

CITY OF YUBA CITY
STAFF REPORT

Date: June 2, 2020
To: Honorable Mayor & Members of the City Council
From: Administration
Presentation by: Diana Langley, Interim City Manager/Public Works Director

Summary

Subject: FY 20/21 Budget Reduction Scenarios
Recommendation: Discuss and provide direction to staff regarding acceptable FY 20/21 budget reduction options
Fiscal Impact: Budget reduction scenarios will reduce expenditures for FY 20/21

Purpose:

Reduce budgeted expenditures for the FY 20/21 budget.

Background:

In November 2019, the City Council adopted eight priorities which guide Council's decision on the allocation of resources:

1. Public Safety
 - Safe Community: Ensure the highest level of public safety
2. Fiscal Stability
 - Maintain and enhance the fiscal stability of Yuba City
3. Organizational Culture
 - Foster a culture of customer service, transparency, & accountability
4. Business Friendly
 - Yuba City is "Open for Business"
5. Enhance Partnerships
 - Strengthen and develop partnerships within our region
6. Quality of Life
 - Maintain and enhance our quality of life
7. Infrastructure
 - Identify and address our infrastructure financial needs
8. Homeless and Vagrancy
 - Address homeless issues in our community

The Coronavirus Pandemic (COVID-19) is projected to have a significant negative impact on the City's revenues for FY 19/20 and FY 20/21. To address the projected \$1.1 million shortfall for FY 19/20, staff has taken immediate action by freezing vacant positions through the end of the fiscal year, re-evaluating materials, services, and supplies expenditures to only proceed with those that are necessary, and on May 5th the City Council approved foregoing the additional discretionary

payment of \$500,000 to CalPERS from the pension stabilization trust fund to instead use those funds to pay current year General Fund pension costs.

With a FY 20/21 General Fund budget of \$46.3 million, and a projected shortfall of \$3.54 million in revenues, staff has prepared budget reduction scenarios and options for Council consideration.

Analysis:

Department Reduction Scenarios:

City Council has consistently stated that public safety is their top priority. The Police and Fire Departments make up 38% and 25% of the General Fund expenditures, respectively, for a total of 63%. The Police Chief and Fire Chief have prepared 2.5% and 5% reduction scenarios for Council consideration (Attachments 1 and 2). The non-safety departments make up the remaining 37% of the General Fund expenditures. The Directors for those departments have prepared 2.5%, 5%, and 7.5% reduction scenarios for Council consideration (Attachments 3-8), although some of the reduction scenarios result in greater projected savings. Table 1 provides a fiscal summary of the General Fund reduction scenarios.

Table 1: Summary of General Fund Budget Reduction Scenarios for Departments

Department	2.5%	5%	7.5%
Police	\$407,750	\$777,500	-
Fire	\$249,756	\$499,511	-
Total Safety:	\$657,506	\$1,277,011	
Public Works	\$236,513	\$406,466	\$489,301
Community Services	\$149,800	\$149,800	\$223,631
Finance/IT	\$64,122	\$128,245	\$187,376
Development Services	\$64,066	\$64,066	\$98,066
Administration/Other	\$353,864	\$386,364	\$405,364
Human Resources	\$24,500	\$48,400	\$77,176
Total Non-Safety:	\$892,865	\$1,183,341	\$1,480,914
Total:	\$1,550,371	\$2,460,352	\$1,480,914

The FY 20/21 Budget for the Water and Wastewater Funds reflects that the anticipated revenues exceed the budgeted expenditures. However, with no rate increases approved in FY 19/20 and no consideration of rate increases at this time for FY 20/21, the positive gap between revenues and expenditures is decreasing. Reduction scenarios for the Water and Wastewater Funds are provided in Tables 2 and 3, respectively. A descriptive summary of the reduction scenarios is provided as part of Attachment 3.

Table 2: Summary of Water Fund Budget Reduction Scenarios

Department	2.5%	5%	7.5%
Public Works	\$287,263	\$574,526	\$861,791

Table 3: Summary of Wastewater Fund Budget Reduction Scenarios

Department	2.5%	5%	7.5%
Public Works	\$352,383	\$694,768	\$1,037,152

Discretionary Fund Options:

The City Council has several sources of discretionary funds and options that can be utilized to bridge the budget shortfall.

Freeze vacant positions and evaluate filling them on a case-by-case basis

- Over the last five years, vacancies have resulted in \$1,859,239 in savings, and over the last ten years, the savings has been \$1,335,831.
- Many of the department reduction scenarios include freezing vacant positions.

Freeze non-essential travel and restrict training

- Only approve training and travel necessary for employees to maintain certifications or required training to perform their jobs.

Do not contribute the 10% match to the Yuba Sutter Lodging Association

- \$127,500 - budgeted

Hold or reduce the General Fund contribution to the Vehicle Replacement Fund and evaluate replacement of vehicles on a case-by-case basis

- \$800,000 - budgeted

Draw from the pension stabilization trust

- \$2,447,255 – projected balance as of 6/30/20

Lower the Unallocated General Fund CIP

- 918,334 broken down as follows:
 - \$418,334 – unallocated remaining as of 6/30/20
 - \$500,000 – recommended designation for unexpected needs

Utilize Healthy Cities Reserve

- \$6,377,622 - includes FY 19/20 projected budget shortfall of \$458,400

Bargaining Units:

The City has eight represented bargaining units: Yuba City Police Officers, Police Sergeants, Yuba City Firefighters Local 3793, Yuba City Fire Management, First Level Managers, Mid Managers, Sworn Mid Managers, and Public Employees Local No. 1, and two unrepresented units: Confidential Employees and Executive Service Employees. Yuba City Fire Management currently has an open contract, and as of July 1st, four more represented bargaining units will have open contracts: Yuba City Firefighters Local 3793, First Level Managers, Mid Managers, and Public Employees Local No. 1. Due to COVID-19, staff contacted those bargaining units in mid-April requesting to delay negotiations.

There are items that could be brought before the bargaining units for consideration, such as freezing merit increases. The estimated value of General Fund merit increases for FY 20/21 is \$284,706.

Any reduction scenarios that impact wages, hours, and working conditions will require that the City follow the meet and confer requirements to discuss impacts.

Implementation:

There are still many unknowns of how COVID-19 is going to impact the City's finances. More accurate information related to sales tax is not expected until August/September. Also, as allowable services are expanded, staff will be better able to assess the long-term impacts on businesses within the community.

Staff recommends that Council adopt an approach of implement, monitor, and re-assess. Utilize a combination of discretionary funds and department-submitted reduction scenarios with the goal of not cutting too much too soon or too little too late. To be able to do that, the Finance Director will provide Council with budget updates on a quarterly basis. Staff recommends that Council select options to implement as of July 1st, monitor over the next three months, and then re-assess after the quarterly update from the Finance Director to determine if additional measures need to be taken.

Fiscal Impact:

The projected budget shortfall for FY 20/21 is \$3.54 million.

Alternatives:

Council may provide alternative direction to staff.

Recommendation:

Discuss and provide direction to staff regarding acceptable FY 20/21 budget reduction options.

Attachments:

1. Police Department Reduction Scenarios
2. Fire Department Reduction Scenarios
3. Public Works Reduction Scenarios – includes Enterprise Fund options
4. Community Services Reduction Scenarios
5. Finance/IT Reduction Scenarios
6. Development Services Reduction Scenarios
7. Administration/Other Reduction Scenarios
8. Human Resources Reduction Scenarios

Prepared & Submitted by:

[/s/ Diana Langley](#)

Diana Langley
Interim City Manager/Public Works Director

Reviewed by:

Finance

[SM](#)

City Attorney

[SLC by email](#)

ATTACHMENT 1

Police Department Reduction Scenarios

Police Department Budget Scenarios

Background: The City of Yuba City is currently researching possible scenarios of reducing budget costs due to the impacts of the current pandemic situation that is impacting our economy. It is unknown how much impact the pandemic might have due to the uncertainty of the length and time of recovery, as it is still a fluid situation. The City of Yuba City is trying to plan for the worst case scenarios and develop savings based on two different scenarios, 2.5%, and 5 %. The reduction from the Yuba City Police Department (YCPD) would be from the total budget amount of the 20/21 projected budget number of \$15,507,875. This equates to \$387,697 in a 2.5% scenario and \$775,394 from a 5% budget reduction scenario.

Statement: “Social issues and economics drive crime down more than the number of police officers. However, the more cops you have available, the more ability you have to drive crime down. Common sense, countless studies, and obvious reality dictate this fact. But what really is at stake here is the **level of service** we can live with. Cut police positions and it will affect dramatically a variety of things that we have come to expect, things like response time to calls, less time and ability to properly investigate crimes, less crimes investigated, less accidents investigated, less ability to arrest offenders, less ability to respond to critical incidents, so much more. Will crimes go up? Maybe not immediately. Maybe not at all, but the **quality of our lives will certainly go down**”. (Stockton Record 1/09). The impact of losing an officer, any officer reduces our patrol staff by 2.8 %. It doesn’t take long for us to see the increase of response times, and the reduction of directed patrol time begin to manifest and the level of service began to decrease. The public will begin to see us reduce the types of calls we will be able to respond to, as we focus on 911 calls.

Historical: In the adopted budget for 2008-2009 the Yuba City Police Department (YCPD) had a total of 103.5 full-time positions. 68 of these were sworn officers. In 2010-2011 the city reduced the staffing down to 91.5 full-time positions of which 65 were sworn officers. We lost 3 Dispatchers and 4 Community Service Officers from 2008-2009 budget to the 2010-2011 budget. In 2019-2020 YCPD was allotted 96.5 positions, 67 of which were sworn officers. We are still at a 6.8% staff reduction from 2010-2011. As a result of the 2010-2011 cuts, the majority of the cuts will need to be Police Officers. We are too thin in most areas of the department to make cuts to support staff. MSS is already underfunded for the YCPD as it evidenced by the expenditures in the past ten years. We have not fully recovered from the 2008/2009 recession and the many years of zero budget increases in MSS.

Currently the YCPD does not provide law enforcement services to the Walton Annexation area. A population of approximately 11000 citizens. In order to meet the demands of the additional area and population the YCPD would need to add at least 6 patrol officers, 1 community service officer and 1 dispatcher. It has been since 2000 that we have not provided service to that area. This has become a point of contention with the citizens of this area, as they do not receive traffic enforcement and the beat area covered by the Sutter County Sheriff’s Department in this area is significantly greater than it would be for a YCPD Officer. A decrease in Patrol Staffing would increase the time to cover that area. We would not be able to support providing law enforcement services to this area for an even greater period of time.

