

Date: July 31, 2017  
To: Town Council  
From: Steven R. Werbner  
**Subject: Further Budget Adjustments**

On July 18, 2017 the Town Council asked that I start planning for a budget based on revenue reductions contained in the Governor's Resource Allocation plan and a 10% increase in the mill rate. Overall to balance the budget that would require a reduction in expenditures in the amount of \$3,783,500. Since Town expenditures are 20% of the overall budget I have taken 20% of the overall reduction as the Town's share in the amount of \$756,700.

On March 8, 2017 I presented the Town Council with my proposed Town Manager's budget which contained reductions of \$334,124. In addition to reductions already identified, I need to find \$422,000 in additional reductions. My recommendations to reach that number are as follows:

**General Government:**

<b><u>Item</u></b>	<b><u>Amount</u></b>	<b><u>Impact</u></b>
Various insurance items	\$ 10,300	Amount based on final Bills
Personnel Attorney	\$ 5,000	All contracts resolved for next year
Economic Development	\$ 20,000	Marketing will have to be done in-house
Pension	\$ 10,000	Use of funds in forfeiture account
Budget flyer	\$ 1,970	Done on line and not mailed out
Employee appreciation	\$ 600	No formal programs
Annual Report	\$ 1,260	Done on line
Journal Inquirer	\$ 292	Eliminate subscription
Computer paper	\$ 1,000	Purchase less paper
Computer replacements	<u>\$ 4,000</u>	No computer replacements for the year
	<b>\$ 54,422</b>	

**Public Works:**

<b><u>Item</u></b>	<b><u>Amount</u></b>	<b><u>Impact</u></b>
Temporary Help	\$ 7,500	Effects mowing, trimming and lining of fields as well as maintenance of cemeteries. Will reduce by 2 our 3 seasonal employees.
Ice and Snow removal	\$ 18,098	Reduces our usage of salt from a recommended 400 lbs. per lane mile to 375 lbs. per lane mile. Based on our topography and climate, this may have safety impacts.
Equipment rental	\$ 61,652	Eliminate hired truck drivers. Parks Department employee will pick up a route and another route will be spread amongst existing drivers. This will increase time to complete routes by up to an hour and half and will leave Parks shorthanded to address school and municipal parking lots which may result in more school delays.
Irrigation Contract	\$ 6,000	Much of the work will be done in-house as time allows.
24 Hour on call for HVAC	\$ 5,500	Performed in-house.
Contingency	\$ 1,250	
Tree Trimming	\$ 20,000	Will only be able to address emergency rather than planned proactive tree trimming.
Street Sweeping	<u>\$ 30,000</u> <b>\$150,000</b>	Performed in-house over a longer period of time taking away from other road related tasks.

**Planning, Building and Engineering Services:**

Engineering Contracted Srvcs.	\$ 10,000	Less ability to seek professional advice on drainage, storm water, road and driveway issues. Some of this reduction may be offset by recent changes. Planning and Zoning has made requiring applicants pay
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<u>Item</u>	<u>Amount</u>	<u>Impact</u>
		additional fees for certain services.
Planning & Zoning Commission - POCD	\$ 10,000 \$ 20,000	More of the work will have to be done in-house. In turn, staff will have to reduce assistance it provides to other Boards and Commissions during the 1.5 to 2 years update process. The completion time period for the plan may also be elongated.

**Community Services – Recreation, Library and Human Services:**

Freeze a vacant 9-hour Library Circulation Assistant position	\$ 8,471	This person works primarily on Saturdays, the library's busiest day. Will impact patron assistance.
Reduce new library books and periodicals	\$ 31,529	We will no longer subscribe to some 78 magazines and will lose subscriptions to Wall Street Journal, USA Today and NY Times. We will only have \$4,475 for new books, DVD's, audio books and CD's. The library will create a public wish list for residents to donate new materials.
Move the Recreation Center Electricity subsidy to the Recreation Fund	\$ 18,000 \$ 58,000	This cost was at one time in the Recreation fund but moved out due to reduced balance of the fund. The last several years have seen increases in the fund and this action can be taken at this time but will have to reviewed on a year-to-year basis.

To provide savings to the Recreation Fund to allow for General Fund expenses to be absorbed to a greater extent the following actions are proposed:

The Town wide Recreation Brochure will be done on line	\$ 4,000	Done on line.
Close the beach at Crandall's except for camp use	\$ 10,000 \$ 14,000	

<u>Item</u>	<u>Amount</u>	<u>Impact</u>
<b><u>Public Safety:</u></b>		
Replacement Pagers and Radios	\$ 11,540	Normal replacement schedule will be reduced by 50%.
Target Solutions	\$ 7,960	This on line software gives access to all staff to keep up with training on line. Staff will have to conduct these training sessions as formal in-house classes.
Public Eye	\$ 7,578	This on line software program allows staff to access important data electronically in the field. Paper copies will now have to be kept of this information.
Training	\$ 4,000	Reduced funds for training.
Clothing	\$ 9,625	Uniforms will be replaced less frequently.
Reimbursements	\$ 20,000	The increase proposed for volunteers would be eliminated. Stipends have not increased since 2008.
Smoke Detectors	\$ 500	Smoke detectors will have to be purchased by residents at a store.
Firehouse Inspector Service	\$ 450	The Firehouse software incident recordkeeping system would be eliminated.
Fire Marshal uniforms	\$ 1,000	Replacement of gear will be impacted.
Dive and Water operations	\$ 7,000	Stopping current dive and water operations.
Explorer Post	<u>\$ 1,500</u>	
	<b>\$ 71,153</b>	

**Finance:**

DMV Delinquent Tax Collection Fee	\$ 1,500	DMV no longer bills for this service.
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<u>Item</u>	<u>Amount</u>	<u>Impact</u>
Eliminate special MUNIS Maintenance	\$ 1,500	If an emergency with MUNIS or unscheduled update occurs, we would not have dedicated funds to address.
National GFOA Conference	\$ 1,600	Finance Director may have to pay a portion of the cost to attend. Attendance is necessary for the Director to get the number of CPE credits required for her certification.
Eliminate Non-Union raises	\$ 30,000	No raises for non-union staff. I would only want to do this if the BOE is following suit.
Teamsters and Fire Union raises	\$ 25,000	Raises were paid from prior year funds.
Celebrations	\$ 6,000	Permanent Celebration Committee would have to do fund raising for the parade and tree lighting ceremony.
Tax Refunds	<u>\$ 5,000</u> <b>\$ 70,600</b>	Refunds are trending downward.
<b>Total of all reductions</b>	<b>\$438,175</b>	

To the extent possible, I have stayed away from reduction in force in this reduction plan. However, should it be necessary to reduce expenses further, I will have no other options than to reduce the number of employees working for the Town which will impact services. Many of our offices are two person operations and eliminating one leaves no backup. Offices will have to be closed or reciprocal arrangements worked out with other Towns when the one remaining employee is out.

SRW/lrb