

Summary of Potential 2021-2022 Budget Reductions	
Department	Reduction
City Manager/Police	\$3,830,086
Community Development	\$499,520
Public Works	\$7,030,000
Parks, Recreation & Facilities	\$1,653,000
Finance	\$146,480
Information Technology	\$135,500
Total	\$13,294,586
Operations Gap	\$13,293,600
Difference	\$986

City Manager's Office (Includes Police, Admin Services, Human Services, Council, Emergency Mgmt.)													
2021-2022 Budget Reductions													
#	Department	Division	Account #	Description of Reduction	2021 Budget	2022 Budget	2021-2022 Budget	2021 Reduction	2022 Reduction	2021-2022 Reduction	New 21-22 Budget	Impact/Comments	
1	Police		001-021-521-20-41-00	Eliminate new Sergeant	\$241,174	\$241,174	\$482,348	\$241,174	\$241,174	\$482,348	\$0	Decreases accountability and consistent supervision for graveyard personnel. Decreases the ability to meet City/Police directed priorities and goals. Increases annual overtime costs.	High
2	Police		001-021-521-20-41-00	Eliminate 2 Patrol Officers	\$428,484	\$428,484	\$856,968	\$428,484	\$428,484	\$856,968	\$0	These adds fall in line with the recommendations of the Police Services study from 2018. Not filling these positions will negatively impact overtime use, officer morale/health and impedes consistent policing/district integrity. There is no relief factor built into the current staffing model.	High
3	Police		001-021-521-20-41-00	Eliminate 1 Police Administrative Asst	\$60,000	\$63,000	\$123,000	\$60,000	\$63,000	\$123,000	\$0	This add falls in line with the recommendation of the Police Services study from 2018. Failure to fill this position means that the Police Department will be closed to the public during lunch hours, breaks and vacation when our current admin is gone. It will limit the ability of the Chief to expand the duties of the current Admin assistant.	High
4	Police		001-021-523-60-41-01	Jail Contract	\$175,000	\$175,000	\$350,000	\$50,000	\$50,000	\$100,000	\$250,000	If COVID goes away and jails start accepting misdemeanor bookings, or if there's any increase in crime trends/arrests, we could go over the budget. Historically we've come in well under budget in this account, so it's likely fine to budget a little less.	Low
5	Admin Svcs	HR	001-018-516-20-43-00	Travel	\$5,000	\$5,000	\$10,000	\$5,000	\$3,000	\$8,000	\$2,000	Prevents us from professional development and connecting with HR peers	Med
6	Admin Svcs	Admin	001-018-518-10-11-00 001-018-518-10-21-00	Eliminate Management Analyst	\$125,000	\$125,000	\$250,000	\$125,000	\$125,000	\$250,000	\$0	Delays reorganization of high-risk functions (risk management, HR, employee safety, work comp).	High
7	Admin Svcs	Admin	001-018-518-10-11-00 001-018-518-10-21-00	Eliminate Administrative Services Director	\$218,293	\$222,487	\$440,780	\$218,293	\$222,487	\$440,780	\$0	Delays reorganization of high-risk functions (risk management, HR, employee safety, work comp).	High
8	CMO	Comms	001-013-557-20-41-01	Eliminate Printed Newsletter - Printing Cost	\$50,000	\$50,000	\$100,000	\$50,000	\$50,000	\$100,000	\$0	No printed newsletter. We use the print newsletter to get critical public safety information and City priority and happenings to residents who are not online nor on social media.	Med
9	CMO	Comms	001-013-557-20-42-01	Eliminate Printed Newsletter - Postage Cost	\$50,000	\$50,000	\$100,000	\$50,000	\$50,000	\$100,000	\$0	No printed newsletter. We use the print newsletter to get critical public safety information and City priority and happenings to residents who are not online nor on social media.	Med
10	CMO	Comms	001-013-557-20-43-00	Travel	\$1,500	\$1,500	\$3,000	\$1,500	\$500	\$2,000	\$1,000	Likely little impact in 2021 due to COVID. Reduces budget in 2022 which may impact ability to attend local trainings or development.	Low
11	CMO	Admin	001-013-513-10-43-00	Travel	\$8,000	\$8,000	\$16,000	\$8,000	\$0	\$8,000	\$8,000	Likely little impact in 2021 due to COVID. Maintains budget in 2022.	Low
12	CMO	Admin	001-013-513-10-41-00	Professional Services	\$20,000	\$20,000	\$40,000	\$10,000	\$0	\$10,000	\$30,000	Likely little impact in 2021 due to COVID. Maintains budget in 2022.	Low
13	CMO	Admin	001-013-513-10-31-05	Meeting Meal Expense	\$2,500	\$2,500	\$5,000	\$2,500	\$1,500	\$4,000	\$1,000	Likely little impact in 2021 due to COVID. Reduces budget in 2022.	Low
14	CMO	Admin	001-013-513-10-41-04	Copying	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000	\$2,000	\$0	Likely little impact.	Low
