

ATTACHMENT 1

GENERAL FUND BUDGET REDUCTION PROPOSAL

	City Council	City Clerk	City Attorney	City Manager	Finance	Non-Dept'l	HR	ECD	Fire	Police	Public Works	Library	IT	P&R	TOTAL
Payroll Savings															
Hiring Freeze	-	-	-	-	169,436	-	-	213,013	442,319	605,192	682,816	136,265	-	817,746	3,066,786
Position Changes	-	-	-	315,151	69,480	-	-	911,631	8,000	361,359	(469,193)	136,265	-	282,807	1,615,500
Total Payroll Savings	-	-	-	315,151	238,916	-	-	1,124,644	450,319	966,551	213,623	293,920	-	1,100,553	4,703,677
Total O&M Savings	16,600	3,500	157,500	200,225	189,000	77,625	21,000	1,429,000	355,500	233,725	337,940	168,108	92,500	1,179,812	4,462,035
Other Considerations	-	-	-	-	-	(50,000)	-	(25,000)	(145,329)	-	-	-	220,000	(100,000)	(100,329)
TOTAL Proposed General Fund Reduction															
	\$ 16,600	\$ 3,500	\$ 157,500	\$ 515,376	\$ 427,916	\$ 27,625	\$ 21,000	\$ 2,528,644	\$ 660,490	\$ 1,200,276	\$ 551,563	\$ 462,028	\$ 312,500	\$ 2,180,365	\$ 9,065,383
FY 19-20 Adopted Budget*	290,291	1,056,761	1,115,935	2,542,579	3,294,240	997,844	1,794,862	9,925,951	29,608,967	30,926,920	5,018,087	6,132,137	3,662,401	17,762,501	114,129,477
FY 19-20 Adjusted Budget	290,291	1,091,061	1,115,935	5,988,689	3,851,736	1,422,844	2,019,065	13,936,637	30,983,930	31,071,930	5,755,271	6,528,046	4,496,113	17,679,690	126,231,238
FY 20-21 Planned Budget*	300,645	1,083,974	1,067,549	2,540,584	3,160,481	1,071,877	1,723,847	9,593,179	29,964,391	31,935,228	6,260,593	6,545,687	3,696,731	17,713,727	116,658,494
* Does not include carryforwards															
%age to FY19-20 Adopted	5.72%	0.33%	14.11%	20.27%	12.99%	2.77%	1.17%	25.48%	2.23%	3.88%	10.99%	7.53%	8.53%	12.28%	7.94%
%age to FY19-20 Adjusted	5.72%	0.32%	14.11%	8.61%	11.11%	1.94%	1.04%	18.14%	2.13%	3.86%	9.58%	7.08%	6.95%	12.33%	7.18%
%age to FY20-21 Planned	5.52%	0.32%	14.75%	20.29%	13.54%	2.58%	1.22%	26.36%	2.20%	3.76%	8.81%	7.06%	8.45%	12.31%	7.77%

City Council

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
N/A			
Total GF Savings		-	

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
N/A			
Total GF Additional Cost		-	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	-	
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B. Supplies and Services Reductions

Description	Amount	Notes
Dues/Meeting Expenditure Reduction	\$ 12,000.00	
Travel/Conf	\$ 4,600.00	
TOTAL POTENTIAL O&M REDUCTIONS	\$ 16,600.00	

C. Other

D. Summary

TOTAL PROPOSED GF REDUCTION **\$ 16,600.00**

			Reduction as %age of Budget
FY 19-20 Adopted Budget*	\$	290,291.22	5.72%
FY 19-20 Adjusted Budget	\$	290,291.22	5.72%
FY 20-21 Planned Budget*	\$	300,644.57	5.52%

* Does not include carryforwards

City Clerk

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
N/A			
Total GF Savings			-

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
N/A			
Total GF Additional Cost			-

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	-
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B. Supplies and Services Reductions

Description	Amount	Notes
Eliminate Promotional budget	\$ 400.00	
Reduce dues and meetings budget	\$ 1,500.00	
Reduce Elections budget	\$ 1,600.00	
TOTAL POTENTIAL O&M REDUCTIONS	\$ 3,500.00	