If we cut Patrol Officers, the first impact will be in ancillary positions. Traffic Officers, Detectives, Gang Officers and our Homeless Liaison Officer will be moved to Patrol. Our primary responsibility for a Police Department is to answer 911 calls. We will have less resources to handle transient issues and homeless issues. Traffic cuts will lead to less enforcement, longer response to traffic accidents and potentially an increase in traffic accidents (there is a direct correlation from injury accidents to hazardous citations written, according to the National Highway Traffic Safety Administration). A cut in Detectives means a reduction in time spent investigating major felony crimes. We would be prioritizing the cases and some lesser felonies would get minimal investigation time spent on the case.

In order to achieve the budget reductions the YCPD would look to freeze current positions. This would be a temporary reduction in services for our citizens. Our first scenario would be achieved through freezing positions, and the loss of a current officer who will be able to complete the Academy and then, after evaluating our budget, we may have to let him go. If we have enough savings, he/she would be able to proceed to the field training program.

Officers take over one year to recruit, pass background, pass psychological testing, pass medical evaluation, complete Police Academy and pass a 4 month field training program. For every officer position we do not fill, we must wait a full year in order to completely fill that position.

List of Salaries and Benefits:

The salary and benefits information was provided by Lynn Haile and are from the 20/21 budget forecast, with step increases and negotiated raises included.

Current Staffing:

2 Open Community Services Officer positions. Currently takes approximately 4 months for completion to independently operating on the road.

2 Officer Positions open. 1 of these positions has been filled with the exception of the candidate waiting for the June 2020 Police Academy start date. The other position is open. Currently it takes 1 year from date of hire to completion of Field Training.

2 open Dispatcher Positions. We have an extreme need for dispatchers. It takes 1 year from open testing to a person being able to operate as a Dispatcher.

List of cost reductions per scenario:

2.5%

- | | | |
|----|---|---------|
| 1. | Leave 2 Community Services Officer Positions open | 168,000 |
| 2. | Leave 1 Officer Position Open | 114,500 |
| 3. | Leave 1 Dispatch position open for six months. Hold promotional Position open for six months. | 68,000 |
| 4. | Allow Officer Number 2 to complete Academy. | 57,250 |

Reevaluate budget on 12/1/20 and determine if budget allows us to keep or force him to be laid off. This saves us from having to wait for an entire year to hire and train an officer if we can keep them. Reality is that the YCPD could be realizing 3 retirements in 2021, and that would be very impactful in hiring 3 additional staff for replacements (1 year each).

Total Savings
\$407,750

5%

The only way to realize an additional \$370,000 is through the reduction of 3 sworn police officer positions at a cost of approximately \$114,500 per officer. With the loss of officers from the first and second scenario of approximately 5 persons, that would decrease overtime costs in training and court overtime to achieve the needed number of \$777,500

\$777,500

Direct Impact of Cuts:

In addition to the impacts stated in the in background and historical statement, I have bullet pointed some impacts as given by the Police Administrative Staff:

- **Loss of Community Service Officers (CSO)**
 - Will directly impact officer proactivity for patrol staff, not as much time for homeless, panhandling, traffic enforcement, as most of officers time will now be spent handling additional duties of CSO's.
 - Lose 50% of our CSO's on Patrol
 - Currently they spend 30% of their time on parking issues.
 - 15 to 25% of the CSO time is spent on serving subpoenas, this will have to be picked up by Patrol Officers, further reducing their availability.
 - Truck off-road parking etc. will become a lower priority, and will lessen quality of life issues.
 - CSO's allow officers to handle issues with suspects, and to contact homeless etc. This time will be impacted.
- **Dispatcher Loss**
 - We are not able to sustain the loss of any of our dispatchers over a long period of time. This is already straining morale and overtime budget of Dispatch. We are at minimum staffing even when fully staffed. This is as a result of losing 3 Dispatch positions in 2010-2011 (out of 15) for the recession that were never filled. Due to training issues, limited number of trainers, we are only able to train 2 dispatchers initially, so delaying the 3rd dispatcher until 1/1/21 will be tolerable.
 - If we continue to struggle to hire dispatchers, it will impact Fire and Police efficiency, and we would have to consider lessening some of their current duties. This could result in longer time for answering "all" phone lines, and possibly removing their emergency medical dispatching duties (which would be dangerous to our citizens, as they can currently act by providing instructions on life saving while waiting for Fire and Police units to arrive on a scene.

- In order to save some additional money, we would hold one of our lead positions open for six months. This position recently became vacant, with the resignation of a 25 year veteran. It would be manageable for the department to allow some additional time to prepare candidates for this promotion, while not immediately impacting any services.
- **Officer Losses:**
 - In the first scenario at 2.5 % for officer positions, it is the loss of 1 Officer for 1 year, and an additional Officer for 6 months. Our number one job as a police department is to answer 911 calls, the positions lost would have to come from ancillary positions. The two lost positions would come from either Traffic, Homeless Liaison Officer or Gang Enforcement Officer.
 - The Traffic Officer is significant, because of the amount of time and training it takes to become a Traffic Officer. Motorcycle training alone, can be an additional 6 months. Losing a Traffic Officer, impacts traffic enforcement by approximately 25% (4 Traffic Officers). This will most likely create an environment for more accidents as a result of less direct enforcement.
 - The Homeless Liaison Officer is a very important position, and incorporates so many different facets of our business and residential community. This was one of our two last positions added and of course although absolutely invaluable, must be considered as a cut.
 - Gang Officer. With the recent tide of gang activity, this is a very valuable position.
 - In the second scenario, it would become very draconian and would change the manner in which police services are provided. We would need to cut an additional 3 positions. These would need to come from Gang, Traffic and all three of the positions listed above.
 - I have included most of the effects above, and will only add that this will cut our all of our in-house Gang Officers, and reduce our Traffic Staff by 50%.

In conclusion the YCPD has never fully recovered structurally from the 2010/2011 budget reductions. Our current staffing is 6.8 % lower than prior to the reductions. The PD does not have the maneuverability to cut costs from MSS to make an impactful difference. The costs of professional services, outside costs, testing and training has significantly increased, while our MSS has mostly remained stagnant and included many years of zero increase budgets. The only opportunity to reduce costs is through personnel losses. These losses will be impactful, and reduce quality of life and the ability to respond to emergencies at the same level as we currently provide. The above scenarios are not desirable, but are presented for consideration if the city is forced to reduce Public Safety. The city has also not reached the staffing levels necessary to patrol Beat 6, the Walton Annexation area since almost 2000, any reductions in staffing further diminishes our ability to provide these services to almost 11,000 residents. The YCPD is poised to do our best to support and work with the City Council during these trying times.

ATTACHMENT 2

Fire Department Reduction Scenarios

2.5% Budget Savings: \$9,990,222

2305	Fire Administration Salary Savings	
	Freeze Administrative Analyst III position	\$128,000.00
	Under Fill Ass. Chief to Division Chief	\$8,300.00
	Under fill Admin Assistant with Admin Clerk II	\$11,832.00
	Total Fire Admin Salary Savings	\$148,132.00
2305-	Fire Admin MS&S Savings	
61310	Wages-Extra Help	\$13,500.00
62601	Printing & Binding - decrease	\$750.00
	Total Fire Admin MS&S Savings	\$14,250.00
2310	Fire Operations MS&S Savings	
62502	Forms - decrease	\$2,000.00
63101	Dues & Subscriptions - decrease	\$500.00
63406	Air Compressor - decrease	\$2,000.00
63644	Bldg O&M - Kitchen - decrease	\$1,000.00
63802	Tools-Outside Purchase - decrease	\$2,000.00
63803	Rope Purchase - delay purchase for 1 year	\$1,000.00
63804	Nozzels & Appliance - decrease	\$1,000.00
63810	Hazardous Materials & Equipment - decrease	\$1,500.00
63901	Training Program/Aids - postpone purchase	\$1,000.00
63903	Physical Fitness - postpone 1 year	\$8,200.00
63905	Training Texts - postpone 1 year	\$1,000.00
63908	Training Aids - decrease	\$1,000.00
63909	Safety Equipment - decrease	\$5,000.00
64201	Uniform/Clothing - decrease	\$2,000.00
64203	Osha Boots/pants - decrease	\$2,500.00
62143	Remote Wells	\$750.00
	Total Fire Operations MS&S Savings	\$32,450.00
	Vehicle Replacement Fund	
63599	03-20 WT-4 Water Tender	\$54,924.00
	Total Fire Vehicle Savings	\$54,924.00
GRAND TOTAL FOR ALL FIRE REDUCTIONS		\$249,756.00

5% Budget Savings: \$9,990,222

2305	Fire Administration Salary Savings	
	Freeze Administrative Analyst III position	\$128,000.00
	Under Fill Ass. Chief to Division Chief	\$8,300.00
	Under fill Admin Assistant with Admin Clerk II	\$11,832.00
	Total Fire Admin Salary Savings	\$148,132.00

2305-	Fire Admin MS&S Savings	
61310	Wages-Extra Help	\$13,500.00
62601	Printing & Binding - decrease	\$750.00
	Total Fire Admin MS&S Savings	\$14,250.00

2310	Fire Operations MS&S Savings	
62502	Forms - decrease	\$2,000.00
63101	Dues & Subscriptions - decrease	\$500.00
63406	Air Compressor - decrease	\$2,000.00
63644	Bldg O&M - Kitchen - decrease	\$1,000.00
63802	Tools-Outside Purchase - decrease	\$2,000.00
63803	Rope Purchase - delay purchase for 1 year	\$1,000.00
63804	Nozzels & Appliance - decrease	\$1,000.00
63810	Hazardous Materials & Equipment - decrease	\$1,500.00
63901	Training Program/Aids - postpone purchase	\$1,000.00
63903	Physical Fitness - postpone 1 year	\$8,200.00
63905	Training Texts - postpone 1 year	\$1,000.00
63908	Training Aids - decrease	\$1,000.00
63909	Safety Equipment - decrease	\$5,000.00
64201	Uniform/Clothing - decrease	\$2,000.00
64203	Osha Boots/pants - decrease	\$2,500.00
62143	Remote Wells	\$750.00
	Total Fire Operations MS&S Savings	\$32,450.00

	Vehicle Replacement Fund	
63599	04-17 E-64 Grass Fire Engine Type VI	\$52,894.00
63599	03-20 WT-4 Water Tender	\$251,785.00
	Total Fire Vehicle Savings	\$288,561.00

