



**CITY OF BEVERLY HILLS**  
**INFORMATION TECHNOLOGY**

**MEMORANDUM**

**TO:** Roderick J. Wood, City Manager *[Signature]*  
**FROM:** David Schirmer, Chief Information Officer  
**DATE:** April 6, 2009  
**SUBJECT:** Program and Service Impacts of Budget Reduction Plans

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**INTRODUCTION**

As a result of a continuing decline in the local economy and the uncertainty of the impact this decline will have on the City's budgetary outlook, all departments have developed budget reduction plans to address the potential need to decrease General Fund spending by 10 percent (10%), 15 percent (15%) and in the case of non-public safety departments, 10% plus each departments prorated share of the Police and Fire Departments 10% budget reduction target. The total budget reduction targets for the Information Technology (IT) Department are:

|  |              |
|--|--------------|
| 10 percent General Fund Reduction  | \$ 677,091   |
| 15 percent General Fund Reduction  | \$1,005,659  |
| 10 percent plus Police and Fire<br>Departments Share of Budget<br>Reductions | \$ 1,263,032 |

The information in this memorandum is being provided to give the City Council context about the programmatic and service impacts associated with each of proposed budget reduction plans.

**FY 2009-2010 DEPARTMENT MISSION**

IT will be a leader among municipal information technology service providers by providing comprehensive citywide information services. Working with City departments, IT will provide strategic vision and implementation services for highly available information systems. Accomplishment of this mission will facilitate information availability and will result in satisfied clients by ensuring access to leading edge technologies.

## **MISSION-CRITICAL OR CORE PROGRAMS**

The following areas are core functions within the IT Department and were therefore considered for inclusion in IT's budget reduction plans only after all non-mission critical functions were identified. Mission-critical or core programs are those services that are fundamental to the operation of any municipality.

The IT Department is a compilation of three functional areas: Information Technology, Cable Television, and Graphics / Reprographics. The following illustrates the programs that make up each functional area:

- Information Technology
  - IT Network and Communications  
Provides comprehensive infrastructure and services in support of all City departments, programs and activities. This includes telecommunications, wireless communications, radio and Municipal Area Network (MAN) and Local Area Network (LAN) service
  - IT Client Support  
Provides ongoing service and support related to all front-end hardware, software and related computing equipment for citywide users.
  - IT Software Solutions  
Provides software applications and services to increase the performance and efficiency of the City's customer service capabilities. This includes research, development and implementation of software solutions for citywide departments and initiatives, including internal business processes, project management, business intelligence, performance measurements and Customer Relationship Management.
  - IT Data Center  
Maintains, supports and enhances the City's core computing infrastructure which includes all server and storage hardware, software and equipment, public safety systems, financial and human resources systems, and other mission-critical systems.
  - IT Administration  
Administration is responsible for development, implementation and management of the department's administrative duties and is accountable for the vision, management, oversight, and delivery of information services.
- Cable Television
  - Multimedia Production  
Provides electronic media production services for City Council meetings, commission meetings and public information/education campaigns.

- Cable Television Administration  
Provides administration, scheduling, and playback of Cable TV programming on the City's Cable TV channels and website.
- Graphics / Reprographics
  - Graphic Art Production  
Produces art designs, layouts, and signage to support the City's publicity and information campaigns.
  - Document Production  
Production and distribution of printed materials produced by the City including agenda packets, brochures, publicity materials, notices and billings, including centralized metered postage services for City mailings.
  - Document and Graphic Art Administration  
Implements graphic arts initiatives and administers systems and solutions to support the City's document needs.

### **SUMMARY OF PROPOSED DISCRETIONARY NON-MISSION CRITICAL BUDGET REDUCTIONS**

IT staff has reviewed all expenditures within the budget and identified costs that can be eliminated from the budget without significantly impacting core programs and services. This is not to say that these are unnecessary expenditures as they contribute to the overall provision of service by doing such things as enhancing training of staff, allowing staff to attend professional association conferences or providing supplies for a program. However, because cutting these expenditures will not cripple a program and do not impact core programs, each proposed budget reduction plans will include reduction of expenditures totaling \$104,550.

These non-mission critical expenditures include reduction or elimination of funding in the following categories:

- Training
- Food and beverages for meetings
- Office supplies ( citywide desktop printer toner cartridges )
- Advertising for Cable TV programs
- As needed repairs for Print Shop and Graphics equipment (printing press, cutter, laminator, etc.)
- Rentals for audio video equipment for Cable TV
- Photo and video supplies (e.g. film, DVDs, CDs, video cassettes) for Cable TV
- Wireless data cards for laptop computers
- Computer software training aids, including cheat sheets for MS Office
- Specialized data center cleaning services

## **SUMMARY OF IMPACTS ON PROGRAMS AND SERVICE DUE TO 10% REDUCTION PLAN**

The 10% plan requires the elimination of some 'IT best practices' programs like manufacturer recommended replacement schedules, recommended scheduled maintenance of hardware and software systems, and as needed repairs, and the significant reduction of some operating expenses, including printing, binding, photo and video supplies. This plan does not require reductions in workforce. The total proposed 10% is \$677,091.