15	Human Services		001-050-557-20-41-00	Eliminate Grants to Human Services Nonprofits	\$443,845	\$443,845	\$887,690	\$443,845	\$443,845	\$887,690	\$0	These grants fund nonprofits that provide critical services to residents in the areas of mental health, food, shelter, domestic violence, seniors, and more. Eliminating funding could impact availability of these services for residents in need. Alternatively, could eliminate the additional 21-22 grants (\$115k/yr) recommended by the HS Commission and approved by Council in September.	High
16	Human Services		001-050-559-20-41-00	Eliminate ARCH Trust Fund Contribution for Affordable Housing	\$100,000	\$100,000	\$200,000	\$100,000	\$100,000	\$200,000	\$0	Reduces the availability of affordable housing regionally. An alternative would be to use the City's \$48k/yr in affordable housing sales tax credit (001-050-559-20-41-01) to offset part of the City's contribution.	High
17	Emergency Mgt.		001-025-525-60-31-00	Office & Operating Supplies	\$20,500	\$20,500	\$41,000	\$10,000	\$5,000	\$15,000	\$26,000	This account covers items such as CERT training, the Disaster Preparedness Fair, community outreach, certain equipment (EOC), and other general supplies needed for Emergency Management. These reductions would limit funding for community outreach materials, the annual preparedness fair (which averages 8-9 thousand attendees), and funds set aside for the durable response equipment needed during actual emergencies.	Med
18	Emergency Mgt.		001-025-525-60-48-00	Repair & Maintenance	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000	\$2,000	\$0	No significant impacts. Through grants, the City has been able to replace much of the equipment that needed repairs.	Low

City Manager's Office (Includes Police, Admin Services, Human Services, Council, Emergency Mgmt.)													
2021-2022 Budget Reductions													
#	Department	Division	Account #	Description of Reduction	2021 Budget	2022 Budget	2021-2022 Budget	2021 Reduction	2022 Reduction	2021-2022 Reduction	New 21-22 Budget	Impact/Comments	
19	Emergency Mgt.		001-025-525-60-49-03	Training-Seminars/Conferences	\$10,000	\$10,000	\$20,000	\$10,000	\$5,000	\$15,000	\$5,000	This account funds City personnel's opportunity to attend training related to their emergency response and recovery functions required by the National Incident Management System (NIMS). The contract Emergency Manager has the capability to deliver the majority of this training in house or can find it locally in the region. These reductions assume most in-person training and conferences will be cancelled through 2021.	Med
20	Council		001-011-511-60-43-00	Travel	\$20,000	\$20,000	\$40,000	\$20,000	\$10,000	\$30,000	\$10,000	Likely little impact in 2021 due to COVID. Reduces budget in 2022, which may impact Councilmembers' ability to attend conferences and seek reimbursement for local travel.	Low
21	Council		001-011-511-60-41-08	Eliminate Contract Lobbyists	\$48,000	\$48,000	\$96,000	\$48,000	\$48,000	\$96,000	\$0	Eliminate contract lobbyists. May impact ability to achieve funding or policy priorities at the state level. Staff capacity does not currently exist to cover this function in a meaningful way.	High
22	Council		001-011-511-60-31-05	Meeting Meal Expense	\$4,500	\$4,500	\$9,000	\$3,500	\$2,000	\$5,500	\$3,500	Likely little impact in 2021 due to COVID. Reduces budget in 2022, which may impact the ability to purchase dinner for early start meetings and other functions (e.g. meetings with legislators).	Low
23	Council		001-011-511-60-31-01	Meeting Expense	\$2,000	\$2,000	\$4,000	\$2,000	\$1,500	\$3,500	\$500	Likely little impact in 2021 due to COVID. Reduces budget in 2022, which may impact ability to cover meeting expenses.	Low
24	Council		001-011-511-60-41-03	Eliminate Kokanee Work Group ILA Contribution	\$40,000	\$40,000	\$80,000	\$40,000	\$40,000	\$80,000	\$0	The Kokanee Work Group (KWG) funding is Sammamish's contribution to an ILA in which we're partners. If we wanted to cut this money, we will be withdrawn from the ILA. We needed to give the KWG a few months notice if we wanted to pull out.	High
25	Council		001-011-511-60-49-15	Eliminate National League of Cities Membership	\$4,150	\$4,150	\$8,300	\$4,150	\$4,150	\$8,300	\$0	Likely little impact.	Low
Total							\$4,167,086			\$3,830,086	\$337,000		
*Legal Services - Maintain at 2019 levels; bring in-house; no changes - high priority													

Community Development Department												
2021-2022 Budget Reductions												
