

**FY2004 & FY2005 BUDGET BALANCING PROPOSALS**  
**PRELIMINARY CITY MANAGER RECOMMENDATIONS**

CUMULATIVE EXPENDITURE REDUCTIONS														REVENUE PROPOSALS	
Fund	Department	Description	PRIORITY	FTE	F/V	FY2004		C/D	E/F		OUT-YEAR	FY2004	FY2005		
			15%			\$2.7M A	\$6.8M B		\$10.8M D	\$2M E				\$14.8M F	
General Fund															
		Possible Citywide Adjustments													
		Reduce Workers' Compensation Costs (10%)	350,000								350,000				
		Reduce Citywide Facilities Maint. Costs	50,000				50,000								
		Reduce Fleet Costs / No. of Vehicles and Maint. Costs	75,000				75,000								
		Telephones / Pagers/ Cell Phones	60,000			60,000									
		Reduce Citywide Travel Costs (10% Reduction)	20,000			20,000									
		Living Wage Set-Aside	233,000			133,000									
		Time-Off in lieu of COLA / Time off without pay	1,000,000								1,000,000				
	Auditor														
		Off-set reduction target against new (audit) revenue	216,000												
		Delete staff position - General Audit		1.0	V		70,000								
	Attorney														
		Reduce Public Liability Funding	373,000												
		Reduce Legal Secretary	75,000	1.00	F		75,000								
		Reduce Deputy City Attorney I	101,000	1.00	F			101,000							
	City Clerk														
		Eliminate Asst. Management Analyst	74,192	1.00	V	74,192									
		Eliminate Assistant City Clerk for latter half of FY 2004		0.50											
		Reduce Runoff Election costs													
		Eliminate Assistant City Clerk	114,724	1.00	F		57,362	57,362							
		Reduce Runoff Election costs	15,779			15,779									
	City Manager														
		Delete E-Civis Grant Locator contract	11,000			11,000									
		Delete NewsScan Service	24,900				24,900								
		Reduce Funding for City-wide Org. Development	25,000												
		Delete Funding for Commission Support	40,000												
		Reclass Asst. Mgmt. Analyst to Admin. Secretary	5,800	1.00	F										
		Delete Deputy City Manager	153,538	1.00	V		153,538								
		Reclass Asst. to CM to Asst. Analyst													
		Delete Asst. to CM	110,689	1.00	V		110,689								
		Delete CIP funding in Neigh. Services	75,000			25,000	50,000								
		Delete Adoption Counselor	50,000				20,000								
		Delete funding for Animal Shelter Improvements	35,000				35,000								
		Delete Animal Services Operations Supervisor	74,780	1.00	F		74,780								
		Delete Sr. Animal Control Officer	66,500	1.00	F			66,500							
		Delete Membership in ICMA Perf. Meas. Project	5,000			5,000									
		Reclass Sr. Management Analyst to Asst. Mgmt. Analyst													
		Delete Sr. Management Analyst	75,000	1.00	F		75,000								
		Berkeley Alliance	80,000				80,000								
	Finance														
		Eliminate one vehicle	3,226			3,226									
		Reduce overtime	25,000			25,000									
		Reduce existing contracts	100,000			100,000									
		Misc program reductions	65,000			65,000									
		Delete 1.0 Assistant Magment Analyst (Customer Service)	93,296	1.00	F		93,296								
		Delete 1.0 Sr Field Representative	72,000	1.00	V	72,000									
		Delete 2.0 OSiIs / Replace with 1.0 AQSIII (Accounting)	57,401	1.00	F		57,401								
		Delete 1.0 Sr Accountant	105,000	1.00	V	52,500		52,500							
		Delete 1.0 Programmer Analyst	94,000	1.00	F		94,000								
		Charge for Services to Other Departments	20,375												
		Increase Revenues (MBIA)	150,000									150,000.0			