GRAND TOTAL FOR ALL FIRE REDUCTIONS	\$499,511.00
--	---------------------

ATTACHMENT 3

Public Works Department Reduction Scenarios

**Public Works Department
2.5% Reduction Scenario**

#	Division	Description	General Fund Savings	Water Fund Savings	Wastewater Fund Savings
1905	Administration	Public Works Director - 6 Months Savings	\$ 63,157	\$ 31,579	\$ 31,579
		Administrative Assistant - 1 Year Savings	\$ 45,194	\$ 22,597	\$ 22,597
1930	Engineering	Reduce Extra Help (61310)	\$ 2,445		
		Remove Staff Car 04-28 from Vehicle Replament	\$ 33,031		
1541	Facilities	Reduce Professional Services (62701) - Take over cleaning of Senior Center	\$ 33,825		
3130	Streets	Reduce Extra Help (61310)	\$ 41,519		
3150	Electrical	Reduce Extra Help (61310)	\$ 2,342		
		Reduce Heat & Power Streetlights (62152)	\$ 15,000		
6605	Fleet Maintenance				
7110	Water Distribution	Reduce Extra Help (61310)		\$ 37,855	
7120	Water Treatment	Plant Maintenance Supervisor - 6 Months Savings		\$ 108,069	
		WTP Operator IV - 3 Months Savings & Underfill		\$ 77,293	
		Vehicle Replacement Over-Accumulation		\$ 9,871	
8110	Wastewater Collection	Reduce Extra Help (61310)			\$ 25,962
8120	Wastewater Treatment	WWTF Operator III - 3 Month Savings			\$ 42,597
		Regulatory Compliance Administrator - 3 Months Savings			\$ 31,082
		OIT Limited Term - 1 Year Savings			\$ 68,562
		Reduce Professional Services (62701)			\$ 51,649
		Vehicle Replacement Over-Accumulation			\$ 47,275
8130	Pre-Treatment	Reduce Extra Help (61310)			\$ 5,542
8140	Laboratory	Reduce Professional Services (62701)			\$ 25,538
		Total:	\$ 236,513	\$ 287,263	\$ 352,383
		2.5% Per Budget:	\$ 143,859	\$ 287,264	\$ 342,384
		Over:	\$ 92,654	\$ (1)	\$ 9,999

**Public Works Department
5% Reduction Scenario**

#	Division	Description	General Fund Savings	Water Fund Savings	Wastewater Fund Savings
1905	Administration	Public Works Director - 6 Months Savings	\$ 63,157	\$ 31,579	\$ 31,579
		Administrative Assistant - 1 Year Savings	\$ 45,194	\$ 22,597	\$ 22,597
1930	Engineering	Reduce Extra Help (61310)	\$ 2,445		
		Remove Staff Car 04-28 from Vehicle Replament	\$ 33,031		
		Construction Inspector - 1 Year Savings	\$ 99,899		
1541	Facilities	Reduce Professional Services (62701) - Take over cleaning of Senior Center	\$ 33,825		
3130	Streets	Reduce Extra Help (61310)	\$ 83,038		
3150	Electrical	Reduce Extra Help (61310)	\$ 2,342		
		Reduce Heat & Power Streetlights (62152)	\$ 15,000		
		Reduce Professional Services (62701)	\$ 17,342		
6605	Fleet Maintenance	Reduce Extra Help (61310)	\$ 11,193		
7110	Water Distribution	Reduce Extra Help (61310)		\$ 48,000	
		Reduce Professional Services (62701)		\$ 10,361	
		Reduce Special Equipment O&M (63401)		\$ 10,000	
		Reduce BLDG O&M - Plumbing (63673)		\$ 5,000	
		Reduce Other Materials & Supplies (66001)		\$ 2,710	
7120	Water Treatment	Plant Maintenance Supervisor - 1 Year Savings		\$ 141,398	
		Regulatory Compliance Administrator - 3 Month Savings		\$ 10,361	
		Chief Plant Operator - 3 Month Savings & Underfill		\$ 99,970	
		Reduce Extra Help (61310)		\$ 20,000	
		Reduce Postage/Freight (62301)		\$ 2,000	
		Reduce Advertising (62401)		\$ 3,000	
		Reduce Office Supplies (62501)		\$ 3,000	
		Reduce Printing & Binding (62601)		\$ 1,500	
		Reduce Professional Services (62701)		\$ 32,700	
		Reduce Water Conservation (62761)		\$ 15,000	
		Reduce Professional Development (62801)		\$ 5,000	
		Reduce Carbon (63704)		\$ 7,762	
		Reduce Polymer (63706)		\$ 7,500	
		Reduce Fluoride (63708)		\$ 7,500	
		Reduce Citric Acid (63714)		\$ 5,000	
		Reduce Weed Control (63720)		\$ 5,000	
		Reduce Training Program/Aids (63901)		\$ 10,000	
		Reduce Other Materials & Supplies (66001)		\$ 8,784	
		Vehicle Replacement Over-Accumulation		\$ 9,871	
		Remove Staff Car 15-14 from Vehicle Replacement		\$ 25,239	
		Remove Staff Car 97-16 from Vehicle Replacement		\$ 24,057	
8110	Wastewater Collection	Reduce Extra Help (61310)			\$ 51,924
8120	Wastewater Treatment	WWTF Operator III - 3 Month Savings		\$ 42,597	
		Regulatory Compliance Administrator - 3 Months Savings		\$ 31,082	
		OIT Limited Term - 1 Year Savings		\$ 68,562	
		Reduce Professional Services (62701)		\$ 168,000	
		Reduce Spec O&M - Compressor (63420)		\$ 40,000	
		Reduce Spec O&M - Stonegate (63473)		\$ 50,000	
		Reduce Chlorine (63702)		\$ 5,440	
		Reduce Weed Control (63720)		\$ 45,000	
		Reduce Sodium Bisulfite (63731)		\$ 5,440	
		Reduce Liquid Oxygen (63732)		\$ 5,440	
		Reduce Training Program/Aids (63901)		\$ 12,500	
		Reduce Outreach Materials (66101)		\$ 5,172	
		Vehicle Replacement Over-Accumulation		\$ 47,275	
8130	Pre-Treatment	Reduce Extra Help (61310)			\$ 11,084
8140	Laboratory	Reduce Professional Services (62701)			\$ 41,076
		Lab Analyst 1 - Savings from brief vacancy			\$ 10,000
		Total:	\$ 406,466	\$ 574,526	\$ 694,768
		5% Per Budget:	\$ 287,716	\$ 574,527	\$ 684,769
		Over:	\$ 118,750	\$ (1)	\$ 9,999

**Public Works Department
7.5% Reduction Scenario**

#	Division	Description	General Fund Savings	Water Fund Savings	Wastewater Fund Savings
1905	Administration	Public Works Director - 6 Months Savings	\$ 63,157	\$ 31,579	\$ 31,579
		Administrative Assistant - 1 Year Savings	\$ 45,194	\$ 22,597	\$ 22,597
1930	Engineering	Reduce Extra Help (61310)	\$ 2,445		
		Remove Staff Car 04-28 from Vehicle Replament	\$ 33,031		
		Construction Inspector - 1 Year Savings	\$ 99,899		
1541	Facilities	Reduce Professional Services (62701) - Take over cleaning of Senior Center	\$ 33,825		
3130	Streets	Reduce Extra Help (61310)	\$ 124,557		
3150	Electrical Maintenance	Reduce Extra Help (61310)	\$ 2,342		
		Reduce Heat & Power Streetlights (62152)	\$ 15,000		
		Reduce Professional Services (62701)	\$ 17,342		
		Reduce Dues & Subscriptions (63101)	\$ 1,600		
		Reduce Professional Development (62801)	\$ 500		
		Reduce Spec O&M - Electrical MTCE (63674)	\$ 15,243		
6605	Fleet Maintenance	Reduce Extra Help (61310)	\$ 21,000		
		Reduce Professional Development (62801)	\$ 2,713		
		Reduce O&M Radio Service (63310)	\$ 600		
		Reduce BLDG O&M-MTCE (63601)	\$ 4,223		
		Reduce Training Program/Aids (63901)	\$ 3,130		
		Reduce Management Training (63910)	\$ 500		
		Reduce Tools, Supplies, Equip (63801)	\$ 3,000		
7110	Water Distribution	Reduce Extra Help (61310)	\$ 48,000		
		Reduce Professional Services (62701)	\$ 15,000		
		Reduce Special Equipment O&M (63401)	\$ 15,000		
		Reduce BLDG O&M - Plumbing (63673)	\$ 10,000		
		Reduce Other Materials & Supplies (66001)	\$ 5,566		
		Reduce BLDG O&M - Line Repair (63670)	\$ 10,000		
		Reduce BLDG O&M - Meters (63672)	\$ 10,000		
7120	Water Treatment	Plant Maintenance Supervisor - 1 Year Savings	\$ 141,398		
		Regulatory Compliance Administrator - 1 Year Savings	\$ 41,443		
		Chief Plant Operator - 1 Year Savings	\$ 147,054		
		Reduce Extra Help (61310)	\$ 20,000		
		Reduce Postage/Freight (62301)	\$ 2,000		
		Reduce Advertising (62401)	\$ 3,000		
		Reduce Office Supplies (62501)	\$ 3,000		
		Reduce Printing & Binding (62601)	\$ 1,500		
		Reduce Professional Services (62701)	\$ 32,700		
		Reduce Water Conservation (62761)	\$ 25,000		
		Reduce Professional Development (62801)	\$ 7,500		
		Reduce Spec O&M - Electrical Control (63430)	\$ 2,500		
		Reduce Spec O&M - Instrumentation	\$ 23,000		
		Reduce Major Maintenance (63451)	\$ 75,789		
		Reduce Carbon (63704)	\$ 25,000		
		Reduce Anthracite (63705)	\$ 4,000		
		Reduce Polymer (63706)	\$ 15,000		
		Reduce Fluoride (63708)	\$ 20,000		
		Reduce Citric Acid (63714)	\$ 10,000		
		Reduce Weed Control (63720)	\$ 10,000		
		Reduce Training Program/Aids (63901)	\$ 10,000		
		Reduce Other Materials & Supplies (66001)	\$ 15,000		
		Vehicle Replacement Over-Accumulation	\$ 9,871		
		Remove Staff Car 15-14 from Vehicle Replacement	\$ 25,239		
		Remove Staff Car 97-16 from Vehicle Replacement	\$ 24,057		
8110	Wastewater Collection	Reduce Extra Help (61310)	\$ 70,000		
		Reduce Chemicals (63701)	\$ 7,886		
8120	Wastewater Treatment	WWTF Operator III - 3 Month Savings	\$ 42,597		
		Regulatory Compliance Administrator - 1 Year Savings	\$ 120,495		
		OIT Limited Term - 1 Year Savings	\$ 68,562		
		Reduce Professional Services (62701)	\$ 168,000		
		Reduce Spec O&M - Compressor (63420)	\$ 40,000		
		Reduce Spec O&M - Electrical Controls (63430)	\$ 15,000		
		Reduce Spec O&M - Electrical Spare Parts (63431)	\$ 10,000		
		Reduce Major Maintenance (63451)	\$ 20,000		
		Reduce Spec O&M - Stonegate (63473)	\$ 50,000		
		Reduce Chlorine (63702)	\$ 49,141		
		Reduce Weed Control (63720)	\$ 45,000		
		Reduce Sodium Bisulfite (63731)	\$ 49,141		
		Reduce Liquid Oxygen (63732)	\$ 49,141		
		Reduce Training Program/Aids (63901)	\$ 12,500		
		Reduce Other Materials & Supplies (66001)	\$ 10,000		
		Reduce Outreach Materials	\$ 15,000		
		Vehicle Replacement Over-Accumulation	\$ 47,275		
8130	Pre-Treatment	Reduce Extra Help (61310)	\$ 16,625		
8140	Laboratory	Reduce Professional Services (62701)	\$ 55,000		
		Lab Analyst 1 - Savings from brief vacancy	\$ 10,000		
		Reduce Professional Development (62801)	\$ 2,000		
		Reduce Special Equipment O&M (63401)	\$ 2,000		
		Reduce Building O&M - Maintenance (63601)	\$ 5,000		
		Reduce Other Materials & Supplies (66001)	\$ 2,615		
		Total:	\$ 489,301	\$ 861,791	\$ 1,037,152
		7.5% Per Budget:	\$ 431,575	\$ 861,792	\$ 1,027,153
		Over:	\$ 57,726	\$ (1)	\$ 9,999

