

ATTACHMENT 1 – PROPOSED FY2020-21 DEPARTMENT BUDGET DETAIL

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CITY COUNCIL

A. BUDGET SUMMARY

The table below shows the City Council's budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

The total proposed budget changes represent a 5.5% reduction from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 195,619	\$ 199,332	\$ 199,332.32	\$ 205,454	\$ -	\$ 205,454
Supplies & Services	51,419	51,419	51,419	51,419	(16,600)	34,819
Interdept. Charges	33,656	39,540	39,540	43,772	-	43,772
TOTAL	\$ 280,694	\$ 290,291	\$ 290,291	\$ 300,645	\$ (16,600)	\$ 284,045

* Includes carryforwards of prior year purchase orders.

B. CITY COUNCIL POSITION SUMMARY

The City Council has 5 elected positions, all of which are filled. There are no proposed General Fund payroll reductions.

C. PROPOSED BUDGET REDUCTIONS

The following are the proposed budget reductions for City Council:

Description	Amount	Remaining Amount
- Reduce Dues/Meeting Expenditures (5031)	\$ 12,000	\$ 12,000
- Reduce Travel/Conferences (5032)	\$ 4,600	\$ 4,608
Proposed Budget Reductions	\$ 16,600	

CITY CLERK

A. BUDGET SUMMARY

The table below shows the City Clerk's budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

The total proposed budget changes represent a 0.3% reduction from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$579,133	\$811,300	\$812,675	\$833,458	\$ -	\$833,458
Supplies & Services	202,003	202,003	234,927	202,003	(3,500)	198,503
Interdept. Charges	36,430	43,459	43,459	48,513		48,513
TOTAL	\$817,567	\$1,056,761	\$1,091,061	\$1,083,974	\$ (3,500)	\$1,080,474

* Includes carryforwards of prior year purchase orders.

B. CITY CLERK POSITION SUMMARY

The City Clerk has 1 elected position, and 4 full-time positions. There are no proposed General Fund payroll reductions.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							
Elected City Clerk	1.0	1.0	-	-	-		
Assistant City Clerk	1.0	1.0	-	-	-		
Deputy City Clerk	1.0	1.0	-	-	-		
City Clerk Records Technician	2.0	2.0	-	-	-		
TOTAL	5.0	5.0	-	-	-		

C. PROPOSED BUDGET REDUCTIONS

The following are the proposed budget reductions for the City Clerk's Office:

Description	Amount	Remaining Amount
- Eliminate Promotional Budget (5030)	\$ 400	\$ -
- Reduce Dues/Meeting Expenditures (5031)	\$ 1,500	\$ 4,050
- Reduce Elections Budget (5062)	\$ 1,600	\$ 136,400
Proposed Budget Reductions	\$ 3,500	

The elections budget reduction is possible because the 2020 City Council elections are district elections, not city-wide elections; thus, the cost of the election is slightly lower.

CITY TREASURER

A. BUDGET SUMMARY

The table below shows the City Treasurer's budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

There are no proposed budget changes for the City Treasurer's Office.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 48,539	\$ 58,533	\$ 58,533	\$ 59,745	\$ -	\$ 59,745
Supplies & Services	82,200	82,200	82,200	82,200	-	82,200
Interdept. Charges	2,160	2,584	2,584	2,889	-	2,889
TOTAL	\$ 132,900	\$ 143,137	\$ 143,137	\$ 144,834	\$ -	\$ 144,834

* Includes carryforwards of prior year purchase orders.

B. CITY TREASURER'S POSITION SUMMARY

The City Treasurer has 1 elected position. There are no proposed General Fund payroll reductions.

C. PROPOSED BUDGET REDUCTIONS

There are no proposed reductions for the City Treasurer's Office.

CITY ATTORNEY

A. BUDGET SUMMARY

The table below shows the City Attorney's budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

The total proposed budget changes represent a 14.8% reduction from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Supplies & Services	\$ 1,050,650	\$ 1,100,650	\$ 1,100,650	\$ 1,050,650	\$ (157,500)	\$ 893,150
Interdept. Charges	13,041	15,285	15,285	16,899	-	16,899
TOTAL	\$ 1,063,691	\$ 1,115,935	\$ 1,115,935	\$ 1,067,549	\$ (157,500)	\$ 910,049

* Includes carryforwards of prior year purchase orders.

B. CITY ATTORNEY POSITION SUMMARY

The City outsources its City Attorney services. There are no positions in the department.

C. PROPOSED BUDGET REDUCTIONS

The following are the proposed budget reductions for the City Attorney's Office:

Description	Amount	Remaining Amount
- Reduce Legal Services budget by 15% (5030)	\$ 138,750	\$ 786,250
- Reduce Legal Settlements by 15% (5080)	\$ 18,750	\$ 106,250
Proposed Budget Reductions	\$ 157,500	

CITY MANAGER'S DEPARTMENT

A. BUDGET SUMMARY

The table below shows the City Manager's Office (CMO) historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

The total proposed budget changes represent a 17.9% reduction from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 1,557,500	\$ 2,061,712	\$2,395,765	\$ 2,131,050	\$ (441,140)	\$ 1,689,910
Supplies & Services	1,365,390	440,390	3,552,447	365,390	(14,625)	350,765
Interdept. Charges	35,925	40,477	40,477	44,144	-	44,144
TOTAL	\$ 2,958,815	\$ 2,542,579	\$ 5,988,689	\$ 2,540,584	\$ (455,765)	\$ 2,084,819

* Includes carryforwards of prior year purchase orders.

B. CITY MANAGER'S OFFICE POSITION SUMMARY

The City Manager's Office has 10 positions: 9 are filled and 1 position (Management Analyst II) is proposed frozen. Salary savings from the frozen position are reduced by \$50,000, which will allow the department to backfill the position with part-time temporary staff. Further salary savings has been achieved through funding the CIP Director position with Measure W funds rather than the General Fund. Note: The filled Management Analyst II position is on loan to Finance through December 2020.

Total salary savings for the City Manager's Office is **\$441,140**.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							
City Manager	1.0	1.0					-
Ass't City Manager	1.0	1.0					-

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Comms Director	1.0	1.0					-
CIP Director	1.0	1.0				Move salary to Fund 101	\$315,151
Deputy CIP Director	1.0	1.0					-
Ass't to the City Mgr	1.0	1.0					-
Management Analyst II	2.0	1.0			1.0	1.0 on loan to Finance 1.0 Frozen less \$50K	\$125,989
Exec. Asst. to CM	1.0	1.0					-
Admin Assistant I	1.0	1.0					-
TOTAL	10.0	9.0	-	-	1.0		\$ 441,140

C. PROPOSED BUDGET REDUCTIONS

The following are the proposed budget adjustments for the City Manager's Office:

Description	Amount	Remaining Amount
Reduce Professional Services (5005)		\$43,875
- CMO portion of BIO Conference	\$ 50,000	
- Eliminate Council Re-Org Budget	\$ 6,225	
- Reduce Postcards/Mailers Budget	\$ 17,000	
Reduce newsletters to 3 a year (5025)	\$43,000	\$29,925
Reduce postage to 3 newsletters (5027)	\$21,000	\$15,800
Reduce Promotional Budget (5030)		\$13,000
- Eliminate city swag budget	\$9,000	
- Fewer banner designs per year	\$4,000	
Reduce Travel/Conferences (5032)		\$17,140
- BIO Conference Budget Elimination	\$50,000	
Creation of Community Action Initiative – Transfer from Police budget (5001)	\$(85,600)	
Creation of Community Action Initiative (5001)	\$(100,000)	
Dues and memberships – Transfer from Non-Departmental (5031)	\$(21,972)	
Proposed CMO Budget Reductions	\$ 14,625	

