

## FY 2020/21 General Fund Revenue Adjustments

Revenue Category	Description	FY 2020/21 Source of Funds	Ongoing Source of Funds
Transient Occupancy Tax	<p>This action reduces the Transient Occupancy Tax revenue estimate by \$11.0 million (from \$17.6 million to \$6.6 million) based on the significantly lower TOT receipts actually received as a result of COVID-19. To meet the budgeted estimate of \$17.6 million, collections of almost \$1.5 million per month are needed. Actual collections have been tracking well below this level with monthly receipts averaging \$0.2 million in the last quarter when adjusted for the timing of payments. Assuming receipts improve from this extremely low collection level, TOT revenues are projected to fall below the budgeted estimate by \$11 million. On an ongoing basis, this revenue estimate is revised downwards by \$4.0 million, which will account for a 40% drop in activity from the pre-COVID-19 level. Additional adjustments to the revenue estimates will likely be necessary given the uncertainty regarding the COVID-19 impacts both on the short-term and longer-term basis.</p>	(11,000,000)	(4,000,000)
Sales Tax	<p>This action reduces the General Sales Tax revenue estimate by \$5.0 million (from \$55.0 million to \$50 million) based on the most recent sales tax receipts. When the FY 2020/21 budget was developed, Sales Tax receipts were assumed to drop approximately 10% from the previously forecasted collection level. This recommended action accounts for an addition decline based on the actual receipts in the first two quarters of 2020. Collections in these quarters declined 10.9% and 15.4% from the prior year levels. Based on lower actual collections and the continuation of the COVID-19 safety precautions, it is anticipated that revenues will fall below the budgeted estimate. No additional adjustments to the ongoing estimate are recommended at this time given the assumed decline in Sales Tax in the second year of the Forecast. This estimate will be revised in the next 10-Year Forecast that will be developed in the December 2020.</p>	(5,000,000)	

## FY 2020/21 General Fund Revenue Adjustments

Revenue Category	Description	FY 2020/21 Source of Funds	Ongoing Source of Funds
Property Tax	<p>This action reduces the Property Tax estimate by \$1.0 million (from \$67.0 million to \$66.0 million) to reflect the potential loss of Education Revenue Augmentation Fund (ERAF) revenue. Based on initial information from the County of Santa Clara, property tax receipts would fall approximately \$1.0 million below the budgeted estimate if the city does not receive ERAF revenues in FY 2020/21 that are budgeted at \$2.0 million. The State of California is challenging the calculation of the ERAF revenue distribution to local jurisdictions. If ERAF funds are received, receipts would slightly exceed the budgeted estimate. The ongoing reduction of \$1.7 million reflects the elimination of the ongoing amount included for ERAF.</p>	(1,000,000)	(1,700,000)
Fines and Penalties	<p>The action reduces the fines and penalties revenue estimate by \$250,000 (from \$1,570,000 to \$1,320,000). As a result of COVID-19, many of the normal city activities are not occurring as planned, which has reduced the fines and penalties collections. This reduction includes adjustments to collection charges (\$150,000), traffic and vehicle code fines (\$74,000), and library fines (\$24,000).</p>	(250,000)	

## FY 2020/21 General Fund Revenue Adjustments

Revenue Category	Description	FY 2020/21 Source of Funds	Ongoing Source of Funds
Charges for Services	<p>This action reduces the Charges for Services revenue estimate by \$2,176,000 (from \$45,721,818 to \$43,545,818). This includes downward adjustments for the following: fees for parks classes (\$1.8 million), Stadium reimbursement for Deputy City Manager position that is recommended for elimination (\$329,000), Adventures to Go senior travel fee revenue (\$99,000), Roberta Jones Theater program (\$68,000), special events (\$65,000), Senior Center snack bar revenue (\$36,000), Montague swim center (\$26,000), therapeutic recreation services (\$25,000), adult sports programming (\$4,000), and library community room rentals (\$3,000). The ongoing reduction reflects the loss of Stadium reimbursement for the eliminated Deputy City Manager positions and the loss of revenue from restructuring special events.</p> <p>The revenue reduction is partially offset by an increase of \$279,000 that reflects reimbursement from the Solid Waste Fund for Public Works maintenance staff that will work on the 2020 and 2021 Cleanup Campaigns (CUC). The maintenance staff will be assigned to work on both campaigns instead of using a temporary staffing agency or outside contractors that are currently not being used due to COVID restrictions. No non-emergency maintenance functions will be performed by the department during the CUC. There is no change in Solid Waste expenditures as the contractual payments will be shifted to interdepartmental payment for services.</p>	(2,176,000)	(394,000)

## FY 2020/21 General Fund Revenue Adjustments

Revenue Category	Description	FY 2020/21 Source of Funds	Ongoing Source of Funds
Other Revenue	This action recognizes anticipated revenue from unclaimed special assessment district funds. Finance staff have identified 39 special assessment districts originally formed between 1958 and 1996 with remaining balances. All improvements to be financed by these districts have been completed, the City no longer levies assessments within any of these districts, and any debt secured by the assessments levied within these districts has been retired. The resolution regarding the treatment of these balances as unclaimed funds is scheduled for City Council consideration on October 13, 2020.	3,800,000	
Transfer from the Streets and Highways Capital Fund	This action establishes a transfer from the Streets and Highways Capital Fund to reflect the return of funding for the Public Right-of-Way Landscaping Improvement capital project that is proposed for elimination. This project, which is budgeted in the Streets & Highways Capital Fund and was funded by the General Fund, supports the purchase of hanging baskets and artificial flowers that are on the light poles along El Camino Real (ECR). Because this project was supported by the General Fund, the savings from eliminating the project would be returned to the General Fund.	209,556	
Transfer from the Parking Maintenance District Fund	This action establishes a transfer from the Parking Maintenance District Fund to reflect savings in that fund that can be returned to the General Fund. Budget actions in that fund include turning off the Franklin Mall fountains and reducing sweeping services for the sidewalks and parking lots of the mall. Because these expenditures in the District are funded by the General Fund, the savings from these proposals can be returned to the General Fund.	19,400	19,400
<b>Total Revenue Adjustments</b>		<b>(15,397,044)</b>	<b>(6,074,600)</b>

# FY 2020/21 General Fund Budget Reduction Summary

## Fire Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Non-Personnel Reduction	<p>This proposal reduces the Non-Personnel budget by \$171,000, broken down as follows:</p> <ul style="list-style-type: none"> <li>- Emergency Response Program (\$76,000): a reduction of \$75,000 for one-time fire station maintenance, resulting in deferred maintenance; and a \$1,000 contractual services reduction for Fireflex wellness program moving online.</li> <li>- Administration Program (\$59,000): a one-time reduction of \$10,000 for recruitment activities; a reduction of \$25,000 for operating supplies; and a reduction of \$24,000 for conferences and training.</li> <li>- Emergency Services Program (\$5,000): a reduction of \$5,000 for conferences.</li> <li>- Training Program (\$31,000): a reduction of \$21,000 in the education reimbursement program; a reduction of \$5,000 in recruitment testing; and a one-time reduction of \$5,000 for Fire Academy supplies.</li> </ul>	0.00	(171,000)	(81,000)

# FY 2020/21 General Fund Budget Reduction Summary

## Fire Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Fire Department Restructuring: Analytical Support/ Elimination of Quality Improvement Nurse	<p>This proposal eliminates the 0.75 Quality Improvement (QI) Nurse (\$123,319) and 1.0 Office Specialist IV (\$128,929) positions and adds 1.0 Management Analyst (\$177,854) to more effectively restructure the resources in the Fire Department. The Fire Department currently does not have a dedicated position with management level analytical skills. A Management Analyst will provide much needed capacity to assemble, analyze and interpret data and information related to Fire Department's operations, response metrics and overall service delivery.</p> <p>The QI Nurse position has been vacant since its creation in FY 2017 to address QI issues and manage 911 ambulance transport. In the absence of a QI Nurse, the EMS division Battalion Chief has assumed responsibility for the QA/QI program. Currently, SCFD provides ambulance transportation infrequently and only for critically ill patients. Should the frequency of ambulance transportation increase and service delivery changed, the QI Nurse position will be re-evaluated at that time.</p> <p>The Office Specialist IV position recently became vacant due to a retirement and the work completed by this position will be redistributed and assumed by remaining Administration Program staff. The elimination of this position and the addition of the Management Analyst better serves the administrative needs of the department.</p>	(0.75)	(84,394)	(84,394)

# FY 2020/21 General Fund Budget Reduction Summary

## Fire Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Suspend Two Supplemental Ambulance Resources	<p>This proposal suspends two Advanced Life Support (ALS) supplemental ambulance units by eliminating 6.0 Firefighter positions, 2 per shift, for Medic 91 at Station #1, and 6.0 Firefighter positions, 2 per shift, for Medic 96 at Station #6 . There is a related non-personnel expenditure reduction totaling \$40,000 for EMS supplies (\$25,000), ambulance transport permits (\$11,000), and EMT and Paramedic licenses (\$4,000).</p> <p>Each unit is staffed with 1 Paramedic and 1 Emergency Medical Technician (EMT), budgeted as Firefighter positions. These units respond to medical calls and are also certified by the County as supplemental ambulances that can be used to transport critically ill or injured patients to the hospital and can augment the private 911 ambulance service in the event of a disaster or system surge. With the County responsible for ambulance services, the number of actual transports performed by these units is minimal (4 transports in calendar year 2018 and 11 transports in calendar year 2019; \$10,000 in transport reimbursement received in FY 2019/20). The FY 2020/21 budget assumes no revenue for transport services as collections have been inconsistent.</p> <p>It is important to note that ALS capabilities will be maintained in the City given that all fire engines and fire trucks are staffed with a minimum of 1 Paramedic. In past years, these two supplemental ambulance units have been browned-out on occasions to reduce overtime expenditures and to avoid browning-out a fire engine or fire truck. The Fire Department was able to effectively respond to EMS calls without this resource.</p>	(12.00)	(1,523,341)	(2,253,941)

# FY 2020/21 General Fund Budget Reduction Summary

## Fire Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Suspend Two Supplemental Ambulance Resources	<p>This reduction in service delivery may potentially impact transport of patients if the County ambulance was delayed. These units would also be an important resource in the event of a large-scale disaster, active-shooter, or other multi-casualty incident (MCI) in the County.</p> <p>Currently, daily minimum staffing totals 40 sworn personnel per shift. This proposal would reduce daily staffing by 4 positions per shift bringing daily minimum staffing to 36. There are currently 11 sworn Fire vacancies (10 Driver/Engineers and 1 Battalion Chief). If there is not an additional vacancy by the proposal implementation date, this proposal could reduce 11.0 Firefighter positions and move 1.0 Firefighter to the relief pool with an associated reduction in overtime to avoid layoffs.</p>			