#	Department	Division	Account #	Description of Reduction	2021 Budget	2022 Budget	2021-2022 Budget	2021 Reduction	2022 Reduction	2021-2022 Reduction	New 21-22 Budget	Impact/Comments
1	DCD	Building	001-058-524-20-41-00	Professional Services (3) - Construction Practices Training – \$25,000 Reduction (2021)	\$25,000	\$0	\$25,000	\$25,000	\$0	\$25,000	\$0	LOW IMPACT - This is a training intended to unify approach to construction inspection, so inspectors have same level of knowledge. Elimination of this reduces effectiveness of training and could cause additional costs due to enforcement and poor performing projects. Could be done in-house dependent on other impacts to staffing due to budget cuts.
2	DCD	Planning	001-058-558-60-41-00	Professional Services - Planning (1) - UFMP - \$150,000 Reduction (\$75,000 annually)	\$120,000	\$30,000	\$150,000	\$120,000	\$30,000	\$150,000	\$0	MEDIUM IMPACT - This is a Council directed and consultant supported workplan item that could be removed from the Department's workplan in favor of postponement to a future budget cycle. The impact is lack of mechanism to implement the Urban Forest Management Plan and lack of expertise to support Urban Forest Management objectives. Phase I of the Urban Forest Management Plan (UFMP) created policies and objectives to guide the development of the UFMP. Phase II, implementation, will identify the UFMP implementation strategies based on those goals and objectives. DCD was requesting funding in the 2021/22 budget to implement the strategies prioritized; a critical step in maintaining trust given the high level of public interest in the project.
3	DCD	Planning	001-058-558-60-41-00	Professional Services - Planning (1) - Elimination of Comp Plan Community Visioning - \$65,000 Reduction	\$65,000	\$0	\$65,000	\$65,000	\$0	\$65,000	\$0	MEDIUM IMPACT - This is a staff identified and consultant supported strategic priority to help setup the City for a discussion on the 2023/2024 Comprehensive Plan Periodic Update. 2022 will be the start of the periodic update process to update Comprehensive Plan goals/policies with the regional planning policies and community changes (pursuant to RCW 36.70A.130(5)(a)). A consultant will be needed to assist with the research, writing, and amendment of all changes. Additionally, RCW 36.70 A.140 requires a public participation program that includes early and continuous public participation. Early outreach focused on community vision will help to better understand community-identified priorities as well as areas of agreement and disagreement among community members. Additionally, the visioning will help identify the engagement methods that are most effective in reaching Sammamish community members so that we can ensure our public participation program is effective. Elimination of this funding will curtail staff ability to front-load the Comprehensive Plan process with public outreach and community visioning.
4	DCD	Building	001-058-524-20-11-00	Salaries - Elimination of Entry Level Building Inspector Position - \$80,000 Annual Reduction (estimated)	\$80,000	\$80,000	\$160,000	\$80,000	\$80,000	\$160,000	\$0	HIGH IMPACT - Inspections would be allocated to the other inspectors increasing workload and reducing response. This will also result in a decrease in level of customer service related to assessing construction impact inquiries and complaints. Further, this will result in fewer visits to active construction sites and a reduction in oversight by the City on private permitted construction activities. Inspections will also likely be delayed resulting in construction delays. It is important to note that permit review and inspection staff and permit review and inspection operational expenses are funded primarily by permit fees and are not paid for out of the general fund. These are expenses related to permit review that are funded from permit fees which are a restricted revenue and may only be spent on permit related functions under State Law. It is important to note that although permit fees cover a majority of these expenses (e.g. permit fees pay for the majority of the salary and benefits of permit review staff), there is a portion of these positions that is paid out of the general fund. This also accounts for functions such as public information, public records, training, general administration, policy work, code updates, public outreach, communications, etc. Not all of the permit review and inspection operations (staff and operational costs) are covered by permit fees.