FINANCE DEPARTMENT

A. BUDGET SUMMARY

The table below shows the Finance Department historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval. Without the \$300,000 ERP upgrade budget, the total proposed budget changes represent an 8.8% reduction from the department's FY2020-21 Baseline (Planned) budget. With the ERP, the total FY2020-21 Baseline budget would increase by 0.7%.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 2,283,361	\$ 2,312,981	\$ 2,485,691	\$ 2,330,538	\$ (238,916)	\$ 2,091,622
Supplies & Services	483,398	671,168	1,055,954	483,398	O/M: \$(40,600) ERP: 300,000	742,798
Interdept. Charges	255,358	310,091	310,091	346,545	-	346,545
TOTAL	\$ 3,022,116	\$ 3,294,240	\$ 3,851,736	\$ 3,160,481	\$ 20,484	\$ 3,180,965

* Includes carryforwards of prior year purchase orders.

B. FINANCE DEPARTMENT POSITION SUMMARY

The Finance Department has **13.6** positions: 11.6 positions are filled; 1 position is being filled through recruitments; and 1 position is proposed frozen. The 13.6 positions and corresponding budget do not take into account the Management Analyst II (City Manager's Office) who is on loan to Finance through December 2020. The following are the additional proposed position changes:

1. Finance Director: 0.15 FTE of the Finance Director's cost is charged to the upcoming Series 2020B Bonds as cost of issuance; and
2. Mail Courier: 0.3 FTE hours reduction (24 P/T hourly work per week reduced to 12 hours per week).

Total proposed General Fund payroll reductions in the Finance Department equal **\$238,916.00**.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							
Finance Director	1.0	1.0	-	-	-	0.15 FTE funding w/ Series 2020B Bonds	\$57,000
Dept. Finance Dir	1.0	-	1.0	-	-		-
Financial Services Manager	1.0	1.0	-	-	-		-
Financial Analyst II	2.0	1.0	-	-	1.0		\$169,436
Senior Accountant	1.0	1.0	-	-	-		-
Accountant II	1.0	1.0	-	-	-		-
Payroll Administrator	1.0	1.0	-	-	-		-
Accounting Asst II	4.0	4.0	-	-	-		-
Admin Asst II	1.0	1.0	-	-	-		-
Part-Time (Hourly)							
Mail Courier	0.6	0.6	-	-	-	12 hour/wk reduction (0.6 FTE → 0.3 FTE)	\$12,480
TOTAL	13.6	11.6	1	0	1		\$238,916

C. PROPOSED BUDGET ADJUSTMENTS

1. Budget Reductions

The following are the proposed budget adjustments for Finance:

Description	Amount	Remaining Amount
- Reduce Professional & Specialized Services (5005)	\$ 35,600	\$320,000
- Reduce Travel/Conferences (5032)	\$ 5,000	\$ 3,000
Proposed Budget Reductions	\$ 40,600	

2. ERP Upgrade Assessment - \$300,000

An Enterprise Resource Planning (ERP) system is the software that allows an organization to run its business – centralizing multiple functions like accounting, budgeting, fee collections, human resources, customer management, etc. It synchronizes the data across an organization and generates reports that are often critical in enhancing business efficiencies. The City's legacy ERP system, EDEN, was implemented over a decade ago and is coming to its end-of-life. It will soon be unsupported. The \$300,000 set-aside is recommended as Phase I of the necessary ERP upgrade.

NON-DEPARTMENTAL

A. BUDGET SUMMARY

The table below shows the Non-Departmental historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

The total proposed budget changes represent a 2.6% reduction from the FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 6,970	\$ 6,760	\$ 6,760	\$ 6,760	\$ -	\$ 6,760
Supplies & Services	1,065,117	991,084	1,416,084	1,065,117	(27,625)	1,037,492
Interdept. Charges	-	-	-	-	-	-
TOTAL	\$ 1,072,087	\$ 997,844	\$1,422,844	\$ 1,071,877	\$ (27,625)	\$ 1,044,252

* Includes carryforwards of prior year purchase orders.

B. POSITION SUMMARY

The Non-Departmental department does not have any FTE positions. The Housing Authority is paid per meeting out of the department and has 5 commissioners who meet monthly.

C. PROPOSED BUDGET ADJUSTMENTS

1. Budget Reductions

The following are the proposed budget adjustments for Non-Departmental:

Description	Amount	Notes
- Animal Control Services (5001)	\$ 300,000	
- Reduction in Dues/Memberships (5031)	\$ 23,032	
Proposed Budget Reductions	\$ 77,625	

2. City-Wide Safety Program - \$50,000

The City uses a third-party vendor to train, analyze and recommend best practices safety reporting and training throughout all City departments. The current year's funding is not to exceed \$125,000. However, the requested funding request for FY2020-21 is \$50,000.

HUMAN RESOURCES DEPARTMENT

A. BUDGET SUMMARY

The table below shows the Human Resources Department (HR) historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department.

The total proposed budget changes represent a 1.1% increase from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 1,276,705	\$ 1,389,927	\$ 1,389,927	\$ 1,437,922	\$ -	\$ 1,437,922
Supplies & Services	177,461	307,961	532,164	177,461	O/M: (21,000) Training: 40,000	196,461
Interdept. Charges	80,997	96,974	96,974	108,465	-	108,465
TOTAL	\$ 1,535,163	\$ 1,794,862	\$2,019,065	\$ 1,723,847	\$ 19,000	\$ 1,742,847

* Includes carryforwards of prior year purchase orders.

B. HUMAN RESOURCES POSITION SUMMARY

The Human Resources Department has 7 positions, all of which are filled.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							
Director of Human Resources	1.0	1.0					-
Human Resources Mgr	1.0	1.0					-
Human Resources Analyst II	3.0	3.0					-
Human Resources Technician	2.0	2.0					-
TOTAL	7.0	7.0	-	-	-		\$ -

C. PROPOSED BUDGET ADJUSTMENTS

1. Budget Reductions

The following are the proposed budget adjustments for Human Resources:

Description	Amount	Remaining Amount
- Reduce Other Contractual Service (5005)	\$ 2,000	\$50,000
- Reduce Recruitment and Hiring (5036)	\$ 19,000	\$ 19,000
Proposed Budget Reductions	\$ 21,000	

2. City-Wide Training Program - \$40,000

The Human Resources (HR) Department budget increased by \$40,000 for the following training programs:

- **Diversity and Inclusion (D&I) Training:** In addition to current training for all employees on preventing harassment and discrimination, all employees will receive training on topics such as recognizing unconscious bias, cross-cultural communication, and maintaining a culture that supports and engages a diverse workforce and community.
- **Police De-escalation and Crisis Intervention Training:** Approximately 85% of the police force has recently received this training. COVID-19 interrupted training for the remaining 15% of the police force. This funding will ensure 100% of our police force has received de-escalation and crisis intervention training.

ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT

A. BUDGET SUMMARY

The table below shows the Economic & Community Development Department (ECD) historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department, representing a 26.3% reduction from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 5,054,657	\$ 5,483,581	\$ 5,483,581	\$ 5,562,055	\$ (1,124,644)	\$ 4,437,410
Supplies & Services	3,703,608	4,145,608	8,096,294	3,703,608	(1,403,200)	2,300,408
Capital Outlay	-	-	60,000	-	-	-
Interdept. Charges	251,102	296,763	296,763	327,516	-	327,516
TOTAL	\$ 9,009,367	\$ 9,925,951	\$ 13,936,637	\$ 9,593,179	\$ (2,527,844)	\$ 7,065,335

* Includes carryforwards of prior year purchase orders.

B. ECONOMIC & COMMUNITY DEVELOPMENT POSITION SUMMARY

The Economic & Community Development Department has **30.4** positions: 29 are filled; 1.4 positions are frozen. In addition, the following are additional proposed changes:

1. Cost Allocation to Fund 205 – Affordable Housing Fund (\$138,797.14)
 - a. 0.01 FTE of Director of ECD
 - b. 0.18 FTE of Deputy Director of ECD
 - c. 0.35 FTE of Management Analyst II
 - d. 0.08 FTE of Community Development Coordinator
 - e. 0.03 FTE of Administrative Analyst II
2. Cost Allocation to Fund 241 – City Housing Fund (\$173,303.90)
 - a. 0.50 FTE of Management Analyst II
 - b. 0.15 FTE of Management Analyst I
 - c. 0.35 FTE of Administrative Analyst I
3. Cost Allocation to Fund 823 – Commercial Linkage Impact Fee (\$70,529.99)
 - a. 0.01 FTE of Director of ECD
 - b. 0.18 FTE of Deputy Director of ECD
 - c. 0.08 FTE of Community Development Coordinator
 - d. 0.03 FTE of Administrative Analyst II
4. Cost Allocation to General Plan Set-Aside (\$529,000.27)

- a. 0.02 FTE of Director of ECD
- b. 0.05 FTE of Deputy Director of ECD
- c. 0.30 FTE of City Planner
- d. 0.30 FTE of Principal Planner
- e. 1.40 FTE of Senior Planner
- f. 0.10 FTE of Associate Planner
- g. 0.10 FTE of Administrative Analyst II

Total proposed General Fund payroll reductions equal **\$1,124,644.30**.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							
Director of ECD	1.0	1.0	-	-	-	0.04 FTE funded with other funds	\$14,965
Deputy Dir of ECD	1.0	1.0	-	-	-	0.40 FTE funded with other funds	\$114,056
Associate Planner	2.0	2.0	-	-	-	0.10 FTE funded with other funds	\$16,664
Chief Building Officer	1.0	1.0	-	-	-		-
Chief Planner	1.0	1.0	-	-	-	0.30 FTE funded with other funds	\$78,598
Econ. Dev. Coordinator	3.0	3.0	-	-	-		-
Comm. Dev. Coordinator	1.0	1.0	-	-	-	0.15 FTE funded with other funds	\$26,523
Assistant Building Official	1.0	1.0	-	-	-		-
Principal Planner	1.0	1.0				0.30 FTE funded with other funds	\$69,077
Senior Planner	3.0	3.0				1.40 FTE funded with other funds	\$328,412
Management Analyst I	1.0	1.0	-	-	-	0.15 FTE funded with other funds	\$27,021
Management Analyst II	2.0	1.0	-	-	1.0	1.0 FTE vacant 0.85 FTE funded with other funds	\$179,733 \$165,792
Planning Technician	1.0	1.0	-	-	-		-
Senior Permit Technician	1.0	1.0	-	-	-		-
Permit Technician	1.0	1.0	-	-	-		-
Senior Building Inspector	2.0	2.0	-	-	-		-
Building Inspector	3.0	3.0	-	-	-		-

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Administrative Asst I	2.0	2.0	-	-	-	0.35 FTE funded with other funds	\$48,759
Administrative Asst II	2.0	2.0	-	-	-	0.15 FTE funded with other funds	\$21,766
							-
Part-Time (Hourly)							-
Research Asst	0.2	-	-	-	0.2		\$16,640
Rehab Specialist	0.2	-	-	-	0.2		\$16,640
TOTAL	30.4	29.0	-	-	1.4		\$1,124,644

C. PROPOSED BUDGET REDUCTIONS

ECD has 5 different programs within the department: Administration, Economic Development, Planning Services, Planning Commission and Building Inspection. The following are the proposed additional budget reductions for ECD organized by programs:

Description	Amount	Notes
ECD Administration (10110)		
- Reduce Other Contractual Services (5001) by 50%	\$ 20,000	
- Reduce Promotional Budget (5030) by 50%	\$ 30,000	Bio-Conference Elimination
Economic Development (10115)		
- Reduce Advertising (5024) & Promotional Budget (5030) by 85%	\$ 27,200	
- Reduce Prof & Specialized Services (5005) by 5%	\$ 10,000	
Planning Services (10410)		
- Halt TDM Monitoring/Nexus Study (5005)	\$ 110,000	
- Halt Planning Comm Minutes Transcription (5005)	\$ 6,000	
Building Inspection (10520)		
- Reduce Professional & Specialized Services (5005) by 48%	\$ 1,200,000	Reduction offset by \$1.6 million PO carryforward in FY20-21 for WC3 & CSG contracts
Proposed Budget Reductions	\$ 1,403,200	

FIRE DEPARTMENT

A. BUDGET SUMMARY

The table below shows the Fire Department historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department, representing a 2.2% reduction from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 23,998,668	\$ 25,393,091	\$ 25,707,346	\$ 26,172,672	\$ (440,294)	\$ 25,732,377
Supplies & Services	1,896,443	2,366,051	3,426,758	1,926,143	O/M - (355,500) GEMT - 135,304	1,705,947
Interdept. Charges	1,816,475	1,849,825	1,849,825	1,865,577	-	1,865,577
TOTAL	\$ 27,711,586	\$ 29,608,967	\$ 30,983,930	\$ 29,964,391	\$ (660,490)	\$ 29,303,901

* Includes carryforwards of prior year purchase orders.

B. FIRE DEPARTMENT POSITION SUMMARY

The Fire Department has 91.68 positions: 87.68 positions are filled; 3 FTE budgeted positions are proposed to be frozen; and 2 unbudgeted cost neutral positions are being filled through recruitments. The following are the additional proposed position changes:

1. Administrative Assistant, Senior: 1 FTE position will be frozen and instead 1 FTE position Office Specialist will be reclassified to 1 FTE Administrative Assistant I; and
2. Fire Courier: 0.48 P/T hourly reduction to 0.3 P/T hourly (5 P/T days per week reduced to 3 P/T days per week).