C. Other

D. Summary

TOTAL PROPOSED GF REDUCTION **\$ 3,500.00**

		Reduction as %age of Budget
FY 19-20 Adopted Budget*	\$ 1,056,761.46	0.33%
FY 19-20 Adjusted Budget	\$ 1,091,060.88	0.32%
FY 20-21 Planned Budget*	\$ 1,083,974.11	0.32%

* Does not include carryforwards

City Attorney

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
N/A			
Total GF Savings		-	

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
N/A			
Total GF Additional Cost		-	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	-	
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B. Supplies and Services Reductions

Description	Amount	Notes
Legal Services	138,750.00	15% budget reduction
Legal Settlements	18,750.00	15% budget reduction
	\$ 157,500.00	

C. Other

None

D. Summary

TOTAL PROPOSED GF REDUCTIONS **\$ 157,500.00**

		Reduction as %age of Budget
FY 19-20 Adopted Budget*	1,115,935.47	14.11%
FY 19-20 Adjusted Budget	1,115,935.47	14.11%
FY 20-21 Planned Budget*	1,067,549.38	14.75%
*Does not include carryforwards		

City Manager's Office

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
N/A		-	

2. PROPOSED POSITION SAVINGS

Position Name	FTE	Amount	Notes
CIP Director	1.00	315,151.00	Move salary from GF to Fund 101
Total GF Savings		315,151.00	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	315,151.00
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B. Supplies and Services Reductions

Description	Amount	Notes
Eliminate city swag budget	9,000.00	
CMO portion of the BIO Conference Budget	50,000.00	
CMO portion of the BIO Conference Budget	50,000.00	
Eliminate Council re-Org budget	6,225.00	
Reduce newsletter printing to 3 per year	43,000.00	
Reduce postage to 3 newsletters per year	21,000.00	
Eliminate postcards/mailers	17,000.00	
Fewer banner designs per year	4,000.00	
Dues and memberships	(21,972.00)	Includes transfer of Non-Dept. Dues
TOTAL POTENTIAL O&M REDUCTIONS	\$	200,225.00

C. Other

D. Summary

TOTAL PROPOSED GF REDUCTION	\$	515,376.00
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		Reduction as %age of Budget
FY 19-20 Adopted Budget*	2,542,578.84	20.27%
FY 19-20 Adjusted Budget	5,988,689.32	8.61%
FY 20-21 Planned Budget*	2,540,584.05	14.38%

* Does not include carryforwards

Finance Department

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
VACANCY - Financial Analyst II	1.00	169,436.00	Assumes Step 3 (Hourly Rate: \$47.24)

2. PROPOSED POSITION CHANGES

Position Name	FTE	Amount	Notes
Finance Director	0.15	57,000.00	Offset to Series 2020B Cost of Issuance (Administrative Fee)
Mail Courier (0.60 FTE)	0.30	12,480.00	Proposed 12 hours per week reduction.
Subtotal		69,480.00	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	238,916.00
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B. Supplies and Services Reductions

Description	Amount	Notes
Cut Professional Services - No Extra Studies	180,000.00	Already contemplated as part of FY20-21 budget cycle.
Cut Office Supplies	5,000.00	
Reduce Travel Conferences Budget	4,000.00	

TOTAL POTENTIAL O&M REDUCTIONS	\$	189,000.00
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C. Other

- ERP Upgrade must be calendared as a priority for the City. Current system is end of life.
- Systemic gaps with HR/Payroll system, PDS, is unsustainable. As City becomes a larger/more complex organization, PDS will be harder to maintain. Recommend automation for some of the workflow as well as integration with future systems (ERP).

D. Summary

TOTAL PROPOSED GF REDUCTION	\$	427,916.00
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		Reduction as %age of Budget
FY 19-20 Adopted Budget*	3,294,239.62	12.99%
FY 19-20 Adjusted Budget	3,851,735.60	11.11%
FY 20-21 Planned Budget*	3,160,480.78	7.84%

* Does not include carryforwards

Non-Departmental

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
N/A			No FTE's only \$6760 appropriated for Housing Authority
Total GF Savings		-	

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
N/A		-	
Total GF Savings		-	
TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	-	

B. Supplies and Services Reductions

Description	Amount	Notes
Animal Control	52,593.00	
Reduction in Dues/Membership	25,032.00	Budget transfer to City Manager's Office
TOTAL POTENTIAL O&M REDUCTIONS	\$ 77,625.00	