Community Development Department												
2021-2022 Budget Reductions												
#	Department	Division	Account #	Description of Reduction	2021 Budget	2022 Budget	2021-2022 Budget	2021 Reduction	2022 Reduction	2021-2022 Reduction	New 21-22 Budget	Impact/Comments
5	DCD	Building	001-058-524-20-21-00	Benefits - Elimination of Entry Level Building Inspector Position - \$40,000 Reduction (estimated)	\$40,000	\$40,000	\$80,000	\$40,000	\$40,000	\$80,000	\$0	HIGH IMPACT - Inspections would be allocated to the other inspectors increasing workload and reducing response. This will also result in a decrease in level of customer service related to assessing construction impact inquiries and complaints. Further, this will result in fewer visits to active construction sites and a reduction in oversight by the City on private permitted construction activities. Inspections will also likely be delayed resulting in construction delays. It is important to note that permit review and inspection staff and permit review and inspection operational expenses are funded primarily by permit fees and are not paid for out of the general fund. These are expenses related to permit review that are funded from permit fees which are a restricted revenue and may only be spent on permit related functions under State Law. It is important to note that although permit fees cover a majority of these expenses (e.g. permit fees pay for the majority of the salary and benefits of permit review staff), there is a portion of these positions that is paid out of the general fund. This also accounts for functions such as public information, public records, training, general administration, policy work, code updates, public outreach, communications, etc. Not all of the permit review and inspection operations (staff and operational costs) are covered by permit fees.
6	DCD	Planning	001-258-559-50-49-08	Services - Rejection of 5% annual increase in ARCH Membership Dues	\$134,400	\$141,120	\$275,520	\$6,400	\$13,120	\$19,520	\$256,000	HIGH IMPACT - The City has committed to maintaining ARCH membership in 2021 and 2022 and the ARCH board has voted to adopt a membership fee structure including a 5% annual increase in 2021 and 2022. Any reductions may impact ARCH's ability to provide the same level of service and support to partners and will require the City negotiate a different membership fee structure with ARCH. The 2020 ARCH membership dues rate is \$128,000.
Total							\$755,520			\$499,520	\$256,000	

Public Works Department													
2021-2022 Budget Reductions													
#	Department	Division	Account #	Description of Reduction	2021 Budget*	2022 Budget*	2021-2022 Budget*	2021 Reduction	2022 Reduction	2021-2022 Reduction	New 21-22 Budget*	Impact/Comments	Priority: 1 = okay to reduce; 10 = not okay to reduce
1	PUBLIC WORKS/	ADMINISTRATION	001-040-543-10-41-00	Limited support services for staffing issues.	\$11,000	\$11,000	\$22,000	\$11,000	\$11,000	\$22,000	\$0	If issue(s) arise, it may take 4 to 8 weeks to get on the Council Calendar. This would mean that the issue would not be resolved until we can bring the professional support services to help address the issue.	1
2	PUBLIC WORKS/	Annual Operating PMS Program	001-040-542-30-48-51; 001-040-542-61-48-50	Klahanie - IFCR to SE Klahanie Blvd	\$250,000	\$250,000	\$500,000	\$250,000	\$250,000	\$500,000	\$0	We can choose to defer this project until 2023/2024. The overall citywide PCI will go down in the short term.	1
3	PUBLIC WORKS/	Annual Operating PMS Program	001-040-542-30-48-51; 001-040-542-61-48-50	Klahanie Blvd - IFCR to SE 42nd Way	\$250,000	\$250,000	\$500,000	\$250,000	\$250,000	\$500,000	\$0	We can choose to defer this project until 2023/2024. The overall citywide PCI will go down in the short term.	1