Total proposed General Fund payroll reductions equal **\$440,294**.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							-
Fire Chief	1.0	1.0	-	-	-		-
Deputy Fire Chief	1.0	1.0	-	-	-		-
Emergency and Safety Manager	1.0	1.0	-	-	-		-
Management Analyst II	1.0	1.0	-	-	-		-

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Fire Marshal	1.0	1.0	-	-	-		-
Deputy Fire Marshal	1.0	-	-	-	1.0		\$274,733
Fire Battalion Chief (56 Hours)	3.0	3.0	-	-	-		-
Fire Battalion Chief (40 Hours)	2.0	2.0	-	-	-		-
Fire Apparatus Engineer	15.0	15.0	-	-	-		-
Fire Captain	15.0	15.0	-	-	-		-
Paramedic/Firefighter	39.0	37.0	-	-	2.0	1 vacancy and another vacancy expected in July	\$35,858
Safety Inspector I	1.0	1.0	-	-	-		-
Safety Inspector II	2.0	2.0	-	-	-		-
Administrative Assistant I	1.0	1.0	-	-	1.0		-
Administrative Assistant, Senior	1.0	-	-	-	-	Use savings from vacancy to upgrade Office Specialist to Admin I	\$131,728
Accounting Assistant II	1.0	1.0	-	-	-		-
Office Specialist	1.0	1.0	-	-	-	Upgrade Office Specialist to Admin I	\$(10,025)
Part-Time (Hourly)							
Safety Inspector	2.0	2.0	2.0			Re-evaluate in 6 months to ensure cost recovery exceeds cost	-
Emergency Medical Technician	4.20	4.20					-
Fire Courier	0.48	0.48	-	-	-	5 Day wk reduction to 3 day wk reduction (0.48 PT → 0.29 PT)	\$8,000
TOTAL	93.68	89.68	2.0	-	4.0		\$440,294

C. PROPOSED BUDGET REDUCTIONS

1. Budget Reductions

The following are the proposed budget adjustments for Fire:

Description	Amount	Remaining Amount
- Decrease training overtime by 15% (4101)	\$36,000	
- Decrease professional plan check services (5005)	\$ 300,000	\$ 430,500
- Decrease travel and conferences (5032)	\$ 4,500	\$ 5,000
- Decrease career development (5033)	\$15,000	\$92,230
Proposed Budget Reductions	\$ 355,500	

2. County and Health Services Contracts - \$135,304

On May 8, 2019, Council approved a three-year contract with County Public Safety Communications for fire service dispatch. This contract had rate increases for each of the three years. Additionally, the City has a contract with the County to pay for a portion of the Office of Emergency Services and Hazardous Material Response team costs. The \$135,304 increase in budget is necessary to cover the expected increase in these contracts.

In accordance with Senate Bill 523 (Chapter 773, Statutes of 2017), Ground Emergency Medical Transportation (GEMT) providers are required to pay a quality assurance fee (QAF) that is assessed on each qualified emergency medical transport, regardless of payer type. The QAF rate amount for state fiscal year 2019 – 20 is \$26.07 per transport. SSF transported just over 4,000 patients in calendar year 2019. This money is pooled and then redistributed to agencies to supplement each MediCal and Medicaid patient transport costs by approximately \$220 in additional funding.

POLICE DEPARTMENT

A. BUDGET SUMMARY

The table below shows the Police Department historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what is planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

The total proposed budget changes represent a 2.5% reduction from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 25,806,216	\$ 27,515,501	\$ 27,584,701	\$ 28,397,418	Freeze \$(379,040) Retire (297,693)	\$ 27,720,684
Supplies & Services	1,460,157	1,520,157	1,595,967	1,567,157	(130,450)	1,436,707
Capital Outlay	50,000.00	-	-	-	-	-
Intdept. Charges	1,858,102	1,891,262	1,891,262	1,970,653	-	1,970,653
TOTAL	\$ 29,174,475	\$ 30,926,919	\$ 31,071,930	\$ 31,935,228	\$ (807,183)	\$ 31,128,045

* Includes carryforwards of prior year purchase orders.

B. POLICE DEPARTMENT POSITION SUMMARY

The Police Department has **123.4** positions: 117.92 positions are filled; 3 positions are being filled through recruitments; and 2.48 positions are vacant and temporarily frozen. Vacant and frozen positions are: Crime Analyst, Communications Dispatcher, and 0.48 of an hourly Police Service Technician. Total proposed General Fund payroll reductions equal **\$379,039.50**.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							
Police Chief	1	1	-	-	-		-
Police Captain	3	3	-	-	-		-
Police Lieutenant	4	4	-	-	-		-
Police Sergeant	13	13	-	-	-		-

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Police Corporal ¹	16	16	-	-	-		-
Management Analyst I	1	1	-	-	-		-
Senior Administrative Assistant	1	1	-	-	-		-
Administrative Assistant I	1	1	-	-	-		-
Police Records & Comm. Manager	1	1	-	-	-		-
Police Records Specialist	4	4	-	-	-		-
Police Property/ Evidence Specialist	1	1	-	-	-		-
Supervising Police Records Specialist	1	1	-	-	-		-
Police Media Technician	1	1	-	-	-		-
Communications Dispatcher ²	14	13		-	1		\$146,611
Supervising Dispatcher	2	2	-	-	-		-
Police Officer	46	45	1	-			-
Police Service Technician	4	4	-	-	-		-
Parking Enforcement Officer	3	1	2	-	-		-
Crime Analyst	1	0	-	-	1		\$170,908
SUBTOTAL	118	113	3		2		\$317,519
Part-Time (Hourly)							
Police Property Evidence Assistant	0.48	0.96	-	-	-	Only 0.48 is budgeted	-
Police Court Liaison	0.48	0.48	-	-	-		-
Misc Hrly-PD COPPS	0.13	0.13	-	-	-	Unbudgeted	-
Police Service Tech	2.00	1.44	-	-	0.48		\$ 61,521
Police Reserve Officer	1.31	1.31	-	-	-		-
Comms Dispatcher	0.60	0.60	-	-	-		-
TOTAL	5.4	4.92	-	-	0.48		\$ 61,521

¹ The FY 19-21 Budget is different than the FY 20-21 budget cycle for the following positions: Police Corporal (14 versus 16 positions), Police Officer (48 versus 46 positions). The positions are net-neutral and attempt to capture a true-up of department promotions.

² The FY 19-21 Budget Book erroneously stated that there were 13.60 Communications Dispatcher positions. Note: 14.60 have been approved by City Council.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
TOTAL	123.4	117.92	3.0	-	2.48		\$379,040

C. PROPOSED BUDGET REDUCTIONS

1. Material and Supply Reductions

The following are the proposed operating, material, and supply budget adjustments for the Police Department:

Description	Amount	Remaining Amount
Reduce Dues and Meetings/Contractual Services (5001)	\$ 85,600	\$349,393
Reduce Training Budget by 50% (5033)	\$ 44,850	\$44,850
Proposed Budget Reductions	\$ 130,450	

2. Position Savings

Additional departmental savings will be achieved by temporarily keeping positions vacant that are associated with anticipated retirements occurring in FY 2020-21.

Description	Amount	Notes
Records/Comm Manager	\$ 142,503	Not filled after retirement; Nov '20- June '21
3 officers retiring end of 2020	\$ 155,190	Positions vacant from Jan '21 - March '21 (3 months)
Proposed Budget Reductions	\$ 297,693	

Additional material, supply, and position reductions equal **\$428,143.00**, making the total budget reduction for the department **\$807,182.50**.

PUBLIC WORKS DEPARTMENT

A. BUDGET SUMMARY

The table below shows the Public Works historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

The total proposed budget changes represent an 8.8% reduction from the department's FY2020-21 Baseline (Planned) budget. It is important to note that the following expenditure summary is limited to the Public Works' General Fund budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 3,106,932	\$ 2,894,216	\$ 3,001,853	\$ 2,974,243	\$ (213,623)	\$ 2,760,620
Supplies & Services	2,196,666	1,104,366	1,733,914	2,226,366	(337,940)	1,888,426
Interdept. Charges	981,177	1,019,505	1,019,505	1,059,984	-	1,059,984
TOTAL	\$ 6,284,775	\$ 5,018,087	\$ 5,755,271	\$ 6,260,593	\$ (551,563)	\$ 5,709,030

* Includes carryforwards of prior year purchase orders.