These mission critical expenditures include the reduction or elimination of the following:

- Printing and Binding - Eliminates funding for printing and bindings supplies.
- Maintenance and Repair - IT's Service & Asset Management, and Client Management application would be unsupported. As needed consulting services related to maintaining the network, server and storage environments would be limited or eliminated. Any services required by IT would require a new agreement.
- Printing Supplies - Reduces funding for printing supplies, specifically, the amount and type of paper available for client departments' for use.
- Cable Legal Fees - Reduces Cable TV legal fees. The City has not expended any funds since the new state law became effective Jan. 2008. This account was established largely for franchise re-negotiations and assessments required under local franchising.
- Photo and Video Supplies - Reduces funding for photo and video supplies.
- Overtime - Overtime will decrease the ability for technical staff to respond to requests without substantial prior notice. This will also affect technical staff's ability to respond to help desk tickets during normal business hours.
- Postage - Reduces funding for citywide postage.
- CIP Equipment (PC/Infrastructure Replacement) - PC Replacement Schedule- extends usable life of PCs. Provides for reduced chargeback.
- Rentals - Reduces funding for rentals, in this case this will limit color copies and the number of multi-functional devices throughout the City.

## **SUMMARY OF IMPACTS ON PROGRAMS AND SERVICE DUE TO 15% REDUCTION PLAN**

The 15% reduction plan includes additional reductions in some of the items listed above, for a total additional reduction of \$324,568, for a total reduction goal of \$1,005,659.

Along with the items mentioned above, these mission critical expenditures include the reduction or elimination of the following:

- Maintenance and Repair - Eliminates funding for maintenance and repairs for Cable TV hardware and equipment.

- Membership Dues - Reduces funding for membership and dues for Cable TV.
- CIP Equipment (Infrastructure Replacement \$213,421) – Infrastructure Replacement Schedule- Further extends usable life of Infrastructure. Provides for reduced chargeback.

**SUMMARY OF IMPACTS ON PROGRAMS AND SERVICE DUE TO 10% PLUS PUBLIC SAFETY SHARE OF BUDGET REDUCTION PLAN**

The 10% reduction plan, including the prorated amount for Public Safety's 10% reduction goals, includes additional reductions or elimination of some of the items listed above, for an additional reduction of \$585,941, for a total reduction goal of \$1,263,032.

These mission critical expenditures include the reduction or elimination of the following:

- Salaries/Benefits (\$144,243.33) – Elimination of high-level management position. This change will require overfill/underfill of vacated position by executive and management staff, thereby diverting attention from core responsibilities to technical /project management specific functions.
- Part-Time/Seasonal Hourly Salaries (\$27,806) - Reduces funding for part-time and seasonal employees. Limits Cable TV's ability to respond to interdepartmental and community requests without substantial prior notice in order to adequately plan for media coverage and editing.

- Attachments:**
1. Plan for 10 percent Budget Reductions
  2. Plan for 15 percent Budget Reductions
  3. Plan for 10 percent plus Public Safety Share of Budget Reductions

**Plan for 10 Percent Budget Reductions  
Information Technology Department**

| Priority   | Program Title          | Account Description           | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments  |
|--|------------------------|-------------------------------|----------------------|------------------|----------------------|-------------------|--|
| <b>DISCRETIONARY NON-MISSION CRITICAL REDUCTIONS</b> |                        |                               |                      |                  |                      |                   |  |
|  | Data Center            | Maintenance & Repair non auto | 780,000              | 9,400            | 9,400                |                   | Elimination of specialized cleaning of the IT Data Center. This increases the potential for equipment damage due to dirt build up and will require extensive cleaning on a less frequent basis.  |
|  | IT Admin               | Office Supplies               | 25,700               | 5,000            | 14,400               |                   | Reduction in general office supplies, citywide toner cartridges for Dell and HP printers, and cheat sheets for Microsoft Office programs. Requires staff to use less supplies, to print less, and to use online resources for Microsoft tutorials. |
|  | IT Admin               | Refreshments                  | 5,000                | 2,500            | 16,900               |                   | Reduction in refreshments. Staff will need to purchase less food and beverages for meetings.   |
|  | IT Admin               | Training                      | 23440                | 10000            | 26900                |                   | Reduction in training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of lower cost or no-cost professional development opportunities.                                  |
|  | Network & Commu        | Maintenance & Repair non auto | 60,000               | 7,000            | 33,900               |                   | Reduction in wireless data cards for laptop computers and mobile telephones. Unused or under-utilized aircards and cell phones will be discontinued.   |
|  | Cable TV Admin         | Advertising                   | 1,400                | 1,400            | 35,300               |                   | Elimination of advertising for Cable TV programs. Staff will need to be creative about creating in-house advertising opportunities for productions.  |
|  | Cable TV Admin         | Training                      | 7,000                | 5,000            | 40,300               |                   | Reduction in training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of lower cost or no-cost professional development opportunities.                                  |
|  | Cable TV Admin         | Rentals                       | 1,000                | 1,000            | 41,300               |                   | Eliminates funding for audio-visual rentals. Staff will need to be resourceful with the audio-visual equipment that the City owns.   |
|  | Cable TV Admin         | Photo, Video Supplies         | 4,500                | 4,500            | 45,800               |                   | Eliminates funding for photo and video supplies. Staff will need to use less supplies, or purchase what is needed from the Office Supplies budget.   |
|  | Multimedia Productions | Books and Publications        | 1,000                | 1,000            | 46,800               |                   | Eliminates funding for books and publications. Staff will need to use less supplies, or purchase what is needed from the Office Supplies budget.   |