Public Works Administration Reduction Scenario Service Impacts

All Reduction Scenarios:

- Six Months Public Works Director:
 - The Public Works Director is currently serving as the Interim City Manager and is anticipated to continue to do so for at least six months of FY 20/21.
- One Year Administrative Assistant:
 - The Administrative Assistant is a key role for managing the purchasing, customer interfacing, and document preparation of the Public Works Department, including the Water Treatment Plant. While this position remains unfilled, the burden for these duties falls on the Administrative Analyst as well as the Department's supervisors.

Engineering Reduction Scenario Service Impacts

2.5% Reduction:

Salary & Benefits Vacancies:

- Reduction in Extra Help Funds
 - The reduction in extra help funds is not anticipated to have a noticeable service impact.

Vehicle Replacement:

- Remove Staff Car 04-28 from Vehicle Replacement
 - Removing Staff Car 04-28 from Vehicle Replacement is anticipated to slightly reduce the Engineering division's efficiency in providing services in the near term during the occasional times when construction and design-related field activities are occurring at the same time. Longer term, removing Staff Car 04-28 from Vehicle Replacement will have a greater impact on the Engineering division's efficiency in providing services as the division returns to full staffing requiring additional fleet vehicles.

5% & 7.5% Reduction:

In addition to the impacts described above in the 2.5% scenario, we expect:

Salary & Benefits Vacancies:

- One Year Construction Inspector
 - Freezing the vacant Construction Inspector position for one year is anticipated to reduce the Engineering Division's ability to complete design-related activities and respond in a timely manner to customer inquiries during times when Capital Improvement Program projects, private development, and encroachment permit related construction activities require staff to support the Senior Construction Inspector with construction inspection and administration.

Maintenance Reduction Scenario Service Impacts

Facilities

Professional Services:

- Reducing Professional Services requires the Custodians to add another building to their work routine, with only limited staff. Staff would need to reduce to essential services only, eliminating many of the extra functions performed by the Custodians.

Streets

Extra Help:

- Asphalt Repair in the Spring/Summer
 - (5) full-time to pave or crack seal, (1) full-time sweeper, (1) full-time sign repair, (1) full-time YC311/request
 - No asphalt prep crew (saw-cutting patches)
 - No concrete repair
 - No beautification crew
- Concrete Repair in the Fall/Winter
 - (4) full-time R/R & inspect sidewalk, (2) full-time sweepers, (1) full-time sign repair, (1) full time YC311/request
 - No beautification crew
 - Will need to shut down concrete repairs for storm-drain pond maintenance or other large projects
- Other Impacts
 - Delayed responses to PD and Code Enforcement requests
 - Vacation/sick has bigger impact on projects

Electrical

Extra Help:

- Extra Help is crucial in order to maintain traffic signals, streetlights, and illuminated street signs.
- The electrical safety protocol calls for two personnel when working on energized systems. Technician will have to use personnel from another department. This will put a strain on those departments.

Heat & Power:

- For the last couple of years, there have been savings in this account due to lights converted to LEDs. No significant impacts are expected.

Professional Services:

- Technician will have to do more projects in-house. Recurring maintenance will be pushed back. Delayed response time to internal service calls.

Dues & Subscriptions:

- No immediate impact. Will continue to network with other agencies regarding changing code.

Spec O&M Electrical MTCE:

- This fiscal year, all controllers were updated with new batteries and several new inverters. 50% of Signals have been converted to LEDs. We have a good inventory of parts, which will be sufficient as long as there are limited failures.

Fleet Maintenance

Extra Help:

- Extra Help personnel provide the following services for the Fleet Maintenance Division which would otherwise take the mechanics away from their repair duties:
 - Picking up and delivering patrol cars on Mondays and Tuesdays (approximately 2-4 cars).
 - Picking up and delivering fire engines.
 - Picking up and delivering vehicles to outside vendors, (car, truck, fire apparatus, police car, equipment, tires), including out of town (Sacramento, Woodland, etc.), for warranty and/or repairs.
 - Running parts (for vendors who do not deliver) and shipping parts for repair or return.
 - Taking older vehicles (prior to 2000) for smog tests.
 - Keeping up with paperwork (creating work orders, billing invoices, filling vehicle check sheets).
 - Ordering parts and supplies for work that is being performed in the shop.
 - General shop cleanup, as well as washing cars, trucks, and other equipment.

Training:

- Currently used for ASE testing, Fire Mechanic training, and Emergency Vehicle training. These trainings help to stay current with latest techniques and methods of service, although they are not mandatory per the job specifications.

Water Distribution

Extra Help:

- With this line item, the Division planned to hire temporary employees to work ahead of the Cellular Meter Replacement Project to clean out meter boxes. Without Extra Help, full-time staff will have to be pulled off other projects in order to complete this task.

Professional Services:

- This line item provides for meter testing of both large and small meters, leak detection, and other valuable services that help reduce water loss and improve efficiency. This is especially important with increasing water loss regulations.

Special Equipment O&M:

- Without this line item's funding, the Division may not be able to replace specialized equipment if it were to break or fail; critical equipment includes the large tapping drill for large hot taps (3" and up), saws for cutting pipe, compacting equipment, jackhammers, and trench safety equipment.

BLDG O&M – Lines Repair:

- Reducing this budget item risks the inability to purchase necessary parts for repair of water lines within the City. This could lead to more water loss and road failures.

BLDG O&M – Meters:

- Reducing this budget item could lead to being unable to buy new water meters for new installations or replacing broken meters. It will also affect our ability to purchase replacement parts for large diameter meters. This could lead to a loss of revenue because the meter is not reading as accurately.
- This will also affect buying new meter boxes and lids to replace broken boxes and lids, which could lead to a safety hazard to the public.

BLDG O&M – Plumbing:

- Reducing this budget may prevent purchasing of new backflows and backflow repair parts for the City-owned backflow protection devices. Backflows do not need to be replaced or repaired often, but when they do fail, they need immediate attention.

Wastewater Collection

Extra Help:

- Having Extra Help has historically been a necessity for Public Works to operate most efficiently. The Wastewater Collection Division generates a list of jobs that are found throughout the year, such as backyard maintenance and taking care of raising iron with projects that are found through CCTV, rodent control, and any other miscellaneous jobs. Losing Extra Help for a long duration will require City staff to absorb these projects through overtime or cutting our preventative maintenance programs.

Chemical:

- The Wastewater Collection Division has been using Duke's Root Control since 2015. This product has controlled sewer overflows in our backlot sewer mains and has reduced jetting; this is crucial because the majority of our backlot sewer mains are in poor shape as they are made of concrete, which erodes faster than other materials. By eliminating this program and returning to having City staff perform root control, the City will need to have each crew member become certified with an applicator's license and will take the staff away from other tasks. Root control in-house is also less efficient than the proprietary foaming root control product used by Duke's.

Water Treatment Reduction Scenario Service Impacts

2.5% Reduction:

Salary & Benefits Vacancies:

- Six Months Plant Maintenance Supervisor:
 - The Plant Maintenance Supervisor is critical in transitioning the maintenance team from reactive to proactive maintenance, which would result in cost and time efficiencies. Time delay on filling the working supervisor position will result in less sufficient care for the aging infrastructure and a lack of the ability to plan deliberately for the present and future. While this position remains unfilled, the WTP Supervisor serves in the role, taking him away from the duties of his position.
- Three Months Operator IV + Underfill:
 - Delaying filling the vacant operator position would require the Chief Plant Operator to fill in shifts, taking him away from the duties of his position. However, underfilling with an Operator II is acceptable, as historically the City has had better results with growing and retaining an Operator II than bringing on a higher-grade operator.
- One Year Administrative Assistant:
 - The Administrative Assistant is a key role for managing the purchasing, customer interfacing, and document preparation of the Public Works Department, including the Water Treatment Plant. While this position remains unfilled, the burden for these duties falls on the Administrative Analyst as well as the Department's supervisors.

Vehicle Overages:

- No impacts are expected due to utilizing the vehicle overages, unless the future cost of replacement is higher than estimated.

