

## Budget Workshop II

- ▶ Topics Transmitted In Supplemental

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## Budget Workshop II

- ▶ Proposed budget recommendations as submitted by the City Manager at June 9<sup>th</sup> Budget Workshop
  - Balancing
    - Fee Adjustments \$868,000
    - Internal Adjustments
      - Tax Revenue Anticipation Notes 540,000
      - GASB 45 500,000
      - One-Time use of reserves for 2009-10 only 620,000
  - Department Reductions
    - General Fund 1,910,190
    - Other Funds 197,244

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## Budget Workshop II Cont'd

- ▶ Subsequently determined need for additional cuts due to decline in sales tax
  - City Council & City Manager to resolve as a whole to a total of \$5.8 million
- ▶ Review of Fees
  - Previously proposed user fees (Item 13B)
    - Original City Manager recommended fees (Proposed Budget, page 47)
    - Update with percentage of recovery options (Supplemental 13A, page 74)

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## Revised Proposed Budget

▶ Fee Adjustments	\$868,000
▶ Department Reductions	
◦ General Fund	3,132,620
▶ Other Funds	197,244
▶ Internal Adjustments	
◦ Tax Revenue Anticipation Notes	540,000
◦ GASB 45	500,000
◦ One-Time use of reserves 2009/10 only	620,000
◦	

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## Internal Adjustments

- ▶ Internal Adjustments
  - Tax Revenue Anticipation Notes \$ 540,000
  - GASB 45 500,000
  - One-Time use of reserves 2009/10 only 620,000

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## Forecasting and Assumptions

- ▶ Volume - fluctuation
- ▶ Unstable Economy
- ▶ Uncertainty with new fees

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## Proposed Fee Adjustments/Cost Recovery

	Original Recommendation Revenue Increase	100% Recovery	Municipal Code Violators 100%	Business/Developers
Animal Control	\$6,854	\$92,906		
Plan-Check	30,437	107,347		94,797
Fire Prevention	370,133	577,102		
Haz. Materials	177,354	241,423		
Planning	274,788	722,170	149,826*	343,602
Police	8,710	8,710		
<b>Total</b>	<b>\$868,276</b>	<b>1,749,658</b>	<b>\$149,826</b>	<b>\$438,399</b>

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## 100% Recovery Rate

- ▶ Certain fees are prohibited due to State Laws
  - Animal Control
    - Altered
    - Un-Altered
- ▶ Some fees are Market Sensitive
- ▶ Certain fee increases may discourage the public:
  - Planning Appeals Full Cost \$3,391 recommended is \$250 ( very labor intensive).

## Parks & Recreation Class Fee Adjustments/ Market Based

Parks & Recreation	Increase
Non Resident fee- Increasing from \$10-\$20	\$80,000
Swim Programs	40,000
Youth Programs	17,000
Other	<u>40,000</u>
Total	\$177,000

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## Cultural Arts Center Rate Adjustments/Market Based

	Subsidy	% of Budget	Proposed Inc	% of Budget
Meeting Rooms	\$194,000	31%	-	31%
Classrooms	323,000	66%	147,090	36%
Theatre	633,000	65%	240,000	40%
	<u>\$1,150,000</u>		<u>\$387,090</u>	

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## Who's Impacted by the Fees

### ▶ **Community Development Fees:**

- Code Enforcement Fees
  - NPDES, Noise, Signage and Zoning -Larger Impact on Commercial /Industrial property owners ranging from 100% to 70% for zoning
- Development Fees- Impacts both residential and commercial
  - Conditional Use Permits-Largely impacts Commercial/Industrial which also includes residential condominiums Incremental increase is \$3,420
  - Precise Plan is almost exclusively hillside residential and more labor intensive increase \$5,180

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## Who's Impacted by the Fees

### ▶ **Community Development Fees:**

- Building Fees
  - Residential fee for re-roof based on area increase from \$4 to \$21
  - Residential fee for water heater replacement will increase by \$8.60
  - Residential remodel valued under \$5,000 would increase by \$41
  - Commercial construction valued at \$50,000-\$100,000 would increase by \$672

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## Who's Impacted by the Fees

### ▶ Police Department:

- Vehicle Release
- Booking Fees
- DUI's
- Equipment Violation Citation Sign-off
- Jail Rental

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## Who's Impacted by the Fees

### ▶ Fire Department:

#### ◦ Fire Prevention

- |                                    |       |           |
|------------------------------------|-------|-----------|
| • Restaurants                      | 104   | \$86 per  |
| • Annual Inspection Eng Co Level 2 | 3661  | 47 per    |
| • Annual Inspection FP             | 1,467 | (\$58)per |