**Plan for 10 Percent Budget Reductions  
Information Technology Department**

| Priority                                       | Program Title            | Account Description               | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments  |
|--|--------------------------|-----------------------------------|----------------------|------------------|----------------------|-------------------|--|
|  | Multimedia Productions   | Building & Construction Materials | 3,500                | 3,500            | 50,300               |                   | Eliminates the ability to build stage sets for Cable TV productions. Staff will need to be more resourceful with using existing structures or locations as sets for productions.   |
|  | Multimedia Productions   | Electrical and Comm supplies      | 12,000               | 4,000            | 54,300               |                   | Reduces funding for electrical and communications supplies. Staff will need to be more frugal and get creative with on-hand supplies.  |
|  | Doc & Graphic Arts       | Maintenance & Repair non auto     | 19,000               | 19,000           | 73,300               |                   | Eliminates funding for maintenance and repairs for the Print Shop and Graphics equipment. Staff will need to ensure that equipment is under extended warranty, and service equipment themselves where it is safe to do so. |
|  | Doc Production           | Photo & Blueprint service         | 15,000               | 15,000           | 88,300               |                   | Eliminates the funding for photos and blueprints. Staff will need to charge the appropriate Capital Improvement project for photos and blueprint costs.  |
|  | Doc & Graphic Arts Admin | Various 73000 supply accounts     | 2,250                | 2,250            | 90,550               |                   | Eliminates funding for supplies. Staff will need to share supplies with IT Admin when needed.  |
|  | Doc & Graphic Arts Admin | Training                          | 12,000               | 12,000           | 102,550              |                   | Eliminates training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of no-cost professional development opportunities.                          |
|  | Doc & Graphic Arts Admin | Office Supplies                   | 2,500                | 2,000            | 104,550              |                   | Reduction in general office supplies. Staff will need to share supplies with IT Admin when needed.   |
| <b>PRIORITIZED MISSION CRITICAL REDUCTIONS</b> |                          |                                   |                      |                  |                      |                   |  |
| 1  | Doc & Graphic Arts Admin | Printing & Binding                | 3,800                | 3,000            | 3,000                |                   | Eliminates funding for printing and binding supplies. Limits staff's ability to provide professional binding for various projects.   |
| 2  | Graphic Arts Production  | Printing & Binding                | 9,150                | 5,000            | 8,000                |                   | Eliminates funding for printing and binding supplies. Limits staff's ability to provide professional binding for various projects.   |
| 3  | Client Support           | Maintenance & Repair non auto     | -                    | 21,000           | 29,000               |                   | Eliminates support for IT's Service & Asset Management, and Client Management Application and may limit IT's ability to report on Client Support activities.   |

**Plan for 10 Percent Budget Reductions  
Information Technology Department**

| Priority | Program Title           | Account Description           | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments   |
|----------|-------------------------|-------------------------------|----------------------|------------------|----------------------|-------------------|---|
| 4        | Network & Commu         | Maintenance & Repair non auto | 50,000               | 50,000           | 79,000               |                   | Eliminates as-needed network and communication consulting services, and may limit IT's ability to quickly respond in cases of emergency, or to conduct necessary network updates. Any services required by IT would require a new agreement.  |
| 5        | Doc Production          | Printing Supplies             | 100,000              | 15,520           | 94,520               |                   | Reduces funding for printing supplies including the amount of paper available for client departments for use. Limits the use of specialized paper products for printing projects.   |
| 6        | Cable TV Admin          | Cable Legal Fees              | 58,700               | 45,000           | 139,520              |                   | Reduces Cable TV legal fees. The City has not expended any funds since the new state law became effective Jan. 2008. This account was established largely for franchise re-negotiations and assessments required under local franchising. Since RWG has experienced telecommunications counsel in house, all of the City's legal actions over the last several years have been covered by the PAI service charge. |
| 7        | Graphic Arts Production | Video Supplies                | 44,500               | 5,000            | 144,520              |                   | Reduces funding for photo and video supplies. Some supplies can be reused with requisite reductions in media quality. As technologies continue to advance, more media supplies will transition to electronic formats and distribution.  |
| 8        | Multimedia Product      | Photo, Video Supplies         | 30,000               | 10,000           | 154,520              |                   | Reduces funding for photo and video supplies. Some supplies can be reused with requisite reductions in media quality. As technologies continue to advance, more media supplies will transition to electronic formats and distribution.  |
| 9        | Doc Production          | Printing & Binding            | 30,000               | 15,000           | 169,520              |                   | Eliminates funding for printing and binding supplies. Limits staff's ability to provide professional printing and binding for various projects.   |
| 10       | Data Center             | Maintenance & Repair non auto | 327,361              | 60,000           | 229,520              |                   | Reduces support for computer infrastructure environment related to as-needed server and storage consulting services, and may limit IT's ability to quickly respond in cases of emergency, or to conduct necessary infrastructure updates. Encourages staff to include extended warranties with Capital Improvement Project purchases at the time of infrastructure upgrades and replacement.                      |