5% Reduction:

In addition to the impacts described above in the 2.5% scenario, we expect:

Salary & Benefits Vacancies:

- One Year Plant Maintenance Supervisor:
 - In addition to the impacts described above, the burden and effects will be extended throughout the year.
- Three Months Chief Plant Operator:
 - The Chief Plant Operator is critical for managing the operations and regulatory compliance of the Water Treatment Plant. Delay of filling the role will remove backup for operations, may create potential regulation issues, and delays the pass-down of institutional knowledge and development of the incumbent. The WTP Supervisor serves in the role while it remains unfilled, taking him away from the duties of his position.
- Three Months Regulatory Compliance Administrator:
 - This vacancy risks permit noncompliance and inability to keep up with ever-increasing regulations. Previously, this role was filled through Professional Services, at a higher rate than performing the services in-house.

Extra Help:

- Completely reducing the Extra Help budget places additional burden on the permanent maintenance staff. Historically, extra help has allowed the WTP to complete long-term projects that the maintenance team cannot handle due to current staffing levels.

Professional Services:

- Reducing the Professional Services budget means that no funding will be available for engineering, design, and other types of consultation, including testing, modeling, and operational improvements.

Water Conservation:

- Reducing the Water Conservation budget will lessen the ability to respond effectively if low water (rain, snow pack, etc.) continues into next year.

Professional Development/Training Aids:

- Reducing these line items will require that staff solely maintain regulatory certifications but eliminate the ability to improve staff through exposure to improved methods, services, and network resources.

Chemicals & Weed Control:

- Raw water quality is subject to fluctuations in weather and other factors, which cannot be easily predicted but requires adequate treatment with chemicals.

Other MSS:

- May reduce efficiency and eliminate flexibility to respond to unknown situations.

7.5% Reduction:

In addition to the impacts described above in the 2.5% and 5% scenarios, we expect:

Salary & Benefits Vacancies:

- One Year Chief Plant Operator:
 - In addition to the impacts described above, the burden and effects will be extended throughout the year.
- One Year Regulatory Compliance Administrator:
 - In addition to the impacts described above, the burden and effects will be extended throughout the year.

Electrical & Instrumentation:

- The staff's materials and supplies funded by these accounts perform regulatory calibrations, but without sufficient funding they will have reduced capacity to replace parts or contract repair services. The plant has aging infrastructure.

Major Maintenance:

- Reducing this budget item removes the ability to perform proactive maintenance and replacement or rehabilitation of infrastructure, such as pumps, which are annually removed and repaired.

Wastewater Treatment Reduction Scenario Service Impacts

2.5% Reduction:

Salary & Benefits Vacancies:

- Three Months Operator III + Underfill:
 - Delaying filling the vacant operator position would require the Chief Plant Operator to fill in shifts, taking him away from the duties of his position – this is especially a concern since the Department expects the retirement of two operators during this calendar year. However, underfilling with the internal Operator II is recommended, as historically the City has had better results with growing and retaining an Operator II than bringing on a higher-grade operator, and in this case also has reduced training needs. There is no major impact associated with underfilling the subsequently vacant Senior Mechanic with a Mechanic.
- One Year Operator-in-Training:
 - The OIT role provides a pathway for promotion from within the organization, which increases retention and improves personnel morale. Otherwise, the WWTF has to hire a grade 2 or 3 from outside of the organization, who are often unfamiliar with our pure oxygen activated sludge system.
- One Year Administrative Assistant:
 - The Administrative Assistant is a key role for managing the purchasing, customer interfacing, and document preparation of the Public Works Department, including the Wastewater Treatment Facility. While this position remains unfilled, the burden for these duties falls on the Administrative Analyst as well as the Department's supervisors.
- Three Months Regulatory Compliance Administrator:
 - This vacancy risks permit noncompliance and inability to keep up with ever-increasing regulations. Previously, this role was filled through Professional Services, at a higher rate than performing the services in-house.

Professional Services:

- Reducing Professional Services creates a tighter budget for plant efficiency improvements, expertise regarding anomalies, process control alternatives, and operational support/improvements, and reduces the ability to contract for engineering, design, testing, and modeling services.

Vehicle Overages:

- No impacts are expected due to utilizing the vehicle overages, unless the future cost of replacement is higher than estimated.

5% Reduction:

Compressor O&M:

- The remainder of the line item is sufficient for the annual inspection and service can be done in-house, if issues arise the parts for the compressors can be very expensive and may not be covered by the remaining budget.

Stonegate O&M:

- The STEP system is old original infrastructure. While recent improvements have been made and the maintenance team has stock on hand for expected repairs, any unexpected or severe issue may result in potential SSOs.

Chemicals:

- Significant chemical savings have been made in recent years due to improved operator training and plant efficiencies developed by consultants (paid through Professional Services). However, reduction in these line items may not account for unpredicted variances in influent.

Weed Control:

- Weed control is now provided mostly in-house after the purchase of the disk and the upcoming rehabilitation project should cover any necessary weed control for the ponds. No major impacts are expected.

Professional Development/Training Aids:

- Reducing these line items will require that staff solely maintain regulatory certifications but eliminate the ability to improve staff through exposure to improved methods, services, and network resources.

Other MSS:

- May reduce efficiency and eliminate flexibility to respond to unknown situations.

Outreach:

- Reduces funding for outreach and subsequently produces a less-aware customer about wastewater issues, including FOG and flushing. Outreach includes tours, career fairs, community events, and movie theater advertisements, although some events may be canceled due to ongoing COVID-19 concerns.

7.5% Reduction:

In addition to the impacts described above in the 2.5% and 5% scenarios, we expect:

Salary & Benefits Vacancies:

- One Year Regulatory Compliance Administrator:
 - In addition to the impacts described above, the burden and effects will be extended throughout the year.

Electrical & Instrumentation:

- The staff's materials and supplies funded by these accounts perform regulatory calibrations, but without sufficient funding they will have reduced capacity to replace parts or contract repair services. The highest concern is the Division's satellite facilities (lift stations and storm stations), which have old, original infrastructure that requires significant maintenance.

Electrical Spare Parts:

- Waiting for parts may result in delays in response time, though the Division does currently have adequate stock of many electrical materials.

Major Maintenance:

- Infrastructure that has not been improved as part of the ongoing upgrade project requires significant maintenance, including the liquid oxygen system, PSA compressors, and lift stations that may be impacted by the reduction in major maintenance budget.

Pretreatment Reduction Scenario Service Impacts

2.5%, 5%, and 7.5% Reductions:

Extra Help:

- Reduction in Extra Help funding will reduce staffing levels in our FOG inspection program. Reduced FOG inspections will decrease the person-to-person outreach to food service establishments and affect our ability to ensure food service establishments are complying with City municipal code.

Laboratory Reduction Scenario Service Impacts

2.5% Reduction:

Professional Services:

- Reduction in Professional Services may hinder our ability to perform analytical sub-contracted work when new requirements are enacted for either drinking water or wastewater. Additional monitoring might be required based on current monitoring results. For example, if we exceed toxicity monitoring triggers from the WWTF, the WWTF might need to perform additional TRE (Toxicity Reduction Evaluation) and TIE (Toxicity Identification Evaluation) special studies and report these findings to the Regional Board.

5% Reduction:

In addition to the impacts described above in the 2.5% scenario, we expect:

Salary & Benefits Vacancies:

- Underfill Laboratory Analyst II:
 - No major impacts are expected due to this recruitment, as typically staff will start at the Analyst I level and progress to the Analyst II level based on time and experience.

7.5% Reduction:

In addition to the impacts described above in the 2.5% and 5% scenarios, we expect:

Professional Development:

- Reduces training and professional development opportunities for staff members.

Special Equipment O&M:

- Reduces available funds to repair, service, and maintain essential laboratory equipment.

Other MSS:

- May reduce efficiency and eliminate flexibility to respond to unknown situations, such as HVAC or other building infrastructure issues, and purchase laboratory supplies and equipment.

ATTACHMENT 4

Community Services Department Reduction Scenarios

Community Services 5.0% Reduction Plans

Administration Divisions 5105 and 5110 (5.0% Reduction = \$40,500)	
Reducing expenditures in the following accounts:	
5110-61310 Extra-Help Reduce by:	\$ 2,000.00
5105-61310 Extra-Help Reduce by:	\$ 2,000.00
5105-62701 Professional Services Reduce by:	\$ 3,500.00
52929 Youth Commission Reduce by:	\$ 5,000.00
5110-62601 Printing and Binding Reduce by:	\$ 7,000.00
52907 Concerts in the Park Reduce by:	\$ 3,500.00
Vehicle Replacement Overfunding	\$ 18,000.00
Estimated budget savings	\$ 41,000.00

Materials, Services, & Supplies Reduction (MS&S)

Parks- Division 5115 (5.0% = \$65,490)	
Reducing expenditures in the following accounts:	
Vehicle Replacement Overfunding	\$ 66,000.00
Estimated budget savings	\$ 66,000.00

Materials, Services, & Supplies Reduction (MS&S)

Sr. Center- Division 5120 (5.0% = \$7,747)	
Reducing expenditures in the following accounts:	
52917 4 th of July Parade- Reduce by:	\$ 300.00
52911 Christmas Tree Lighting- Reduce by:	\$ 500.00
5120-61310 Extra-Help Reduce by:	\$ 7,000.00
Estimated budget savings	\$ 7,800.00

Materials, Services, & Supplies Reduction (MS&S)

Aquatics- Division 5130 (5.0% = \$34,545)	
Reducing expenditures in the following accounts:	
5130-61310 Extra-Help Reduce by:	\$ 16,000.00
5130-62112 Heat/Power-Gas Reduce by:	\$ 10,000.00
5130-62701 Professional Services Reduce by:	\$ 8,000.00
5130-62601 Printing and Binding Reduce by:	\$ 1,000.00
Estimated budget savings	\$ 35,000.00

Community Services 7.5% Reduction Plans

Vacant position (hiring freeze) savings

Recreation Administration Divisions 5105 and 5110 (7.5% Reduction = \$60,761)	
Reducing expenditures in the following accounts:	
Salaries and Benefits – Rec Coordinator- Reduce by:	\$ 66,392.000
5110-61310: Add Funds to Extra Help	\$ 5,000
Estimated budget savings	\$ 61,392.00

Materials, Services, & Supplies Reduction (MS&S)

Parks- Division 5115 (7.5% = \$98,235)	
Reducing expenditures in the following accounts:	
Vehicle Replacement Overfunding	\$ 84,239.00
5115-64101 Raw Water Purchases-Reduce by:	\$ 15,000.00
Estimated budget savings	\$ 99,239.00

Materials, Services, & Supplies Reduction (MS&S)

