

## ***Proposed Efforts to Mitigate our Structural Deficit and State of Fiscal Emergency***

- 1) Hiring freeze for all positions, exceptions to be made by the Administration and Finance Committee.
- 2) Elimination of any expenses for travel and education except - those required to maintain certification or licensure required for the position; courses in which employees are currently enrolled and have been approved pursuant to the tuition reimbursement policy; tuition repayments for loans existing prior to May 5, 2020; federal, state, and local regulation compliance training.
- 3) Eliminate non-essential and discretionary spending in all departments regardless of funding source (includes liberty heights wading pool; marketing, tourism, and city sponsored events); does not include CDBG and grant funding.
- 4) No overtime in departments and divisions who do not provide critical/essential functions (flex hours, change to 4-10 days, and adjust building hours/service hours of operation to comply).
- 5) Reset response time expectations for non-emergency department service delivery.
- 6) Implement Voluntary Furlough Program (e.g. - allows staff to voluntarily elect up to 30 unpaid furlough days with their supervisor's approval. Time off for non-exempt employees may be taken in single, intermittent, or consecutive days. Exempt employees must take time off in weekly increments to comply with FLSA requirements.)
- 7) Require remote participation (or use city vehicles) in meetings to eliminate mileage reimbursement for city meetings.
- 8) Implement early retirement program or part-time employment with preliminary details presented at the May 19 Common Council meeting.
- 9) Complete the city hall customer service center and work to implement similar customer service centers in other city buildings.
- 10) Exceptions to above must be approved in advance by City Administrator.
- 11) All efforts continue until withdrawn by Common Council action.
- 12) The Common Council requests approval of this resolution by both Police and Fire Commission and Library Board as soon as practical.