B. PUBLIC WORKS POSITION SUMMARY

The Public Works Department has a total of 93.5 positions comprised of 92 full-time and 1.5 part-time hourly positions. Of that total, 25.25 FTE positions are funded by General Fund while the remaining 68.25 FTE positions are funded by other funds such as Sewer Enterprise, Parking District, City Service, and Storm Water Fund. In addition, there are 4 Engineering Interns receiving stipends depending on support staff needs.

Out of the 92 full-time positions: 79 positions are filled, 7 positions are vacant but will be filled, 1 vacant position is back-filled by a part-time hourly employee, and the remaining 5 vacant positions are frozen. All of the frozen vacant positions are funded by the General Fund: 2.0 FTE are PW Maintenance Worker, 1.0 Maintenance Supervisor, 1.0 Equipment Operator and 0.40 FTE Management Analyst II (0.60 FTE is funded by Sewer Enterprise). Total proposed General Fund payroll reductions equal to **\$213,623**.

Positions Description	Positions		Vacant Positions			Other Actions/ Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Public Works Director	1.0	1.0					-
Public Works Deputy Director	1.0	1.0					-
Principal Engineer	1.0	1.0				0.40 FTE- Move partial funding from CIP to GF	\$ (96,492)
Senior Engineer	3.0	3.0				0.90 FTE- Move partial funding from CIP to GF; Add 1 FTE from Associate to Senior Engineer	\$ (202,266)
Associate Engineer	1.0	1.0				Reduce 1 FTE - Upgraded 1 FTE to Senior Engineer	-
Senior Engineering Technician	1.0	1.0				0.40 FTE- Move partial funding from CIP to GF	\$ (55,649)
PW Program Manager	1.0	1.0				.10 FTE- Move partial funding to fund 781 and 720; 1 FTE vacant position is funded by .20 (GF) and .80 (Sewer).	\$ 18,936
Management Analyst II	1.0				1.0	1 Vacant position- Hiring Freeze (.60 by GF with budget savings and .40 funded by other funds)	\$ 102,707
Senior Electrical Technician	1.0				1.0	Vacant position (Hiring freeze)	\$ 185,017
Sweeper Operator	2.0	2.0					-
Lead Public Works Maintenance Worker	4.0	4.0					-
Senior Public Works Maintenance Worker	3.0	3.0					-
Public Works Maintenance Worker	11.0	7.0	2.0		2.0	4 Vacant position- Hiring freeze (2 from GF with budget savings and 2 from Sewer)	\$ 256,529
Lead Equipment Mechanic	1.0	1.0					-
Lead Electrical Technician	1.0	1.0					-

Positions Description	Positions		Vacant Positions			Other Actions/ Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Assistant Electrical Technician						Remove 1 FTE- Upgraded to Electrical Technician	-
Electrical Technician	2.0	2.0				Increase 1 FTE- upgraded from Assistant Electrical Technician	-
Electrical Maintenance Supervisor	1.0	1.0				Upgraded from Lead Electrical Technician	-
Maintenance Supervisor	2.0	1.0	1.0			Vacant (Fleet) not funded by GF	-
Public Works Inspector	1.0			1.0		Vacant but filled by P/T employee	-
Equipment Operator	1.0				1.0	Vacant position (Hiring freeze)	\$ 138,563
Equipment Mechanic	3.0	3.0					-
Plant Superintendent	1.0	1.0					-
Ass't Plant Super	1.0	1.0					-
WQCP Maint Supervisor	1.0	1.0					-
Environ Compl Super	1.0	1.0					-
Laboratory Supervisor	1.0		1.0				-
Lead Plant Mechanic	1.0	1.0					-
Sr Laboratory Chemist	1.0	1.0					-
Sr Envir. Compl Inspector	1.0	1.0					-
Environmental Compliance Inspector II	2.0	2.0					-
Environmental Compliance Inspector I	1.0	1.0					-
Plant Operator II/III	8.0	8.0					-
Plant Operator I	2.0	2.0					-
Plant Electrician II	2.0	2.0					-
Plant Mechanic II	4.0	4.0					-
Plant Utility Worker	2.0	1.0	1.0			Funded by Sewer Enterprise fund	-
Laboratory Chemist	2.0	2.0					-
Plant Electrician I	1.0	1.0					-
Plant Mechanic I	2.0	1.0	1.0				-
Plant Mech Apprentice	1.0		1.0				-
Administrative Assistant II	2.0	2.0				0.40 FTE- Move partial funding from CIP to GF	\$ (54,875)

Positions Description	Positions		Vacant Positions			Other Actions/ Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Administrative Assistant I	4.0	4.0				0.70 FTE- Move partial funding from CIP to GF	\$ (78,847)
Code Enforcement Officer	3.0	3.0				1 FTE - conditional offer made. Considered filled.	-
Parking System Tech	1.0	1.0					-
Part-Time (Hourly)							
Administrative Assistant I	1.0	1.0				0.50 FTE - Fund 710 0.50 FTE- Fund Parks	-
Laboratory Chemist	0.5	0.5					-
PUBLIC WORKS TOTAL	93.5	80.5	7.00	1.00	5.00		\$ 213,623

C. PROPOSED BUDGET REDUCTIONS

Aside from the **\$213,623** General fund savings resulting from hiring freeze or cost transfers to other funds as detailed in the prior section, an additional **\$337,940** of budget reductions are being proposed for Public Works, making the total reductions for the department **\$551,563**.

The following are the additional proposed budget adjustments for Public Works:Description	Amount	Remaining Amount / Notes
Gen. Engineering – Eliminate Travel, Conf.	\$ 2,000	\$ -
Sewer- Reduce Sewer Low Income Program	\$ 245,000	\$ 5,000
Street Maint & Traffic Safety- Eliminate Travel, Conf.	\$ 2,000	\$ -
Street Maint - Supplies. Reduce GF by 25% and increase Sewer by 25%	\$ 15,500	Transfer to Sewer Fund
Street Maint – Reduce Maint & Operation Equipment	\$ 5,000	\$ 2,000
Street Maint-Special Program Expenditure	\$ 1,400	-
Sidewalk & Curbs-Other Contract Services	\$ 20,000	\$ 10,000
Sidewalk & Curbs- Supplies. Reduce 25% and increase sewer 25%	\$ 10,000	Transfer to Sewer Fund
Street Cleaning- Operating Supplies	\$ 2,500	\$ 7,500
Signals-Operating supplies reduction	\$ 25,000	\$ 100,000
Lighting- Operating Supplies	\$ 5,000	\$ 25,000
Reduction of PW Memberships/Dues	\$ 4,540	\$ 260
Proposed Budget Reductions	\$ 337,940	

LIBRARY DEPARTMENT

A. BUDGET SUMMARY

The table below shows the Library Department's historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

The total proposed budget changes represent an 5.3% reduction from the department's FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 4,458,759	\$ 4,613,782	\$ 4,944,458	\$ 4,737,282	\$ (189,127)	\$ 4,546,155
Supplies & Services	867,500	944,375	1,009,608	897,500	(142,108)	755,392
Interdept. Charges	480,034	573,980	573,980	638,314	-	638,314
TOTAL	\$ 5,806,294	\$ 6,132,137	\$ 6,528,045	\$ 6,273,097	\$ (331,235)	\$ 5,941,862

* Includes carryforwards of prior year purchase orders.

