan Check Consultant	20,000	20,000
Capital Projects Charges for Engineering Services	150,000	150,000
Subtotal	170,000	170,000
CAPITAL EQUIPMENT MANAGEMENT		
Defer Equipment Acquisitions	60,000	60,000
Subtotal	60,000	60,000
Total	\$856,125	\$856,125
General Fund Budget		\$7,148,515
Percentage of Savings		12%

* Positions to be held vacant for 2 years.

DEPARTMENT SAVINGS FY 2009-2010

Finance

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Controller*	114,000	114,000
Management Accountant*	85,000	85,000
Redistribution of personnel to Public Liability	80,732	80,732
Subtotal	279,732	279,732
RESOURCE/ASSET MANAGEMENT		
Travel and Training	25,000	25,000
Professional Service Contracts	32,000	32,000
Subtotal	57,000	57,000
Other		
Correct for County Property Tax Administration Fee	-114,000	-114,000
Subtotal	-114,000	-114,000
Total	\$222,732	\$222,732
General Fund Budget		\$3,975,476
Percentage of Savings		6%

* Positions to be held vacant for 2 years.

** Charges from the County have been underbudgeted due to changes in payment for VLF and Triple Flip

DEPARTMENT SAVINGS FY 2009-2010

Fire

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Fire Environmental Special I*	108,530	108,530
Fire Inspector*	128,873	128,873
Reduce Overtime for other than station coverage requirements	10,000	10,000
Subtotal	247,403	247,403
RESOURCE/ASSET MANAGEMENT		
Cell Phones	10,125	10,125
Travel and Training	2,000	2,000
Subtotal	12,125	12,125
CAPITAL EQUIPMENT MANAGEMENT		
Defer Equipment Acquisitions	51,000	51,000
Subtotal	51,000	51,000
Total	\$310,528	\$310,528
General Fund Budget		\$14,825,527
Percentage of Savings		2%

* Positions to be held vacant for 2 years.

**DEPARTMENT SAVINGS FY 2009-2010
PACC**

PACC - Fund 641

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Reduce Temporary Labor	22,150	22,150
Subtotal	22,150	22,150
RESOURCE/ASSET MANAGEMENT		
Contracted Services	3,900	3,900
Printing	8,000	8,000
Subtotal	11,900	11,900
Total	\$34,050	\$34,050
PACC Fund Budget		\$1,652,811
Percentage of Savings		2%
General Fund Operating Transfer		\$981,861
Percentage of Savings		3%

DEPARTMENT SAVINGS FY 2009-2010
City Manager - General Services

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Tree Trimmer*	58,055	58,055
2 Groundworkers*	112,284	112,284
Senior Groundworker*	62,996	62,996
Reduce Overtime	30,684	30,684
Subtotal	264,019	264,019
RESOURCE/ASSET MANAGEMENT		
Cell Phones	10,000	10,000
Subtotal	10,000	10,000
Total	\$274,019	\$274,019
General Fund Budget		\$10,817,122
Percentage of Savings		3%

Facilities Internal Service Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Custodian*	43,000	43,000
Subtotal	43,000	43,000
RESOURCE/ASSET MANAGEMENT		
Professional Services Contracts	120,000	120,000
Reduction of Minor Equipment Acquisitions	180,000	180,000
Subtotal	300,000	300,000
Total	\$343,000	\$343,000
Facilities Fund Budget		\$4,076,672
Percentage of Savings		8%

* Positions to be held vacant for 2 years.

DEPARTMENT SAVINGS FY 2009-2010
Housing

General Fund

Description	Est. Savings	Recommended
RESOURCE/ASSET MANAGEMENT		
Professional Services Contracts	30,218	30,218
Subtotal	30,218	30,218
Total	\$30,218	\$30,218
General Fund Budget		\$167,800
Percentage of Savings		18%

DEPARTMENT SAVINGS FY 2009-2010
Human Resources

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Reduce Temporary Labor	27,180	27,180
Subtotal	27,180	27,180
Total	\$27,180	\$27,180
General Fund Budget		\$1,194,995
Percentage of Savings		2%

Internal Service Fund - Worker's Compensation (Fund 702)

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Reduce Overtime	5,000	5,000
Subtotal	5,000	5,000
RESOURCE/ASSET MANAGEMENT		
Reduce Supplies	1,700	1,700
Cell Phones	1,130	1,130
	2,830	2,830
Total	\$7,830	\$7,830
Worker's Comp. Budget		\$5,442,514
Percentage of Savings		0%

DEPARTMENT SAVINGS FY 2009-2010

Library

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
Library Aide I (part-time)*	30,279	30,279
Librarian I*	30,757	30,757
Computer Network Eng III*	79,667	79,667
System Analyst III*	70,000	70,000
Reduce Overtime	5,383	5,383
Subtotal	216,086	216,086
RESOURCE/ASSET MANAGEMENT		
Office Supplies, postage and printing	13,496	13,496
Travel and Training	13,848	13,848
Subscriptions	3,200	3,200
Professional Services Contracts	19,726	19,726
Telephone Charges	1,200	1,200
Building Maintenance	3,000	3,000
Subtotal	54,470	54,470
Total	\$270,556	\$270,556
General Fund Budget		\$5,711,220
Percentage of Savings		5%

* Positions to be held vacant for 2 years.

DEPARTMENT SAVINGS FY 2009-2010

Police

General Fund

Description	Est. Savings	Recommended
VACANCY MANAGEMENT		
4 Traffic Service Assistants I*	191,891	191,891
Partial 6 month savings of 2 vacant positions	\$67,987	67,987
Reduce Overtime	\$39,000	39,000
Reduce Temporary Labor	\$50,265	50,265
Subtotal	349,143	349,143
RESOURCE/ASSET MANAGEMENT		
Cell Phone Charges	20,000	20,000
Professional Services Contracts	20,000	20,000
Subtotal	40,000	40,000
CAPITAL EQUIPMENT MANAGEMENT		
Defer Equipment Acquisitions	20,000	20,000
Subtotal	20,000	20,000
Total	\$409,143	\$409,143
General Fund Budget		\$50,467,906
Percentage of Savings		1%

* Positions to be held vacant for 2 years.

DEPARTMENT SAVINGS FY 2009-2010

Public Works

General Fund

Description	Est. Savings	Recommended
RESOURCE/ASSET MANAGEMENT		
Repair/Maintenance supplies	1,000	1,000
Professional Services Contracts	5,000	5,000
Reference Materials	2,000	2,000
Travel and Training	2,000	2,000
Subtotal	10,000	10,000
CAPITAL EQUIPMENT MANAGEMENT		
Defer Equipment Acquisitions	75,000	75,000
Subtotal	75,000	75,000
Total	\$85,000	\$85,000
General Fund Budget		\$3,224,787
Percentage of Savings		3%

DEPARTMENT SAVINGS FY 2009-2010
Recreation and Community Services

General Fund

Description	Est. Savings	Recommended
RESOURCE/ASSET MANAGEMENT		
Adopt on Job Training to reduce Temporary Labor Costs	88,400	88,400
Subtotal	88,400	88,400
Total	\$88,400	\$88,400
General Fund Budget		\$5,899,928
Percentage of Savings		1%