

Item	Project Task	Description	Primary Staff Leader	Other Staff Key Players	Milestones	Obstacles	Target Completion Date	On Target Yes or No
1	Establish "target amount"	Establish a target amount to create sustainable operations/ revenue balance based upon current known revenue trends	Steve Arbo	Bette Wordelman Christal Weber Chris Clubine	1. Present to MGT - Wed. 9/30 2. F&BC approval - Mon. 10/12 3. City Council approval - Tues. 10/20	Observing revenue patterns to indicate trends for predictive purposes.	10/12/2020 (F&BC meeting)	Yes
2	Revisit the previous Cost Savings Ideas Spreadsheet	Are there any ideas on the list that can be implemented?	Mark Dunning	MGT	1. Review w/ MGT- done 7/15 2. Review with F&BC on 8/10	No known obstacles	8/10/2020 (F&BC meeting)	Yes
3	Engage employees	Create process to submit new ideas on cost containment or revenue growth	Chris Clubine	Cheryl Nash Employees	1. Create Survey 2. Distribute to employees 3. Put responses in a spreadsheet/ report. 4. Review with MGT (9/2; 9/16; etc), City Council (9/22), and F&BC (10/12).	There are not any known obstacles regarding the project task.	10/12/2020 (F&BC meeting)	Yes
4	Explore potential revenue growth ideas and monitor economic conditions	Research and analyze revenue growth ideas, including annual anticipated revenue amounts, requirements for implementation, etc.	Bette Wordelman	Chris Clubine	information pending	information pending	information pending	information pending
5	Concepts and programs to reduce personnel expenses.	Explore concepts and programs to reduce personnel expenses. The result of these items should not have an impact on service levels. (Consideration should be given to impacts of concepts on labor agreements.)	Anita Dickey	Susan Wayman Beate Hager Beth Murano	1. review concepts; 2. review options and costs/savings on retirement recommendations; 3. look at overtime in labor agreements and use/non-use of timeclocks; 4. consider benefit adjustments as recommended	labor contracts; upgrade of novatime to cloud; benefit funding; past practices in contracts	Any benefit changes would need made on a calendar year 1/1/ implementation date ideally; IT will need to determine when novatime cloud will be installed; training and novatime set up will need to occur;	Yes
6	Review MERP and VERP upgrade / renewal of process. (Update to include BERP, PSERP, SLERP)	Timing of the request (budget process vs. mid-year). What are the processes?	Mark Dunning	Steve Marsh Lora Seabolt Bob Hartnett Mark Stinson	1. Document current processes 2. Evaluate current processes to identify opportunities and document 3. Discuss proposed changes with affected departments 4. review proposed changes with MT 5. Communicate and implement approved changes	1. Department/Staff resistance 2. Timing of the realized savings 3. Current process/policy not followed or consistent 4. Perception that funding is department's and should be able to be spent as dept. sees fit	12/31/2020	Yes

Item	Project Task	Description	Primary Staff Leader	Other Staff Key Players	Milestones	Obstacles	Target Completion Date	On Target Yes or No
7	General Administration Charges audit recommendation	Implement pending recommendation of the General Administration Charges audit	Chris Clubine	Steve Arbo Joe Snook Mark Schaufler Christal Weber Bob Hartnett	1. Consultant completes report. 2. Distribute report to stakeholders for review. 3. Present to Governing bodies (P&R Board; City Council). 4. Finalize GA charges amounts.	1. The consultant has not yet completed report (past estimated timeline). 2. Disagreement about report recommendations.	12/31/2020	Yes
8	Cover full cost of CDBG Administrative Activities	Cover full cost of CDBG Administrative Activities	Mark Dunning	Ryan Elam Amy Koeneman Sarah Tilbury	1. Develop estimated costs for respective activities related to CDBG administration 2. Evaluate for efficiencies (processes, administration, tracking)	Each year the full cost to recover CDBG activities changes due to number of applications submitted, compliance reviews, and processes related to updating of CDBG related plans (Annual action plan, Consolidated Plan, Citizen Participation Plan, etc.). Percentage cap for Administrative costs limited to 20%.	3/31/2021	Yes
9	Make certain that damage payments paid by General Fund are reimbursed fully.	Create a process to ensure that expenses for damages paid out of the General Fund are reimbursed	Christal Weber	Dan White	1. Review current practices with subset of typically affected departs and identify challenges and opportunities. 2. Draft alternative process options. 3. Select final process. 4. Notify, Educate, and Implement process. 5. Monitor and Review.	Diverse funds and types of incidents, etc. create high level of varibility in need.	12/1/2020	Yes
10	Based on outcome of the items 1 - 9, discuss service levels and programs	Based on the outcome of the items listed in 1 through 9 above, it may be necessary to discuss decreasing service levels and/or eliminating programs.	Steve Arbo	Mark Dunning Christal Weber MGT	1. Continue Monthly Review w/ F&BC 2. Conduct Brainstorm Session with MGT TM 12/20 3. Present to F & BC at 1/11/21 Meeting 4. Present to City Council at 1/19/21 Meeting	Having accurate trending information to predict need for service program reductions.	Follow-up Council action(s) may be necessary during February 2021 meetings.	Yes