4	PUBLIC WORKS/	Annual Operating PMS Program	001-040-542-30-48-51; 001-040-542-61-48-50	248th Ave SE - Paving	\$92,500	\$92,500	\$185,000	\$92,500	\$92,500	\$185,000	\$0	We can choose to defer this project until 2023/2024. The overall citywide PCI will go down in the short term.	1
5	PUBLIC WORKS/	Other Street Replacement Program	001-040-542-30-48-51; 001-040-542-61-48-50	Other Streets - To Be Determined	\$797,500	\$797,500	\$1,595,000	\$797,500	\$797,500	\$1,595,000	\$0	We can choose to defer this project until 2023/2024. These streets have not been addressed since the City incorporated.	1
6	PUBLIC WORKS/	TRAFFIC	001-041-542-10-31-04	This is a placeholder reduction to add permanent Speed Radar Signs, RRFB's, and Flashing Stop Signs.	\$90,000	\$90,000	\$180,000	\$90,000	\$90,000	\$180,000	\$0	In the event we run out of budget we work to develop a budget amendment and process the items through the City Council.	2
7	PUBLIC WORKS/	TRAFFIC	001-041-544-40-41-06	this is placeholder to allow staff to run the concurrency model to review special issues that may arise.	\$15,000	\$15,000	\$30,000	\$15,000	\$15,000	\$30,000	\$0	In the event we run out of budget we work to develop a budget amendment and process the items through the City Council.	2
8	PUBLIC WORKS/	ENGINEERING	001-040-542-10-41-00	This is a placeholder for on-call Engineer support, for capital projects, development projects, and/or citizen related issues.	\$290,000	\$290,000	\$580,000	\$290,000	\$290,000	\$580,000	\$0	If issue(s) arise, it may take 4 to 8 weeks to get on the Council Calendar. This would mean that the issue would not be resolved until we can bring the professional support services to help address the issue. Developer issues maybe reimbursed by development.	3
9	PUBLIC WORKS/	Other Street Replacement Program	001-040-542-30-48-51; 001-040-542-61-48-50	NE 42nd Street Paving	\$92,500	\$92,500	\$185,000	\$92,500	\$92,500	\$185,000	\$0	The City can choose to defer this project until 2023/2024. These streets have not been addressed since the City incorporated.	3
10	PUBLIC WORKS/	Other Street Replacement Program	001-040-542-30-48-51; 001-040-542-61-48-50	NE 42nd Street ADA	\$60,000	\$60,000	\$120,000	\$60,000	\$60,000	\$120,000	\$0	The City can choose to defer this project until 2023/2024. These streets have not been addressed since the City incorporated.	3
11	PUBLIC WORKS/	Other Street Replacement Program	001-040-542-30-48-51; 001-040-542-61-48-50	223rd Ave SE - Paving	\$90,000	\$90,000	\$180,000	\$90,000	\$90,000	\$180,000	\$0	The City can choose to defer this project until 2023/2024. These streets have not been addressed since the City incorporated.	3
12	PUBLIC WORKS/	MAINTENANCE	001-040-542-30-41-00; 001-040-542-30-41-01	This amount is for possible reductions in the level of service provided for street landscaping and related systems. This includes reductions in frequency and amount of signs replacements, professional services, landscape contracting, irrigation systems, roadside repair.	\$170,000	\$170,000	\$340,000	\$170,000	\$170,000	\$340,000	\$0	In the event we run out of budget we work to develop a budget amendment and process the items through the City Council.	3
13	PUBLIC WORKS/	TRAFFIC	001-041-542-10-31-00	This is a placeholder reduction to replace/upgrade PTZ Cameras, School Zone Flashers, and miscellaneous supplies.	\$60,000	\$60,000	\$120,000	\$60,000	\$60,000	\$120,000	\$0	In the event we run out of budget we work to develop a budget amendment and process the items through the City Council.	5