C. Other

Safety Program	\$	(50,000.00)	Funding dropped off in FY19-20 and needs to be included FY20-21
TOTAL POTENTIAL REQUESTS	\$	(50,000.00)	

D. Summary

NET PROPOSED GF REDUCTION **\$ 27,625.00**

		Reduction as %age of Budget
FY 19-20 Adopted Budget*	997,844.43	2.77%
FY 19-20 Adjusted Budget	1,422,844.43	1.94%
FY 20-21 Planned Budget*	1,071,877.43	2.58%

* Does not include carryforwards

Human Resources Department

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
N/A			

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
N/A			

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	-	
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B. Supplies and Services Reductions

Description	Amount	Notes
Other Contractual Services	2,000.00	Cut budget to \$50K for HR sponsored trainings
Recruitment and Hiring	19,000.00	Recruitment budget reduction during hiring freeze
TOTAL POTENTIAL O&M REDUCTIONS	\$	21,000.00

C. Other

D. Summary

TOTAL PROPOSED GF REDUCTIONS **\$** **21,000.00**

		Reduction as %age of Budget
FY 19-20 Adopted Budget*	1,794,861.59	1.17%
FY 19-20 Adjusted Budget	2,019,064.68	1.04%
FY 20-21 Planned Budget*	1,723,847.46	1.22%

* Does not include carryforwards

Economic and Community Development Department

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
VACANCY - Management Analyst II	1.00	179,733.00	Assumes Step 3 (Hourly Rate: \$50.74)
Misc. Hourly - Research Assistant	0.20	16,640.00	Hourly Rate Assumption: \$40
Misc. Hourly - Rehab Specialist	0.20	16,640.00	Hourly Rate Assumption: \$40
Subtotal		213,013.00	

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
Director of ECD	0.01	3,741.24	Transfer to Fund 205
	0.01	3,741.24	Transfer to Fund 823
Deputy Director of ECD	0.18	49,899.68	Transfer to Fund 205
	0.18	49,899.68	Transfer to Fund 823
Management Analyst II	0.35	68,267.15	Transfer to Fund 205
	0.50	97,524.50	Transfer to Fund 241
Management Analyst I	0.15	27,020.55	Transfer to Fund 241
Community Dev. Coordinator	0.08	13,261.43	Transfer to Fund 205
	0.08	13,261.43	Transfer to Fund 823
Administrative Analyst I	0.35	48,758.85	Transfer to Fund 241
Administrative Analyst II	0.03	3,627.65	Transfer to Fund 205
	0.03	3,627.65	Transfer to Fund 823
Total GF Savings		382,631.03	

Position Name	FTE	Amount	Notes
Director of ECD	0.02	7,482.32	FY19-20 comp with 3% uplift (full costing)
Deputy Director	0.05	14,257.05	FY19-20 comp with 3% uplift (full costing)
City Planner	0.30	78,597.90	FY19-20 comp with 3% uplift (full costing)
Principal Planner	0.30	69,076.80	FY19-20 comp with 3% uplift (full costing)
Senior Planner	1.40	328,412.00	FY19-20 comp with 3% uplift (full costing)
Associate Planner	0.10	16,663.60	FY19-20 comp with 3% uplift + 5% step increase in July
Administrative Analyst II	0.10	14,510.60	FY19-20 comp with 3% uplift + 5% step increase in July
Total GF Savings		529,000.27	Transfer to General Plan

Total Position Savings	911,631.30
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TOTAL POTENTIAL PAYROLL REDUCTIONS	\$ 1,124,644.30
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B. Supplies and Services Reductions

Description	Amount	Notes
Building Inspection (WC3/CSG)	1,200,000.00	PO carryforward for FY20-21 is \$1.6 million for WC3 & CSG
Cut Baseline Budget (Admin Program)	20,000.00	
Cut Baseline Budget (Bio Conf 2021)	20,000.00	Elimination of Bio Conference Attendance
Cut Advertising & Promotional to \$5,000K	27,000.00	
Eliminate Special Program (5061)	21,000.00	
TDM Monitoring/Nexus Study	135,000.00	
Planning Commission Minutes Transcription	6,000.00	
TOTAL POTENTIAL O&M REDUCTIONS	\$ 1,429,000.00	