# FY 2020/21 General Fund Budget Reduction Summary

## Fire Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Minimum Staffing Overtime Reduction/Engine Company Brown-Outs	<p>This proposal reduces overtime funding that is used to meet daily minimum staffing needs on a one-time basis. When a fire engine or truck company has a vacancy (e.g., vacation, sick leave, disability leave), the position is backfilled with relief staff or staff on overtime.</p> <p>This proposal would reduce the overtime funding, which would necessitate the brown out of companies at times when there are insufficient resources. This action equates to brown-out of approximately one engine company for nine months on a one-time basis, 3 positions per shift for a total of 9 positions.</p> <p>In combination with the ambulance units' brown-out, this proposal would bring daily minimum staffing down to 33 sworn personnel. The department would determine which resources to brown-out in order to best meet operational needs. This proposal could impact the department's ability to provide a consistent response to all incidents.</p> <p>Response times, customer satisfaction surveys, percentage of fire and life safety inspections completed, and other metrics will be closely monitored to evaluate service level impacts, resulting from this proposal. These metrics, along with input from the Fire Chief, will be used to determine the viability of this proposal on an ongoing basis.</p>	0.00	(1,586,642)	-
<b>Total Departmental Expenditure Proposals</b>		<b>(12.75)</b>	<b>(3,365,377)</b>	<b>(2,419,335)</b>
Internal Service Fund Reduction	This proposal reduces the internal service allocations for information technology (\$168,284), fleet operation (\$95,897), and vehicle replacement (\$130,728) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.	0.00	(394,909)	(128,916)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(12.75)</b>	<b>(3,760,286)</b>	<b>(2,548,251)</b>

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Police Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Police Special Operations Division - Special Events Support COVID-19 Impact	This proposal freezes 1.0 vacant Police Sergeant position assigned to the Special Events Unit during FY 2020/21. This program oversees Special Event Officers (SEOs - 142 active) and Traffic Control Officers (TCOs - 41 active). SEOs and TCOs are unique in that these are part-time positions that work full-time for another agency, and part-time for the City of Santa Clara for major events, such as Levi's Stadium. This work would be assigned to remaining staff. The Sergeant position is also responsible for the recruiting, hiring, training and scheduling for the SEOs and TCOS. This position also ensures that the SEOs and TCOs meet all Peace Officer Standards and Training (POST) requirements. With the lack of events due to COVID-19, this one-time reduction is expected to have a minimal impact.		(227,345)	
Police Department As-Needed Patrol Reserves Reduction	This proposal reduces the Patrol Reserves as-needed budget by \$210,000 (from \$267,570 to \$57,570), specifically for park patrols. The Police Department currently conducts proactive patrols around the City's 38 parks. There are 8-hour shifts 6 days a week, and every Saturday has 2, 8-hour shifts, for a total of 64 hours of patrol each week. The impact of this cut would result in less of a proactive presence in the parks and an increase in call volume for our patrol teams.	0.00	(210,000)	(210,000)
Police Department Materials/Services/Supplies Reduction	This proposal reduces the operating supplies and contractual services budgets. The operating supplies budget would be reduced by \$104,000 (from \$799,994 to \$695,994), and the contractual services budget would be reduced by \$146,000 (from \$1,464,426 to \$1,318,426). This reduction would impact the Department's ability to cover unanticipated costs in their respective categories.	0.00	(250,000)	(250,000)

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Police Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Police Administrative Services Division - Training Support	This proposal eliminates 1.0 vacant Office Specialist II in the Training Unit. In FY 2019/20, following the departure of the Police Training Coordinator, the Training Unit was evaluated for workload and efficiency. It was determined to transition to 1.0 Police Sergeant, 1.0 Training Coordinator and 1.0 Office Specialist. Due to the time it took to hire and train the specialized positions within this unit, no recruitment has occurred for the Office Specialist. As a result, this Unit has functioned without this resource. The vacant Office Specialist position was intended to assist with room reservations, confirmations with instructions, payment of training invoices, travel logistics (e.g. hotel, air, conference registration, etc.) and training records. Currently, the Police Training Coordinator is performing this function.	(1.00)	(120,570)	(120,570)
Police Administrative Services Division - Records Support	This proposal eliminates 2.0 vacant Records Specialists positions in the Records Unit. The Records Specialist positions have been vacant for over one year and these duties have been absorbed by existing staff. The department was also using as-needed Records Specialists to assist with the workload over the past year; these individuals were let go once COVID-19 struck. Existing staff have absorbed these duties along with an increase in Public Records Act (PRA) requests and the workload associated with the current implementation of the records management system that will incorporate the new requirements for the National Incident-Based Reporting System (NIBRS) effective January 1, 2021.  The Records Unit consists of four records groups with one Records Supervisor and three or four Records Specialists. This proposal would result in a decrease from 15 to 13 Records Specialists. When needs arise, a CSO or a JSO can be assigned to help with various administrative duties.	(2.00)	(254,511)	(254,511)

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Police Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Police Special Operations Division - Drone Program Operations	<p>This proposal eliminates 1.0 vacant Sergeant position responsible for the day-to-day operations of the drone program. This program is new to the Police Department and not yet operational. Duties would include training drone team members, developing standard operating procedures for the program, ensuring compliance with the Federal Aviation Administration, adherence to policy and proper documentation of all flights. The elimination of this position would result in existing staff taking on this work and likely implementation of the program would be delayed.</p> <p>The long-term goal is to implement a Drone Program based on the model in Chula Vista where the mission is to provide airborne support to police operations (e.g. overhead view for ground personnel, search for lost/missing/criminals on the run, safely clear a building, detailed documentation of crime/accident scene, etc.) to reduce response times and provide for enhanced officer safety. A drone would be deployed for crimes in progress, major traffic accidents and reports of dangerous subjects, referred to as Priority 1 calls for service. The Sergeant would be responsible for oversight of the program, as well as to maintain the required documentation.</p> <p>Other jurisdictions with an active drone program include the cities of Mountain View, Campbell, San Jose and Sunnyvale. Should this program not continue in Santa Clara, the City can reach out to these neighboring jurisdictions for use of their drone program; however, that is dependent on the availability of their drones.</p>	(1.00)	(218,098)	(290,797)

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Police Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Police Field Operations Division - Field Training Officer Program / Academy	This proposal eliminates 4.0 vacant Police Officer positions in the Field Training Officer (FTO) Program / Police Academy. All new officers/recruits must complete this program before they can be assigned to a patrol unit. The FTO Program is traditionally 22-weeks; however, with the pandemic, this has been slowed down, bringing the program closer to 26-30 weeks to complete. Once recruits complete the Academy and FTO program, they can be assigned to the active Patrol Unit. The Department is able to eliminate these positions as the current economic environment has resulted in a hiring freeze.	(4.00)	(649,738)	(974,606)

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Police Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Police Administrative Services Division - Task Force Unit (A)	<p>This proposal eliminates 1.0 vacant Sergeant position and 1.0 vacant Police Officer position in the Task Force Unit, reducing the staffing level from 5.0 positions to 3.0 positions. While the Sergeant position would oversee the several officers in this unit, the Police Officer position to be eliminated would work directly with the Regional Auto Theft Task Force (RATTF). This task force spans multiple jurisdictions within Santa Clara County. This agency provides additional resources to all police agencies to help prevent and investigate auto theft crimes. RATTF works to identify theft trends, determine specific locations that are susceptible to this type of crime, and provide a central auto theft investigation team.</p> <p>The remaining staff in this unit are currently assigned to the Drug Enforcement Agency (DEA), Regional Computer Forensic Lab (RCFL), and Santa Clara County Specialized Enforcement Team (SCCSET). While working with these agencies is not required, participation affords staff with more learning/growth opportunities and more resources including the use of the drug clearing lab and seized asset money from the DEA that is contingent upon participation (ranging from \$10,000 - \$100,000 per year), as well as priority in electronic evidence analysis.</p> <p>The department receives assistance from these outside agencies depending on the case SCPD is working on; all task forces provide additional support for surveillance if needed, particularly getting plain clothes units out, assist with writing complex search warrants, and reduce the need for overtime. If SCPD does not participate with these task forces and they need assistance with an active case, SCPD would have to submit a request for assistance, which would then be prioritized among all agencies that are not participating. SCPD would, in essence, lose its priority for case assistance.</p>	(2.00)	(470,556)	(557,096)

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Police Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Police Field Operations Division - Community Service Officers (B)	This proposal eliminates 4.0 vacant Community Service Officer (CSO) positions in the Field Operations Division. This includes one position that supports the Northside Substation, two positions in patrol, and one position that supports parking enforcement. The positions that support patrol and parking enforcement also handle abandoned vehicle complaints. The elimination of these positions results in slower response time to these types of complaints and the absorption of these duties to the existing Patrol Unit. With this elimination, the Northside Substation, would remain closed. Currently, the closure of the Northside Substation is in compliance with the County's Shelter-in-Place order for non-essential services.	(4.00)	(534,655)	(534,655)
Police Administrative Services Division - Professional Standards Unit (C)	<p>This proposal eliminates 1.0 Police Officer in the Professional Standards Unit, bringing the group from 4.0 to 3.0 positions. In order to alleviate the impact to recruiting, the Police Department will aim to always have an active eligibility lists for sworn and non-sworn positions to address any vacancies that occur in the future.</p> <p>The Professional Standards Unit responds to inquiries from the public regarding career opportunities, locate, register for and attend career/job fairs, facilitate orientations, tests, panel and Chief interviews, work with in-house and contractual employees to facilitate the background process, make appointments with practitioners (e.g. psychological test, polygraph, medical, etc.), coordinate acquisition of spaces in the Police Academy/Public Safety Dispatcher Training, distribute equipment to new employees (and, collect supplies from departing employees), act as the concierge to applicants throughout the process (e.g. correspondence, appointments, equipment, etc.) and serve as the liaison between PD and HR. A similar process is conducted for internal lateral movement and promotions.</p>	(1.00)	(133,070)	(199,605)
<b>Total Departmental Expenditure Proposals</b>		<b>(15.00)</b>	<b>(3,068,543)</b>	<b>(3,391,840)</b>

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Police Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Internal Service Fund Reduction	This proposal reduces the internal service allocations for information technology (\$309,100), fleet operation (\$192,859), and vehicle replacement (\$68,870) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.	0.00	(570,829)	(250,281)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(15.00)</b>	<b>(3,639,372)</b>	<b>(3,642,121)</b>



## FY 2020/21 General Fund Budget Reduction Summary

### Community Development Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Housing Division Staffing COVID-19 Impact	Housing Division Staffing: This proposal reduces General Fund salaries by \$200,000 in FY 2020/21. The City anticipates receiving two one-time Community Development Block Grant (CDBG) entitlements for FY 2020/21 totaling approximately \$1,500,000 that were included in the Annual Action Plan approved by the City Council. These entitlements are part of the \$2.2 trillion Coronavirus Aid, Relief, and Economic Security (CARES) stimulus package to help address the COVID-19 Crisis. In response, staff is developing an Emergency Rental Assistance Program (ERAP) to assist low-income Santa Clara residents affected by COVID-19. As per HUD guidelines, the City may retain up to 20% of those funds to offset administrative costs, which will be used to cover existing staff costs for this program in lieu of the General Fund.	0.00	(200,000)	-
Housing Division Training	Housing Division: This proposal reduces the training, conferences and travel budget by \$10,224 (from \$28,050 to \$17,826)		(10,224)	(10,224)
Planning Division Plan Review Staffing	Planning Division - Plan Review: This proposal eliminates 1.0 vacant Associate Planner position. The Planning Division recently had an employee with a 30+ year tenure retire. Eliminating this position will result in slower processing time for development entitlements. Previously, the incumbent in this position was primarily assigned to work related to the Historical Landmark Commission and large complex projects that is now being absorbed by a Senior Planner.	(1.00)	(184,211)	(184,211)