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						\$2.7M A	\$6.8M B		\$10.8M D	\$2M E	\$14.8M F		
		Transfer 1.0 B.yer from Gen Fund to other funds	61,388										
	Fire												
		Delete Asst. Fire Chief	180,000	1.00	V		180,000						
		Delete Fire Inspector	96,000	1.00	V		96,000						
		Delete Assoc. Management Analyst	105,000	1.00	F			105,000					
		Reduce Overtime / Fire Suppression	50,000			50,000	100,000						
		Reduce Funding - Barricade Subject Hostage Neg. Team	3,000										
		Delete Hazard Materials Team	100,000										
		Transfer staff costs to Measure Q				25,000							
		Eliminate Truck Company	1,200,000	10.50						900,000	1,200,000		
		Rotating Fire Company "outages"	800,000	10.50	O/T								
	HHS												
		Director and Administration - Reduce admin support	44,245	0.75	V		44,245						
		Reduce HIPAA set-aside funding											
		Associate Management Analyst position elimination	86,178	1.00	F		86,178						
		25% decrease in Associate Management Analyst position (Special Events Coordinator)	21,545				21,545						
		Office Specialist II-Shift 18% costs to Sewer Fund	26,746			26,746							
		Office Specialist II-Shift 18% costs to Sewer Fund	14,086										
		Fee increase of 3.5% (above COLA)	331,823			331,823						14086	
		Mental Health - Shift GF costs to MH Realignment funds	154,213			154,213							
		Public Health - Transfer GF costs to other funds	47,964	1.00	F		47,964						
		Public Health - Delete Comm. Health Worker	81,212	1.50	F		81,212						
		Senior Programs - Delete P/T Home Service Aides	52,622	1.00		52,622							
		Senior Programs - Delete Mini Bus Driver	14,300			14,300							
		Senior Programs - Eliminate 1 vehicle	29,286	0.50	V		29,286						
		Reduce 50% Senior Service Assistant	50,028	1.00			50,028						
		Senior Programs - Reduce Hrs at NBSC	114,314	1.20			114,314						
		Senior Programs - Reduce Hrs at WBSC and SBSC	22,034	0.50			22,034						
		Employment and Youth - Reduce Youth Services Advisor	11,000			11,000							
		Eliminate funding for Hourly Administrative Support	11,430			11,430							
		Pre-Apprenticeship Program Support	30,319	0.50	F		30,319						
	Housing												
		Housing Trust Fund / Shift to CDBG (RHIP Fees)	130,000			130,000							
		Combine HIV/AIDS Housing & Homelessness Prevention Pro	30,000			30,000							
		Assess additional fee for RHSP	233,000									233000	
		Include Indirect Cost Recovery in Fees	105,000									105000	
		Reduce funding for Utility Bill Payment Assistance	45,000			45,000							
		Eliminate Contact with Ecology Center	40,000			40,000							
		Reduce Funding for Community Agencies (5%)	139,000			139,000							
		Reduce Sr. Mgmt. Analyst	107,718	1.00	V	107,718							
		Reduce Funding for Community Agencies (add'l. 5%)	139,000				139,000						
		Eliminate Housing Inspector and Permit Specialist	132,010	2.00			66,005	66,005					
		Transfer funding for .15 Sr. Planner to Fund 833	10,000			10,000							
		Reduce Funding to Municipal Renewable Energy Program	76,000			76,000							
		Reduce Funding for Community Agencies (add'l. 3.5%)	82,942										
		Reclass Sr. Mgmt. Analyst to Assoc. Analyst (Contract Monitoring)				27,000							
	Human Resources												
		Transfer 10% of Director salary and IS Support Technician to Training Funds	29,088			29,088							
		Charge 30% of Sr. Human Resources Analyst and 30% of IS Support Technician to Workers' Compensation Fund	53,565										
		Eliminate Dept Vehicle	3,765			3,765							
		Eliminate Professional Position (TBD)	83,822	1.00	V		83,822						
		Eliminate another Professional Position (TBD)	85,120	1.00	F			85,120					
	I/T												

