



## ***City of Long Beach***

Office of the City Comptroller  
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To: All Commissioners and Department Heads

From: Jack Schnirman

Date: March 28, 2012

Re: Reduction in Non-Personnel Spending

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As you are aware the City is facing a large deficit. As part of the tough process of correcting the fiscal imbalances, I am requesting that all Departments submit reductions to their budgeted spending by close of business Thursday, March 29, 2012.

Attached is a target for each Department to meet. Please identify your savings by object code so that the Comptroller's Office can reduce your budgeted amount. Please use object codes between 52000 and 54999. If you can not reach your targets I will instruct the Comptroller to reduce your Department's budget to meet the target. Since you know your budgets and needs the best I would prefer that you make these necessary changes. Please use the remaining funds with discretion and only if necessary. If you have any questions please do not hesitate to contact me. Thank you.

Cc: Jeff Nogid, City Comptroller  
Karri Mollet, Assistant City Manager of Operations