



City of Monterey

Budget Briefing for Boards and Commissions

March 12, 2009



Purpose and Process...

- We want to receive public comment of the proposed budget reductions
- We plan to present...
 - Latest revenue estimates
 - Assumptions used to build the staff budget reduction proposals
 - Budget reduction proposals and alternatives
- Discussion and comments welcome tonight, March 19, and via letter, email, fax
- After completion of this phase of public participation, staff will prepare final recommendations for the City Council
 - Public participation invited as City Council considers final recommendations



**Assumptions used to prepare
budget reduction proposal...**



Budget Assumptions...

- Target is \$5.8 million
 - Remain in position to reduce further if economy continues to weaken
- This target does not include funding for...
 - Annual \$900,000 contribution to capital renewal reserve
 - Annual \$600,000 investment in “one time” projects. Examples...
 - Building maintenance
 - Parks maintenance
 - Information systems and technology
 - Reductions here can be accommodated for a short time but are not sustainable



Budget Assumptions (cont)...

- Public safety is the highest priority
 - No substantial changes contemplated to core Police patrol, fire staffing, essential maintenance, etc.
- Focus on mandates and core/essential services
- Reduced service structure will be with us for a long time
 - When economy and revenues improve, we propose to use proceeds for infrastructure and facility renewal

Budget Assumptions (cont)...

- 24/7 service capability linked with typical 5-day work week supported by distributed offices
- Remain competitive as an employer
- Focus on strategic investment to improve organizational performance and productivity
- Some organizational changes will take time
 - This plan is intended to describe the City’s “new” organization and service structure
 - Once this plan firms up, a transition plan will be prepared



Budget Assumptions (cont)...

- Proposal does not consider or include...
 - Any take from Neighborhood Improvement Program for ongoing operations
 - Any new taxes
 - Elimination of Sports Center annual operating subsidy
 - The subsidy is estimated at \$350,000/year (if the recommendations in the draft plan are adopted)



Proposed budget reductions...





City Council

- Proposed savings of \$11,796 in Travel/Meetings budget
- Results in reduced representation of the City and less participation in regional governance issues



City Manager's Office

- Proposed savings of \$67,085
- Eliminate printed version of City Focus, Community Survey, and other printed publications; reduce administrative staffing
- 2/3 of a Full Time employee, in conjunction with position loss in City Clerk's Office. Position would be replaced with 20 hrs/Part Time
- Segments of citizens will become disenfranchised due to elimination of newsletter; loss of ability to assess citizen needs, interests, and concerns via survey; loss of office staff will result in substantial reduction in support to City Council, City Manager, and Assistant City Manager
- Increased use of web and Channel 25 will help minimize impacts of City Focus loss.



Information Resources/City Clerk

- Proposed savings of \$47,151
- Reduce City Council and Board/Commission support
- 1/3 of a Full Time employee (in conjunction with position loss in City Manager's Office)
- Loss of office staff will result in substantial reduction in support to City Council, Boards, and Commissions; difficulty proctoring public records requests; reduction in number of Council packets produced; elimination of ceremonial gifts; delays responding to service requests
- Continued deployment of Enterprise Content Management System will be important to help mitigate staff loss. Combining commissions and reducing commission size from 7 to 5 would help mitigate impacts.



Information Resources/ Information Services

- Proposed savings of \$197,153
- Reduction in system and equipment procurements and support to service departmental needs



City Attorney

- Proposed savings of \$35,115
- Loss of part-time staffing
- Less ability to provide service during staff absences; reduced ability to support and proctor public records requests; staff attorneys will have to do more administrative work
- Regular Part Time Legal Assistant has already been reduced to half time.



Human Resources

- Proposed savings of \$114,797
- Reduce services and supplies; eliminate overtime; reduce travel and meetings
- Elimination of service awards, employee recognition breakfast and volunteer recognition function; reduction in recruitment advertising; elimination of paid intern program
- Employee Training and Development will become vitally important to the organization, making staff reductions unwise.



Finance Department

- Proposed savings of \$85,285
- Underfill vacant Sr. Acct w/Acctg Auditor with a lesser position; misc reductions in training and professional services
- Finance staffing was reduced substantially in previous years and substantial functions are receiving only cursory coverage. While various business transformation efforts, such as the new timekeeping system, have helped mitigate the impacts of staff loss, additional staff reductions are unwise.