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CUMULATIVE EXPENDITURE REDUCTIONS														REVENUE PROPOSALS	
Fund	Department	Description	PRIORITY	FTE	F/V	FY2004		8M C	C/D	E/F	\$14.8M F	OUT-YEAR	FY2004	FY2005	
			15%			\$2.7M A	\$6.8M B		\$10.8M D	\$12M E					
		Delete Sr. Management Analyst / Telecommunications	100,095	1.00	F		100,095								
		Re-organization - Network Admin./Help Desk			F	250,000									
		Reclass Prog. Analyst II / Info Sys. Spec. to IS Tech	33,420												
		Transfer Telephone Support to Public Works	50,172	1.00	F										
		Delete Sr. Systems Analyst / Help Desk Telephone/Web	84,240	1.00	F										
		Eliminate Network Mgr.		1.00	F										
		Delete 4.0 Info Syst. Tech		2.00	F/V										
		Add 2.0 Info Syst. Specialists													
	OEC														
		Admin. - Reduce Admin Support Line Items	58,301				58,301								
		Reduce Arts Grants	62,500			6,250	56,250								
		Civic Arts - Berkeley Art Center	12,500			1,250	11,250								
		Civic Arts - Integrated Arts (Comm. Org.)	15,000			1,500	13,500								
		Civic Arts - Shotgun Players (Comm. Org.)	10,000			1,000	9,000								
		Civic Arts - N. Shattuck Concerts	5,000			5,000									
		Civic Arts - Arts Access News (Comm. Org.)	6,000			600	5,400								
		Eliminate Arts Program							TBD						
		South Berkeley - Misc. Prof. Services	19,575			8,700	10,875								
		Econ./Sustainable Development: - WBAIC	4,000				4,000								
		Econ./Sustainable Development: - SBA	10,000				10,000								
		Business Assistance - VNB Market	25,000			25,000									
		North Shattuck Association	15,000			15,000									
		Telegraph Avenue Association	4,050				4,050								
		Alameda County Economic Development Advisory Board	2,774				2,774								
		South Berkeley Neighborhood Development Corp.	4,967			4,967									
		Eliminate Funding for Business Associations							TBD						
		Eliminate staff position I- Commr Dev. Proj. Coordinator		1.00	V	101,349									
		Adjust ConVis (1% of TOT)				10,000									
	PRW														
		Close Willard/West Campus Pools during Winter Months				Unfunded in baseline									
		Reduce Unallocated Contract Funds	56,544			56,544									
		Transfer .20 of OSII to Fund 330	11,649			11,649									
		Eliminate .50 Recreation Activity Leader	23,400	0.50	V	23,400									
		<b>Reduce Parks ADA CIP Allocation</b>	<b>137,500</b>												
		Increase Summer Recreation Program Fees	123,000										123,000		
		Reduce YAP Summer Program	20,000				20,000								
		Eliminate Fee Waivers for Rentals	20,000				20,000								
		Eliminate Citywide Special Programs	19,010			19,010									
		Implement YAP Summer Fees	22,900										22,900		
		Eliminate 1.0 OSII for YAP Program	65,100	1.00	F		65,100								
		Reduce Summer Playground Programs	66,000				66,000								
		Eliminate 1.00 Sports Official	39,000	1.00	F		39,000								
		Misc. Program Reductions	43,574												
		Delete One Admin.	100,000	1.00	F		100,000								
	Planning														
		Advanced Planning - Reclass Planning positions	13,000			13,000									
		Toxics - Reallocate labor costs to other funds	15,254			15,254									
		Bldg. & Safety - Delete Sr. Mgmt. Analyst	112,530	.50 - 1.00	V	112,530									
		Current Planning - Reduce Assoc. Planner	103,390	1.00					103,390						
		Reclass positions / Reduce Non-Personnel Costs	29,510			29,510									
		Current Planning - Delete Sr. Planner	129,908	1.00	V				129,908						
		Restructuring - 2nd Year Admin Fte		1.00	F				50,000						
	Police														
		Delete Crossing Guard Program	253,376	7.50	F			253,376							
		Berkeley Boosters / Guides	193,000			19,300	173,700								
		Berkeley Boosters / Escorts	45,000			4,500	40,500								
		Second Floor Counter - Reduce 1.0 FTE	73,270	1.00	V	73,270									
		Reduce Overtime				50,000	150,000								
		Special Enforcement Unit	278,998	2.00	V		278,998								
		Property Crimes Unit	139,499	1.00	V		139,499								
		School Resource Officers	139,499	1.00	V		139,499								
		Bicycle Patrol	697,495	5.00	V						697,495				
		Delete Domestic Violence Advocate (contract)	39,963					39,963							