B. LIBRARY POSITION SUMMARY

The Library Department has **41.49** positions comprised of 22 full-time positions, 2.40 part-time regular positions and 17.09 part-time hourly positions.

There are 22 full-time Library positions: 21 positions are filled; 1 position is vacant and frozen. There are 2.4 part-time regular (FTE) positions; all of those positions are filled.

The remaining 17.09 hourly employees in the Library Department are part-time hourly positions. Based upon records kept by Human Resources, there are currently 59 employees that fill those 17.09 part-time hourly positions. The proposed operational reductions within the Library Department will result in a reduction and/or elimination of hours for some of these 59 employees. Please refer to Section B below for further details related to these proposed reductions.

The following table shows the breakdown of all Library positions:

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							
Library Director	1	1	-	-	-		-
Assistant Library Director	1	1	-	-	-		-
Management Analyst II	1	1	-	-	-		-
Library Program Manager	4	4	-	-	-		-
Literacy Services Coordinator	3	3	-	-	-		-
Supervising Library Specialist	2	2	-	-	-		-
Librarian II	5	4	-	-	1		\$ 136,265
Library Assistant II	1	1	-	-	-		-
Librarian I	1	1	-	-	-		-
Admin. Assistant II	2	2	-	-	-		-
SUBTOTAL Full-Time	21.0	20.0	-	-	1		\$ 136,265
Part-Time (Regular)							
Library Assistant II	2.40	2.40	-	-	-		
SUBTOTAL P/T (Regular)	2.40	2.40	-	-	-		-
Part-Time (Hourly)							
Librarian I	1.26	1.26	-	-			
Library Assistant I	3.21	3.21	-	-	0.25	Furloughed	\$ 15,314
Library Clerk	2.20	2.20	-	-	0.18	Furloughed	\$ 7,161
Library Page	4.97	4.97	-	-	-		-
Office Specialist	0.5	0.5	-	-	0.5	Furloughed	\$ 30,386
Office Assistant	0.05	0.05	-	-	-		-
Literacy Services Assist. Coordinator	0.38	0.38	-	-	-		-
Literacy Services Asst. I	0.38	0.38	-	-	-		-
Librarian II	0.8	0.8	-	-	-		-
SUBTOTAL P/T (Hourly)	13.74	13.74	-	-	0.93		\$ 52,862
Grant-Funded Positions							
Library Page	1.34	1.34	-	-	-		-
Office Assistant	0.38	0.38	-	-	-		-
Library Services Asst I	1.57	1.57	-	-	-		-
Literacy Services Assist. Coordinator	0.06	0.06	-	-	-		-

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
SUBTOTAL Grant Funded Positions	3.35	3.35	-	-	-		-
TOTAL	40.49	40.49	-	-	4.02		\$ 189,127

C. PROPOSED BUDGET REDUCTIONS

1. Position Budget Reductions

Aside from the **\$136,265** General Fund savings resulting from hiring freezes, an additional **\$52,862** of furloughs related to part-time hourly staff reductions are being proposed for the Library Department, making the total payroll related reductions for the department **\$189,127**.

2. Supplies and Services Budget Reductions

While all City departments have been impacted by the worldwide pandemic, the Library has ensured that services provided to the community are minimally impacted. The following budget reductions are expected savings from the program reductions and/or closures.

Description	Amount	Remaining Amount
Reduce DVD, CD, and books on CD (5004)	\$ 31,208	\$ 152,821
Cancel online research subscriptions not tied to library network purchases (5019)	\$ 20,000	\$ 10,000
Reduce Books, Publications, Library Material (5022)		\$ 141,057
– Reduce some materials processing supplies	\$ 2,000	
– Reduce Children’s DVD, CD & book on CD budget	\$ 5,000	
– Reduce cataloging and processing steps/services	\$ 25,000	
Lower use of postage (5027)	\$ 2,000	\$ 1,700
Reduce library programs (5030)	\$ 6,000	\$ 13,665
Limit conference attendees to presenters and necessary staff (5032)	\$ 3,000	\$ 3,000
Reduce number of interns and volunteers/fingerprinting (5037)	\$ 4,000	\$ 1,500
Reduce book budget (5043)	\$ 20,000	\$ 109,750
Reduce Children’s Book Budget (5043)	\$ 10,000	\$ 129,750
Reduce basic maintenance funds (5051)	\$ 9,900	\$ 31,700
Reduce programs & grant participation (5061)	\$ 4,000	\$ 11,000
Supplies and Services Reductions	\$ 142,108	

INFORMATION TECHNOLOGY DEPARTMENT

A. BUDGET SUMMARY

The table below shows the Information Technology (IT) Department historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

It is important to note that IT is funded through an Internal Service Fund (ISF), in which a contribution is made into the IT ISF by many funds, including the enterprise funds. Therefore, the proposed savings shown herein will have a secondary (as opposed to direct) budgetary impact to the General Fund.

The total proposed budget changes represent a 2.5% reduction from FY2020-21 Baseline (Planned) budget.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 1,313,513	\$ 1,555,490	\$ 1,555,490	\$ 1,591,945	\$ -	\$ 1,591,945
Supplies & Services	1,739,317	2,096,467	2,930,178	2,094,317	(92,500)	2,001,817
Interdept. Charges	11,845.33	10,444	10,444	10,469	-	10,469
TOTAL	\$ 3,064,676	\$ 3,662,402	\$ 4,496,113	\$ 3,696,731	\$ (92,500)	\$ 3,604,231

* Includes carryforwards of prior year purchase orders.

B. IT DEPARTMENT POSITION SUMMARY

The Information Technology Department has a total of 7.0 FTE positions: All 7 positions are currently filled and therefore no salary savings.

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							-
Information Technology Director	1.0	1.0	-	-	-		-
Senior Information Systems Administrator	1.0	1.0	-	-	-		-

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Information Systems Administrator	2.0	2.0	-	-	-		-
Administrative Assistant	1.0	1.0	-	-	-		-
Senior Computer Services Technician	1.0	1.0	-	-	-		-
Computer Services Technician	1.0	1.0	-	-	-		-
TOTAL	7.0	7.0	-	-	-		-

C. PROPOSED BUDGET REDUCTIONS

The following are the proposed budget adjustments for IT:

Description	Amount	Notes
- Reduce special projects GIS consultant (5005)	\$ 50,000	
- Reduce books/publications/library material (5022)	\$2,500	
- Reduce meetings and Mileage (5031)	\$2,500	Can absorb necessary costs in existing budget.
- Discontinue travel for trainings and conferences, staff development (5033)	\$22,500	Can absorb necessary costs in existing budget.
- Reduce PenTV videography services	15,000	This is Communication Director featured video productions.
Proposed Budget Reductions	\$ 92,500	

PARKS & RECREATION DEPARTMENT

A. BUDGET SUMMARY

1. Expenditure Budget

The table below shows the Park and Recreation Department (P&R) historical budget for the last two fiscal years (FY2018-19 and FY2019-20) along with what was planned for FY2020-21 as part of the FY2019-21 biennial budget cycle. The second to last column to the right ("FY2020-21 Proposed Budget Changes") shows what is being proposed in terms of total expenditure reductions between the Payroll and Supplies & Services categories. A detailed discussion of those proposed reductions follows in Sections B and C of this report. The right most column ("FY2020-21 Proposed Budget") is the proposed budget for the department contingent upon Council approval.

