

Budget Reduction Workshop

The city is required to hold a budget workshop at which the governing body of the city shall perform a **budget reduction exercise**. This exercise must identify strategies to potentially reduce the ensuing fiscal year budget by 10% when compared to the current fiscal year, without compromising essential public services.¹ The city is required to post the workshop exercise on their official website or post a link to a recording of the budget workshop. The exercise must be completed at least 14 days before final budget adoption.

1. Workshop Information

This budget reduction exercise is conducted to comply with state law and to promote transparency in the City’s budget process. The exercise identifies *hypothetical* strategies that could be used to reduce the upcoming fiscal year budget by 10%, if such reductions were ever required. The strategies discussed during this exercise are for planning and informational purposes only and do not represent proposed or approved budget cuts. Final budget decisions are made by the City through the formal public budget adoption process.

City Name:

Fiscal Year:

Workshop Date:

Time:

Location:

Physical Address or Video Link

¹ S. 166.241(3)(b), F.S.

2. Budget Overview

This overview provides context for the City’s budget before discussing potential reduction scenarios. It summarizes the City’s total current budget, highlights major spending areas such as public safety, infrastructure, and administration, and explains how costs are distributed across departments and services. It also distinguishes between **fixed costs**—such as contractual obligations, debt service, and legally required services—and **flexible costs** that can be adjusted over time. This context is intended to help residents understand why potential adjustments are limited in certain areas.

Current Budget (\$):

Total adopted budget for current fiscal year.

10% Reduction Target (\$):

Multiply current budget by 0.10.

Hypothetical Reduced Budget Target (\$):

Current tentative budget minus 10% reduction.

3. Estimated Savings by Category

The estimated savings shown below reflect *hypothetical* options that could be considered as part of a budget reduction exercise. Any potential savings **must not compromise essential public services**, such as law enforcement and fire protection, **or legal obligations**. These estimates are illustrative only and do not represent approved budget cuts.

When identifying potential budget savings, cities can look across several common areas for opportunities. Examples include improving operational efficiencies through streamlined processes or reduced overtime; delaying or deferring capital improvement projects or other non-essential purchases; and making hiring or personnel adjustments such as holding vacancies open longer or postponing new hires. Additional savings may be found by renegotiating or scaling back contracts with vendors, as well as reviewing non-essential programs to determine whether adjustments or temporary reductions can be made while preserving core services.

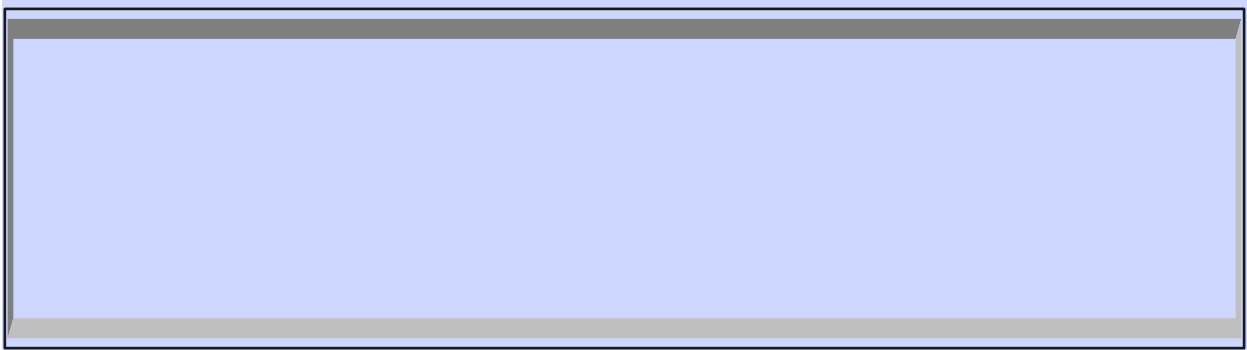
--

Total Estimated Savings (\$):

--

4. Trade-Offs and Impacts Assessment & Summary

This section presents a high-level view of the budget reduction exercise, showing the total estimated savings and the mix of strategies used to achieve them. It is intended to be illustrative, highlighting overall impacts and practical limitations rather than proposing final budget decisions. While essential public services and legal obligations cannot be compromised, the strategies identified may result in impacts such as service delays, reduced program availability, or postponed projects. The exercise also underscores potential longer-term risks—including deferred maintenance, higher future costs, or reduced operational capacity—that may not be immediately apparent.



5. Public Access and Posting

Recording Link:

Link to video recording (if applicable).

Posted Date:

Must be at least 14 days before final adoption.