## FY 2020/21 General Fund Budget Reduction Summary

### Community Development Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Planning Division Administrative Staffing	<p>Planning Division - Administration: This proposal eliminates 0.75 vacant Office Specialist II position and reduces the as-needed staff budget by \$29,236 (from \$85,900 to \$56,664).</p> <p>Part-Time Office Specialist: This position was newly added in FY 2020/21. The intent was to promote an as-needed staff into a benefited role and reduce staff turnover. This change will reduce service levels that may impact performance measures related to responsiveness and application processing. Likely outcomes include increased time for returning calls and emails and increased processing time for applications from start-to-finish.</p> <p>As-Needed Budget: This proposal reduces funding for as-needed staff by \$29,236 (from \$85,900 to \$56,664). This change will reduce service levels that may impact performance measures related to responsiveness and application processing. Prior to the shelter in place order, Planning had two as-needed Planners and two as-needed administrative staff to help with the retention project (digitize physical planning documents) and to assist with public inquiries and walk-in customers so that the full-time Planners could have capacity to do plan reviews. Since the shelter in place order, Planning now only has one as-needed planner and one as-needed administrative staff to help with those tasks.</p>	(0.75)	(94,789)	(94,789)

## FY 2020/21 General Fund Budget Reduction Summary

### Community Development Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Planning Division - Planning Commission and Historical Landmarks Commission Budget	<p>Planning Division - Commissioners: This proposal reduces the training budgets for the Planning Commission by \$12,200 (from \$28,200 to \$16,000) and the Historical Landmarks Commissions budget by \$2,670 (from \$8,670 to \$6,000). Funding would be retained for the League of California Cities training estimated at \$12,000.</p> <p>As the world adapts to the current Shelter in Place orders, it is likely that the landscape of future trainings will include virtual attendance options which would significantly reduce the costs associated with training and educational opportunities for the commissioners of both the Planning Commission and the Historical Landmarks Commission.</p>	0.00	(14,870)	(14,870)
<b>Total Departmental Expenditure Proposals</b>		<b>(1.75)</b>	<b>(504,094)</b>	<b>(304,094)</b>
Internal Service Fund Reduction	This proposal reduces the internal service allocations for information technology (\$107,660), fleet operation (\$6,798), and vehicle replacement (\$8,118) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.	0.00	(122,576)	(68,994)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(1.75)</b>	<b>(626,670)</b>	<b>(373,088)</b>

## FY 2020/21 General Fund Budget Reduction Summary

### Library Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
As Needed Staffing and Non-Personnel Reductions COVID-19 Impact	This one-time proposal reduces the As-Needed staffing (\$252,000), security services (\$48,400), and utilities (\$22,000) budgets to align with actual experience as a result of changes in operations to comply with COVID-19-related restrictions. With reduced Library hours and restrictions on public attendance, the budgets for as-needed staffing, security services, and utilities can be reduced.		(322,400)	-
Overtime and Conference, Travel and Training Budget Reductions	<p>This proposal reduces the overtime and conference, travel and training budgets. The overtime budget would be reduced by \$6,326 (from \$7,576 to only \$1,250), with overtime funding remaining for technology services, youth services and emergency situations. There is no significant service level impact with this reduction.</p> <p>This proposal also reduces the budget for training, travel and conferences by \$17,330 (from \$25,327 to \$7,997). With the travel and conference attendance limitations presented by COVID-19 in the foreseeable future, the Library will eliminate funding for attendance to the American Library Association Annual Conference and reduce the number of staff able to attend the annual California Library Association conference that was rescheduled to Spring 2021. There will be opportunities for virtual conferences and training, some of which may be tied to COVID-19 related response by libraries, as well as professional development. Funding remains for required training and travel tied to grants or other additional funding. There is limited service level impact from this reduction.</p>		(23,656)	(23,656)

## FY 2020/21 General Fund Budget Reduction Summary

### Library Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Library Materials Budget Reduction	<p>This proposal reduces the Library materials and resource budget by \$165,000 (from \$927,301 to \$762,301), eliminating one-time increases and funding for digital collections that cannot be sustained. As a budget reduction strategy, this proposal eliminates \$40,000 from the Printing Binding and Books budget that was added as a limited two-year budget augmentation to improve customer wait times for high demand items. The service impact will be longer wait times for some high demand titles in both print and digital formats.</p> <p>The Library materials budget would also be reduced by \$125,000, eliminating the unsustainable and expensive pay-per-use digital collection through Hoopla, a web and mobile library media streaming platform with downloadable and streaming ebook, eaudiobook, music and movies. The service is different than traditional e-lending platforms in that no items are purchased for the library's collection and instead are charged per checkout. At the end of the month, the library pays for the items checked out by patrons during the month. Due to COVID-19 library closures restricting access to physical materials, there has been a significant increase in use which has resulted in significant increase in cost. Even at previous levels, this service was under review due to the unpredictable and unsustainable model. Demand for the service has outstripped the Library's ability to fund this resource; the City would, however, retain the existing digital collection through Hoopla. The service impact will result in less digital collections, including eBooks, streaming movies and audiobooks and up to 75,000 less checkouts in eBooks and digital formats.</p>		(165,000)	(125,000)

## FY 2020/21 General Fund Budget Reduction Summary

### Library Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Non-Personnel Expenses Budget Reduction	<p>This proposal reduces the non-personnel budget for routine maintenance, supplies, events and activities, and marketing expenses.</p> <p>The budget for routine maintenance would be reduced by \$42,000 (from \$428,825 to \$386,825), a 10% reduction. Routine maintenance throughout all three libraries that could be deferred including annual gutter cleaning, sorting machine, powerwashing exterior sidewalks and entrances, door repair, lamp replacements, furniture repair and boiler repair. There is a potential for increased and unexpected repair and replacement costs in the future.</p> <p>The budget for Operating Supplies will be reduced by \$35,700 (from \$119,442 to \$83,742), which will limit supplies purchases to those that are most essential, increasing the efficient and effective use of resources.</p> <p>The Miscellaneous Services and Supplies budget for events and activities will be reduced by \$14,000 (from \$27,566 to \$13,566), which will impact activities such as Comic CON and STEM programs. While all in-person events will be cancelled this year, the Library will continue to host virtual events using Zoom and other online platforms and will be creating other programming to educate, inform, and enrich the community that are anticipated to cost 50% of the existing budget on an ongoing basis. The Advertising and Community Promotions budget would be reduced by \$2,100 (from \$3,672 to \$1,572).</p>		(93,800)	(93,800)
<b>Total Departmental Expenditure Proposals</b>		-	<b>(604,856)</b>	<b>(242,456)</b>
Internal Service Fund Reduction	<p>This proposal reduces the internal service allocations for information technology (\$94,238), fleet operation (\$1,015), and vehicle replacement (\$381) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.</p>	0.00	(95,634)	(59,296)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		-	<b>(700,490)</b>	<b>(301,752)</b>

## FY 2020/21 General Fund Budget Reduction Summary

### Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Recreation Programs - Instructors COVID-19 Impact	The Recreation Division reduced operations due to COVID-19 closures, which is assumed to continue until the end of this fiscal year. This proposal reduces the contractual services budget by \$979,000 on a one-time basis to reflect the lower activity level. Due to the COVID-19 restrictions, the Division expects a 30% reduction in programming, impacting both program expenditures and revenues. This proposal reflects a reduction in contractual services for instructors associated with the reduced programming. The reduced revenues are reflected separately in the revenue adjustments.		(979,000)	-
Recreation Programs - As-Needed Staffing and Overtime Reduction COVID-19 Impact	With the reduced operations due to COVID-19 closures, the Division reduced its as-needed staffing, which will generate savings of \$1,272,000 this fiscal year. This includes reduced operations across facilities, including the Senior Center, the Youth Activity Center, the Community Recreation Center, recreation facilities, health and wellness, aquatics, and the Teen Center. These savings have been impacted by the additional costs to accommodate and implement County Health and Safety Protocols, such as additional staff have to provide social distance monitoring, implement lower staff to participant ratios, and to clean/sanitize program space. This figure does not include the As-Needed budget reductions separately included in other proposals for the Travel Program Coordinator, Volunteer Program Coordinator, Adult Sports program and the Recreation Program facility hours described separately below.		(1,272,000)	

## FY 2020/21 General Fund Budget Reduction Summary Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Recreation Programs - Facility Hours Reduction COVID-19 Impact	<p>This proposal reflects the reduction in hours of operation at the following facilities due to COVID-19:</p> <ul style="list-style-type: none"> <li>- Community Recreation Center (from 56 hours to 51 per week),</li> <li>- Youth Activity Center (from 52 to 30 hours per week),</li> <li>- Teen Center (only open for scheduled programming) and</li> <li>- Senior Center (from 61 to 56 hours per week).</li> </ul> <p>These changes were necessary to comply with COVID-19 protocols as they relate to indoor programming, gathering restrictions and social distancing requirements. This reduction in programmable hours will result in a corresponding reduction of \$287,000 in funding for as-needed staff support. Service impacts will include a reduction in the number of days the skate park will be open (from 7 to 4) and the establishment of 6 weeks of non-programmed time throughout the year in order to comply with intermittent programming in compliance with COVID-19 protocols. Staff will use this time to plan upcoming programming, negotiate vendor agreements, complete facility maintenance, and ensure adequate staffing levels through the year.</p>		(287,000)	
Recreation Programs - Adventures to Go Travel Program Reduction COVID-19 Impact	<p>This proposal eliminates the Adventures to Go Travel Program resulting in a cost savings of \$126,000. Due to the COVID-19 pandemic, travel programs for seniors have been suspended. This proposal eliminates the as-needed Travel Program Coordinator and the programming funding of \$99,000. The savings from the programming funding of \$99,000 is completely offset by the loss of revenue from trip fees; the revenue loss is reflected separately in the revenue adjustments.</p>		(126,000)	



## FY 2020/21 General Fund Budget Reduction Summary

### Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Recreation Programs - Senior Center Snack Bar COVID-19 Impact	Due to the COVID-19 pandemic, the snack bar at the Senior Center is closed for the foreseeable future. This proposal eliminates the as-needed Volunteer Program Coordinator (\$33,400) that manages the snack bar volunteers and eliminates an additional \$25,700 in snack bar supply expenses. This will result in total cost savings of \$59,100 that are partially offset by the loss of revenue of \$35,000 that is reflected separately in the revenue adjustments.		(59,100)	
Recreation Programs - Senior Center Cost Savings COVID Impacts	This proposal reduces miscellaneous supplies at the Senior Center (lapidary supplies (\$3,500), woodshop supplies (\$2,500) and health & wellness supplies (\$12,000)).		(18,000)	
Parks and Recreation Supplies Reduction COVID-19 Impact	This proposal reduces the supplies budget by \$262,000 as a result of reduced operations due to COVID-19 closures assumed to continue until the end of this fiscal year. This includes a \$13,000 reduction to the Parks Division and a reduction of \$249,000 to the Recreation Division.		(262,000)	-
Cultural Commission Advertising and Promotions Reduction COVID-19 Impact	In recognition of COVID19 restrictions on large gatherings, this proposal eliminates programming for the Summer Concert Series and Street Dance (\$24,000), Cultural events, (\$15,600) and Visual Arts (\$4,500).		(44,100)	