C. Other

Description	Amount	Notes
TDM Revenue Offset	(25,000.00)	
REVENUE OFFSET	\$ (25,000.00)	

D. Summary

TOTAL PROPOSED GF REDUCTION **\$ 2,528,644.30**

		Reduction as %age of Budget
FY 19-20 Adopted Budget*	9,925,951.25	25.48%
FY 19-20 Adjusted Budget	13,936,637.15	18.14%
FY 20-21 Planned Budget*	9,593,179.20	24.80%

* Does not include carryforwards

Fire Department

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
Paramedic/Firefighter	2.00	35,858.00	Difference between FTE cost and OT costs to fulfill minimum staffing requirements
Administrative Assistant, Senior	1.00	131,728.00	
Deputy Fire Marshal	1.00	274,733.00	Potential freeze of current Safety Inspector (Net difference of Deputy Fire Marshal due to succession planning in lieu of Safety Inspector II would yield \$64k.
Total GF Savings		442,319.00	

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
Fire Courier	0.48	8,000.00	Decrease from five to three days a week at hourly rate of \$20.28
Safety Inspector - Hourly	2.00	-	Approval for two hourly Safety Inspectors who have the conditional offers. Re-evaluate in 6 months to ensure cost recovery exceeds cost.
Total GF Savings		8,000.00	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	450,319.00
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B. Supplies and Services Reductions

Description	Amount	Notes
Decrease plan check professional services	300,000.00	
Decrease travel and conferences	4,500.00	
Decrease training overtime by 15%	36,000.00	
Decrease training career development by 15%	15,000.00	
TOTAL POTENTIAL O&M REDUCTIONS	\$	355,500.00

C. Other

Office Specialist reclassified to Admin Assistant I	(10,024.90)
Country contracts for OES and dispatch	(24,144.18)
Ambulance GEMT and QAF upfront payment	(111,160.00)
TOTAL POTENTIAL REQUESTS	\$ (145,329.08)

D. Summary

NET PROPOSED GF REDUCTION	\$	660,489.92
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		Reduction as %age of Budget
FY 19-20 Adopted Budget*	29,608,966.68	2.23%
FY 19-20 Adjusted Budget	30,983,929.58	2.13%
FY 20-21 Planned Budget*	29,964,391.38	2.20%

* Does not include carryforwards

Police Department

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
Crime Analyst (vacant)	1.00	170,908.00	
Dispatcher (vacant)	1.00	146,611.00	
Police Officer (vacant)	1.00	226,152.00	
Part-time PST (vacant)		61,520.50	
Subtotal		605,191.50	

2. PROPOSED POSITION SAVINGS

Position Name	FTE	Amount	Notes
Records/Comm Manager	1.00	149,039.00	Not filled after retirement; Nov '20- June '21
Hiring 1 recruit	1.00	42,706.25	Sept 2020 Cost savings from July-Sept 2020
3 officers retiring end of 2020	3.00	169,614.00	Positions vacant from Jan '21 - March '21 (3 months)
Total GF Savings		361,359.25	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	966,550.75
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B. Supplies and Services Reductions

Description	Amount	Notes
Handgun replacement - deferred (again)	103,275.00	
Training Budget	44,850.00	Reduced by 50% overall
Dues and meetings	85,600.00	Gun by Gun, YMCA Clinic + School Counseling Service Dues
TOTAL POTENTIAL O&M REDUCTIONS	\$	233,725.00

C. Other

D. Summary

TOTAL PROPOSED GF REDUCTION	\$	1,200,275.75
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		Reduction as %age of Budget
FY 19-20 Adopted Budget*	30,926,919.71	3.88%
FY 19-20 Adjusted Budget	31,071,929.71	3.86%
FY 20-21 Planned Budget*	31,935,228.18	3.29%

* Does not include carryforwards

Public Works Department

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
Public Works Maintenance Worker (Street Cleaning)	1.00	128,264.51	Vacancy- reduce FY2021 projected budget
Public Works Maintenance Worker (Concrete Maint)	1.00	128,264.51	Vacancy- reduce FY2021 projected budget
Equipment Operator	1.00	138,562.79	Vacancy- reduce FY2021 projected budget
Senior Electric Technician	1.00	185,016.99	Vacancy- reduce FY2021 projected budget
Management Analyst II	0.60	102,707.19	Vacancy- reduce FY2021 projected budget
Total GF Savings		682,815.99	