**Plan for 10 Percent Budget Reductions  
Information Technology Department**

| Priority | Program Title                          | Account Description           | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments  |
|----------|--|-------------------------------|----------------------|------------------|----------------------|-------------------|--|
| 11       | Network & Communication/Client Support | Overtime                      | 55,400               | 30,400           | 259,920              |                   | Decreases overtime which limits the ability for technical staff to respond to interdepartmental requests without substantial prior notice. This will also affect technical staff's ability to respond to help desk tickets during normal business hours when projects that would have been completed outside normal business hours are a priority, such as office relocations, and other special projects. |
| 12       | Doc Production                         | Postage                       | 214,300              | 30,000           | 289,920              |                   | Reduces funding for postage. Citywide staff will need to be more frugal with mailings, determine more cost effective means of communication, and charge Capital Improvement Projects for mailings where applicable.  |
| 13       | Multimedia Product                     | Maintenance & Repair non auto | 29,000               | 10,000           | 299,920              |                   | Eliminates funds available for maintenance and repairs. Staff will need to include extended warranties with purchases and repair equipment themselves when safe to do so.  |
| 14       | Computer Acquisition                   | CIP Equipment                 | 2,025,000            | 106,650          | 406,570              |                   | PC Replacement Schedule- Extend Usable Life of PCs. Provides for Reduced Chargeback  |
| 15       | Computer Acquisition                   | CIP Equipment                 | 2,025,000            | \$124,989.00     | 531,559              |                   | Infrastructure Replacement Schedule- Extends Usable Life of Network/Data Center Hardware. Provides for Reduced Chargeback  |
| 16       | Doc Production                         | Rentals                       | 475,000              | 56,250           | 587,809              | \$                | Reduces funding for rentals. This will limit citywide color copies and may require that staff input codes to account for the number of copies/prints on multi-functional devices throughout the City.  |
|          |  |                               |                      |                  |                      |                   | <b>TOTAL REVENUE REDUCTION</b>   |
|          |  |                               |                      |                  |                      |                   | <b>\$677,091</b>   |
|          |  |                               |                      |                  |                      |                   | <b>\$692,359</b>   |
|          |  |                               |                      |                  |                      |                   | <b>-\$15,268</b>   |

**TARGET REDUCTIONS FOR DEPARTMENT  
TOTAL REDUCTIONS FOR DEPARTMENT:  
COMPARE TO THE REDUCTION TARGET:**

|                   |               |
|-------------------|---------------|
| IT                | \$ 426,939.00 |
| Cable TV          | \$ 73,632.00  |
| Doc/Print         | \$ 176,520.00 |
| Department Target | \$ 677,091.00 |

**Plan for 15 Percent Budget Reductions  
Information Technology Department**

| Priority   | Program Title     | Account Description           | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments  |
|--|-------------------|-------------------------------|----------------------|------------------|----------------------|-------------------|--|
| <b>DISCRETIONARY NON-MISSION CRITICAL REDUCTIONS</b> |                   |                               |                      |                  |                      |                   |  |
|  | IT Data Center    | Maintenance & Repair non auto | 780,000              | 9,400            | 9,400                |                   | Elimination of specialized cleaning of the IT Data Center. This increases the potential for equipment damage due to dirt build up and will require extensive cleaning on a less frequent basis.  |
|  | IT Admin          | Office Supplies               | 25,700               | 5,000            | 14,400               |                   | Reduction in general office supplies, citywide toner cartridges for Dell and HP printers, and cheat sheets for Microsoft Office programs. Requires staff to use less supplies, to print less, and to use online resources for Microsoft tutorials. |
|  | IT Admin          | Refreshments                  | 5,000                | 2,500            | 16,900               |                   | Reduction in refreshments. Staff will need to purchase less food and beverages for meetings.   |
|  | IT Admin          | Training                      | 23440                | 10000            | 26,900               |                   | Reduction in training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of lower cost or no-cost professional development opportunities.                                  |
|  | IT Network & Comm | Maintenance & Repair non auto | 60,000               | 7,000            | 33,900               |                   | Reduction in wireless data cards for laptop computers and mobile telephones. Unused or under-utilized aircards and cell phones will be discontinued.   |
|  | Cable TV Admin    | Advertising                   | 1,400                | 1,400            | 35,300               |                   | Elimination of advertising for Cable TV programs. Staff will need to be creative about creating in-house advertising opportunities for productions.  |
|  | Cable TV Admin    | Training                      | 7,000                | 5,000            | 40,300               |                   | Reduction in training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of lower cost or no-cost professional development opportunities.                                  |
|  | Cable TV Admin    | Rentals                       | 1,000                | 1,000            | 41,300               |                   | Eliminates funding for audio-visual rentals. Staff will need to be resourceful with the audio-visual equipment that the City owns.   |