#### ◦ Haz. Material

- |                                   |         |          |
|-----------------------------------|---------|----------|
| • Hazardous Materials Disclosures | 213,095 | .23Cents |
|-----------------------------------|---------|----------|

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## Proposed Fee Adjustments/Cost Recovery

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## Budget Workshop II Cont'd

- ▶ **ALS Assessment Fee** (Supplemental 13A, page 95)
  - ◊ Fees for service should support underlying service provided
  - ◊ Opportunity to enhance paramedic service
    - Transition to Paramedic Engine companies
    - 75% of our calls are for paramedic calls
    - Reduce General Fund subsidy of the EMS fund

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## Fire Proposed Budget Reductions

- ▶ Apparatus Fund Replacement Reduction savings **\$100,000** (pg 105)
- ▶ Response Plan Modifications **\$55,000** (pg 107 and Supp 13A #3 Response Plan Modifications )
- ▶ Reduction of the Recruit Academy **\$111,000** (pg 111)
- ▶ Alter the Department's response to Automatic Fire Alarms **\$40,000** (107 and Supp 13A #3 Response Plan Modifications )
- ▶ Critical Incident Stress Management Contract Reduction **\$8,000** (pg 113)
- ▶ Hazardous Materials Team Reduction Scenario **\$230,000** (pg 115)

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## Fire Proposed Budget Reductions Cont'd Total \$654,600

- ▶ Paramedic Continuing Education **\$92,000** (pg 119)
- ▶ Reduce Fire Suppression Aid **\$18,600** (pg 121)
- ▶ Public Education Officer **\$196,100\*** (pg 139)
- ▶ Deletion of One Firefighter Position from Operations **\$480,000\*** (pg 125)
- ▶ Meeting Notes with TFFA (pg 127)
- ▶ TFFA Proposal (pg 129)
- ▶ Fire Chief's Response to TFFA Proposals (pg 131)
  - Responsibilities of Battalion Chief positions (pg 133)
  - Deletion of one Fire Prevention Officer (civilian) (pg 139)

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## Police Proposed Budget Reductions Total \$933,245

- Vehicle Replacement \$107,000
- Delete 1 vacant Police Records position \$84,510
- Delete 1 vacant Services Officer \$87,900
- Delete Emergency Service Division Commander \$259,100
- Delete 1 Secretary \$77,500
- Delete 1 Police Officer from the Community Affairs Division \$184,700
- Convert 1 Traffic Sergeant to civilian (net) \$131,535

Material Available in the Supplemental 13A #3 under the Police tab

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## Proposed Airport Field Operation Changes

## Current Operations

- ▶ One Supervisor + Six Airport Workers assigned to Public Works
- ▶ Operations coverage 5:00 A.M. to 10 P.M. seven days per week
- ▶ Maintenance by Airport Workers plus Streetscape and Street Operations personnel
  - Crack sealing of runways
  - Tree maintenance at Airport
- Material available on Page 147 of Supplemental 13A

## Current Timesheet Example

### ZAMPERINI FIELD-TORRANCE MUNICIPAL AIRPORT OPERATIONS WORK SCHEDULE FOR JULY 2009

Day	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Morning Duty 9 hours	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Maintenance 9hours	X				X	X	X	X				X	X	X		
	X	X		X				X							X	
	X		X					X	X						X	
	X							X							X	X
Maintenance 8 hours		X					X		X					X		X
		X												X		X
Swing Shift Duty 9 hours	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

## Proposed Staffing Changes

### Public Works:

- › Reallocate 4.0 Airport Workers to Maintenance Worker positions within the Public Works Department
- › Delete 1.0 Airport Operations Supervisor position through attrition

### General Services:

- › Reallocate 2.0 Airport Workers from Public Works to General Services Department
- › Add 1.4 Airport Worker positions within the General Services Department (two part time workers with time off allowance)
- › Upgrade Business Manager to Senior Business Manager due to increased responsibilities
- › Add .5 Customer Service Representative position

