



Wednesday, April 17, 2019

Gardiner City Council FY 20 Budget Work Session

Presented by: Christine M. Landes, City Manager
and Denise Brown, Finance Director

April 17, 2019

FY20 Work Session Agenda

- ▶ Review FY20 Budgets for:
 - ▶ General Government
 - ▶ Technology
 - ▶ Police
 - ▶ Fire
 - ▶ Buildings and Grounds
 - ▶ Highway
 - ▶ Library
 - ▶ Planning and Development

* Please note for this presentation decreases to the proposed budget are highlighted in **RED**
proposed increases are highlighted in **GREEN**.

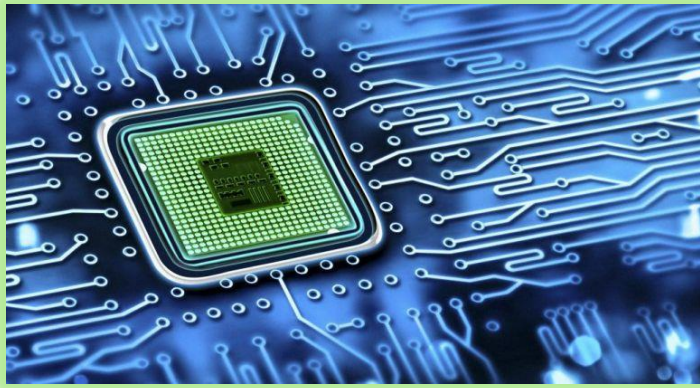


GENERAL GOVERNMENT

General Government can be defined as the 'front office' staff. This would include the City Manager, Finance Director, City Clerk, Tax Collector, and Front Counter Staff. Expenses in this category are: benefits, travel & training, dues & subscriptions, advertising & outreach, computers & devices, materials & supplies, equipment & maintenance, professional services, Assessor, special projects, and the category of other.

Overall General Government Budget up \$66,467 or 9.03%

- ▶ Accounts with a change of \$1,000 or more:
 - ▶ 510-110 Salary: **-\$9,340** due to City Manager contract decrease and proposed 3% increases
 - ▶ 510-111 Regular: **+\$6,255** due to negotiated union salaries
 - ▶ 520-210 Health Insurance: **-\$3,389** due to the City Manager declining insurance
 - ▶ 520-235 Life Insurance: **+\$1,871** due to contract negotiation benefits with City Manager
 - ▶ 520-250 Workers Comp: **+62,568** due to mod rate increase
 - ▶ 620-320 Membership Dues: **+\$2,083** due to possible Mayor's Coalition membership
 - ▶ 690-612 Legal: **-\$10,000** due to past history
 - ▶ 690-617 Assessor: **+4,025** due to contract renewal
 - ▶ 710-710 Special Projects: **+17,000** due to Vision software upgrade
 - ▶ 910-930 Contingency: **-\$7,000** due to past history
 - ▶ 910-955 Property & Casualty Insurance: **+1,883** due to 3% annual increase



TECHNOLOGY

The Technology Department is currently a small branch off of the Librarian's duties (Anne Davis). The department includes wages, benefits, computers & devices, equipment & maintenance, professional services, special projects, and debt.

Overall Technology Budget down \$2,640 or -2.83%

- ▶ Accounts with a change of \$1,000 or more
 - ▶ 640-410 Hardware: **+\$5,225** due to an extension on the warranty of the server back-up device
 - ▶ 640-411 Software: **-\$1,903** due to Annual costs adjustment (actual cost)
 - ▶ 690-610 Other Contractual: **+\$1,183** due to maintenance agreements, photocopier upgrades, etc.
 - ▶ 710-710 Special Projects: **-\$7,500** due to FY19 Website Upgrade complete



Police

Committed to the protection of all who live, work, or visit our city, the Gardiner Police Department consists of eleven officers, an Administrative Assistant (shared between four departments), and the Chief of Police. MSAD #11 covers a major portion of two school resource officers. The union did negotiate a 3.5% pay raise for the upcoming year. 61% of the \$157,843 increase for this department is due to the recently negotiated dispatch situation.