Sr. Center- Division 5120 (7.5% = \$11,600)	
Reducing expenditures in the following accounts:	
52917 4 th of July Parade- Reduce by:	\$ 1,500.00
52911 Christmas Tree Lighting- Reduce by:	\$ 2,500.00
5120-61310 Extra-Help Reduce by:	\$ 7,000.00
Estimated budget savings	\$ 11,000.00

Materials, Services, & Supplies Reduction (MS&S)

Aquatics- Division 5130 (7.5% = \$51,800)	
Reducing expenditures in the following accounts:	
5130-61310 Extra-Help Reduce by:	\$ 11,000.00
5130-62112 Heat/Power-Gas Reduce by:	\$ 17,000.00
5130-62701 Professional Services Reduce by:	\$ 8,000.00
5130-62501 Office Supplies Reduce by:	\$ 1,200.00
5130-62601 Printing and Binding Reduce by:	\$ 1,000.00
52929 Youth Commission Reduce by:	\$ 7,000.00
52907 Concerts in the Park Reduce by:	\$ 7,000.00
Estimated budget savings	\$ 52,000.00

Background-Special Events and City Volunteer Program:

The last few years the Recreation Coordinator has been the lead on **events** that are mentioned below. Savings from freezing the position is addressed in the Recreation Administration Divisions above and individual events are mentioned throughout Recreation budgets. If it is Council’s desire to keep certain events or modify certain events, staff can do so with Council’s approval to provide some funding from the lists above. *Effects of having no Recreation Coordinator to run the following events:*

- *Concerts in the Park*
- *Movies in the Park*
- *4th of July Parade (possibly could reallocate time to Recreation Supervisors if they are back to work by the week of June 22nd).*
- *No support for the DBA Christmas Tree lighting/parade*

The Recreation Coordinator also coordinated our Citywide Volunteer Program. This program included Volunteers for Parks (Adopt a Park, Eagle Scout Projects, One Day Large Volunteer Events, Earth Day), Volunteers for Youth Recreation Programs and Volunteers for Animal Services. Without this position the City will have a very modified program.

Background-Park Maintenance:

The proposed 7.5% Reduction plan for Park Maintenance is a “one-time savings” because of the Vehicle Replacement Overfunding that has accumulated over previous years. If additional reductions are needed it could affect staffing levels that have already been roughly reduced by 50% since 2009-2011

City of Yuba City
 Vehicle Replacement List
 FY 20-21

to purchase in 2021
 Funds available for new equip
 Need Equipment # Information
 Replacement vehicle 20/21
 Transfer 19-20

ghost vehicle

EOL 20-21

No.	DIVISION SECTION	USER	VEH #	DESCRIPTION	PURCHASE DATE	ACTUAL COST	LIFE YEARS	REMAINING LIFE/YEARS	PROJECTED REPL. COST	6/30/20 Accumulated
1	Parks	Operator	4113	SDI 200 Sprayer	Jun-06	12,515	25	12	12,000	10,079
2	Parks	Operator	4510	John Deere Z930M Mower	Oct-18	9,706	10	4	14,000	14,628
3	Parks	Operator	4720	4 Wheel Drive Tractor With Turf	Oct-17	29,361	14	11	30,000	(2,506)
4	Parks	Operator	4705	Kubota Tractor 4x4	Oct-02	19,841	10	6	23,000	23,032
5	Parks	Operator	4855	18' Eagle Equipment Trailer	Aug-15	4,474	20	15	9,000	8,957
6	Parks	Operator	5040	Turf Sweeper	Oct-05	15,980	10	4	19,000	17,710
7	Parks	Operator	5034	Bandit Drum Chipper	Feb-17	37,936	10	6	45,000	64,813
8	Parks	Operator	99-24	Aerial truck	Jul-99	105,228	10	1	200,000	230,052
9	Parks	Operator	00-14	Ford F450	Sep-00	33,405	10	3	36,000	38,489
10	Parks	Operator	03-27	90 Ford 3/4 Ton Truck	May-90	16,517	10	1	30,000	41,628
11	Parks	Operator	04-26	3/4 Ton Truck	Apr-04	15,516	10	3	30,000	26,916
12	Parks	Operator	03-28	3/4 Ton Pick-up Truck	Apr-03	16,517	10	1	30,000	32,483
13	Parks	Operator	02-13	3/4 Ton Pick-up Truck	May-02	18,525	10	1	30,000	37,581
14	Parks	Operator	04-25	3/4 Ton Truck	Apr-04	15,516	10	2	30,000	27,506
15	Parks	Operator	18-21	2018 Ford F150 4x4 Super cab	Oct-17	27,219	10	10	27,000	11,657
16	Parks	Operator	06-32	3/4 Ton PU	Apr-06	18,032	10	4	30,000	25,329
17	Parks	Operator	06-40	3/4 Ton PU	Jun-06	18,032	10	4	30,000	26,007
18	Parks	Operator	08-23	3/4 Ton Truck	Aug-07	18,276	10	5	30,000	25,550
19	Parks	Operator	06-41	3/4 Ton Truck	Jun-06	18,032	10	5	30,000	25,060
20	Parks	Operator	08-25	1 Ton Dump Truck	Oct-07	29,356	10	5	35,000	31,214
21	Parks	Operator	5043	Equipment 5032 removed - avail for new equip	May-03	15,922	20	9	17,160	8,089
22	Parks	Operator	4701	Turf Vacuum	Sep-13	48,999	10	4	75,000	16,331
23	Parks	Operator		Compact Track Loader				5		47,174

Over
By...

8,089

2,483

7,581

11,628

30,052

2,489

19,813

428 -

807 -

City of Yuba City
Vehicle Replacement List
FY 20-21

to purchase in 20/21
Funds available for new equip
Need Equipment # Information
Replacement vehicle 20/21
Transfer 19-20

ghost vehicle

EOL 20-21

No.	DIVISION SECTION	USER	VEH #	DESCRIPTION	PURCHASE DATE	ACTUAL COST	LIFE YEARS	REMAINING LIFE/YEARS	PROJECTED REPL. COST	6/30/20 Accumulated
24	Parks	Operator	4524	1600 Turbo Wide Area Mower	Jun-13	54,050	10	5	55,000	43,511
25	Parks	Operator	4511	John Deere Z930M Mower	Oct-18	9,706	10	4	14,000	13,639
26	Parks	Operator	5017	Infield Groomer	Sep-19	21,317	7	6	23,000	1,222
27	Parks	Operator	5045	Stump Cutter, Vermeer	Jun-98	18,274	10	3	25,000	25,637
28	Parks	Operator	5041	Turf Vac	Jan-18	17,000	10	7	33,500	798
29	Parks	Operator	06-38	1/2 Ton PU Long Bed	Jun-06	16,254	10	4	24,000	8,116
30	Parks	Operator	4525	John Deere 1600 Turbo Series	Sep-17	49,950	10	7	50,000	11,115
31	Parks	Operator	4858	1165E Ziemann Trailer	Dec-17	9,411	10	7	9,000	7,635
32	Parks	Operator	4859	Ziemann Model 1166 Turf Trailer	Oct-18	9,928	10	8	14,000	2,340
					Sub-total	750,795			1,059,660	901,793
					Total	941,997			1,276,660	1,002,802

Over 20/21

437

Total

84,239

ATTACHMENT 5

Finance/IT Department Reduction Scenarios

Budget Savings - Finance/IT

Scenario #1 - FINANCE

S&B (Less: UAL)

2.5% REDUCTION - \$39,938 Req'd

1. Defer Accountant II hiring until October, 2020

Division Savings	\$ 41,637.85
-------------------------	---------------------

5.0% REDUCTION - \$79,876 Req'd

1. Defer Accountant II hiring until April, 2021

Division Savings	\$ 83,275.70
-------------------------	---------------------

7.5% REDUCTION - \$119,813 Req'd

- | | |
|--|-----------------------------|
| 1. Defer Accountant II hiring until July 1, 2021 | \$ 99,930.90 |
| 2. Field Service Rep retirement/vacancy Retirement incentive | \$ 69,900.00
(15,000.00) |

Available to reprogram	\$ 154,830.90
-------------------------------	----------------------

- | | |
|---|----------|
| 3. Reclassify Sr Acct Clerk to an Admin Analyst I
Take over purchasing tasks from Accountant I to free up more time for accounting functions. Acct I can be backup and do bids | 7,300.00 |
|---|----------|

- | | |
|-----------------------------|-----------|
| 4. Increase Overtime Budget | 27,700.00 |
|-----------------------------|-----------|

Additional Cost	\$ 35,000.00
------------------------	---------------------

Division Savings	\$ 119,830.90
-------------------------	----------------------

Scenario #2 - FINANCE

S&B (Less: UAL)

2.5% REDUCTION - Same as Scenario #1

5.0% REDUCTION - Same as Scenario #1

7.5% REDUCTION - \$119,813 Req'd

- | | |
|--|--------------|
| 1. Defer Accountant II hiring until July 1, 2021 | \$ 99,930.90 |
| 2. Furlough - Customer Service Rep. I | 46,092.28 |
| 3. Increase Extra Help Budget OR CSR I PT | (26,100.00) |

Note: Potential to split CSR I with Administration?

Division Savings	\$ 119,923.18
-------------------------	----------------------

Scenario #1 - INFORMATION TECHNOLOGY

2.5% REDUCTION - \$22,484 Req'd

1. Self Assessment of internal & external network vulnerabilities in place of outsourcing

Division Savings	\$ 22,484
-------------------------	------------------

5.0% REDUCTION - \$44,969 Req'd

- | | |
|---|-----------|
| 1. Self Assessment of internal & external network vulnerabilities in place of outsourcing | \$ 22,484 |
| 2. Delete Extra Help and OT budget | 19,000 |
| 3. Additional reduction in Professional Services | 3,485 |

Division Savings	\$ 44,969
-------------------------	------------------

7.5% REDUCTION - \$67,453 Req'd

- | | |
|---|-----------|
| 1. Self Assessment of internal & external network vulnerabilities in place of outsourcing | \$ 22,484 |
| 2. Delete Extra Help and OT budget | 19,000 |
| 3. Additional reduction in Professional Services and lose Building Network/Phone Wiring | 14,744 |
| 4. Turn off vArmour annual maintenance | 11,225 |

Division Savings	\$ 67,453
-------------------------	------------------

Impacts:

2.5%, 5.0% & 7.5% (Scenario 1) - Finance

Professional accounting series shorthanded causing increased stress on senior staff to compensate and complete tasks.