**Plan for 15 Percent Budget Reductions  
Information Technology Department**

| Priority                                      | Program Title            | Account Description               | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments  |
|---|--------------------------|-----------------------------------|----------------------|------------------|----------------------|-------------------|--|
|   | Cable TV Admin           | Photo, Video Supplies             | 4,500                | 4,500            | 45,800               |                   | Eliminates funding for photo and video supplies. Staff will need to use less supplies, or purchase what is needed from the Office Supplies budget.   |
|   | Multimedia Productions   | Books and Publications            | 1,000                | 1,000            | 46,800               |                   | Eliminates funding for books and publications. Staff will need to use less supplies, or purchase what is needed from the Office Supplies budget.   |
|   | Multimedia Productions   | Building & Construction Materials | 3,500                | 3,500            | 50,300               |                   | Eliminates the ability to build stage sets for Cable TV productions. Staff will need to be more resourceful with using existing structures or locations as sets for productions.   |
|   | Multimedia Productions   | Electrical and Comm supplies      | 12,000               | 4,000            | 54,300               |                   | Reduces funding for electrical and communications supplies. Staff will need to be more frugal and get creative with on-hand supplies.  |
|   | Doc & Graphic Arts       | Maintenance & Repair non auto     | 19,000               | 19,000           | 73,300               |                   | Eliminates funding for maintenance and repairs for the Print Shop and Graphics equipment. Staff will need to ensure that equipment is under extended warranty, and service equipment themselves where it is safe to do so. |
|   | Doc Production           | Photo & Blueprint service         | 15,000               | 15,000           | 88,300               |                   | Eliminates the funding for photos and blueprints. Staff will need to charge the appropriate Capital Improvement Project for photos and blueprint costs.  |
|   | Doc & Graphic Arts       | Various 73000 supply accounts     | 2,250                | 2,250            | 90,550               |                   | Eliminates funding for supplies. Staff will need to share supplies with IT Admin when needed.  |
|   | Doc & Graphic Arts Admin | Training                          | 12,000               | 12,000           | 102,550              |                   | Eliminates training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of no-cost professional development opportunities.                          |
|   | Doc & Graphic Arts Admin | Office Supplies                   | 2,500                | 2,000            | 104,550              |                   | Reduction in general office supplies. Staff will need to share supplies with IT Admin when needed.   |
| <b>PRIORITYED MISSION CRITICAL REDUCTIONS</b> |                          |                                   |                      |                  |                      |                   |  |
| 1   | Cable TV Admin           | Maintenance & Repair non auto     | 3,500                | 3,500            | 3,500                |                   | Eliminates funding for maintenance and repairs.  |

**Plan for 15 Percent Budget Reductions  
Information Technology Department**

| Priority | Program Title                          | Account Description           | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments  |
|----------|--|-------------------------------|----------------------|------------------|----------------------|-------------------|--|
| 2        | Multimedia Product Membership and Dues |                               | 1,150                | 500              | 4,000                |                   | Reduces funding for membership and dues. Limits staff's ability to participate in professional organizations and award programs.   |
| 3        | Doc & Graphic Arts Admin               | Printing & Binding            | 3,800                | 3,800            | 7,800                |                   | Eliminates funding for printing and bindings supplies. Limits staff's ability to provide professional bindings for various projects.   |
| 4        | Graphic Arts Production                | Printing & Binding            | 9,150                | 7,000            | 14,800               |                   | Eliminates funding for printing and bindings supplies. Limits staff's ability to provide professional bindings for various projects.   |
| 5        | IT Client Support                      | Maintenance & Repair non auto | -                    | 21,000           | 35,800               |                   | Eliminates support for IT's Service & Asset Management, and Client Management Application and may limit IT's ability to report on Client Support activities.   |
| 6        | IT Network & Comm                      | Maintenance & Repair non auto | 50,000               | 50,000           | 85,800               |                   | Eliminates as-needed network and communication consulting services, and may limit IT's ability to quickly respond in cases of emergency, or to conduct necessary network updates. Any services required by IT would require a new agreement.   |
| 7        | Doc Production                         | Printing Supplies             | 100,000              | 20,000           | 105,800              |                   | Reduces funding for printing supplies including the amount of paper available for client departments for use. Limits the use of specialized paper products for printing projects.  |
| 8        | Cable TV Admin                         | Cable Legal Fees              | 58,700               | 48,000           | 153,800              |                   | Reduces Cable TV legal fees. The City has not expended any funds since the new state law became effective Jan. 2008. This account was established largely for franchise renegotiations and assessments required under local franchising. Since RWG has experienced telecommunications counsel in house, all of the City's legal actions over the last several years have been covered by the PAL service charge. |