## FY 2020/21 General Fund Budget Reduction Summary

### Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Maintenance of Closed School Sites - Sports Fields COVID-19 Impact	Since 1998, the City has entered into year-long agreements with the Santa Clara Unified School District to fund maintenance of sports fields at designated closed school sites in exchange for community use. The most recent agreement expired on June 30, 2020. Due to COVID-19, the District has indicated that it will not be permitting field use. This proposal recognizes that policy decision resulting in a one-time savings of the annual fee.		(36,000)	
Latchkey Program COVID-19 Impact	Since 1997, the City has provided funding to the Santa Clara Unified School District to support its Latchkey program. The most recent agreement expired on June 30, 2020. The District has indicated that due to COVID-19, it will be offering child care only for its staff during FY2020/21. This proposal recognizes that decision resulting in a savings of this year's annual allocation.		(108,450)	
Parks Division Full-Time and As-Needed Reduction COVID-19 Impact	This proposal reduces the budget for as-needed staffing in the Parks Division by \$96,000 on a one-time basis. Due to the COVID-19 restrictions, the rentals of indoor facilities have been suspended. In addition, as-needed staff were reduced by about 50% in April 2020 in response to the pandemic.		(96,000)	
Recreation Programs - As Needed Staffing Reduction - Aquatics COVID-19 Impact	This proposal suspends programming at Montague Swim Center and reduces the as-needed budget by \$47,800 on a one-time basis in FY 2020/21 due to COVID-19 restrictions. Overall use of the facility remains low in comparison to other neighborhood swim centers with only an average of 7 patrons served per day.		(47,800)	

## FY 2020/21 General Fund Budget Reduction Summary

### Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Recreation Programs - Eliminate Jr. Giants Program COVID-19 Impact	Due to the COVID-19 restrictions, the Jr. Giants summer camp was not able to occur this summer. As a result, there are one-time savings of \$9,400 in as-needed staffing costs.		(9,400)	
Recreation Division - Theater Program Staffing Reduction COVID-19 Impact	This proposal freezes the vacant 1.0 Recreation Supervisor (\$169,000) that previously supported the Roberta Jones Theater (RJJT) program and reduces funding for related as-needed staff support by \$34,000 in FY 2020/21. The Recreation Supervisor position has been vacant since November, 2019 and some of the program responsibilities have been redistributed within the Recreation Division. This move eliminates the performance arm of the program, reducing productions from 4 (24 performances) annually to 0. Given COVID-19 social distancing requirements and limitations on indoor activities, these performances are not expected to occur this fiscal year. This program typically generates revenue of approximately \$68,000 annually and this revenue loss is reflected separately in the revenue adjustments.		(203,000)	-

## FY 2020/21 General Fund Budget Reduction Summary

### Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Recreation Division - Therapeutic Recreation Services Staffing Reduction COVID-19 Impact	This proposal freezes 1.0 Recreation Coordinator position (\$144,300) on a one-time basis that has been vacant since November 2019 and reduces funding for as-needed staff support by \$13,300 in FY 2020/21. Due to COVID social distancing requirements, it is anticipated that recreation programming will not occur in FY 2020/21. This Recreation Coordinator position oversees therapeutic recreation services at the Senior Center, Teen Center and other parks and recreation facilities. These responsibilities have been suspended since March due to the reduction in as-needed staff and the Coordinator vacancy within the Division. Historically, incumbents have possessed requisite training and certifications to oversee interns; thereby enabling the City to leverage the position with as-needed staffing. The vacancy in this position has resulted in a loss of this capacity and limits the City's ability to provide services to the City's special needs programming. Primary service impacts will include a one-time reduction in the number of therapeutic recreation classes and a decrease in the number of I.D.FIT assessments for participants under 50 years old with special needs that would like to use the Senior Center exercise equipment (approx. 10 performed annually). The Therapeutic Recreation Services Program generates approximately \$25,500 in revenue annually and this revenue loss is reflected separately in the revenue adjustments.		(157,600)	-
Cultural Commission Community Grants Reduction COVID-19 Impact	This proposal eliminates \$20,850 in funding for community grants to groups that support the arts. The Grantees support arts groups that cater to the Santa Clara Community. These groups typically host indoor gatherings and performances that are not allowed under COVID-19.		(20,850)	

## FY 2020/21 General Fund Budget Reduction Summary

### Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Recreation Programs - As Needed Staffing Reduction - Adult Sports COVID-19 Impact	This proposal reduces adult sports programming offerings by 25% in FY 2020/21. Due to COVID19, adults sports programming will be limited and this proposal recognizes the limitations on drop-in activities. The as-needed staffing budget will be reduced by \$20,900 on a one-time basis.		(20,900)	
Adjustments for Senior Nutrition Program CPOD Budget COVID-19 Impact	Due to COVID-19 the demand for senior lunches has increased from 63 meals per day to 140 meals per day. The County of Santa Clara has agreed to cover the costs of the additional meals through September 30, 2020. This proposal would fund the cost of additional meals through December 2020.		25,064	
Citywide Special Events Reduction/ Elimination - COVID-19 Impact	This one-time proposal eliminates funding allocated for special events in FY2020/21. The current COVID protocols prohibit large gatherings. As such, the FY2020/21 special events have been cancelled. This one-time proposal recognizes savings of \$448,770 (Contractual Services of \$238,600, supplies of \$136,370 and As-Needed and overtime of \$73,800) from the cancellation of the following events: July 4th All City Picnic & Fireworks Extravaganza; Holiday Tree Lighting; Seasonal Ice Rink, and the Silicon Valley BBQ Championships by Rotary Foundation.		(448,770)	
<b>Sub-Total COVID-19 Impacts</b>		0.00	<b>(4,170,907)</b>	-

## FY 2020/21 General Fund Budget Reduction Summary Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Citywide Special Events Reduction/ Elimination (Ongoing Restructuring)	This proposal seeks to improve the ongoing cost effectiveness of the City's special events by re-envisioning the scope of activities of the following events: July 4th All City Picnic & Fireworks Extravaganza - limit activities to fireworks and picnic only (savings of \$43,000 from the elimination of the stage, entertainment, and security); Holiday Tree Lighting - limit event to tree lighting and recognition of the Honorary Tree Lighter (savings of \$52,000 related to entertainment, security, fireworks, rentals); Seasonal Ice Rink - eliminate the seasonal ice rink (\$186,400); and Silicon Valley BBQ Championships by Rotary Foundation - eliminate City support (\$36,000) and miscellaneous entertainment and rental contracts, including event contingency funds (\$40,716). The City will be returning to the level of events that the community previously experienced. (This proposal does not reflect the one-time savings from the elimination/reduction of these events in FY 2020/21 due to COVID-19 restrictions as these savings are included in a separate proposal.)			(358,116)
Commissions Conference, Travel and Training Reduction	All travel and discretionary training has been suspended as part of the City's initial cost containment strategy. This proposal eliminates all discretionary training and travel for Parks and Recreation-related Commissions as follows: Cultural Commission (\$6,000); Senior Advisory Commission (\$2,295); Parks and Recreation Commission (\$5,283) and Youth Commission (\$4,131).		(18,814)	(18,814)
Department Conference, Travel and Training Reduction	All travel and discretionary training has been suspended as part of the City's initial cost containment strategy. This proposal eliminates all discretionary training and travel for the Parks and Recreation Department staff as follows: Parks (\$15,195) and Recreation (\$7,650) for a total of \$22,845.		(22,845)	(22,845)

## FY 2020/21 General Fund Budget Reduction Summary Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Recreation Division - Teen Center Administrative Staffing Reduction	This proposal eliminates 1.0 Office Specialist II position, vacant since August 2019, that is assigned to the Teen Center. This position is responsible for Teen Center front desk reception duties, Division payroll and content work related to the development of the Youth Activity Guide, and support for three full time coordinators and several as-needed staff. It is anticipated that this reduction will have minimal additional service impact as this workload has already been re-distributed within the Division and there is an Office Specialist III at the adjacent Youth Activity Center that has assumed responsibility for front desk reception duties.	(1.00)	(101,289)	(101,289)
Parks Division Full-Time Personnel and Services Reduction	This proposal eliminates 1.0 FTE Grounds Maintenance Worker I that has been vacant since February 2020, and 2.0 FTE Grounds Maintenance Worker II positions that have been vacant since July 2019 and November 2019, respectively. The Grounds Maintenance Worker positions are responsible for litter removal, landscape maintenance and the sanitation of restrooms in City Parks. The Parks Division has re-distributed assignments of the maintenance crews in response to the current vacancies and this proposal would continue current service levels. Due to the vacancies the Division experienced changes in service levels including less frequent litter removal (once per day), longer intervals between mowing (from 7 to 10 or 12 days depending on the site) and a lower overall level of landscape maintenance (from 3 hours to 1 hour per site). Resources were also directed to maintaining clean restrooms and compliance with COVID19 requirements.	(3.00)	(371,067)	(371,067)
Parks Division Personnel - Uniform Services Elimination	This proposal eliminates laundry service of work uniforms for Parks personnel. The City MOU does not specify that the City will provide laundry services for employees. There is no service level impact.		(4,000)	(4,000)

## FY 2020/21 General Fund Budget Reduction Summary Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Quimby and Mitigation Fee Act Administration Funding Shift	This proposal shifts staff costs that support the Quimby and Mitigation Fee Act programs to that funding source. The City collects 2% of Quimby and Mitigation Fee Act Fees for program administration. The funds used here provide that support and more accurately represent the needed service level for the review of residential proposals, park acquisition and development plans, improvement and maintenance agreements, recordings, annual land valuation, nexus studies, etc. While the City has used these funds primarily for contractual services for the annual land valuation appraisal, the appraisal of parcels for potential purchase for new parkland, and the Nexus Study, the City may also use it for the positions which support the program on a frequent basis. These positions include the Staff Aide II - 100% \$155,284, Office Specialist II - 10% \$12,365, Office Specialist III - 10% \$12,494, and the Management Analyst - 25% \$46,117. This proposal represents a funding shift for these positions and does not have a performance measure impact. This funding shift limits the availability of administration funding to support the Quimby and Mitigation Fee Act programs.		(236,820)	(236,820)
Recreational Program Vendors Reduction	This proposal reduces the vendor payment budget due to re-negotiated cost share vendor agreements. As a result, the City's vendor payment expenses have decreased.		(300,000)	(300,000)
Recreation Programs - Senior Center Cost Savings	This proposal recognizes a reduction in the cost for maintaining fitness equipment (\$1,500) that has been recently negotiated.		(1,500)	(1,500)
Healthier Kids Foundation Program Discontinuation	This proposal eliminates the ongoing allocation of \$70,000 for the Healthier Kids Foundation (HFK). The Agreement expired on June 30,2020 .		(70,000)	(70,000)