## Airport Staffing Comparisons

Airport	Departure/Landings	Operations Staff	Hours	Duties	Based Aircraft
<b>Chino</b>	Departures and Landings 24hrs/day	7 Full Time Maint. Workers	6:30am-5pm M-F 7:30am-5pm Sat, Sun 3-6 on duty at a given time on weekdays. 1 staff only on weekends	Field Maintenance Aircraft Assistance Perimeter Checks Hangar Door Repair Electrical Plumbing Carpentry Welding	1000
<b>Torrance</b>	Departures 7am-10pm M-F 8am-10pm Weekends and Holidays Landings 24 hrs/day	1 Airport Ops Supervisor 6 Airport Workers	5am-10pm 7 days/week 1-5 staff on duty at a given time on weekdays, 1-2 staff on duty at a given time on weekends.	Field Maintenance Aircraft Assistance Perimeter Checks Hangar Door Repair Electrical Plumbing Carpentry Welding	500
<b>Cable/Upland</b>	Departures and Landings 24hrs/day	2 Airfield Maintenance Workers	8am-5pm Mon-Fri No staff on weekends 1-2 staff on duty at a given time	Field Maintenance Aircraft Assistance Perimeter Checks Hangar Door Repair Electrical Plumbing Carpentry Welding	120
<b>Fullerton</b>	Departures 7am-10pm M-F 8am-10pm Weekends and Holidays Landings 24 hrs/day	1 Airport Ops Supervisor 2 Airport Service Workers 1 Part Time Service Worker	5am-9:30pm 7 days/week 1-2 staff on duty at a given time	Field Maintenance Aircraft Assistance Perimeter Checks Hangar Door Repair Electrical Plumbing Carpentry Welding	300
<b>Hawthorne</b>	Departures 8am-10pm M-F 10am-10pm Weekends Landings 24hrs/day	1 Full Time Maint Worker 2 Part Time Maint Workers	7:30am-5:30pm 9/80 schedule M-F No staff on weekends 1-2 staff on duty at a given time on weekdays	Field Maintenance Aircraft Assistance Perimeter Checks Hangar Door Repair Electrical Plumbing Carpentry Welding	130
<b>Corona</b>	Departures and Landings 24hrs/day	1 Airport Manager 0 Operations staff	Airport Mgr 7am-4pm Tues-Sat.	Airport Mgr performs minor field maint. Majority of field maint through outside vendors.	500

## Revised Cost Savings (3.2 to 3.4 Airport Worker Positions)

**Original Airport Operations Staff Costs:**

6 Airport Worker Positions	\$530,400	
1 Airport Operations Supervisor	<u>107,800</u>	
Current Airport Operations Costs		\$638,200

**Estimated New Costs to Airport:**

3.4 Airport Worker Positions to perform Duty functions	\$300,560	
.5 Customer Service Rep Position	27,400	
Senior Business Manager Eligibility Reimbursement to Public Works for 2.0 Airport Worker positions for Airfield maintenance	<u>176,800</u>	
New Estimated Airport Direct Costs		<u>(\$527,760)</u>
<b>Net Airport Savings</b>		<b>\$110,440</b>

## Proposed Time Sheet Example

ZAMPERINI FIELD-TORRANCE MUNICIPAL AIRPORT  
OPERATIONS WORK SCHEDULE FOR JULY 2009

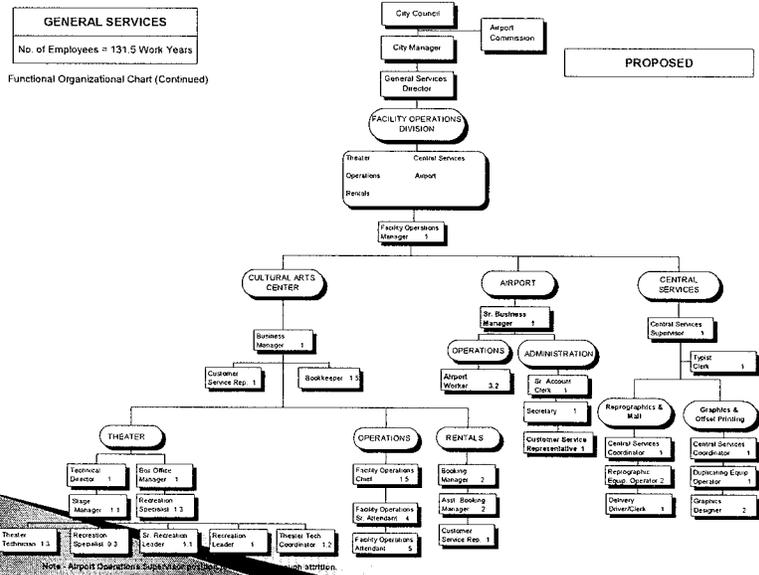
Day	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Morning Duty 9 hours	X	X	X	X-PT	X-PT	X	X	X	X	X	X-PT	X-PT	X	X	X	X
Maintenance 9hours						X-PW	X-PW						X-PW	X-PW		
						X-PW	X-PW						X-PW	X-PW		
						X-PW	X-PW						X-PW	X-PW		
Swing Shift Duty 9 hours	X	X	X-PT	X-PT	X-PT	X	X	X	X	X-PT	X-PT	X-PT	X	X	X	X