**Plan for 15 Percent Budget Reductions  
Information Technology Department**

| Priority | Program Title                                | Account Description           | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments  |
|----------|--|-------------------------------|----------------------|------------------|----------------------|-------------------|--|
| 9        | Graphic Arts Production                      | Photo, Video Supplies         | 44,500               | 10,000           | 10,000               | 163,800           | Reduces funding for photo and video supplies. Some supplies can be reused with requisite reductions in media quality. As technologies continue to advance, more media supplies will transition to electronic formats and distribution.   |
| 10       | Multimedia Product Photo, Video Supplies     |                               | 30,000               | 11,500           | 11,500               | 175,300           | Reduces funding for photo and video supplies. Some supplies can be reused with requisite reductions in media quality. As technologies continue to advance, more media supplies will transition to electronic formats and distribution.   |
| 11       | Doc Production                               | Printing & Binding            | 30,000               | 20,000           | 20,000               | 195,300           | Eliminates funding for printing and binding supplies. Limits staff's ability to provide professional printing and binding for various projects.  |
| 12       | IT Data Center                               | Maintenance & Repair non auto | 327,361              | 60,000           | 60,000               | 255,300           | Reduces support for computer infrastructure environment related to as-needed server and storage consulting services, and may limit IT's ability to quickly respond in cases of emergency, or to conduct necessary infrastructure updates. Encourages staff to include extended warranties with Capital Improvement Project purchases at the time of infrastructure upgrades and replacement.               |
| 13       | IT Network & Communication/IT Client Support | Overtime                      | 55,400               | 30,400           | 30,400               | 285,700           | Decreases overtime which limits the ability for technical staff to respond to interdepartmental requests without substantial prior notice. This will also affect technical staff's ability to respond to help desk tickets during normal business hours when projects that would have been completed outside normal business hours are a priority, such as office relocations, and other special projects. |

**Plan for 15 Percent Budget Reductions  
Information Technology Department**

| Priority | Program Title        | Account Description           | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments   |
|----------|----------------------|-------------------------------|----------------------|------------------|----------------------|-------------------|---|
| 14       | Doc Production       | Postage                       | 214,300              | 50,000           | 335,700              |                   | Reduces funding for postage. Citywide staff will need to be more frugal with mailings, determine more cost effective means of communication, and change Capital Improvement Projects for mailings where applicable.   |
| 15       | Multimedia Product   | Maintenance & Repair non auto | 29,000               | 15,000           | 350,700              |                   | Eliminates funds available for maintenance and repairs. Staff will need to include extended warranties with purchases and repair equipment themselves when safe to do so.   |
| 16       | Computer Acquisition | CIP Equipment                 | 2,025,000            | 106,650          | 457,350              |                   | PC Replacement Schedule - Extends Usable Life of PCs. Provides for Reduced Chargeback.  |
| 17       | Computer Acquisition | CIP Equipment                 | 2,025,000            | \$338,410.00     | 795,760              |                   | Infrastructure Replacement Schedule - Extends Usable Life of Network/Data Center Hardware. Provides for Reduced Chargeback.   |
| 18       | Doc Production       | Rentals                       | 475,000              | 110,000          | 905,760              | \$                | Reduces funding for rentals. This will limit citywide color copies and may require that staff input codes to account for the number of copies/prints on multi-functional devices throughout the City, or that the number of staff with the ability to print/copy in color is limited. |
|          |                      |                               |                      |                  |                      |                   | \$ - TOTAL REVENUE REDUCTION  |

|                                  |             |
|----------------------------------|-------------|
| TARGET REDUCTIONS FOR DEPARTMENT | \$1,005,659 |
| TOTAL REDUCTIONS FOR DEPARTMENT: | \$1,010,310 |
| COMPARE TO THE REDUCTION TARGET: | -\$4,651    |

|                   |    |              |
|-------------------|----|--------------|
| IT                | \$ | 640,360.00   |
| Cable TV          | \$ | 97,500.00    |
| Doc/Print         | \$ | 267,799.00   |
| Department Target | \$ | 1,005,659.00 |