## FY 2020/21 General Fund Budget Reduction Summary Parks & Recreation Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Latchkey Program COVID-19 Impact	Since 1997, the City has provided funding to the Santa Clara Unified School District to support its Latchkey program. The most recent agreement expired on June 30, 2020. This proposal would reduce this funding on an ongoing basis. The School District also has access to State funding for this type of service.			(108,450)
<b>Total Departmental Expenditure Proposals</b>		<b>(4.00)</b>	<b>(5,297,242)</b>	<b>(1,592,901)</b>
Internal Service Fund Reduction	This proposal reduces the internal service allocations for information technology (\$104,210), fleet operation (\$39,454), and vehicle replacement (\$34,906) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.		(178,570)	(78,977)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(4.00)</b>	<b>(5,475,812)</b>	<b>(1,671,878)</b>

## FY 2020/21 General Fund Budget Reduction Summary

### Public Works Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Conference, Training and Travel Reduction	This proposal reduces the budget for Conference, Travel and Training by \$36,950 (from \$111,680 to \$74,730), representing one-third of this budget. Reduced training may affect staff productivity and efficiency as less professional development will be provided. These reductions are spread across the divisions as follows: Administration (\$2,430 - this division will only keep budget for membership fees or any mandatory training); Design (\$4,917 - this division will limit attendance to APWA trainings); Facility Services (\$6,459 -this proposal eliminates the entire budget for this division); Fields Services (\$6,045 - the training in this division will be limited to only to those required by operational or safety regulations/laws). Alternate (no-cost) training opportunities will be explored.		(36,950)	(36,950)
Operating Supplies Reduction	<p>This proposal reduces the budget for operating supplies by \$21,824 (from \$544,101 to \$522,277). This includes reduced funding for general office supplies, FEMA Community Rating System (CRS) materials, repairs and maintenance supplies, janitorial supplies, and one-time supplies for Arbor Day/Earth Day.</p> <p>Funding was budgeted for both CRS outreach and FEMA's new floodmap outreach. The Department will primarily use non-print materials for CRS outreach; however, \$1,500 will be retained for FEMA's new floodmap outreach that is not available online. This reduction is not expected to impact the flood insurance premium reductions for residents and businesses due to reduction in printed material. Since less staff physically work at the City Hall, there will be less usage of paper, ink and other office supplies. One-time savings are also available for Arbor Day supplies. Because Arbor Day 2020 was observed virtually in April, there are giveaways that promote reuse that were already purchased and can be used next year.</p>		(21,824)	(18,724)

## FY 2020/21 General Fund Budget Reduction Summary

### Public Works Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Contractual Services Reduction	<p>This proposal reduces the contractual Services budget by \$126,270, or 5% of the budget of \$2,668,810.</p> <ul style="list-style-type: none"> <li>- Design Division (\$8,750): this will retain funding for professional license fees, which was the only spending in the prior year.</li> <li>- Field Services Division (\$117,520): this will reduce the budget for surveying consultant services by \$97,520 (from \$197,520 to \$100,000), which will result in a lower level of consultant support for surveying activities and the maintenance activities. Survey benchmark and monumentation systems will likely be postponed/delayed from the current two-year interval to a three- to four-year interval. The budget for the City of San Jose Materials Testing Lab Agreement will also be reduced by \$20,000 (from \$124,500 to \$104,500). This agreement covers testing of materials and methods used for construction projects. The Department will evaluate project requirements to determine if testing should be included in the construction contract requirement thereby shifting the costs to the project.</li> </ul>		(126,270)	(8,750)
Street Personnel Uniform Services Elimination	<p>This proposal eliminates rental and laundry service of work pants for Street personnel. The City MOU does not specify that the City will provide pants for employees. There is no service level impact but there will be less consistency in overall look of pants of personnel who are public facing.</p>		(23,000)	(23,000)
City Hall Water Fountain Shut Off	<p>This proposal shuts down the water fountain at City Hall and removes the need to pay a contractor to maintain and repair the fountain. It may be expensive to restart the water fountain in the future based on the experience following the end of the 2011-2017 drought. This proposal will impact the aesthetics of City Hall.</p>		(10,000)	(10,000)

## FY 2020/21 General Fund Budget Reduction Summary

### Public Works Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Facility Services Maintenance Reduction	This proposal reduces funding for as-needed repairs and maintenance, which funds basic repairs in City Hall by outside contractors. Efforts are underway to provide more services in house. This reduction aligns the budget with actual expenditures for the past three years.		(45,000)	(45,000)
As-Needed Staff Elimination	<p>This proposal reduces the budget for as-needed staffing by \$100,000 (from \$190,000 to \$90,000). This will impact operations as follows:</p> <ul style="list-style-type: none"> <li>- Facility Services (\$26,000): eliminates As-Needed hours used to help in City Hall building maintenance and repairs jobs by 20 hours/week.</li> <li>- Field Services Division (\$16,000): eliminates as-needed hours that support administrative responsibilities as well as field operations. Full-time staff will need to take on additional workload while prioritizing critical work with delays. Response times to complaints, inspection requests, and construction issues will be lengthened. Performance measures for quality of construction management services and number of projects meeting their target schedules may be impacted.</li> <li>- Land and Property Division (LPD) (\$34,000): eliminates as-needed hours that support preparation and review of title/legal documents and work on Encroachment Permits (EP) and title documents with current staff absorbing the workload. Response times for reviews of maps, major and minor EPs will be slower and staff is currently not meeting the performance targets.</li> <li>- Traffic Division (\$24,000): eliminates funding for student interns, which will delay the response to the public and turnaround times for requests such as traffic studies, data collection, traffic calming, signal timing, permit parking, and Bicycle and Pedestrian Advisory Committee (BPAC) inquiries.</li> </ul>		(100,000)	(100,000)

## FY 2020/21 General Fund Budget Reduction Summary

### Public Works Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Design Division Staffing Reduction	<p>This proposal eliminates 1.0 Associate Engineer position in the Design Division that has been vacant since May 2020. This position performs Sewer Model Run reviews, including coordinating with the applicant, Land and Property Division staff, and consultant, and reviewing the consultant's technical memo. This position also works on the FEMA's Community Rating System (CRS) annual recertification for annual CRS activities aiming to maintain the City's CRS Class 7 rating by completing activities and meeting the deadline. This position was responsible for 50% of annual activities and 90% of recertification work to meet the deadline. This position also works on the FEMA CRS annual certification-Program for Public Information (PPI) 5-Year Update Report that must be completed per Valley Water's schedule. The position used to handle 25% of PPI annual report work. With this reduction, all efforts will be performed by a Senior Engineer or Associate Engineer, and their time would be shifted from CIP project support, which will impact CIP delivery.</p>	(1.00)	(200,167)	(208,367)

## FY 2020/21 General Fund Budget Reduction Summary

### Public Works Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Traffic Division Staffing Reduction	This proposal eliminates the Assistant Engineer position in the Traffic Division that has been vacant since February 2020. This position works on traffic data collection, analysis, and reporting for speed studies, parking complaints, stop signs warrants, and traffic calming requests. There are three Associate Engineers which will be impacted with this additional work. The work on traffic calming requests will be reduced from 3 per week to 1 per week as work is assumed by other staff. This position also supports Community Development Department's permit center walk-ins for traffic inquiries of 2-3 per week. Responses to inquiries will be prioritized by the other staff. In addition, this position assists the Traffic Division with CIP reporting and other miscellaneous duties. This reduction would delay the response to the public and turnaround times for requests such as traffic studies, data collection, traffic calming, signal timing, permit parking, and BPAC inquiries. The performance measures and workload indicators involving response times and completing reports would be negatively impacted. Staff expects the amount of resident traffic calming requests to remain high. On average, about 11 requests are received per month (132 per year).	(1.00)	(179,774)	(190,960)
<b>Total Departmental Expenditure Proposals</b>		<b>(2.00)</b>	<b>(742,985)</b>	<b>(641,751)</b>
Internal Service Fund Reduction	This proposal reduces the internal service allocations for information technology (\$95,537), fleet operation (\$88,919), and vehicle replacement (\$106,689) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.	-	(291,145)	(83,532)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(2.00)</b>	<b>(1,034,130)</b>	<b>(725,283)</b>

# FY 2020/21 Other Funds Budget Reduction Summary

## Public Works Department - Other Funds

Proposal Title:	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
<b>Expenditure Proposals - Downtown Parking Maintenance District</b>				
Franklin Square Mall - Eliminate Operation of Two Water Fountains	This proposal eliminates the funding to support the two water fountains at the Franklin Square Mall that operate on a daily basis, resulting in the shut down of these fountains. The reduction of \$10,400 is 18% of the Parking Maintenance District's contractual services budget of \$56,975. It may be expensive to restart the water fountains in the future based on the experience following the end of the 2011-2017 drought. A transfer from the General Fund to the Downtown Parking Maintenance District Fund supports this cost. With this action, \$10,400 can be transferred back to the General Fund.		(10,400)	(10,400)
Franklin Square Mall - Reduce Sweeping Services	This proposal reduces the City's maintenance support at the Franklin Mall by cutting the frequency of sweeping sidewalks and parking lots at Franklin Square Mall from 6 days/week to 3 days/week. With this cut there would be increased amount of debris around Franklin Mall. There is no specific contractual requirement in maintaining the Franklin Square Mall. A transfer from the General Fund to the Downtown Parking Maintenance District Fund supports this cost. With this action, \$9,000 can be transferred back to the General Fund.		(9,000)	(9,000)
Transfer to the General Fund	The proposal transfers the savings from the two cost reduction proposals discussed above to the General Fund that supports these expenditures.		19,400	19,400
<b>Total Expenditure Proposals - Downtown Parking Maintenance District</b>		<b>0.00</b>	<b>-</b>	<b>-</b>

## FY 2020/21 Other Funds Budget Reduction Summary

### Public Works Department - Other Funds

Proposal Title:	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
<b>Revenue Proposals - Vehicle Replacement Fund</b>				
Reduction in Interdepartmental Revenue from Vehicle Replacement Amortization	This proposal reduces the interdepartmental charges to the General Fund departments for the amortization of their replacement vehicles. Fleet management is continuing efforts to right size the fleet which allows for the reduction in rates. With this change, the total revenue would be reduced from \$3,458,289 to \$3,100,289. There will be an associated reduction to the departmental internal service fund expense and translates to savings in the General Fund of \$358,000.		(358,000)	-
<b>Total Revenue Proposals - Vehicle Replacement Fund</b>		<b>0.00</b>	<b>(358,000)</b>	<b>-</b>
<b>Expenditure Proposals - Vehicle Replacement Fund</b>				
Reduction in Vehicle Replacements - Ending Fund Balance	This action reduces the ending fund balance to offset the reduction to the interdepartmental revenue rates charged to departments. There is sufficient fund balance to offset the revenue reduction while staff continues to evaluate potential expenditure reductions to offset the loss of revenue.		(358,000)	-
<b>Total Expenditure Proposals - Vehicle Replacement Fund</b>		<b>0.00</b>	<b>(358,000)</b>	<b>-</b>