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			15%			\$2.7M A	\$6.8M B	8M C	\$10.8M D	\$12M E	\$14.8M F			
		Delete Juvenile Bureau Counselor	19,282	0.50	F			19,282						
		Delete Comm. Services Officer / Patrol	71,996	1.00	F					71,996				
		Reduce Police Aides/Hourly	48,173	0.79						48,173				
		Second Floor Counter - Reduce 1.0 FTE	73,270	1.00	F			73,270						
		Reduce Officer - Property Crimes Unit	142,496	1.00	V				142,496					
		Reduce Officer - Sex Crimes Unit	142,496	1.00	V				142,496					
		Reduce Officer - Motorcycle Unit	427,488	3.00	V				427,488					
		Reduce Officer - Homicide Unit	142,496	1.00	F					142,496				
		Reduce Officer - School Resource Unit	284,992	2.00	F					284,992				
		Reduce Officer - Bicycle Unit	427,488	3.00						427,488				
		Savings from Wages and Fringe Benefits	481,852						240,926					
		Reduce Officer - Youth Services Unit	491,355	3.00	F					491,355				
		Reduce Officer - Bicycle Unit	491,355	3.00	F					491,355				
		Reduce Officer - Area Coordinators	327,570	2.00	F					327,570				
		Delete Office Specialist III - Administration	80,447	1.00	F				80,447					
		Delete Police Services Asst. - Jail	74,518	1.00	F				74,518					
		Delete Police Dispatcher I - Communications	74,067	1.00	F				74,067					
		Civilianization of Sworn Positions						TBD		TBD				
	PRC													
		Reduce Office Supplies	1,000			1,000								
		Reduce Registration/Admin/ Fees	1,500			1,500								
		Reduce rentals	500			500								
		Eliminate Travel	1,800			1,800								
		Eliminate Meals and Lodging	1,200			1,200								
		Eliminate Food	200			200								
		Eliminate Temporary Employment	500			500								
		Reduce Clerical support	50,440	0.87			50,440							
		Reduce Office Specialist additional 10 hrs.	14,520	0.25										
		Reduce Two Office Specialist additional 7.5 hrs.	21,780											
	Public Works													
		Reduce Sidewalk Capital Program	75,000											
		Reduce ADA Curb Ramp Capital	37,500											
		Reduce ADA Buildings Capital	37,500											
	Transportation													
		Reduce/delete funding for New Traffic Signal Installation	120,000											
		Shift staffing costs to Off-Street Parking Fund				30,000								
10	CITY-WIDE GENERAL FUND PROPOSALS		\$17,373,015	\$ 112	\$ -	\$ 2,871,685	\$ 3,956,149	\$ 1,302,676	\$ 1,879,933	\$ 3,326,351	\$ 2,200,000	\$ 350,000	\$ 502,086	\$ 145,900
						\$ 2,871,685	\$ 6,827,834	\$ 8,130,510	\$ 10,010,443	\$ 13,336,794	\$ 15,536,794			

Annual	FTE	10.5	27.62	17.0	13.0	26.3	10.5
Cumulative	FTE	10.5	38.12	55.12	68.12	94.4	104.9
Sworn FTE		0	6	0	10	25.5	10.5
Cumulative	FTE	0	6	6	16	41.5	52.0
			vacant	vacant	vacant	incl. 10.5 Fire O/T	

\$ 16,534,780

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Incl. 15 Filled Police														

One-Time Expenditure Reduction Measures

One of the issues to be considered in the development of a budget balancing plan for the FY2004 & FY2005 Biennial Budget is the extent to which one-time balancing measures are employed. The City has a number of potential one-time cost saving measures that could be included as part of the final budget balancing proposal, ranging from the use of reserve funds to the deferral of discretionary capital or other project expenditures.

Of significance, one-time balancing measures do not contribute to solving projected structural (i.e. recurring) budget gaps. Rather, they may be employed as a means to delay or defer recurring cuts. In other words, utilization of one-time measures may make it possible to “stretch out” a specific level of recurring reductions over a number of years, but they do not have the effect of reducing the level of recurring cuts that ultimately need to be taken to balance the City’s budget over the long-term.

Included in this attachment is a list of potential one-time cost-saving measures totaling \$5.0 million. Based on previous Council feedback, this list of measures is being proposed in order to provide some flexibility in the second year of the budget balancing plan. Specifically, a significant amount of one-time savings will be needed in FY2005 should the City Council choose to place a new tax measure on the ballot in lieu of significant program reductions.

One-time savings would then be used to fund ongoing programs and services for the first six months of FY2005 (until a successful ballot measures becomes effective), or, could be used to “buffer” the impact of significant program reductions should the measure not receive the required level of voter-approval.

## FY2004 & FY2005 BUDGET BALANCING PROPOSALS

			EXPENDITURE	
Fund	Department	Description	OUT-YEAR	
One-Time Cost Savings - Buffer Reductions in FY2005				
		Reduce Transfer to Public Liability Fund	373,000	1 yr
		Defer/Reduce General Fund Capital Program Allocation		
		Streets	750,000	2 yr
		Sidewalks	150,000	2 yr
		Facilities		
		Parks		
		Transportation / New Traffic Signals	240,000	2 yr
		Parks ADA	275,000	2 yr
		Curb ADA	75,000	2 yr
		Bldg. ADA	75,000	2 yr
		Hiring Freeze	1,000,000	
		PERS Super-Fund Savings / Offset Retirement Cost Increase	1,000,000	
		General Fund Reserve	1,000,000	
		Reserves / Other Fund Balances	1,000,000	
		Special Deposit Fund		
		Tunnel Fire Fund		
		Off-Street Parking		
Sub-Total One-Time Measures			5,938,000	