7.5% - Finance, Scenario 2

Above, plus increased dropped calls and longer lines at the front counter. Busy customer contact days will reduce efficient processing of other tasks e.g., collections, liens, proactive customer contacts, and balancing.

2.5% - Information Technology

Bring system checks in-house competing with customer outreach.

5.0% - Information Technology

Above, plus reduced helpdesk response service level and delay of a compliance item, plus of delay network security upgrade.

7.5% - Information Technology

Above, plus more services in-house competing with customer outreach. IT staff may require additional training to acquire expertise of assessments brought in-house.

ATTACHMENT 6

Development Services Department Reduction Scenarios

DEVELOPMENT SERVICES - CURRENT BUDGET (LESS UAL & MS&S IMPACTS)

DIVISION 1910	
Supplies	\$ 168,732.00
Salaries (does not include UAL)	\$ 501,719.00
Total Budget	\$ 670,451.00
1910 - Total Salary and Benefits (EXCLUDING UAL)	
Administrative Analyst	\$ 75,548.00
Director	\$ 189,422.00
Planner Assistant (.75)	\$ 54,230.00
Planning Manager	\$ 151,804.00
Planning Commission	\$ 7,154.00
Extra Help	\$ 23,561.00
MOUs and Misc.	
Total	\$ 501,719.00

DIVISION 1920	
Supplies	\$ 132,642.00
Salaries (does not include UAL)	\$ 502,498.00
Total Budget	\$ 635,140.00
1920 - Total Salary and Benefits (EXCLUDING UAL)	
Code Enforcement Officer	\$ 79,916.00
Chief Building Official	\$ 148,500.00
Building Inspector II	\$ 93,208.00
Comm Dev Tech I	\$ 60,952.00
Planner - Assistant (.25)	\$ 18,076.00
Building Inspector I	\$ 64,066.00
Extra Help	\$ 37,780.00
Total	\$ 502,498.00

DS Total Budget: \$ **1,305,591.00**

5% SAVINGS SCENARIO

SCENARIO 1: FREEZE HIRING/LEAVE VACANT BUILDING INSPECTOR I POSITION, RESULTING IN 5% BUDGET SAVINGS

Level of Service Impacts
 With this proposed scenario, Development Services will continue to have one Building Inspector, averaging 15 inspections per day, compared to the industry standard of approximately 10 inspections per day. The number of scheduled inspections is anticipated to increase during summer months, which will lead to overtime costs and delayed responses. Additionally, operating with only one building inspector at a high efficiency leaves the department vulnerable to issues associated with providing employee redundancy and necessary trainings (i.e. accommodating vacations, sickness, retirements, etc.).

DIVISION 1910	
Supplies	\$ 168,732.00
Total Budget	\$ 168,732.00
1910 - Total Salary and Benefits (EXCLUDING UAL)	
Administrative Analyst	\$ 75,548.00
Director	\$ 189,422.00
Planner Assistant (.75)	\$ 54,230.00
Planning Manager	\$ 151,804.00
Planning Commission	\$ 7,154.00
Extra Help	\$ 23,561.00
Total Salaries (does not include UAL)	\$ 501,719.00

DIVISION 1920	
Supplies	\$ 132,642.00
Total Budget	\$ 132,642.00
1920 - Total Salary and Benefits (EXCLUDING UAL)	
Code Enforcement Officer	\$ 79,916.00
Chief Building Official	\$ 148,500.00
Building Inspector II	\$ 93,208.00
Comm Dev Tech I	\$ 60,952.00
Planner - Assistant (.25)	\$ 18,076.00
Building Inspector I	\$ -
Extra Help	\$ 37,780.00
Total Salaries (does not include UAL)	\$ 438,432.00

20-21 PROPOSED BUDGET	\$ 1,305,591.00
5% SCENARIO: REVISED 20-21 BUDGET	\$ 1,241,525.00
% REDUCTION	5.0%

DEVELOPMENT SERVICES - CURRENT BUDGET (LESS UAL & MS&S IMPACTS)

DIVISION 1910	
Supplies	\$ 168,732.00
Salaries (does not include UAL)	\$ 501,719.00
Total Budget	\$ 670,451.00
1910 - Total Salary and Benefits (EXCLUDING UAL)	
Administrative Analyst	\$ 75,548.00
Director	\$ 189,422.00
Planner Assistant (.75)	\$ 54,230.00
Planning Manager	\$ 151,804.00
Planning Commission	\$ 7,154.00
Extra Help	\$ 23,561.00
MOUs and Misc.	
Total	\$ 501,719.00

DIVISION 1920	
Supplies	\$ 132,642.00
Salaries (does not include UAL)	\$ 502,498.00
Total Budget	\$ 635,140.00
1920 - Total Salary and Benefits (EXCLUDING UAL)	
Code Enforcement Officer	\$ 79,916.00
Chief Building Official	\$ 148,500.00
Building Inspector II	\$ 93,208.00
Comm Dev Tech I	\$ 60,952.00
Planner - Assistant (.25)	\$ 18,076.00
Building Inspector I	\$ 64,066.00
Extra Help	\$ 37,780.00
Total	\$ 502,498.00

DS Total Budget: \$ 1,305,591.00

7.5% SAVINGS SCENARIO

SCENARIO 2: FREEZE HIRING FOR BUILDING INSPECTOR I POSITION AND UNDERFILL THE PLANNING MANAGER POSITION. PROPOSE UNDERFILLING THE PLANNING MANAGER POSITION AND UTILIZING CONSULTANT SERVICES AT AN AMOUNT \$34K LESS THAN THE PLANNING MANAGER POSITION BUDGETED AMOUNT.

Level of Service Impacts

With this proposed scenario, Development Services will continue to have one Building Inspector, averaging 15 inspections per day, compared to the industry standard of approximately 10 inspections per day. The number of scheduled inspections is anticipated to increase during summer months, which will lead to overtime costs and delayed responses. Additionally, operating with only one building inspector at a high efficiency leaves the department vulnerable to issues associated with providing employee redundancy and necessary trainings (i.e. accommodating vacations, sickness, retirements, etc.). With Underfilling the Planning Manager position, the department will lack senior level experience resulting in various impacts to project time lines, reliance on consultants, and customer service.

DIVISION 1910	
Supplies	\$ 168,732.00
Total Budget	\$ 168,732.00
1910 - Total Salary and Benefits (EXCLUDING UAL)	
Administrative Analyst	\$ 75,548.00
Director	\$ 189,422.00
Planner Assistant (.75)	\$ 54,230.00
Planning Manager	\$ -
*Underfill Position, Consultant Services	\$ 117,804.00
Planning Commission	\$ 7,154.00
Extra Help	\$ 23,561.00
Total Salaries (does not include UAL)	\$ 467,719.00

DIVISION 1920	
Supplies	\$ 132,642.00
Total Budget	\$ 132,642.00
1920 - Total Salary and Benefits (EXCLUDING UAL)	
Code Enforcement Officer	\$ 79,916.00
Chief Building Official	\$ 148,500.00
Building Inspector II	\$ 93,208.00
Comm Dev Tech I	\$ 60,952.00
Planner - Assistant (.25)	\$ 18,076.00
Building Inspector I	\$ -
Extra Help	\$ 37,780.00
Total Salaries (does not include UAL)	\$ 438,432.00

20-21 PROPOSED BUDGET	\$ 1,305,591.00
7.5% SCENERIO: REVISED 20-21 BUDGET	\$ 1,207,525.00
% REDUCTION	7.5%

7.5%

ATTACHMENT 7

Administration/Other Department Reduction Scenarios

ADMINISTRATION 20/21 Roll-Over Budget	City Council 1110	City Attorney 1210	City Manager 1305	City Clerk 1710	Economic Development 4120	Non- Departmental 4220	TOTAL	Reduction Total
Salaries & Benefits Sub -Total	115,559	-	679,470	14,668	-	-	809,697	(270,164)
62201 Telephone	150	-	250	-	-	-	400	
62210 Cell Phone	2,100	-	1,400	-	400	-	3,900	
62250 Internet	-	-	1,088	334	-	-	1,422	
62301 Postage & Freight	50	-	92	100	-	-	242	
62401 Advertising	-	-	-	11,200	5,000	27,000	43,200	(19,000)
62501 Office Supplies	5,149	-	5,302	1,225	-	-	11,676	(700)
62599 Photo copies	600	-	500	200	-	-	1,300	
62601 Printing & Binding	600	-	300	-	-	-	900	
62701 Professional Services	19,000	185,500	15,000	20,900	130,909	20,000	391,309	(26,000)
62722 Elections	-	-	-	-	-	-	-	
62730 Other Attorney Services	-	64,500	-	-	-	-	64,500	
62801 Travel & Meeting	30,000	-	-	-	5,700	140,000	175,700	(28,700)
63101 Dues & Subscriptions	720	-	2,600	633	27,420	36,900	68,273	
64101 Water Purchases	-	-	150	-	-	-	150	
64151 Sewer	-	-	165	-	-	-	165	
64310 Insurance	2,186	-	14,925	375	-	-	17,486	
65801 Computer ISF	-	-	8,650	2,449	-	-	11,099	
66001 Other Material and Supplies	2,500	-	1,000	2,000	200	-	5,700	(2,000)
66003 Sister City Association	-	-	-	-	-	5,000	5,000	(5,000)
66004 Downtown Business Assn	-	-	-	-	-	15,000	15,000	(15,000)
66005 97% Committee	-	-	-	-	-	1,500	1,500	
66006 Digital Front Door	-	-	-	-	3,000	-	3,000	(1,000)
66007 Yuba-Sutter Fair	-	-	-	-	-	4,400	4,400	(4,400)
66008 Fly the Mission	-	-	-	-	-	55,000	55,000	(30,000)
66010 Community Contributions	-	-	-	-	-	15,000	15,000	
66015 Community Events	-	-	-	-	-	10,000	10,000	
66020 Tourism	-	-	-	-	127,500	-	127,500	
66030 Meetings & Events	4,200	-	-	-	-	-	4,200	(3,400)
Supplies & Services Sub -Total	67,255	250,000	51,422	39,416	300,129	329,800	1,038,022	(135,200)
TOTAL	182,814	250,000	730,892	54,084	300,129	329,800	1,847,719	(405,364)
		200,000						
		\$ 450,000.00						