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
Public Works Program Manager	0.10	18,935.62	Move .10 to Fund 781 and 720
Engineering Technician	0.40	(55,649.33)	Engineering-Move to General Fund from 510
Sr Civil Engineer	0.90	(202,265.51)	Engineering-Move to General Fund from 510
Principal Engineer	0.40	(96,491.83)	Engineering-Move to General Fund from 510
Administrative Assistant II	0.40	(54,874.79)	Engineering-Move to General Fund from 510
Administrative Assistant I	0.70	(78,847.32)	Engineering-Move to General Fund from 510
Total GF Additional Cost		(469,193.16)	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$ 213,622.83
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B. Supplies and Services Reductions

Description	Amount	Notes
Gen Engineering-Travel, Conferences-Overnight	2,000.00	100-13210-5032
Sewer- Sewer Service Low Income Program	245,000.00	100-13310-5078
Street Maint & Traffic Safety- Travel, Conferences-Overnight	2,000.00	100-13410-5032
Street Maint- Operating Supplies. Reduce GF by 25% and increase sewer by 25%	15,500.00	100-13411-5021
Street Maint- Maint & Operation Equipment	5,000.00	100-13411-5051
Street Maint-Special Program Expenditure	1,400.00	100-13411-5061
Sidewalk & Curbs-Other Contractual Services	20,000.00	100-13420-5001
Sidewalk & Curbs- Operating Supplies. Reduce 25% and increase sewer 25%	10,000.00	100-13420-5021
Street Cleaning- Operating Supplies	2,500.00	100-13440-5021
Signals-Operating supplies. Reduce FY2021 Budget to \$100K	25,000.00	100-13450-5021
Lighting- Operating Supplies	5,000.00	100-13460-5021
Reduction of PW Memberships/Dues	4,540.00	
	\$ 337,940.00	

C. Other

D. Summary

TOTAL PROPOSED GF REDUCTIONS

\$ 551,562.83

		Reduction as %age of Budget
FY 19-20 Adopted Budget*	5,018,087.00	10.99%
FY 19-20 Adjusted Budget	5,755,271.29	9.58%
FY 20-21 Planned Budget*	6,260,592.70	8.81%

*Does not include carryforwards

Library

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
Librarian II	1.00	136,265.00	Vacant
Total GF Savings		136,265.00	

2. PROPOSED POSITION REDUCTIONS

Position Name	FTE	Amount	Notes
Office Specialist	0.50	30,386.00	Project Read
Library Clerk	0.95	38,373.92	Learning Tech Center
Library Assistant	0.60	36,916.00	Learning Tech Center
Library Clerk	0.40	16,157.00	Closing Grand Ave. library one day per week
Library Assistant	0.49	30,148.00	Closing Grand Ave. library one day per week
Librarian I	0.08	5,674.24	Closing Grand Ave. library one day per week
Total GF Savings		157,655.16	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	293,920.16
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B. Supplies and Services Reductions

Description	Amount	Notes
Reference Services- Cancel online research subscriptions not tied to library network purchases	20,000.00	No access to popular products such as ancestry.com; skill-based training modules; language learning online training; online newspaper article access and searching; a/v streaming and
Reduce Basic Technology Equipment, Maintenance & Programs	6,000.00	Computer and building equipment that breaks may not be able to be repaired or replaced.
Reduce Basic Technology Equipment, Maintenance & Programs	9,900.00	Participation in City or County wide programs and matching grants will be limited.
Reduce Basic Technology Equipment, Maintenance & Programs	8,000.00	Computer and building equipment that breaks may not be able to be repaired or replaced.
Reduce supply purchases; cancel outside debt collection service	8,000.00	Less printing of flyers could affect program attendance. Patron Feedback: Prefer to take flyers home rather than search online; lower use of postage.
Reduce supply purchases; cancel outside debt collection service	1,000.00	
Reduce supply purchases; cancel outside debt collection service	500.00	
Reduce supply purchases; cancel outside debt collection service	500.00	
Eliminate some materials processing steps/supplies; reduce collections budgets	10,000.00	Reductions in collection "wayfinding,"
Eliminate some materials processing steps/supplies; reduce collections budgets	20,000.00	Scale back of A/V materials requiring special packaging
Eliminate some materials processing steps/supplies; reduce collections budgets	31,208.00	Cataloging services reduction
Eliminate some materials processing steps/supplies; reduce collections budgets	25,000.00	
Eliminate some materials processing steps/supplies; reduce collections budgets	10,000.00	
Eliminate some materials processing steps/supplies; reduce collections budgets	5,000.00	Will require patrons waiting longer for their reserves on bestsellers, travel books, study guides.
Eliminate some adult programs	6,000.00	Impacts library social media, promotion, outreach and Project Read
Limit conference attendees to presenters and necessary staff	3,000.00	