X = Full Time General Service  
X-PT = Part Time General Service  
X-PW = Full Time Public Works

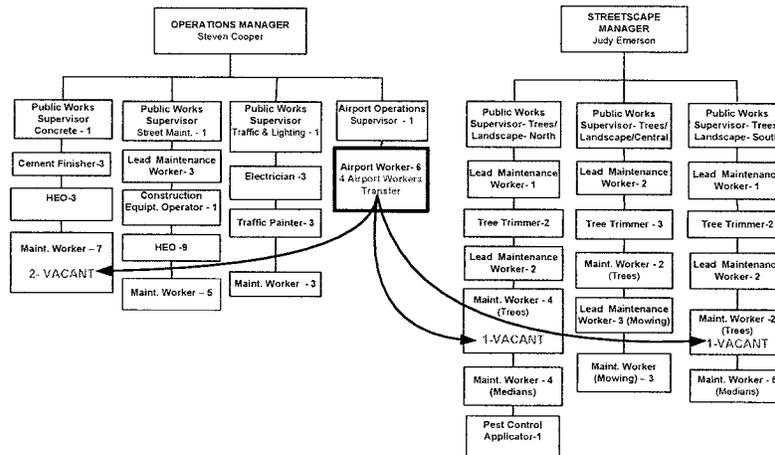
## Changes to Airport Business Manager Duties

- ▶ **Current**
  - Manage Administrative Staff
  - Responsible for hanger rental and repair
  - Facility Capital Projects
- ▶ **New**
  - Manage Field Operations (cover supervisor duties)
  - Responsible for runway safety checks, aircraft assistance, transient aircraft billing
- ▶ **Recommendation**
  - Upgrade Business Manager to Senior Business Manager

## General Services Organizational Changes



## Public Works Organizational Changes (4% Reductions)



## Summary

- ▶ No changes to Airport Duty Officer coverage during airport flight operation hours
- ▶ No changes to pilot or business support
- ▶ Maintenance continued to be performed by Public Works

## Fire Response to Airport Emergency Incidents

- Role of Airport Operations Personnel
- Standard Operating Guidelines SOG's
- Enhanced Airport Incident Response Scenario
- Material available in Supplemental 13A#3 under the Council Questions & Follow Up Items tab

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## Revised Proposed Budget as of 6/23/09

Department/Description	Previous (6/9/09)		New (6/23/09)	
	General Fund	Other Funds	General Fund	Other Funds
Citywide Travel – All Departments	---		\$35,000	
City Attorney	\$46,200		\$46,200	
City Council	\$4,500		\$4,500	
City Manager	\$40,000		\$40,000	
City Treasurer	---		\$76,900	
Community Development	\$149,997	\$5,100	\$288,997	\$5,100
Communication & Information Technology	\$127,700		\$205,900	
Community Services – General Fund	\$209,056		\$262,231	
Community Services – General Fund		\$105,100		\$105,100
Finance	\$74,117		\$122,270	
Fire	\$400,000		\$654,600	

**Revised Proposed Budget as of 6/23/09  
(cont'd)**

Department/Description	Previous (6/9/09)		New (6/23/09)	
	General Fund	Other Funds	General Fund	Other Funds
<b>General Services</b>	<b>\$100,652</b>		<b>\$190,152</b>	
General Services – Cultural Arts Center		\$29,666		\$29,666
General Services – Fleet Services	\$47,350	\$39,650	\$47,350	\$39,650
Human Resources	\$35,295		\$28,295	
Human Resources – AQMD		\$838		\$838
Human Resources – Self Insurance		\$15,568		\$15,568
Human Resources – Vanpool		\$1,322		\$1,322
Police	\$690,000		\$929,025	
Public Works	---		\$261,200	
<b>Total Reduction</b>	<b>\$1,910,190</b>	<b>\$197,244</b>	<b>\$3,192,620</b>	<b>\$197,244</b>
Restore	---	---	\$60,000	---
<b>Grand Total</b>	<b>---</b>	<b>---</b>	<b>\$3,132,620</b>	<b>\$197,244</b>

Questions from Council