

FISCAL YEAR 2011-2012 GENERAL FUND BUDGET
CITY MANAGER RECOMMENDATIONS
JUNE 20, 2011

ATTACHMENT A

	Description	Full Year Annual Cost Savings or Revenue Increase (net savings)	Staffing Impacts	Cost Savings or Revenue Increase for FY 2011-12
May 16, 2011 City Council Actions				
Ongoing Reductions:				
CD	Reorganization with a management position elimination	\$ 182,160	-1.00	\$ 165,333
CD	Contract service reduction	\$ 15,000	No FTE's	\$ 15,000
CD	Allocation of Code Enforcement cost to General Fund from RDA Housing Fund	\$ (97,100)	No FTE's	\$ (97,100)
CM	Various Revenue Increases from Updated Master Fee	\$ 200,000	No FTE's	\$ 166,667
CM	Increase CM staff support for Sustainability Programs (Climate Change Action Plan, Zero Waste Plan, etc.)	\$ (40,000)	0.30	\$ (40,000)
CM	Partial savings due to elimination of Deputy City Manager position	\$ 17,300	No FTE's	\$ 17,300
CS	Falkirk staffing reduction (portion of a FTE affecting volunteer management service & events)	\$ 33,500	-0.30	\$ 33,500
CS	Revenue increases (5% Rental fee & non-residential fee for classes)	\$ 47,250	No FTE's	\$ 47,250
FD	Contract services and supply reduction	\$ 73,000	No FTE's	\$ 73,000
MS	Contract services and supply reduction	\$ 30,000	No FTE's	\$ 30,000
MS	Network Support Technician increase to .7 FTE	\$ (29,830)	0.17	\$ (29,830)
PD	Reduction of overtime	\$ 80,000	No FTE's	\$ 80,000
PW	Elimination of Facility Repair Supervisor (retirement)	\$ 136,200	-1.00	\$ 136,200
One-time Savings:				
CD	Reserve reduction (Tech Fund for CRW staff time)	\$ 40,000	No FTE's	\$ 40,000
CM	Use of Pension Reserve	\$ 1,000,000	No FTE's	\$ 1,000,000
CS	One-time reduction for building repair reserve & building maintenance	\$ 47,250	No FTE's	\$ 47,250
LI	Utilize Public Library Funds (PLF) for materials budget	\$ 60,000	No FTE's	\$ 60,000
MS	Liability fund transfer	\$ 50,000	No FTE's	\$ 50,000
PW	Use Gas Tax Funds for street operations	\$ 440,000	No FTE's	\$ 440,000
Subtotal May 16th		\$ 2,284,730		\$ 2,234,570

June 6, 2011 City Council Actions				
Ongoing Reductions:				
CS	Asst. Director position elimination (50% Gen. Fund)/Reorganization	\$ 90,063	-1.00	\$ 90,063
CS	New Program Coordinator Position/Reorganization	\$ (70,140)	1.00	\$ (70,140)
CS	Reduction in Temp Seasonal/Reorganization	\$ 20,000	No FTE's	\$ 20,000
CS	20% Director Costs Charges to Childcare/Reorganization	\$ 45,015	No FTE's	\$ 45,015
CS	Other General Fund Costs related to Reorganization	\$ (4,476)	No FTE's	\$ (4,476)
FD	Allocate EMS funds for staffing for EMS Billing	\$ 51,150	No FTE's	\$ 51,150
One-time Savings:				
PW	Allocate CDBG funds for design and engineering staff	\$ 50,000	No FTE's	\$ 50,000
Subtotal June 6th		\$ 181,612		\$ 181,612

June 20, 2011 City Council Actions				
Ongoing Reductions:				
FD	Elimination of Fire Captain (retirement) -Net of revenue loss	\$ 206,500	-1.00	\$ 206,500
CD	Elimination of Code Enforcement Supervisor (vacant)	\$ 145,850	-1.00	\$ 145,850
PD	Elimination of Sergeant (vacant) - Net of revenue loss	\$ 136,664	-1.00	\$ 136,664
PD	Elimination of Officer (vacant)	\$ 133,098	-1.00	\$ 133,098
FIN	Reduced Parking Fund contribution to General Fund	\$ (40,000)	No FTE's	\$ (40,000)
MS	Reduce Contractual Services in OES	\$ 50,000	No FTE's	\$ 50,000
One-time Savings:				
CM	Total Comp Savings- all Bargaining Units	\$ 1,446,448	No FTE's	\$ 1,446,448
Subtotal June 20th		\$ 2,078,560		\$ 2,078,560
GRAND TOTAL GENERAL FUND		\$ 4,544,902	-5.83	\$ 4,494,742

Parking Services Reductions (non General Fund)			
Ongoing Savings:	Annual Savings	FTE	FY 2011-12 Savings
Police Security Officer	\$ 109,000	-1.00	\$ 90,833
Supervising Parking Enforcement Officer	\$ 113,000	-1.00	\$ 94,167
Parking Maintenance and Collections	\$ 107,600	-1.00	\$ 89,667
Administrative Assistant I	\$ 62,600	-1.00	\$ 52,167
Total Parking Services	\$ 392,200	-4.00	\$ 326,833

GRAND TOTAL STAFFING REDUCTIONS - ALL FUNDS

-9.83

**CITY OF SAN RAFAEL
Authorized Positions**

ATTACHMENT B

<u>Departments</u>	<u>Revised 2008-2009</u>	<u>Revised 2009-2010</u>	<u>Change In 2009-2010</u>	<u>Revised 2010-2011</u>	<u>Change In 2010-2011</u>	<u>Projected 2011-2012</u>	<u>Projected 2012-2013</u>	<u>% of Total 2011-2012</u>
Community Development	27.50	21.75	(5.75)	20.75	(1.00)	18.75	18.75	4.8%
Community Services	64.20	61.40	(2.80)	61.83	0.43	59.82	59.82	15.4%
City Attorney	3.50	3.50	-	3.50	-	3.50	3.50	0.9%
City Clerk	2.00	2.00	-	2.00	-	2.00	2.00	0.5%
City Manager/Council	8.70	7.70	(1.00)	7.70	-	8.00	8.00	2.1%
Economic Development	5.00	5.00	-	6.00	1.00	6.00	6.00	1.5%
Finance	11.00	10.00	(1.00)	10.00	-	10.00	10.00	2.6%
Fire	77.00	75.00	(2.00)	76.00	1.00	75.00	75.00	19.4%
Library	24.20	22.09	(2.11)	27.99	5.90	26.99	26.99	7.0%
Management Services	33.68	31.68	(2.00)	31.15	(0.53)	28.33	28.33	7.3%
Police	104.00	90.00	(14.00)	90.00	-	87.00	87.00	22.5%
Public Works	75.80	60.80	(15.00)	62.80	2.00	61.80	61.80	16.0%
Grand Total	436.58	390.92	(45.66)	399.72	8.80	387.19	387.19	100.0%
Year over year change	(8.50)	(45.66)	(45.66)	8.80	(12.53)			

General Notes:

The above-authorized positions are presented as full-time equivalent employees (FTE's) based on various workweek hours as negotiated in employee agreements. The totals by department reflect a combination of full-time or permanent part-time positions that are entitled to all or pro-rated benefits in accordance with the negotiated agreements for employees or individuals who are under contract. The totals reflected above, or in the detail department program sections, do not include temporary or seasonal employees that are utilized for short-term or specific reasons during the year.