14	PUBLIC WORKS/	MAINTENANCE	001-040-594-42-64-30	This is for purchase of two new vehicles to support the hiring of two new maintenance works, and the upgrade of another truck.	\$146,000	\$146,000	\$292,000	\$146,000	\$146,000	\$292,000	\$0	The new staff would have to ride share to job sites with other staff in existing vehicles.	6
15	PUBLIC WORKS/	TRAFFIC	001-041-542-10-48-00	This is main part of the traffic budget that allows the City to continue to fully replace and upgrade the traffic signal systems. This includes cabinets, video detection, LED Signals, Ped APS buttons, and battery replacement.	\$578,500	\$578,500	\$1,157,000	\$578,500	\$578,500	\$1,157,000	\$0	Cutting into this bucket further delays with replacement cycle.	7
16	PUBLIC WORKS/	ENGINEERING	001-040-542-10-48-00	This is a placeholder for the new guardrail that is recommended to be install, as well as for when damage occurs due to accidents.	\$45,000	\$45,000	\$90,000	\$15,000	\$15,000	\$30,000	\$60,000	The City plans to seek restitution for guardrail replacement caused by the public.	8
17	PUBLIC WORKS/	TRAFFIC	001-041-542-10-31-04	This is a placeholder reduction to replace signal head equipment, signal cabinets, and other minor equipment.	\$42,000	\$42,000	\$84,000	\$42,000	\$42,000	\$84,000	\$0	In the event we run out of budget we work to develop a budget amendment and process the items through the City Council.	8
18	PUBLIC WORKS/	ENGINEERING	001-040-542-10-11-00; 001-040-542-10-21-00	Salaries and Benefits - CIP Engineer	\$126,000	\$136,000	\$262,000	\$126,000	\$136,000	\$262,000	\$0	This impacts our ability to deliver capital projects.	8
19	PUBLIC WORKS/	TRAFFIC	001-041-542-10-41-00	This item is for continued ITS tech support, updating, replacing pavement markings, and consult support services related to ITS issues.	\$187,000	\$187,000	\$374,000	\$187,000	\$187,000	\$374,000	\$0	In the event we run out of budget we work to develop a budget amendment and process the items through the City Council.	9
20	PUBLIC WORKS/	MAINTENANCE	001-040-542-30-11-00; 001-040-542-30-21-00	Salaries and Benefits - Mechanic	\$97,000	\$100,000	\$197,000	\$97,000	\$100,000	\$197,000	\$0	This impacts our ability to maintain streets and seasonal OT.	9
21	PUBLIC WORKS/	MAINTENANCE	001-040-542-30-11-00; 001-040-542-30-21-00	Salaries and Benefits - Maintenance Work 1		\$97,000	\$97,000		\$97,000	\$97,000	\$0	This impacts our ability to maintain streets and seasonal OT.	9

Public Works Department													
2021-2022 Budget Reductions													
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Total							\$7,090,000			\$7,030,000	\$60,000		
*Note: The "budget" figures shown in this sheet represent the budget for the listed project/service, not the budget for the entire account number(s).													

Parks, Recreation & Facilities Department												
2021-2022 Budget Reductions												
#	Department	Division	Account #	Description of Reduction	2021 Budget	2022 Budget	2021-2022 Budget	2021 Reduction	2022 Reduction	2021-2022 Reduction	New 21-22 Budget	Impact/Comments
1	Parks	Facilities	001-019-518-30-41-00	Professional Services	\$693,800	\$532,600	\$1,226,400	\$200,000	\$0	\$200,000	\$1,026,400	Delay Capital Replacement Plan
2	Parks	Facilities	001-019-518-30-48-00	Repair and Maintenance Projects	\$100,000	\$300,000	\$400,000	\$100,000	\$300,000	\$400,000	\$0	Delay Fire Station #81 Apron Repair, painting Lodge, tile replacement at City Hall to next budget cycle
3	Parks	Facilities	001-019-518-30-41-00	Repair and Maintenance Contracts	\$458,200	\$475,200	\$933,400	\$80,000	\$0	\$80,000	\$853,400	Reduce some of the Repair/Maintenance contracts
4	Parks	Culture Section	001-076-573-90-41-01	Professional Services - Farmers Market	\$10,000	\$10,000	\$20,000	\$10,000	\$10,000	\$20,000	\$0	Can still have a market, but don't give funds to the organization running it.
