**SAMPLE ZERO BASE BUDGETING DECISION PACKAGE**

**DEPARTMENT: Public Works**   
**PROGRAM: Street Sweeping**

Instructions:

Complete this decision package on the assumption of three different funding levels - continuation of the current funding level, a 10-percent reduction, and a 25-percent reduction.

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| **Program Costs** | **Continuation of the Current Level of Funding** | **Assuming a 10% Reduction in Funding** | **Assuming a 25% Reduction in Funding** |
| Personal Services | $ | $ | $ |
| Supplies | $ | $ | $ |
| Contractual Services | $ | $ | $ |
| Capital Outlays | $ | $ | $ |
| TOTALS | $ | $ | $ |
| Please describe the desired results of this program. | | | |
| Please list any alternatives and describe them. | | | |
| How and when will the results be accomplished? | | | |
| For each level of service, please clearly identify the results of operating at that level of funding. | | | |
| What would be the result of eliminating this program? | | | |