**Plan for 10 Percent Plus Public Safety Share of Budget Reductions**  
**Information Technology Department**

| Priority   | Program Title     | Account Description           | FY 08-09 Base Budget | Budget Reduction | Cumulative Reduction | Revenue Reduction | Service Level Reduction, impact on department or other comments  |
|--|-------------------|-------------------------------|----------------------|------------------|----------------------|-------------------|--|
| <b>DISCRETIONARY NON-MISSION CRITICAL REDUCTIONS</b> |                   |                               |                      |                  |                      |                   |  |
|  | IT Data Center    | Maintenance & Repair non auto | 780,000              | 9,400            | 9,400                |                   | Elimination of specialized cleaning of the IT Data Center. This increases the potential for equipment damage due to dirt build up and will require extensive cleaning on a less frequent basis.  |
|  | IT Admin          | Office Supplies               | 25,700               | 5,000            | 14,400               |                   | Reduction in general office supplies, citywide toner cartridges for Dell and HP printers, and cheat sheets for Microsoft Office programs. Requires staff to use less supplies, to print less, and to use online resources for Microsoft tutorials. |
|  | IT Admin          | Refreshments                  | 5,000                | 2,500            | 16,900               |                   | Reduction in refreshments. Staff will need to purchase less food and beverages for meetings.   |
|  | IT Admin          | Training                      | 23,440               | 10,000           | 26,900               |                   | Reduction in training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of lower cost or no-cost professional development opportunities.                                  |
|  | IT Network & Comm | Maintenance & Repair non auto | 60,000               | 7,000            | 33,900               |                   | Reduction in wireless data cards for laptop computers and mobile telephones. Unused or under-utilized air cards and cell phones will be discontinued.  |
|  | Cable TV Admin    | Advertising                   | 1,400                | 1,400            | 35,300               |                   | Elimination of advertising for Cable TV programs. Staff will need to be creative about creating in-house advertising opportunities for productions.  |
|  | Cable TV Admin    | Training                      | 7,000                | 5,000            | 40,300               |                   | Reduction in training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of lower cost or no-cost professional development opportunities.                                  |
|  | Cable TV Admin    | Rentals                       | 1,000                | 1,000            | 41,300               |                   | Eliminates funding for audio-visual rentals. Staff will need to be resourceful with the audio-visual equipment that the City owns.   |

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|---|--------------------------|-----------------------------------|----------------------|------------------|----------------------|-------------------|--|
|   | Cable TV Admin           | Photo, Video Supplies             | 4,500                | 4,500            | 45,800               |                   | Eliminates funding for photo and video supplies. Staff will need to use less supplies, or purchase what is needed from the Office Supplies budget.   |
|   | Multimedia Productions   | Books and Publications            | 1,000                | 1,000            | 46,800               |                   | Eliminates funding for books and publications. Staff will need to use less supplies, or purchase what is needed from the Office Supplies budget.   |
|   | Multimedia Productions   | Building & Construction Materials | 3,500                | 3,500            | 50,300               |                   | Eliminates the ability to build stage sets for Cable TV productions. Staff will need to be more resourceful with using existing structures or locations as sets for productions.   |
|   | Multimedia Productions   | Electrical and Comm supplies      | 12,000               | 4,000            | 54,300               |                   | Reduces funding for electrical and communications supplies. Staff will need to be more frugal and get creative with on-hand supplies.  |
|   | Doc & Graphic Arts       | Maintenance & Repair non auto     | 19,000               | 19,000           | 73,300               |                   | Eliminates funding for maintenance and repairs for the Print Shop and Graphics equipment. Staff will need to ensure that equipment is under extended warranty, and service equipment themselves where it is safe to do so. |
|   | Doc Production           | Photo & Blueprint service         | 15,000               | 15,000           | 88,300               |                   | Eliminates funding for photos and blueprints. Staff will need to charge the appropriate Capital Improvement Project for photos and blueprint costs.  |
|   | Doc & Graphic Arts       | Various 73000 supply accounts     | 2,250                | 2,250            | 90,550               |                   | Eliminates funding for supplies. Staff will need to share supplies with IT Admin when needed.  |
|   | Doc & Graphic Arts Admin | Training                          | 12,000               | 12,000           | 102,550              |                   | Eliminates training and travel, including membership in professional organizations and conference attendance. Staff will need to stay apprised of no-cost professional development opportunities.                          |
|   | Doc & Graphic Arts Admin | Office Supplies                   | 2,500                | 2,000            | 104,550              |                   | Reduction in general office supplies. Staff will need to share supplies with IT Admin when needed.   |
| <b>PRIORITY MISSION CRITICAL REDUCTIONS</b> |                          |                                   |                      |                  |                      |                   |  |
| 1   | Cable TV Admin           | Maintenance & Repair non auto     | 3,500                | 3,500            | 3,500                |                   | Eliminates funding for maintenance and repair of cable TV equipment.   |

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|----------|--------------------------|-------------------------------|----------------------|------------------|----------------------|-------------------|--|
| 2        | Multimedia Product       | Membership and Dues           | 1,150                | 1,000            | 4,500                |                   | Reduces funding for membership and dues.<br>Limits staff's ability to participate in professional organizations and award programs.  |
| 3        | Doc & Graphic Arts Admin | Printing & Binding            | 3,800                | 3,800            | 8,300                |                   | Eliminates funding for printing and bindings supplies. Limits staff's ability to provide professional bindings for various projects.   |
| 4        | Graphic Arts Production  | Printing & Binding            | 9,150                | 9,150            | 17,450               |                   | Eliminates funding for printing and bindings supplies. Limits staff's ability to provide professional bindings for various projects.   |
| 5        | IT Client Support        | Maintenance & Repair non auto | -                    | 21,000           | 38,450               |                   | Eliminates support for IT's Service & Asset Management, and Client Management Application and may limit IT's ability to report on Client Support activities.   |
| 6        | IT Network & Comm        | Maintenance & Repair non auto | 50,000               | 50,000           | 88,450               |                   | Eliminates as-needed network and communication consulting services, and may limit IT's ability to quickly respond in cases of emergency, or to conduct necessary network updates. Any services required by IT would require a new agreement. |
| 7        | Dac Production           | Printing Supplies             | 100,000              | 35,000           | 123,450              |                   | Reduces funding for printing supplies including the amount of paper available for client departments for use. Limits the use of specialized paper products for printing projects.  |
| 8        | Cable TV Admin           | Cable Legal Fees              | 58,700               | 50,000           | 173,450              |                   | Reduces Cable TV legal fees. The City has not expended any funds since the new state law became effective Jan. 2008. This account was established largely for franchise re-negotiations and assessments required under local franchising.    |
| 9        | Graphic Arts Production  | Photo, Video Supplies         | 44,500               | 20,000           | 193,450              |                   | Reduces funding for photo and video supplies.<br>Limits staff ability to respond to special project requests.  |