5	Parks	Volunteer Services	001-076-518-90-41-00	Professional Services - Volunteer Dinner	\$10,000	\$10,000	\$20,000	\$10,000	\$10,000	\$20,000	\$0	Cancel Volunteer Dinner at Sahalee; we would still do awards and find different ways to honor volunteers
6	Parks	Recreation	001-076-571-18-13-00	Part-Time (Lifeguards)	\$84,500	\$84,500	\$169,000	\$84,500	\$84,500	\$169,000	\$0	No lifeguarding at Pine Lake
7	Parks	Recreation	001-076-571-18-13-03	Part-Time (Recreation Intern)	\$20,500	\$20,500	\$41,000	\$20,500	\$20,500	\$41,000	\$0	Remove one of the two proposed Recreation Interns; based on no events in 2021
8	Parks	Recreation	001-076-571-18-41-00	Professional Services - Events	\$154,850	\$154,950	\$309,800	\$100,000	\$40,000	\$140,000	\$169,800	Cancel in person events through July 2021 due to COVID (Will offer digital programs and events); Cancel for 2022 Fourth on the Plateau; Cancel Recreation Guide
9	Parks	Recreation	001-076-571-18-41-04	Copying	\$27,000	\$27,000	\$54,000	\$22,000	\$22,000	\$44,000	\$10,000	Cancel printed Recreation Guide
10	Parks	Recreation	001-076-571-18-42-02	Postage	\$2,000	\$2,000	\$4,000	\$2,000	\$2,000	\$4,000	\$0	Cancel printed Recreation Guide
11	Parks	Recreation	001-076-571-18-45-00	Operating Rentals & Leases	\$49,800	\$49,800	\$99,600	\$29,000	\$16,000	\$45,000	\$54,600	Cancel in person events through July 2021 due to COVID. Cancel 2022 Fourth on the Plateau
12	Parks	Recreation	001-076-571-18-49-03	Training - Seminars/Conference	\$7,900	\$7,900	\$15,800	\$5,000	\$5,000	\$10,000	\$5,800	No lifeguard certifications, trainings and courses
13	Parks	Recreation	001-076-571-18-44-00	Advertising	\$7,000	\$7,000	\$14,000	\$6,000	\$0	\$6,000	\$8,000	Less events in 2021 due to COVID
14	Parks	Maintenance	001-076-576-80-11-00	Salaries	\$981,600	\$1,014,400	\$1,996,000	\$110,000	\$0	\$110,000	\$1,886,000	Delay backfilling 2 of 3 vacancies of Maintenance Workers to 2022; based on reduced events/rentals and land acquisition. From March to October the crew splits into 2 shifts to cover a 7-day week, so we cannot sustain this vacancy beyond 2021.
15	Parks	Maintenance	001-076-576-80-21-00	Benefits	\$563,800	\$586,200	\$1,150,000	\$85,000	\$0	\$85,000	\$1,065,000	Delay backfilling 2 of 3 vacancies of Maintenance Workers.
16	Parks	Maintenance	001-076-576-80-31-00	Office & Operating Supplies	\$210,000	\$210,000	\$420,000	\$50,000	\$0	\$50,000	\$370,000	Reduced supplies based on reduced rentals, field prep etc in 2021
17	Parks	Maintenance	001-076-576-80-41-00	Professional Services	\$628,510	\$648,850	\$1,277,360	\$50,000	\$0	\$50,000	\$1,227,360	Cut back on contracted services (pressure washing, tree service, bark) etc in 2021
18	Parks	Maintenance	001-076-576-80-49-03	Training - Seminars/Conference	\$16,100	\$16,100	\$32,200	\$10,000	\$0	\$10,000	\$22,200	Less training due to vacancies in 2021
19	Parks	Planning	001-076-576-95-11-00	Salaries	\$274,200	\$284,800	\$559,000	\$100,000	\$0	\$100,000	\$459,000	Delay backfilling Parks Project Manager to 2022; will impact completion of Parks CIP projects
20	Parks	Planning	001-076-576-95-21-00	Benefits	\$110,400	\$113,500	\$223,900	\$50,000	\$0	\$50,000	\$173,900	Delay backfilling Parks Project Manager to 2022; will impact Parks CIP projects
21	Parks	Planning	001-076-576-95-43-00	Travel	\$1,900	\$1,900	\$3,800	\$1,500	\$1,500	\$3,000	\$800	Reduce travel allowance for training
22	Parks	Planning	001-076-576-95-49-03	Training - Seminars/Conference	\$3,800	\$3,800	\$7,600	\$2,000	\$2,000	\$4,000	\$3,600	Reduce training allowance
23	Parks	Administration	001-076-571-10-31-00	Office & Operating Supplies	\$4,000	\$4,000	\$8,000	\$2,000	\$2,000	\$4,000	\$4,000	Reduce supplies
24	Parks	Administration	001-076-571-10-43-00	Travel	\$4,600	\$4,600	\$9,200	\$4,000	\$4,000	\$8,000	\$1,200	Reduce travel allowance for training
Total							\$8,994,060			\$1,653,000	\$7,341,060	

Finance & Risk Management Department												
2021-2022 Budget Reductions												
#	Department	Division	Account #	Description of Reduction	2021 Budget	2022 Budget	2021-2022 Budget	2021 Reduction	2022 Reduction	2021-2022 Reduction	New 21-22 Budget	Impact/Comments
1	Finance		001-014-514-20-49-00	GFOA Award Program application fee	\$500	\$500	\$1,000	\$500	\$500	\$1,000	\$0	Lower financial reporting quality standard - no CAFR or Distinguished Budgeting award for the City
2	Finance		001-014-514-20-49-03	Training	\$5,500	\$5,500	\$11,000	\$2,500	\$2,500	\$5,000	\$6,000	Cut staff training costs to limit professional education. Limits continuing education certification requirements to being met through eligible membership educational sessions only
3	Finance		001-014-514-20-48-00	Sympro investment management software maintenance and licensing	\$5,500	\$5,500	\$11,000	\$5,500	\$5,500	\$11,000	\$11,000	Eliminate specialized investment software and move to State Treasury reporting and tracking system. May experience less yield, decreased inventory selection, and less timing flexibility for investment portfolio duration and yield policy goals.