Amount Requested		13,711.00	18,750.00	47,627.00	4,056.00	22,510.00	24,735.00	131,389.00
Amount Proposed								
July 1, 2020	2.5%	28,100.00	-	256,664.00	13,500.00	8,700.00	46,900.00	353,864.00
October 1, 2020	5.0%	-	-	-	2,000.00	8,000.00	22,500.00	32,500.00
January 1, 2021	7.5%	13,000.00	-	-	-	6,000.00	-	19,000.00
Total		41,100.00	-	256,664.00	15,500.00	22,700.00	69,400.00	405,364.00

All Admin Division Total	2.5%	5.0%	7.5%	Total
Requested Reduction	\$ 43,796	87,592	131,389	262,777
Proposed Reduction	\$ 353,864	32,500	19,000	405,364

Extra contribution \$ 310,068 \$ (55,092) \$ (112,389) \$ 142,587

City Council Budget 20/21 Reductions

Description	Account	Budget	Amount to Reduce	Reduced Budget
1 Forms & Supplies	1110-62501	5,549.00	(700.00)	4,849.00
2 Travel & Meeting	1110-62801	30,000.00	(25,000.00)	5,000.00
3 Meetings and Events	1110-66030	4,200.00	(2,400.00)	1,800.00
			(28,100.00)	
July 1, 2020			2.5% scenerio	4,570.00
4 No reductions				
October 1, 2020			5% scenerio	9,141.00
5 Workshop Facilitator	1110-62701	12,000.00	(12,000.00)	-
6 Workshop Venue	1110-66030	1,800.00	(1,000.00)	800.00
			(13,000.00)	
Januay 1, 2021			7.25% scenerio	13,711.00
			Total:	(41,100.00)

Notes:

- 1 Reduce cost of promotional & recognition certificates and frames for Chamber events & openings
i.e. use paper certiciate holders instead of cardboard frames - saves about \$4 each, etc.

- 2 Council large out of town training - such as CAP 2 CAP and LOCC. Leaves some training funds for each Council member for meeting reimbursements and local meetings
Reserve some funds for New Mayor Councilmembers LOCC meeting in Sacramento in January 2021

- 3 Eliminate closed session meals for Council meetings

- 5 Priorities and Goals Workshop Facilitator - Council goal setting session usually held January-March
May be important to keep for Council after the November election and the recruitment of a new City Manager

- 6 If Priorities & Goal setting Workshop is canceled, then there isnt a need for venue & food

City Manager Budget 20/21 Reductions

Description	Account	Budget	Amount to Reduce	Reduced Budget
1 Administration Intern	1305-61310	12,400.00	(12,400.00)	-
2 Interim City Manager	1305-XXXX	315,548.00	(126,278.00)	189,270.00
3 Assistant to the CM	1305-XXXX	137,600.00	(34,400.00)	103,200.00
4 Community Coordinator	1305-XXXX	83,586.00	(83,586.00)	-
			(256,664.00)	
July 1, 2020 5% scenario			15,876.00	
No reductions				
October 1, 2020 7.5% scenario			31,751.00	
No reductions				
January 1, 2020 10% scenario			47,627.00	
			Total:	(256,664.00)

Notes:

- 1 Delete extra help position from Budget
- 2 6 months of Salary & Benefits savings - difference between CM S&B and Interim CM S&B
- 3 3 months of Salary & Benefits savings - vacant for part of year
- 4 Leave Community Coordinator position vacant

***Keep \$25K in Prof Svs for CM recruitment costs*

City Clerk Budget 20/21 Reductions

Description	Account	Budget	Amount to Reduce	Reduced Budget
1 Admin Clerk - Part Time	1710-63101	13,500.00	(13,500.00)	-
July 1, 2020 2.5% scenerio			1,352.00	
2 Mandatory Ethics Training	1710-66001	2,000.00	(2,000.00)	-
October 1, 2020 5% scenerio			2,704.00	
3				
January 1, 2020 7.5% scenerio			4,056.00	
Total:			(15,500.00)	

Notes:

1 Leave position vacant

2 Biennial AB1234 Ethics Trainings is mandatory for all officials and those who complete an FPPC Form 700 - However it can be completed online through FPPC. Online training may not be as beneficial and enforcing compliance will be more time consuming.

Economic Development Budget 20/21 Reductions

Description	Account	Budget	Amount to Reduce	Reduced Budget
1 Advertising	4120-62401	5,000.00	(4,000.00)	1,000.00
1 Meetings	4120-62801	5,700.00	(3,700.00)	2,000.00
2 Digital Front Door	4120-66006	3,000.00	(1,000.00)	2,000.00
3 Tourism	4120-66020	127,500.00	(127,500.00)	-
			(8,700.00)	
July 1, 2020 2.5% scenario			7,503.00	
4 Professional Services	4120-62701	130,909.00	(8,000.00)	122,909.00
October 1, 2020 5% scenario			15,006.00	
5 Professional Services	4120-62701	122,909.00	(6,000.00)	116,909.00
January 1, 2020 7.5% scenario			22,510.00	
Total:			(22,700.00)	

Notes:

- 1 Keep some funds for Builders & Developers meetings
- 2 Disband the Digital Front Door team - however \$2,000 is needed for the constant contact software for the Agenda list-serve, E-newsletters and surveys
- 3 Council has indicated that these funds are already spoken for - not included as part of reductions
- 4 Reserve some funds for consultant services, with no in-house staff available
- 5 Reserve some funds for consultant services, with no in-house staff available

Non-Department Budget 20/21 Reductions

Description	Account	Budget	Amount to Reduce	Reduced Budget
1 Sister City	4220-66003	5,000.00	(5,000.00)	-
2 Downtown Business Assn.	4220-66004	15,000.00	(7,500.00)	7,500.00
3 Yuba Sutter Fair	4220-66007	4,400.00	(4,400.00)	-
4 Fly the Mission	4220-66008	55,000.00	(30,000.00)	25,000.00
			(46,900.00)	
July 1, 2020 2.5% scenario			8,245.00	
4 Advertising	4220-62401	27,000.00	(15,000.00)	12,000.00
5 Winter Stroll	4220-66004	7,500.00	(7,500.00)	-
			(22,500.00)	
October 1, 2020 5% scenario			16,490.00	
January 1, 2020 7.5% scenario			24,735.00	
Total			(69,400.00)	

Notes:

1 Sister City delegations canceled October 2020 & February 2021

2 Summer Stroll canceled June 2020

***Marysville does not have a business association that puts on the parades and events downtown. Marysville contracts for the Peach Festival and Christmas Parade for a total of \$58,000. In comparison, the Yuba City DBA provides great value.*

3 Fly the Mission Academy canceled for 2020

4 Street Banner Replacement - the remaining \$12k is for 4th of July promotion & police svcs

5 Sponsorship of DBA Winter Stroll - depending on status of outdoor gatherings

*** Finance manages City-wide training 4220-62801, not included in Admin Spreadsheets*

ATTACHMENT 8

Human Resources Department Reduction Scenarios

Human Resources



To: Diana Langley, Interim City Manager
 Spencer Morrison, Finance Director

From: Natalie Springer, Human Resources Director

Date: May 26, 2020

Subject: Human Resources Reduction Scenarios: 2.5%, 5% and 7.5%

Below is Human Resources, 2.5%, 5% and 7.5% reduction scenarios. The differences between scenarios are highlighted.

A. \$23,587 or 2.5% Reduction Scenario

Recommendation	Cost Savings (Reduce budget by this amount)
62401, Advertising—Reduce	\$4,000
62709, Testing—Reduce	\$5,000
63901, Training Programs/Aids—Reduce	\$12,000
66025, Onboarding—Reduce	\$3,500
Total	\$24,500

B. \$47,175 or 5% Reduction Scenario

Recommendation	Cost Savings (Reduce budget by this amount)
62401, Advertising—Reduce	\$4,000
62509, Employee Awards—Reduce	\$9,900
62709, Testing—Reduce	\$5,000
62714, Employment Physicals—Reduce	\$12,000
63901, Training Programs/Aids—Reduce	\$14,000
66025, Onboarding—Reduce	\$3,500
Total	\$48,400

C. \$70,762 or 7.5% Reduction Scenario

Recommendation	Cost Savings (Reduce budget by this amount)
62401, Advertising—Reduce	\$4,000
62509, Employee Awards—Reduce	\$9,900
62709, Testing—Reduce	\$5,000
62714, Employment Physicals—Reduce	\$15,000
62716, Psych Testing—Reduce	\$4,000
62735, Safety Training—Reduce	\$2,900

Human Resources



62804, Travel, Mtg, Oral Board—Reduce	\$3,200
63301, Office Equipment—Reduce	\$5,676
63901, Training Programs/Aids—eliminate	\$24,000
66025, Onboarding—Reduce	\$3,500
Total	\$77,176

As we all know, Human Resources is primarily an internal service department so the service reduction has a lesser impact on the public. Many of the proposed Human Resources reductions are from accounts that are impacted by City recruitments: 62401-Advertising, 62709-Testing, 62714-Employment Physicals, 62716-Psychological Testing, and 62804-Travel, Meeting, Oral Board. As City vacancies are held open or recruitments are delayed to realize salary savings (either for a retirement payout or for some other reason), these accounts will have fewer charges to them. When recruitments are returned to the regular cycle, these accounts will need to be increased to allow for the associated new hiring costs.

For 62509-Employee Awards: during the last recession, the City held a modest employee awards ceremony in the City Council Chambers for several years. The remaining money after the budget reduction allows the organization **to acknowledge employees' for their years of service but it will be done** without a large event or dinner.

As for the reductions in the training accounts: due to social distancing hurdles, fewer in person safety trainings will be held, hence the reduction in this account, 62735-Safety Training. In recent years, a leadership training program **was built, titled "Target Learning" which utilized the 63901-Training Programs/Aids account.** This training program **utilized the principles of the "Effective Leader Pyramid" while growing employees for the future.** **At this time, it is being recommended to eliminate all money associated with this account.** Finally, the City has worked towards developing an onboarding program to help new employees transition to the City. With fewer employees being hired, it is being recommended to reduce money for the onboarding program.

While it may seem like services will not be reduced—and it may not be for the public outside of a prospective candidates for employment—the organization will feel the impacts of these accounts being reduced. Whenever vacant positions are not filled, employees within the team feel the effects of not filling positions in terms of workload and responsibility. Additionally, the recognition and training that is being recommended to be reduced may not feel like a requirement or necessity. What they do is help the City distinguish themselves as an employer of choice in the area, encourage growth within the organization and build upon the knowledge base that adds value to the organization—both short and long term.