Police Department

- Proposed staff savings totaling \$994,201
- 3 Full Time sworn (1 vacant), 2 Full Time sworn "overfills" (vacant), 4 Full Time civilian (3 vacant).
- One of four Community Action Team officers, K-9 unit and Public Education Officer reduction would have impact on Police visibility. Two Police Services Technicians would sometimes result in short term closures of Records counter.
- Core patrol, traffic enforcement, and investigative services are maintained. Loss of PEO is somewhat mitigated by recent reorganization that created Community Policing Sergeant.



Fire Department

- Proposed savings of \$520,129 (includes new revenue from PG Fire contract)
- 1 vacant Full Time civilian position eliminated
- Eliminate CERT & CPR programs; reduce non-mandatory training; operational savings and economies of scale achieved through contract with PG Fire
- Elimination of CERT program could reduce community's disaster readiness; reduced office staffing would make it difficult to meet support requirements
- Core emergency response and prevention services are maintained. Station and apparatus staffing remain unchanged.



Plans and Public Works

- Proposed savings of \$1,973,443
- Reduce maintenance levels, eliminate Transportation Planning function, reduce "green" initiatives
- 11 Full Time (3 vacant, several Full Time can transfer to other vacant positions)
- Reduced services levels in streets, parks, trees, buildings (janitorial and maintenance/repair), and street lighting; slower progress on transportation issues and green initiatives; emergency response capability reduced, particularly in Forestry



Recreation and Community Services

- Proposed savings of \$567,714
- Reduce Recreation Center hours, reduce programs, partially reduce Sports Center subsidy
- 1 Full Time, 2 Full Time reduced to Regular Part Time, 2 Regular Part Time, 2 Regular Part Time reduced to Part Time (seasonal)
- Reduction in operating hours at all Recreation Centers; eliminate printed activities guide; reduced office staffing; reduction in Center-based programs, playground program, field sports programs, and special events; reduced random drug testing; the reductions will be felt by all age segments of our service population.
- Activities guide will continue to be available online and online registration will continue to be encouraged



Monterey Public Library

- Proposed savings of \$535,702
- Close one-day/week & reduce open hours; reduce California History Room support; reduce public/cultural programs; reduce collection development; reduce general Library staff support
- 1 Full Time (vacant), 3 Full Time reduced to Regular Part Time, 4 Regular Part Time
- Library closed one day/week with reduced open hours. Youth programs, California History Room outreach and customer service reduced. Cultural programs and Inter-Library Loan eliminated.



Museum Division

- Proposed savings of \$61,960
- Reduced Museum hours, Eliminate Cultural Arts Grants
- 1 Regular Part Time reduced from 30 hours to 20 hours/week
- Reduced cultural arts programs and events, reduced museum hours at Colton Hall and Presidio, reduced number of exhibits at Alvarado Gallery



Public Facilities Department

- Proposed savings of \$348,800
- Reduced Conference Center and Harbor staffing and operational costs; eliminate contribution to Monterey County Film Commission; reduce contribution to Fisherman's Wharf marketing by 50%
- 4 Full Time employees (2 vacant)
- Little service impact predicted at Conference Center due to substantial reengineering of operations and outsourcing of some sales/marketing functions to MCCVB.
- Creative effort to insource most capital renewal on Wharf II should save money.



Non-Departmental

- Proposed savings of \$251,762
- Reductions in support to outside events, July 4 events, and special projects
- Elimination of July 4 parade, lawn party, and fireworks; eliminate support to First Night, Big Sur Marathon, City Council Holiday Reception, MCEA Holiday party, Panetta Lecture Series, etc.; reduced support for special projects

Recap...

- All funds considered, we will still be a \$90-something million/year enterprise
- Essential public safety services retained
- All core service obligations met
- Some services reduced, others eliminated
- In position to respond further, if the economy continues to weaken
- In position to increase capital renewal investment when economy improves



While the proposed reductions are challenging, the city will still deliver a wide array of services...



Your City will continue to...

- Have a Police Patrol, traffic enforcement, and Investigative Services capabilities that remain undiluted by the proposed reductions
- Keep its Fire Department at full strength to respond to Fire and EMS calls and maintain a fully staffed Fire Prevention Bureau
- Sustain a world-class Sports Center and Conference Center
- Continue to provide a variety of leisure, cultural, and library services and facilities that are the envy of most communities in California
- Be proper stewards of your facilities and infrastructure
- Provide core strategic internal services to the organization to ensure that our employees have the training, tools, systems, and support to serve the public in the best way possible



Questions and discussion...