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|----------|--|-------------------------------|----------------------|------------------|----------------------|-------------------|--|
| 10       | Multimedia Product Photo, Video Supplies     |                               | 30,000               | 15,000           | 208,450              |                   | Reduces funding for photo and video supplies. Some supplies can be reused with requisite reductions in media quality. As technologies continue to advance, more media supplies will transition to electronic formats and distribution.   |
| 11       | Doc Production                               | Printing & Binding            | 30,000               | 25,000           | 233,450              |                   | Eliminates funding for printing and binding supplies. Limits staff's ability to provide professional printing and binding for various projects.  |
| 12       | IT Data Center                               | Maintenance & Repair non auto | 327,361              | 60,000           | 293,450              |                   | Reduces support for computer infrastructure environment related to as-needed server and storage consulting services, and may limit IT's ability to quickly respond in cases of emergency, or to conduct necessary infrastructure updates. Encourages staff to include extended warranties with Capital Improvement Project purchases at the time of infrastructure upgrades and replacement.               |
| 13       | IT Network & Communication/IT Client Support | Overtime                      | 55,400               | 30,400           | 263,850              |                   | Decreases overtime which limits the ability for technical staff to respond to interdepartmental requests without substantial prior notice. This will also affect technical staff's ability to respond to help desk tickets during normal business hours when projects that would have been completed outside normal business hours are a priority, such as office relocations, and other special projects. |
| 14       | Doc Production                               | Postage                       |                      | 214,300          | 60,000               | 323,850           | Reduces funding for postage. Citywide staff will need to be more frugal with mailings, determine more cost effective means of communication, and charge Capital Improvement Projects for mailings where applicable.  |

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|--|-----------------------|-------------------------------|----------------------|------------------|----------------------|-------------------|---|
| 15                                       | Multimedia Product    | Maintenance & Repair non auto | 29,000               | 20,000           | 122,550              |                   | Eliminates funds available for maintenance and repairs. Staff will need to include extended warranties with purchases and repair equipment themselves when safe to do so.   |
| 16                                       | IT Admin              | Salary                        | 144,243              | 144,243          | 266,793              |                   | Elimination of high-level management position. This change will require overfill/underfill of vacated position by executive and management staff, thereby diverting attention from core responsibilities.                           |
| 17                                       | Computer Acquisition  | CIP Equipment                 | 2,025,000            | 106,650          | 373,443              |                   | PC Replacement Schedule - Extends Usable Life of PCs. Provides for Reduced Chargeback   |
| 18                                       | Computer Acquisition  | CIP Equipment                 | 2,025,000            | \$348,883.00     | 722,326              |                   | Infrastructure Replacement Schedule - Extends Usable Life of Network/Data Center Hardware. Provides for Reduced Chargeback  |
| 19                                       | Multimedia Production | Salaries-PT Seasonal          | 60,908               | 27,806           | 750,132              |                   | Reduces funding for part-time and seasonal employees. Limits Cable TV's ability to respond to interdepartmental and community requests without substantial prior notice in order to adequately plan for media coverage and editing. |
| 20                                       | Doc Production        | Rentals                       | 475,000              | 127,050          | 877,182              | \$                | Reduces funding for rentals. This will limit citywide color copies for departmental projects and Citywide publications. Additionally reduces the number of City multi-function devices.   |
| <b>TOTAL REVENUE REDUCTION</b>           |                       |                               |                      |                  |                      |                   |   |
| <b>TARGET REDUCTIONS FOR DEPARTMENT:</b> |                       |                               |                      |                  |                      |                   | <b>\$1,263,032</b>  |
| <b>TOTAL REDUCTIONS FOR DEPARTMENT:</b>  |                       |                               |                      |                  |                      |                   | <b>\$1,263,032</b>  |
| <b>COMPARE TO THE REDUCTION TARGET:</b>  |                       |                               |                      |                  |                      |                   | <b>\$0</b>  |

|                   |                 |
|-------------------|-----------------|
| IT                | \$ 795,076.00   |
| Cable TV          | \$ 137,706.00   |
| Doc/Print         | \$ 350,250.00   |
| Department Target | \$ 1,263,032.00 |