Expenditure	FY2018-19 Adopted Budget	FY2019-20 Adopted Budget	FY2019-20 Adjusted Budget*	FY2020-21 Planned Budget	FY2020-21 Proposed Budget Changes	FY2020-21 PROPOSED BUDGET
Payroll	\$ 12,171,612	\$ 13,356,745	\$ 12,992,331	\$ 12,859,592	F/T: \$(1,100,553) P/T: \$(331,207)	\$ 11,332,425
Supplies & Services	3,300,083	3,474,587	3,756,188	3,300,083	O&M: (610,220) Innv. Fd: 300,000	3,085,270
Interdept. Charges	822,814	931,170	931,170	982,306	-	982,306
TOTAL	\$ 16,294,509	\$ 17,762,501	\$ 17,679,690	\$ 17,141,981	\$ (1,741,980)	\$ 15,400,002

* Includes carryforwards of prior year purchase orders.

2. Parks & Recreation Revenue Discussion

Parks & Recreation has 19 different programs ranging from general administration to various recreation programs to parks and building maintenance. Of Park & Recreation's 19 programs, eight programs have a dedicated revenue stream; the remaining eleven programs do not have any notable revenue streams. The following table shows a three-year history of each revenue generating P&R program against total expenditures. FY2019-20 is not shown as the fiscal year has not yet closed and complete data is not available.

Program	FY2016-17	FY2017-18	FY2018-19
Aquatics (17230)			
Revenue	319,815.16	422,548.83	387,759.01
Expenditures	737,622.73	848,154.04	869,315.02
Aquatics Cost Recovery	43.36%	49.82%	44.61%
Sports & Athletics (17240)			
Revenue	59,346.64	53,210.06	58,308.19
Expenditures	329,037.02	309,795.30	319,503.44
Sports & Athletics Cost Recovery	18.04%	17.18%	18.25%

Program	FY2016-17	FY2017-18	FY2018-19
Rentals/Picnics (17250)			
Revenue	514,711.32	553,461.85	593,071.10
Expenditures	482,780.72	498,099.24	513,193.36
Rentals/Picnics Cost Recovery	106.61%	111.11%	115.56%
Classes/Events (17260)			
Revenue	563,223.90	628,443.17	530,123.10
Expenditures	561,752.26	573,913.96	612,544.14
Classes/Events Cost Recovery	100.26%	109.50%	86.54%
REAL Program (17270)			
Revenue	136,015.00	168,495.00	127,089.90
Expenditures	181,804.25	203,831.31	196,248.64
REAL Cost Recovery	74.81%	82.66%	64.76%
Childcare (17275)			
Revenue	2,112,634.16	2,656,219.64	2,558,207.99
Expenditures	2,702,389.17	2,972,819.31	3,004,702.80
Childcare Cost Recovery	78.18%	89.35%	85.14%
Senior Centers (17276)			
Revenue	200,074.50	178,912.50	196,897.50
Expenditures	629,299.34	605,041.22	637,524.15
Senior Centers Cost Recovery	31.79%	29.57%	30.88%
Grants (17999) (Big Lift; Sign Hill Restoration Program; Kaiser Get Moving Grant)			
Revenue	196,647.35	249,614.39	393,323.65
Expenditures	222,582.43	225,925.15	253,854.11
Grants Cost Recovery	88.35%	110.49%	154.94%
Recreation Division Totals			
Revenue	4,102,468.03	4,910,905.44	4,844,780.44
Expenditures	5,847,267.92	6,237,579.53	6,406,885.66
Cost Recovery	70%	79%	76%

B. PARKS & RECREATION POSITION SUMMARY

P&R has **150.75** positions comprised of 79 full-time positions, 2.87 part-time regular positions and 68.88 part-time hourly positions.

There are 79 full-time P&R positions: 70 positions are filled, 1 position is vacant but will be filled, 4 positions are back-filled with part-time hourly employees and 4 positions are frozen. Total proposed General Fund payroll reductions related to full-time employee freeze or transfers to other funds equal **\$1,100,553**.

In terms of part-time regular positions, there are 2.87 full-time equivalent (FTE) positions. The 2.87 FTE represents 5 unique positions for 5 different employees: 1.30 FTE positions are filled by 3 employees; the remaining 1.57 FTE positions (2 employee slots) are currently back-filled with part-time hourly employees.

The remaining 68.88 FTEs in P&R are part-time hourly positions. Based upon records kept by Human Resources, there are currently 390 employees that fill those 68.88 FTEs and any full-time and part-time regular vacancies that are backfilled with hourly employees. The proposed operational reductions within P&R will result in a reduction and/or elimination of hours for some of these 390 employees. Please refer to Section B below for further details related to these proposed reductions.

The following table shows the breakdown of all P&R positions:

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Full-Time							
Deputy Director of P&R	1.0	1.0	-	-	-		
Program Mgr - Parks	1.0	1.0	-	-	-		
Program Mgr - Rec	1.0	1.0	-	-	-		
Program Mgr - Facilities	1.0	1.0	-	-	-		
Asst. Rec. Supvr - Childcare	1.0	1.0	-	-	-		
Business Services Mgr	1.0	-	-	-	1.0		\$206,009
P&R Supervisor - Parks	2.0	1.0	1.0	-	-	Vacancy in Common Greens Fund	
P&R Supervisor - Facilities	1.0	1.0	-	-	-		
Rec & Comm Services Coord.	15.0	13.0	-	2.0	-	12.0 Positions Filled; 1.0 Position underfilled with 0.75 FTE Comm. Serv. Site Coordinator; 2.0 Vacancies back-filled w/ 1.5 Rec Leader IV	\$149,325*
Rec & Comm Svcs Supervisor	5.0	5.0	-	-	-		

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
Preschool Teacher I/II	8.0	6.0	-	2.0	-	2.0 Vacancies back-filled with: 1.0 Hrly PS Teacher I & 1.0 Hrly Rec Leader III	\$67,069*
Tree Trimmer	2.0	2.0	-	-	-	1.0 FTE funded with Common Greens Fund	\$145,024
Maint. Craft Worker	2.0	2.0	-	-	-		
Lead Parks Maint. Worker	2.0	2.0	-	-	-		
Sr. Parks Maint. Worker	4.0	4.0	-	-	-		
Parks Maint. Worker	12.0	12.0	-	-	-		
Arborist Technician	1.0	-	-	-	1.0		\$150,437
Groundsperson	2.0	2.0	-	-	-	1.0 FTE funded w/ Common Greens Fund	\$137,783
Bldg Maint. Craftsworker	2.0	2.0	-	-	-		
Lead Bldg Maint. Custodian	2.0	2.0	-	-	-		
Sr. Bldg Maint. Custodian	4.0	4.0	-	-	-		
Bldg Maintenance Custodian	5.0	4.0	-	-	1.0		\$109,729
Administrative Asst I	1.0	1.0	-	-	-		
Administrative Asst II	3.0	2.0	-	-	1.0		\$135,177
SUBTOTAL Full-Time	79.0	70.0	1.0	4.0	4.0		\$1,100,553
* Numbers represent F/T vacancy cost less P/T backfill							
Part-Time (Regular)							
Community Svcs. Site Coor.	0.05	0.05	-	-	-		
Cultural Arts Specialist	0.50	0.50	-	-	-		
Rec Leader II	1.06	-	-	1.06	-	1.06 Vacancy filled w/ 1.0 Rec Leader III	-
Rec Leader III	0.51	-	-	0.51	-	0.51 Vacancy filled w/ 1.0 Rec Leader III	-
Rec Leader IV	0.75	0.75	-	-	-		