Reduce number of interns and volunteers; thus reducing fingerprint needs	4,000.00
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TOTAL POTENTIAL O&M REDUCTIONS	\$ 168,108.00
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C. Other

D. Summary

TOTAL PROPOSED GF REDUCTION	\$ 462,028.16
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		Reduction as %age of Budget
FY 19-20 Adopted Budget*	\$ 6,132,137.24	7.53%
FY 19-20 Adjusted Budget	\$ 6,528,045.84	7.08%
FY 20-21 Planned Budget*	\$ 6,545,686.88	4.77%

* Does not include carryforwards

Information Technology Department

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
N/A			All positions are currently filled
Total GF Savings		-	

2. PROPOSED POSITION FUNDING CHANGES

Position Name	FTE	Amount	Notes
N/A			ISF department that charges across funds based on work orders.
		-	
Total GF Savings		-	

TOTAL POTENTIAL PAYROLL REDUCTIONS	\$	-	
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B. Supplies and Services Reductions

Description	Amount	Notes
Reduce special projects GIS consultant	50,000.00	
Reduce books/publications/library material	2,500.00	
Dues meeting and mileage (can absorb necessary costs in existing budget)	2,500.00	
Discontinue travel for trainings and conferences, staff development (can absorb necessary costs in existing budget)	22,500.00	
Penn TV videography services	15,000.00	<--Comm. Director featured video function
TOTAL POTENTIAL O&M REDUCTIONS	\$ 92,500.00	

C. Other

Office 365 Upgrade	\$	220,000.00	<--Estimated Cost (Capital Project)
TOTAL Unfunded Project	\$	220,000.00	

D. Summary

NET PROPOSED GF REDUCTION **\$ 312,500.00**

		Reduction as %age of Budget
FY 19-20 Adopted Budget*	3,662,401.22	8.53%
FY 19-20 Adjusted Budget	4,496,112.52	6.95%
FY 20-21 Planned Budget*	3,696,731.00	8.45%

* Does not include carryforwards

Parks & Recreation Department

A. Payroll Reductions

1. HIRING FREEZE

Position Name	FTE	Amount	Notes
Childcare Recreation Coordinator	2.00	149,325.00	Assumes Step 3 Coordinator less 1.5 Rec Leader IV Step 5 Hourly
Administrative Assistant II	1.00	135,177.00	Assumes Step 3 w/ full costing
Arborist Technician	1.00	150,437.00	Assumes Step 3 Tree Trimmer with 10% uplift (full costing)
Building Maintenance Custodian	1.00	109,729.00	Assumes Step 3 FTE w/ full costing
Business Manager	1.00	206,009.00	Assumes Step 3 w/ full costing
Preschool Teacher	2.00	67,069.00	Assumes Step 3 PS I savings less (1.0 FTE Hourly PS Teacher I & 1.0 FTE Hourly Rec Leader III)
Total GF Savings		\$ 817,746.00	

2. PROPOSED POSITION CHANGES

Position Name	FTE	Amount	Notes
Tree Trimmer	1.00	145,024.00	Re-allocate to Common Greens Fund
Groundsman	1.00	137,783.00	Re-allocate to Common Greens Fund
Subtotal		\$ 282,807.00	