## FY 2020/21 Other Funds Budget Reduction Summary

### Public Works Department - Other Funds

Proposal Title:	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
<b>Expenditure Proposals - Fleet Operations</b>				
Conference, Training and Travel Reduction for Fleet Operations	This proposal reduces the budget for conference, training and travel by \$7,400 (from \$17,307 to \$9,907). Trainings will be limited to those required for licenses and certifications. Funding will remain for trainings that are critical to services such as Fire apparatus repair and maintenance. Travel for trainings will be limited to locations with closer proximity to the City.		(7,400)	(7,400)
Fleet Operations Staffing Reduction	This proposal eliminates one of six Automotive Technician III positions that has been vacant since December 2019. The position works on repairs, inspections and preventive maintenance of City vehicles. This reduction will extend vehicle out of service times. There are approximately 3,000 repair and service work orders per year and this will potentially reduce the capacity by 450 services or work orders.	(1.00)	(152,345)	(157,937)
Fuel and Generation Budget Reduction for Fleet Operations	This proposal reduces the Fuel and Generation budget by \$30,000 (from \$918,000 to \$888,000), a 3% reduction in fuel expenses. Departments are using less fuel as a result of COVID-19 with stay in place and/or remote work. There has also been a decline in fuel prices but those prices are slowly starting to rise. Further savings may be realized in the future when the Electric Department will support the switching of vehicles to electric power instead of gas. This proposal will not impact service levels.		(30,000)	-

## FY 2020/21 Other Funds Budget Reduction Summary

### Public Works Department - Other Funds

Proposal Title:	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Part Inventory Reduction for Fleet Operations	This proposal reduces the parts inventory budget for fleet operations by \$90,000 (from \$618,768 to \$528,768), a 17% reduction. Savings are planned to be achieved by reducing the parts inventory levels and a moving to a greater percentage of Just-In-Time (JIT) operation. This could potentially result in vehicle repairs taking longer as staff waits for parts, a risk of exhausting parts funds in the fourth quarter, and having to keep vehicles out of service until start of the following fiscal year, resulting in significant impacts to operating departments providing City Services. There is a potential to not achieve performance targets.	-	(90,000)	-
Contractual Services Budget Reduction	This proposal reduces the contractual services budget by \$125,000 (from \$646,020 to \$521,020) for maintenance and repairs performed by contractors. This 19% reduction will reduce services such as generator repair and maintenance, forklifts, tire repair, vehicle wash and other repairs and maintenance by outside providers. Internal Fleet staff will be used to perform the services as skills and tools allow. Approximately 500 of the 3,000 work orders in FY 2019/20 contained some level of contractual services. This reduction will potentially extend vehicle out-of-service time waiting for internal labor as well as a risk of exhausting contractual funds before the end of the fiscal year with vehicles kept out of service until start of following fiscal year. This may impact the operating departments providing City services. In FY 2019/20, 92% of preventive maintenance was performed on time. With this change, the percentage of preventive maintenance could be reduced below 90% in FY 2020/21. In this scenario, some contractual services are not performed by City staff such as accident repair.		(125,000)	-
<b>Total Expenditure Proposals - Fleet Operations</b>		<b>(1.00)</b>	<b>(404,745)</b>	<b>(165,337)</b>

# FY 2020/21 Other Funds Budget Reduction Summary

## Public Works Department - Other Funds

Proposal Title:	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
<b>Revenue Proposals - Fleet Operations</b>				
Reduction in Interdepartmental Revenue from Vehicle Equipment Maintenance	<p>This line item accounts for the revenue impact associated with the proposal to reduce fleet operations operating expenses. With this reduction, the Fleet Operations Fund revenue will decrease by \$404,745 as interdepartmental rates charged to the departments will be reduced by the same amount. The rates to General Fund departments will be reduced by \$366,659. In addition, Fleet Operations plans to remove unfunded retained vehicles from the fleet. There are currently 34 vehicles in the City's unfunded retained fleet. This proposal targets 12 of 34 vehicles for removal which are initially identified by fleet that may have the least impact to City operations if removed. Vehicles identified to be removed in this category total \$52,400 which includes General Fund vehicles of \$47,700. It is also planned to remove non-essential low use vehicles and equipment from the fleet. This proposal targets 13 of 60 vehicles for removal which are initially identified by Fleet that may have the least impact to City operations if removed. Vehicles identified to be removed in this category total \$29,700 which includes General Fund vehicles of \$25,600. Estimated sales from the removal of these vehicles is \$69,000.</p> <p>The reduction in fleet operating expenses and removal of the unfunded retained and non-essential low use vehicles will reduce the interdepartmental rates charged to departments. With these changes, total interdepartmental revenue would be reduced from \$5,129,221 to \$4,655,476. This reduction has an offsetting reduction in the internal service fund expense of departments related to vehicle maintenance. Total change in interdepartmental rates translates to savings in the General Fund of \$439,959.</p>		(473,745)	(165,337)

## FY 2020/21 Other Funds Budget Reduction Summary

### Public Works Department - Other Funds

Proposal Title:	Description/Service Level Impact	FTE	FY 2020/21	Ongoing
			Use of Funds	Use of Funds
Sale of Unfunded Retained Vehicles and Non-Essential Low Use Vehicles	This proposal would generate revenue from the sale of 12 vehicles identified as unfunded retained and 13 non-essential low use vehicles and equipment from the fleet. Proceeds from sale will be additional revenue to the fund and can be used to reduce the contribution from the General Fund.		69,000	
<b>Total Revenue Proposals - Fleet Operations</b>		<b>0.00</b>	<b>(404,745)</b>	<b>(165,337)</b>
<b>Expenditure Proposals - Streets and Highways Capital Fund</b>				
Public Right-of-Way Landscaping Improvement Capital Project Elimination	This proposal eliminates the Public Right-of-Way Landscaping Improvement capital project in the Streets & Highways Capital Fund. This project covers the purchase of hanging baskets and artificial flowers that are on the light poles along El Camino Real (ECR) amounting to \$241,500. The current baskets and artificial flowers will be removed before they look bad. While funding for this project is in a capital fund, it was supported by the General Fund and the project savings would be returned to the General Fund.		(209,566)	
Transfer to General Fund	This action establishes a transfer to the General Fund to account for the return of funds associated with the elimination of the Public Right-of-Way Landscaping Improvement project described above.		209,566	
<b>Total Expenditure Proposals - Streets and Highways Capital Fund</b>		<b>0.00</b>	<b>(209,566)</b>	<b>-</b>

## FY 2020/21 Others Funds Reduction Summary

### Information Technology Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
<b>Expenditure Proposals - Information Technology Services Fund</b>				
One-Time Contract Reductions - Network Infrastructure	This one-time proposal postpones several upgrades and system implementations related to the City's technology infrastructure. In FY 2019/20, the Information Technology Department had a third-party consultant conduct a risk assessment which resulted in some recommendations to the City's current program. Several of these recommendations are well underway, while there are several projects that have been identified as the lowest risk to the City's overall infrastructure. These particular items are recommended to be postponed. Most of these initiatives are upgrades to automate processes which ITD staff is already doing manually. These postponements of upgrades and implementations will not cause any major disruptions or issues with City operations.	0.00	(590,000)	
Ongoing Contract Reductions - Network Infrastructure	This proposal reduces the Cyber Security Consultant by 0.25 FTE (from 0.5 FTE to 0.25 FTE) (\$118,739): The scope of work for this consultant consisted of the risk assessment, which completed last fiscal year, PCI compliance, in addition to various initiatives identified as cyber security priorities. This work will be absorbed by ITD's senior IT management staff.		(118,739)	(118,739)

## FY 2020/21 Others Funds Reduction Summary

### Information Technology Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Contractual Services (Unisys)	<p>This proposal eliminates various contractual services in the Information Technology Department that have been identified as no longer needed because the duties have absorbed and/or the services are not required. As part of the Unisys contract, various services are offered to the City; however, these services are all optional and ITD has not exercised any of these services as they are not needed or applicable:</p> <p>1 - The Security Risk Management Service is proposed to be delayed. An IT risk assessment was conducted in FY 2019/20 with favorable notes on the City's cyber security program from another third-party consultant. While some items were identified for improvement, ITD already has projects in place to address these areas. It should be noted that a security assessment is recommended to be completed every two years. Forgoing this option results in savings of \$75,333.</p> <p>2 - The Statement of Standards for Attestation Engagements No. 16 Report (SSAE16), the digital strategy plan, and the innovative products and services support. The SSAE16 report provides an organization with a confirmation that it has the appropriate compliance controls in place. Because this type of report is not applicable to the City's needs, ITD is comfortable with not receiving the report, generating savings of \$20,114.</p> <p>3 - The digital strategy plan, which is meant to help the City modernize the City's legacy applications and processes. While ITD would like to have this plan done, it is not a high priority project. This would result in savings of \$48,173.</p>	0.00	(324,558)	(324,558)

## FY 2020/21 Others Funds Reduction Summary

### Information Technology Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Contractual Services (Unisys) (Cont'd.)	<p>4 - This proposal also eliminates the innovative products and services, which allows for workshops to be held with Unisys subject matter experts. No workshops have been held through this option. Savings from this elimination would be \$39,859.</p> <p>5 - The Unisys contract includes cost of living adjustments (COLA) based on the CPI; however, the contract also includes language allowing the City to revisit to COLA should the City be met with budget constraints. In the current environment, ITD has reached out to Unisys to discuss the FY 2020/21 COLA increase, which is estimated to be \$141,079. Unisys has agreed to waive the COLA for FY 2021.</p>			
IT Consultant Services (Ongoing)	<p>This proposal eliminates various consultant allocations in the IT Department. There will be a reduction of \$48,500 in the miscellaneous consultants allocation which will limit the Department's ability to bring in specialized training, should needs arise. The Avasant (\$102,000) and TransPak (\$51,000) allocations would also be eliminated. Avasant provided Information Technology outsourcing advisory services; however, with the Unisys contract underway, ITD will continue to manage without the market data, best practices, and contract development. The TransPak services have been assumed by the Unisys Enterprise Architect. This vendor was initially brought on to consult with ITD on various projects such as VoIP implementation, SCADA project review, networking, security, and disaster recovery. ITD also had an allocation of \$10,200 for Peak Democracy, which is also known as OpenGov. This allocation can be eliminated as these costs have been included in the City Manager's Office operating budget.</p>	0.00	(211,700)	(211,700)

## FY 2020/21 Others Funds Reduction Summary

### Information Technology Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
IT Applications Support (Ongoing)	<p>This proposal removes 2.0 positions funded under the Unisys contract, including 1.0 Utility Management Information System Business Analyst and 1.0 Applications Analyst.</p> <p>- 1.0 Utility Management Information System Business Analyst (\$164,677): This position, which has been vacant for the past year, is one of two UMIS Business Analyst positions, the other being filled. The workload that would have been assigned to this second position will be absorbed by the filled IT UMIS analyst as well as the Municipal Services Business Analyst in the Finance Department. The absorption of these duties may lead to a delay in project delivery. Staff will continue to prioritize all project work efforts to ensure the least service impact.</p> <p>- 1.0 Applications Analyst (\$164,677): This position, which has been vacant for the past year, in one of nine Application Analyst positions in the Unisys contract. The elimination of this position would require the work to be absorbed by the 8.0 existing positions for smaller City applications. Staff will continue to prioritize all project work efforts to ensure the least service impact.</p>		(329,354)	(329,354)
<b>Total Expenditure Proposals - Information Technology Services Fund</b>		<b>0.00</b>	<b>(1,574,351)</b>	<b>(984,351)</b>
<b>Revenue Proposals - Information Technology Services Fund</b>				
Reduction in the Information Technology Services Fund - Interdepartmental Charges - General Fund	This proposal decreases the interdepartmental charges revenue estimate in the Information Technology Services Fund, consistent with the reductions being made to the ITD expenditures. This reflects the reduction in the General Fund allocation to the IT Services Fund only.		(1,165,020)	(728,420)