Position Description	Positions		Vacant Positions			Other Action / Notes	GF Budget Savings
	Total	Filled	Hiring	P/T Filled	Frozen		
SUBTOTAL P/T (Regular)	2.87	1.30	-	1.57	-		-
Part-Time (Hourly)							
Van Driver	1.00	1.00					
Building Maint. Custodian	2.46	2.46					
Office Assistant	0.50	0.12			0.38	Furloughed	
Park Maint. Worker	1.36	1.36					
Recreation Instructor	6.63	5.83			0.80	Furloughed	
Rec Leader I	1.75	1.4			0.35	Furloughed	
Rec Leader II	12.54	12.22			0.32	Furloughed	
Rec Leader III	37.91	37.01			0.90	Furloughed	
Rec Leader IV	4.73	4.57			0.16	Furloughed	
SUBTOTAL P/T (Hourly)	68.88	65.97	-	-	2.91		
TOTAL	150.75	137.27	1.0	5.57	6.91		

C. PROPOSED BUDGET REDUCTIONS

Aside from the **\$1,100,553** General Fund savings resulting from hiring freezes or cost transfers to other funds as detailed in the prior section, an additional **\$941,427** of budget reductions are being proposed for P&R, making the total reductions for the department **\$1,741,980** (including the \$300,000 innovation fund). The additional budget reductions are organized into two categories: (1) COVID-related and (2) non-COVID related. The table below is a summary of the additional proposed budget reductions:

Description	P/T Hourly Reduction	Supp. & Services Reduction	TOTAL REDUCTION
COVID Budget Reductions	\$ 316,192	\$ 70,803	\$ 386,995
Non-COVID Budget Reductions	\$ 15,015	\$ 539,417	\$ 554,432
Total Proposed Budget Reductions	\$ 331,207	\$ 610,220	\$ 941,427

1. COVID-Related Budget Reductions

While all City departments have been impacted by the worldwide pandemic, P&R has had unique challenges as many programs within the department have been forced to shutter to ensure the health of the community. The following budget reductions are expected savings from the program reductions and/or closures that are necessary to comply with the various

County Health Orders that have been issued. These budget reductions will be revisited in October 2020 as restrictions are lifted or as circumstances change.

Description	P/T Hourly Reduction	Supplies & Services Reduction
Aquatics Modified Programs for July – Sep <i>Note: Remaining budget would allow for limited use by summer camp, limited lap swim program, and pool maintenance.</i>	\$ 50,869	-
Sports Modified Programs for July – Sep	\$ 30,000	-
Rentals Modified Programs for July – Sep	\$ 38,000	-
Classes Modified Programs for July – Sep – Westborough Building Attendant – Magnolia Building Attendant	\$ 50,030 \$ 2,860 \$ 3,470	-
Seniors Modified Programs for July – Sep	\$ 89,700	-
Front Desk Modified Support for July – Sep	\$ 12,300	-
Cancel Annual Nutcracker Production in December	\$ 19,080	-
Cancel Senior Holiday Boutique (November)	\$ 3,522	\$ 950
Cancel Concert in the Park	-	\$60,000
Cancel Halloween Extravaganza	\$ 12,113	\$ 7,155
Cancel Summer 2020 Movie Night in the Park <i>Note: The Department typically hosts two events per summer. 2020 events were scheduled for June and August. June costs would have been absorbed into the FY 2019-2020 budget. This reduction represents the cost for the August event.</i>	\$ 748	\$ 2,698
Eliminate karate tournament & promotions	\$ 3,500	
COVID Reductions	\$ 316,192	\$70,803

2. Non-COVID Budget Reductions

The following are the other proposed reductions for P&R organized by program:

Description	P/T Hourly Reduction	Sup. & Serv. Reduction
Recreation & Comm Services Administration (17110)		
Reduce Office/Operating Supplies by 25% (5020/5021)	-	\$ 4,039
Eliminate Books/Travel/Staff Devel. (5022/5032/5033)	-	\$1,300
Eliminate Public Art Fund (5061 Budget – \$ 125,430)	-	\$ 50,000
Parks & Recreation Commission (17110)		
Furlough Beautification Comm. & Awards for 1 year	\$ 1,000	-
Recreation Administration (17210)		
Reduce Office/Operating Supplies by 25% (5020/5021)	-	\$ 1,750
Eliminate Books, Publication, Library Materials (5022)	-	\$ 377

Description	P/T Hourly Reduction	Sup. & Serv. Reduction
Sports & Athletics (17240)		
Cancel one Middle School Dance (5021) <ul style="list-style-type: none"> 180 to 200 students per dance. The Department typically hosts two dances per year. Budget remains to potentially offer a dance in the spring. 	\$ 1,510	\$ 325
Childcare (17275)		
Eliminate Summer Camp Field Trips for Summer 2021 <ul style="list-style-type: none"> 200 campers enjoy field trips over each week of the 10-week summer camp program. 	-	\$ 80,000
Parks Administration (17310)		
Freeze CPRS/Maint. Management School Training (5033)	-	\$ 12,500
Park Maintenance (17320)		
Reallocate Brightview Landscape Maintenance Contract to Common Greens Funds (5001)	-	\$ 200,000
Reduce Contingency Professional Services by 75% to \$10,000 (5005)		\$ 30,000
Eliminate Parks Overtime for Citywide Cleanup Event	\$ 8,000	-
Facilities Maintenance (17420)		
Eliminate Bldg Maint. Overtime of Citywide Cleanup Event	\$ 6,000	-
Minor Parks Improvements (17970)		
Reduce Contingency Maintenance Fund to \$168,185 (5061)	-	\$ 81,815
Minor Facilities Repairs/Improvements (17971)		
Reduce Contingency Bldg Maintenance Fund to \$168,185 (5061)	-	\$ 81,815
ADD: Drive-In Movie Night Event	\$ (1,496)	\$ (4,504)
Proposed Budget Reductions	\$ 15,015	\$ 539,417

The reductions in Parks and Facilities Minor Maintenance Program funds will result in deferral of certain maintenance tasks and improvement projects. However, enough funding exists to tend to high-priority work needing immediate attention. Staff believes this work can be deferred in the short term; however, long term deferral of this would negatively harm park and facility infrastructure. The Parks and Building Maintenance Divisions each will still have \$168,185 in Minor Maintenance Funding, plus additional general funds available for repairs, preventative maintenance, contractual support, supplies, and equipment of parks, grounds and buildings. Totals for these funds include an additional \$147,000 for Parks and \$157,000 for Building Maintenance activities.

Note that Parks and Facilities Divisions' budgets include citywide water (\$610,000) and PG&E (\$430,000) expenditures, which are included in the proposed General Fund budget. These funds pay for Calwater and PG&E expenses for all departments.

3. Creation of P&R Innovation Initiatives Funding - \$300,000

This set-aside of funding 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. As a result, a creation of a \$300,000 set-aside is proposed to cover expenses (both part-time hourly staffing and/or supplies and services expenditures) related to future, alternative programs and services.