4	Risk Management		503-000-518-90-46-00	Increase WCIA auto and property deductibles to lower premium/higher deductible tier	\$440,000	\$495,000	\$935,000	\$36,740	\$36,740	\$73,480	\$861,520	Increased risk of financial losses due to higher deductible on auto and property incidents, immediate premium savings.
5	Risk Management		503-000-518-90-49-00	Risk Management preventative action program	\$3,000	\$3,000	\$6,000	\$3,000	\$3,000	\$6,000	\$0	Increase risk by eliminating preventative action program and paying for losses as they occur
6	Risk Management		503-000-517-70-22-00	unemployment benefits	\$55,000	\$55,000	\$110,000	\$25,000	\$25,000	\$50,000	\$60,000	Artificially lower budget below experienced historical unemployment claim costs, pay actual experienced costs from fund balance as unemployment claims are received from state
Total							\$1,074,000			\$146,480	\$938,520	

Information Technology Department												
2021-2022 Budget Reductions												
#	Department	Division	Account #	Description of Reduction	2021 Budget	2022 Budget	2021-2022 Budget	2021 Reduction	2022 Reduction	2021-2022 Reduction	New 21-22 Budget	Impact/Comments
1	IT		502-000-518-81-41-51	Intergovernmental Services New acct #	\$75,000	\$75,000	\$150,000	\$2,500	\$2,500	\$5,000	\$145,000	Impact=Low -> Remove Gov Jobs Today expense from eGov Alliance - HR has migrated to NEOGOV
2	IT		502-000-518-81-43-00	Travel	\$1,500	\$2,500	\$4,000	\$1,500	\$2,500	\$4,000	\$0	Impact=Low -> Remove all travel related expenses
3	IT		502-000-518-81-13-00	Intern	\$0	\$8,500	\$8,500	\$0	\$8,500	\$8,500	\$0	Impact=Med -> Remove IT intern opportunity slows current rate of GIS data clean-up
4	IT		502-000-518-81-12-00	Lower Overtime	\$5,000	\$5,000	\$10,000	\$1,000	\$1,000	\$2,000	\$8,000	Impact=Med -> Lowering OT used for after hours work (Security patching & System Maintenance) could increase system instability. We can mitigate by leveraging flexible work schedules.
5	IT		502-000-518-81-35-00	Small Tools & Minor Equipment	\$218,000	\$218,000	\$436,000	\$11,000	\$11,000	\$22,000	\$414,000	Impact=Med -> Limit equipment purchases by extending end of life-cycle (Substantial equipment replacements in 2019-2020 should allow us to mitigate risks for some equipment)
6	IT		502-000-518-81-48-00	Repair & Maintenance	\$470,000	\$470,000	\$940,000	\$4,000	\$4,000	\$8,000	\$932,000	Impact=Med -> Remove redundant teleconferencing tools
7	IT		502-000-518-81-49-03	Training - Seminars/Conference	\$43,000	\$43,000	\$86,000	\$8,000	\$8,000	\$16,000	\$70,000	Impact=Med -> Lowering staff training options to on-line only training events
8	IT		502-000-518-81-41-00	Info. Tech contracted support	\$445,000	\$615,000	\$1,060,000	\$35,000	\$35,000	\$70,000	\$990,000	Impact=High -> Remove O365 upgrade to G5 and stay on version G3.(Lower levels of O365 functionality that also impacts our ability to upgrade & integrate CIP phone system replacement. Funding also includes lower technology professional services for CMO Communications Division.
Total							\$2,694,500			\$135,500	\$2,559,000	