## FY 2020/21 Others Funds Reduction Summary

### Information Technology Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Reduction in the Information Technology Services Fund - Other Funds	This proposal decreases the interdepartmental charges revenue estimate in the Information Technology Services Fund, consistent with the reductions being made to the ITD expenditures. This reflects the reduction in the allocation from other funds to the IT Services Fund.		(409,331)	(255,931)
<b>Total Revenue Proposals - Information Technology Services Fund</b>		<b>0.00</b>	<b>(1,574,351)</b>	<b>(984,351)</b>

## FY 2020/21 General Fund Budget Reduction Summary

### City Manager's Office Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Strategic Planning - Budget Reduction in Conference, Training and Travel COVID-19 Impact	The proposal reduces the budget for conference, training, and travel budget by \$5,000 on a one-time basis as these items are not needed due to COVID-19. The reductions include miscellaneous conferences (\$1,068), ICMA (\$104), Legislative Action Conference (\$1,403), International Council of Shopping Centers Southern California (\$637), and a monthly meeting allocation (\$1,788).	0.00	(5,000)	-
Assistant City Manager Positions Elimination/ Vacancy Savings	This proposal eliminates 1.0 Assistant City Manager position that is currently vacant as the previous incumbent is serving as the Chief Electric Operating Officer. While these savings are partially used to offset other staff costs, this proposal recognizes the remaining portion of savings in FY 2020/21 and the full savings ongoing. Also, this proposal recognizes FY 2020/21 savings for 1.0 Assistant City Manager position as the incumbent is anticipated to be assigned to the Library Department in FY 2020/21 on an interim basis.	-1.00	(470,138)	(348,607)
Intergovernmental Relations and Advocacy - Legislative Advocacy Budget Reduction	This proposal reduces the legislative advocacy allocation by \$55,000 (from \$150,000 to \$95,000).	0.00	(55,000)	-
Day-to-Day Operations - Budget Reduction in Contractual Services	This proposal reduces various contractual services allocations, including miscellaneous consultants (\$41,565), property audits (\$2,557), economic analysis and development (\$56,100), property appraisals (\$40,545), the commercial cannabis program (\$56,386), and legal services for property management (\$22,440).	0.00	(219,593)	(219,593)

## FY 2020/21 General Fund Budget Reduction Summary

### City Manager's Office Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Day-to-Day Operations - Budget Reduction in Advertising and Community Promotion	This proposal reduces the marketing allocation by \$5,000 (from \$10,200 to \$5,200).	0.00	(5,000)	(5,000)
Strategic Planning - Budget Reduction in Contractual Services	This proposal eliminates the risk consultant allocation.	0.00	(51,000)	(51,000)
Strategic Planning - Budget Reduction in Conference, Training and Travel	The proposal reduces the budget for conference, training, and travel budget by \$20,000 (from \$40,991 to \$20,991), including Municipal Management Association of Northern California (\$765), ICMA (\$1,044), GFOA (\$1,530), US Conference of Mayors (\$2,550), PARMA (\$2,256), Laserfiche (\$2,550), Legislative (\$3,060), International Council of Shopping Centers Nor Cal (\$622), International Council of Shopping Centers Las Vegas (\$4,988), and training (\$635).	0.00	(20,000)	(20,000)
<b>Total Departmental Expenditure Proposals</b>		<b>(1.00)</b>	<b>(825,731)</b>	<b>(644,200)</b>
Internal Service Fund Reduction	This proposal reduces the internal service allocations for information technology (\$50,477) and fleet operation (\$2,813) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.	-	(53,290)	(32,631)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(1.00)</b>	<b>(879,021)</b>	<b>(676,831)</b>

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Non-Departmental Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21	Ongoing
			Use of Funds	Use of Funds
Citywide Programs - Miscellaneous Services & Supplies Reduction COVID-19 Impact	This proposal reduces the community grants program budget by \$51,000 (from \$102,000 to \$51,000). These items are being recommended to be reduced one-time due to the COVID-19 pandemic; however, these could potentially be eliminated on an ongoing basis for further cost savings.	-	(51,000)	-
Citywide Programs - Budget Reduction in Community Promotion COVID-19 Impact	This proposal reduces the following Special Community Group allocations: Miss Santa Clara (\$12,000), Championship Team Fund (\$36,000), and Sister Cities (\$849). These items are being recommended to be reduced one-time due to the COVID-19 pandemic; however, these could potentially be eliminated on an ongoing basis for further cost savings.	-	(48,849)	-
Non-Departmental Personnel Reductions	This proposal recognizes salary savings from the elimination of 1.0 vacant Deputy City Manager that supported the Stadium function (\$297,672); the elimination of 1.0 vacant Office Specialist III (\$110,137) that was added as part of the FY 2019/20 Adopted Operating Budget to support the Risk Manager function, but has been held vacant; and the lower actual cost of a new incumbent (\$9,728). The elimination of the Deputy City Manager position also results in the reduction of the Stadium reimbursement that is reflected in the revenue adjustments.	(2.00)	(417,537)	(407,809)
Non-Departmental - Reallocation of 1.0 Risk Manager to Human Resources	This proposal reallocates 1.0 Risk Manager from Non-Departmental to the Human Resources Department. It is anticipated that the Human Resources Department will be making additional reductions in order to compensate for this position reallocation.	(1.00)	(307,943)	(307,943)

## FY 2020/21 General Fund Budget Reduction Submittal Summary

### Non-Departmental Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21	Ongoing
			Use of Funds	Use of Funds
SVACA Funding Reduction	This proposal reduces the Silicon Valley Animal Control Authority allocation from \$1,143,258 to \$1,063,542. This aligns with the SVACA operating budget for FY 2020/21.	-	(79,716)	(79,716)
Citywide Programs - Budget Reduction in Contingency Funds	This proposal eliminates the City Manager's Office contingency funds (\$408,000) and reduces the City Council contingency allocation (\$76,500).	-	(484,500)	(484,500)
<b>Total Departmental Expenditure Proposals</b>		<b>(3.00)</b>	<b>(1,389,545)</b>	<b>(1,279,968)</b>
Internal Service Fund Reduction	This proposal reduces the internal service allocations for information technology (\$20,191) and fleet operation (\$7,201) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.	-	(27,392)	(15,608)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(3.00)</b>	<b>(1,416,937)</b>	<b>(1,295,576)</b>

## FY 2020/21 General Fund Budget Reduction Summary

### Assistant City Clerk Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Supplies, Closed Captioning, Training, and Overtime	<p>Assistant City Clerk Division: This proposal reduces the Assistant Clerk's materials, services, supplies and training budget by \$39,298 (from \$241,260 to \$201,962). No impact on performance is expected as a result of this proposal. However, the reduction in the training budget would disrupt the professional development goal. Trainings are essential to staying current in the Clerk profession and this action would defund the Master Municipal Clerk's Academy training. This will slow down the succession planning.</p> <p>This proposal also reduces overtime by \$8,000 (from \$9,000 to \$1,000). Previously, overtime was used for Council agenda production when the Clerk's Office has to produce it outside of normal business hours on meeting days. As a result, reducing funding for overtime would minimize that level of support. In order to continue with agenda production outside of normal business hours, the work would be absorbed by the Deputy City Clerk and/or non management staff would receive compensatory time off (CTO) in lieu of overtime.</p>	0.00	(39,298)	(39,298)

## FY 2020/21 General Fund Budget Reduction Summary

### Assistant City Clerk Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Deletion of 1.0 Deputy City Clerk	<p>Assistant City Clerk Division: This proposal deletes a vacant Deputy City Clerk position. In FY 2019/20, Council approved the reallocation of 1.0 Public Records Manager position from Non-Departmental to the Assistant Clerk's Office, followed by an action to delete the 1.0 Public Records Manager to add 1.0 Deputy City Clerk position. This position has not been filled since the reallocation.</p> <p>Deleting this position will result in reduced staffing to provide support in agenda packet production after hours, support during Council/Stadium Authority meeting after hours, increase the turnaround time on public records requests, slower assistance to public inquiries and internal support, and inability to meet project timelines with Laserfiche implementation.</p> <p>Additionally, the number of public records requests have increased exponentially since the COVID-19 pandemic. While the work is currently absorbed by the Assistant City Manager and Deputy City Clerk, Staff anticipates that the turnaround time will increase for public records requests if the number continues to trend upward.</p>	(1.00)	(156,535)	(156,535)
<b>Total Departmental Expenditure Proposals</b>		<b>(1.00)</b>	<b>(195,833)</b>	<b>(195,833)</b>
Internal Service Fund Reductions	This proposal reduces the internal service allocation for information technology services (\$8,574). This decrease aligns to the recommended budget reductions in the internal service fund. Further detail regarding the impact of these reductions can be found in the Information Technology Department Summary.	0.00	(8,574)	(5,361)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(1.00)</b>	<b>(204,407)</b>	<b>(201,194)</b>

## FY 2020/21 General Fund Budget Reduction Summary

### Human Resources Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Summer Internship Program COVID-19 Impact	<p>Recruitment, Classification, and Staff Development Division: This proposal reduces as-needed funding for the Summer Internship Program by \$100,000 (from \$135,000 to \$35,000). As part of the operating biennial budget, one-time funding was approved for a Summer Internship Program in FY 2019/20 and FY 2020/21. The program was part of an effort to promote strong partnerships between the Santa Clara Unified School District and the City of Santa Clara to offer students opportunities to gain relevant work skills and build interest in public service careers.</p> <p>In an effort to the implement this program, the Human Resources Department has developed a Student Internship Policy, worked with agencies to promote targeted outreach, and created a classification for student interns to formalize the program, which was approved by the City Council.</p> <p>Due to budget constraints resulting from the COVID-19 pandemic, the City has imposed a hiring freeze, released over 450 employees and anticipates that it is unlikely that this program can proceed. Depending on the final budget reductions, some of the MOUs state that the City has to release as-needed employees first if positions are cut. In the event of layoffs, as-needed employees should not be hired, which would include students.</p> <p>Although the program may not proceed this fiscal year, Human Resources has established the foundation to implement this program in the future. Should this program resume, the City will seek to partner with the school district to support the program.</p>	0.00	(100,000)	-