TOTAL POTENTIAL PAYROLL REDUCTIONS **\$ 1,100,553.00**

B. Supplies and Services Reductions

	Description	Amount	Notes
1	Aquatics Modified Programs for July - Sep	50,869.00	
2	Sports Program Closure for July - Sep	30,000.00	
3	Rentals Program Closure for July - Sep	38,000.00	
4	Classes Modified Programs for July - Sep	53,500.00	
5	Seniors Modified Programs for July - Sep	89,700.00	
6	Front Desk Modified Support for July - Sep	12,300.00	
7	Closure of Orange Pool on Sundays	44,000.00	
8	Eliminate Summer Camp Field Trips	80,000.00	
9	Eliminate 50% employee discount on childcare	-	Potential revenue offset of \$120,000
10	Eliminate building attendee at Westborough	11,454.00	
11	Eliminate the annual Nutcracker production in	19,080.00	200 kids on stage; 1,000 attendees
12	Eliminate karate tournament & promotions	3,500.00	
13	Cancel Sunday recreation classes	14,760.00	
	Budget Elimination for P&R and Cultural Arts		Eliminates funding for four cultural art shows, as well as other minor costs incurred by the P&R or CA Commissions (e.g. travel, trainings, conferences, etc.)
14	Commission Supplies & Services	3,850.00	
15	Eliminate art show support from Rentals Program	2,563.20	
16	Eliminate Public Art Fund	-	\$50K PO Elimination - Includes rollover from FY 18/19
17	Reduced hours for front office help at the MSB	24,600.00	Will decrease customer service levels significantly.
18	Rec Admin Office/Operating Supplies	5,789.00	25% reduction
19	Rec Admin Facility & Special Projects	8,873.40	30% reduction
	Eliminate Staff Development, Travel, Conferences -		
20	Overnight, Publications	1,677.00	
21	Close Magnolia Center on weekends	15,466.00	Programs cut include Yoga, Bingo, Movies, Billiards, Open Gym, Tech Assistance, Open Computer, AARP General Meetings.
22	Elimination of Senior Services Events	4,472.00	Includes: Volunteer Luncheon, Annual Senior Fire-Fighter Luncheon, Senior Holiday Boutique, Senior Health Fair
23	Eliminate Concert in the Park	60,000.00	
24	Eliminate Halloween Extravaganza	19,268.00	
25	Eliminate one summer movie night in the park	3,446.00	
26	ADD: Drive-In Movie Night	(6,000.00)	
27	Cancel Futsal Open Gym on Fri. Nights at Terrabay	3,588.48	
28	Close Open Gym Saturday at Terrabay	6,664.32	
29	Close Open Gym on Sunday at Terrabay	5,431.50	

30	Eliminate Middle School Age Sports Program	31,000.00	
	Reallocate Brightview Landscape Maintenance Contract		
31	to Common Greens Funds	200,000.00	
32	Parks Maintenance Professional Services reduction	30,000.00	Elimination of contingency fund
33	Eliminate Parks Division support of Citywide Cleanup	8,000.00	Reduced overtime cost
34	Freeze CPRS / Maintenance Management School	12,500.00	
35	Parks Minor Maintenance Fund Reduction	100,000.00	This will leave \$100,000 in minor maintenance funds for essential repairs
	Building Maintenance Minor Maintenance Fund		
36	Reduction	100,000.00	This will leave \$100,000 in minor maintenance funds for essential repairs
	Eliminate Building Maintenance support of Citywide		
37	Cleanup Event	6,000.00	Reduced overtime cost, though this was never actually budgeted for.
38	Scale back of Cultural Arts footprint	3,300.00	
	Furlough/restructure Beautification Committee and		Eliminate Beautification Committee. Department will not have
39	Beautification Awards (1 year)	1,000.00	bandwidth to staff this group.
40	Defer vehicle purchases	70,000.00	Postpone vehicle purchases in queue.
41	Cancel Middle School Dances	2,160.00	
42	Eliminate RAPP Sports Program for elementary kids	9,000.00	
TOTAL POTENTIAL O&M REDUCTIONS		\$ 1,179,811.90	

C. Other

Creation of Parks & Rec Innovation Fund

\$ (100,000.00)

This fund recognizes that while COVID-19 poses limitations on traditional in-person recreation programs, P&R and City staff are working to innovate and find alternative ways to continue the Department's mission to provide opportunities for physical, cultural, and social well-being. This fund will be used to cover expenses related to future, alternative programs and services.

D. Summary

TOTAL PROPOSED GF REDUCTION **\$ 2,180,364.90**

		Reduction as %age of Budget
FY 19-20 Adopted Budget*	17,762,501.43	12.28%
FY 19-20 Adjusted Budget	17,679,689.99	12.33%
FY 20-21 Planned Budget*	17,713,726.51	11.29%

* Does not include carryforwards