## FY 2020/21 General Fund Budget Reduction Summary

### Human Resources Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
City of Santa Clara Leadership Program COVID-19 Impact	<p>Recruitment, Classification, and Staff Development Division: This proposal eliminates funding for the City of Santa Clara Leadership program on a one-time basis. Given the City's fiscal situation, the COVID-19 restrictions, and the potential reductions that may take place in the area of employee development, staff proposes to eliminate this program in FY 2020/21. This program serves approximately 35-50 resident and 2-4 employee participants annually. The cost per participant is approximately \$750.</p> <p>Staff will survey neighboring jurisdictions to understand how they are able to implement the program at a lower rate and explore issuing a request for proposal to ensure that the City is receiving competitive pricing for this program.</p> <p>An alternative for employee development is the Working Scholars Program, which the City currently offers to our employees. The Working Scholars Program provides an opportunity to obtain a Bachelor's Degree, that may provide career advancement and leadership opportunities to our existing workforce.</p>	0.00	(40,545)	
Employee Recognition Luncheon COVID-19 Impact	Employee Benefits and Records Division: Due to COVID-19 restrictions on large gatherings, staff is proposing to eliminate the annual luncheon for all employees in FY 2020/21 and resume in the following years.		(21,000)	

## FY 2020/21 General Fund Budget Reduction Summary

### Human Resources Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Recruiting, Classification and Employment Development Materials, Services, and Supplies	<p>Recruitment, Classification, and Staff Development Division: This proposal reduces the recruiting written examinations by \$20,000 (from \$40,800 to \$20,800), oral board lunches budget by \$6,000 (from \$10,200 to \$4,200), employment backgrounds by \$8,000 (from \$12,240 to \$4,240), and public safety polygraphs by \$12,000 (from \$28,560 to \$16,560). Due to the reduction in recruiting activity, the funding for these services does not need to be maintained at the current level.</p> <p>- Recruiting Written Examinations (\$20,000): With the hiring freeze city-wide and only a limited number of positions exempted from the hiring freeze, it is recommended that funding for written examinations be reduced.</p>	0.00	(46,000)	(46,000)
Recruiting, Classification and Employment Development Materials, Services, and Supplies (Cont'd.)	<p>- Oral Board Lunches (\$6,000): During FY 2019/20, the City provided breakfast and lunch to all interview panel members, which included half and full day interviews. It is recommended to eliminate breakfast and lunches for oral board panel interviews and arrange interviews to allow for a lunch break. The remaining funding would be used to provide a continental breakfast during the new hire orientation and only provide lunches when interview schedules are a full day and do not provide an opportunity for a lunch break.</p> <p>- Employment Backgrounds (\$8,000): It is proposed to reduce the funding for employment screening and that the background check be eliminated for non-management employments, excluding NERC and management employees. The elimination of this background check may accelerate the recruitment process, as it eliminates one-step in the process for some positions. The City will continue to require live scan fingerprinting for all employees.</p>			

## FY 2020/21 General Fund Budget Reduction Summary

### Human Resources Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
	- Public Safety Polygraphs (\$12,000): Public Safety positions require a polygraph at the time a conditional offer is extended. In Fiscal Year 2019/20 approximately \$17,000 was expended on polygraphs. Since it is anticipated recruiting activity will be significantly reduced, it is proposed to reduce funding for polygraphs.			
Employee Benefits and Records Materials, Services, and Supplies	Employee Benefits and Records Division: This proposal eliminates the budget of \$20,000 for employee service Awards , eliminates funding of \$20,0000 for organization and classification studies, reduces the budget for city-wide training budget by \$7,000 (from \$54,060 to \$47,060), and reduces the budget for labor negotiation consultants by \$131,761 (from \$280,500 to \$148,739).	0.00	(188,761)	(188,761)

# FY 2020/21 General Fund Budget Reduction Summary

## Human Resources Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
<p>Employee Benefits and Records Materials, Services, and Supplies (Cont'd.)</p>	<p>- Service Awards (\$20,000): eliminates funding for employee service pins/gift cards and watches (\$30,000). As an alternative, it is recommended that the employee receive a certificate of recognition for the years of service signed by the City Manager and/or Mayor. There is no impact to service delivery.</p> <p>- Organization and Classification Studies (\$20,000): eliminates the funding for a consultant to conduct organization and classification studies. In Fiscal Year 2019-20, this funding was not used to conduct any organizational studies or classification studies. The Human Resources Department conducted several classification studies; however, the studies were conducted in-house. It is anticipated the recruitment activity will be significantly reduced and the number of classification study requests may be minimized. Staffing resources will be available to complete classification studies.</p> <p>The City Council previously directed staff to include a comprehensive staffing capacity study to evaluate the programs and services that our departments deliver. As a result of this budget reduction proposal, staff does not recommend pursuing the study at this time.</p>			

## FY 2020/21 General Fund Budget Reduction Summary

### Human Resources Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Continued - Employee Benefits and Records Materials, Services, and Supplies	<p>- Citywide Training (\$7,000): The Department has funding to provide city-wide training and offered eight city-wide trainings in FY 2019/20. Approximately 200 employees participated in these training. As of now, City facilities are closed, and a large number of our workforce is working from home. Since it is unknown when City facilities will re-open and when large gatherings will be allowed, it is not likely that in-person training opportunities will be available for our employees for some time. It is recommended that the training budget be reduced. The Department does not anticipate on providing fewer trainings as a result of this reduction because staff is exploring online training opportunities and will be conducting trainings utilizing in-house staff.</p> <p>- Labor Negotiation Consultants (\$131,761): The City currently uses Meyers Nave for labor negotiations consultation. The Human Resources Department is in the process of finalizing the RFP process to select several consultants that can assist with labor negotiations when needed. The Human Resources Department has historically used a labor consultant to lead all the negotiations, including drafting of contract language. The Department is shifting from this practice and intends to lead more of the negotiations in-house and minimize the use of labor consultants. Therefore, it is recommended to reduce the funding for labor consultants.</p>			

## FY 2020/21 General Fund Budget Reduction Summary

### Human Resources Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Use of Funds	Ongoing Use of Funds
Reallocation of 1.0 Risk Manager to HR and Deletion of 1.0 Division Manager	<p>Benefits, Workers' Compensation, and Safety: This proposal reallocates 1.0 Risk Manager from the City Manager's Office to Human Resources Department and deletes 1.0 HR Division Manager. This shift will realign functions between departments at an overall cost savings.</p> <p>The HR Division Manager is responsible for workers compensation, safety, benefits and the Deferred Compensation Committee. If this proposal is approved, the Risk Manager would perform the workers compensation and Deferred Compensation Committee responsibilities. The functions of safety and benefits would be distributed and managed by the Director and Assistant Director of Human Resources, with day to day administration handled by a management analyst and three HR technicians (processing transactional items).</p>	0.00	42,214	42,214
Reduce Budget for Pre-Employment Physical Examinations	Recruitment, Classification, and Staff Development Division: This proposal reduces the budget for pre-employment physical examinations by \$6,000 (\$35,700 to \$29,700) for job classifications that are not required to perform routine manual and physical labor.		(6,000)	(6,000)
<b>Total Departmental Expenditure Proposals</b>		<b>-</b>	<b>(360,092)</b>	<b>(198,547)</b>
Internal Service Fund Reduction	This proposal reduces the internal service allocation for information technology services (\$34,689). This decrease aligns to the recommended budget reductions in the internal service fund. Further detail regarding the impact of these reductions can be found in the Information Technology Department Summary.	0.00	(34,689)	(21,689)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>-</b>	<b>(394,781)</b>	<b>(220,236)</b>

## FY 2020/21 General Fund Budget Reduction Summary

### Finance Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Impact	Ongoing Impact
Supplies/Materials and Consultant Services Reduction	<p>This proposal reduces the non-personnel budget by \$107,500 based on actual expenditure trends, updated banking services costs based on the latest banking services agreement, and the elimination of employee uniform laundry services. The reductions are broken down as follows: Budget Printing: (\$6,780), from \$12,240 to \$5,460; Postage: (\$7,000), from \$7,956 to \$956; Conferences, Travel, and Training: (\$13,000), from \$46,869 to \$33,869; Contractual Services/Workiva: (\$23,460), eliminate Workiva line item that is no longer used; Banking Services: (\$54,760), from \$89,760 to \$35,000 based on the revised agreement; and the elimination of employee uniform laundry services (\$2,500).</p> <p>This proposal will result in reduced training opportunities, including conferences, for Budget and Accounting staff or a shift to online training courses, In addition, fewer physical budget books will be printed; however, production of online materials will continue to be available.</p>		(107,500)	(107,500)

## FY 2020/21 General Fund Budget Reduction Summary

### Finance Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Impact	Ongoing Impact
Accounting/ Purchasing Support Reduction	<p>This proposal eliminates 1.0 filled Office Specialist III position that provides administrative support to the accounts payable and payroll units in the Accounting Division as well as serves as a liaison with the Purchasing Division. This position, which is one of three Office Specialist positions within the Finance Department, is responsible for all check printing for accounts payable and payroll. This position also tracks and reviews purchase orders within the division. The duties associated with this position would be reassigned to remaining Office Specialist positions as well as other accounting and purchasing staff. In addition, this proposal reduces As-Needed staffing (\$25,000) for Purchasing mailroom functions. Mailroom duties would be absorbed by the remaining Warehouse staff.</p> <p>This proposal reduces the limited administrative support for the Finance Department. The reassignment of the duties may result in longer turnaround times for review of purchase orders and delays in other accounting functions as priority is placed on printing payroll and other checks.</p>	(1.00)	(101,918)	(152,877)



## FY 2020/21 General Fund Budget Reduction Summary

### Finance Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Impact	Ongoing Impact
Accounting/Budget Reorganization	<p>In the Accounting Division, this proposal eliminates 1.0 filled Accounting Division Manager and 1.0 filled Principal Accountant and adds 1.0 Senior Management Analyst. In the Budget Division, this proposal eliminates 1.0 vacant Principal Financial Analyst and adds 1.0 Budget Manager and 1.0 Senior Management Analyst.</p> <p>This proposal restructures the management of the Finance Department's Accounting and Budget Divisions and reduce high-level accounting support. Under this structure, the Assistant Finance Director will oversee the accounting and treasury functions and the Budget Manager will oversee the budget function. Through the downgrade of higher-level management positions, each division would have one Senior Management Analyst focused on revising and establishing policies and automating manual processes to achieve efficiencies. With the elimination of a Principal Accountant and an Accounting Division Manager, the Assistant Finance Director and remaining accountants in the Accounting Division would have to absorb this workload. Reduced overall department management resources will result from the focus of the Assistant Director on Accounting and Treasury functions.</p> <p>While the Accounting and Budget Divisions are still expected to perform all of the required functions, there will be less accounting oversight, less ability to support new Finance Department improvement efforts, and potentially longer turnaround times for various accounting transactions.</p>	0.00	(56,376)	(87,733)
<b>Total Departmental Expenditure Proposals</b>		<b>(1.00)</b>	<b>(265,794)</b>	<b>(348,110)</b>

## FY 2020/21 General Fund Budget Reduction Summary

### Finance Department Expenditure Changes

Proposal Title	Description/Service Level Impact	FTE	FY 2020/21 Impact	Ongoing Impact
Internal Service Fund Reduction	This proposal reduces the internal service allocations for information technology (\$137,839), fleet operation (\$4,854), and vehicle replacement (\$8,271) services. These decreases align to the recommended budget reductions in each of these internal service funds. Further detail regarding the impact of these reductions can be found in the Information Technology Department and Public Works Department Summaries.	0.00	(150,964)	(87,548)
<b>Total Expenditure Proposals with Internal Service Fund Adjustments</b>		<b>(1.00)</b>	<b>(416,758)</b>	<b>(435,658)</b>