Overall Police Budget up \$157,843 or 13.44%

- ▶ Accounts with a change of \$1,000 or more:
 - ▶ 510-110 Salary: **+\$2,035** due to a proposed 3% pay increase for the Chief
 - ▶ 510-111 Regular: **+\$27,155** due to a 3.5% negotiated union pay raises and steps
 - ▶ 510-120 Holiday Pay: **+\$1,029** due to proposed increase of wages resulting in an increase in holiday pay
 - ▶ 510-130 Overtime: **+\$2,508** due to proposed increase of wages resulting in an increase in the overtime rate
 - ▶ 520-210 Health Insurance: **+30,949** due to increases in the health insurance premiums
 - ▶ 520-220 Retirement: **+\$4,261** due to proposed increase of wages resulting in an increase in the retirement contribution total
 - ▶ 520-270 Clothing: **-\$3,350** due to uniform upgrades being completed last year
 - ▶ 640-413 Cell Phones: **-\$1,240** due to better pricing on upgraded cell phones
 - ▶ 650-430 Miscellaneous: **-\$1,500** due to relocating expense to a new line
 - ▶ 660-510 Miscellaneous: **-\$4,400** due to relocating expense to a new line
 - ▶ 660-520 Tasers: **+\$4,100** due to an annual Taser maintenance agreement and upgrade
 - ▶ 680-561 Fuel: **-\$4,000** due to a better fuel price with the school district
 - ▶ 680-564 Radars: **+\$4,400** due to the replacement of two radar devices
 - ▶ 690-618 Dispatching: **+\$96,258** due to negotiated dispatching costs
 - ▶ 810-810 Principal: **-\$1,000** due to reduction in payment schedule



Fire

The Gardiner Fire Department currently has three Captains, three Lieutenants, nine Firefighters, an Administrative Assistant (shared between four departments), and a Chief. Their shift is twenty-four hours on, forty-eight hours off.

This budget request also includes a new fire truck that was previously approved by the City Council. The department should find out this month if a new grant for the purchase of the truck is approved.

Overall Fire Budget up \$59,957 or 5.64% (pending grant approval of new truck)

- ▶ Accounts with a change of \$1,000 or more:
 - ▶ 510-111 Regular: **+\$11,053** due to negotiated union salaries
 - ▶ 510-130 Overtime: **+\$1,440** due to pay increase cost adjustment for overtime
 - ▶ 520-210 Health Insurance: **+\$4,770** due to the benefits increase
 - ▶ 520-220 Retirement: **+\$1,886** pay increase cost adjustment due to retirement
 - ▶ 520-270 Clothing: **+\$1,500** due to purchasing ten new high visibility coats
 - ▶ 610-314 Reg Fees: **-\$4,000** due to past history
 - ▶ 601-315 Lodging/Meals: **-\$1,000** due to past history
 - ▶ 640-411 Software: **-\$1,000** due to removal of Imagetrend Program
 - ▶ 660-511 Misc: **+\$2,200** due to matching grant of portable radios
 - ▶ 670-542 Fire Hydrants: **+\$10,865** due to actual costs
 - ▶ 680-561 Fuel: **-\$1,130** due to negotiated price with school
 - ▶ 690-618 Dispatching: **+\$2,406** due to negotiated dispatch costs with RCC
 - ▶ 810-810 Principal: **+\$36,977** due to a new fire engine payment (pending grant approval)
 - ▶ 910-960 Ambulance Services: **-\$6,633** due to a reduction in service fees



Buildings & Grounds

The Buildings and Grounds Department currently employs three individuals (four in previous years). The reduction in staff from four to three is due to an employee resignation and thereby contracting the building(s) general cleaning out to a private company. The department takes care of the grounds around the city and performs general maintenance at each building. The Safety Officer is also allocated from this department.

Overall Buildings and Grounds Budget down \$16,614 or -3.44%

- ▶ Accounts with a change of \$1,000 or more:
 - ▶ 510-111 Regular: **-\$19,999** due to restructuring of the department
 - ▶ 510-114 Temp-Seasonal: **+\$3,500** due to increased summer help with pay increase
 - ▶ 520-210 Health Insurance: **+\$7,417** due to benefits increase
 - ▶ 520-220 Retirement: **-\$1,964** due to adjustment for one less employee
 - ▶ 650-448 Parks: **+\$1,000** due to misc. costs
 - ▶ 670-531 Pellets: **-\$13,200** due to change in fuel (see below)
 - ▶ 670-531 Natural Gas: **+\$13,200** due to change in fuel (see above)
 - ▶ 670-534 Electricity: **-\$75,200** due to LED Upgrade
 - ▶ 670-537 Repairs/Maint: **+\$5,500** due to historical
 - ▶ 680-561 Fuel: **-\$1,000** due to negotiated price with school
 - ▶ 690-534 Tree Maint: **+\$5,000** due to request of City Council
 - ▶ 690-646 Cleaning Services: **+\$12,000** Cleaning company hired due to restructuring of department
 - ▶ 810-810 Principal: **+\$45,989** LED Debt and Sidewalk Tractor



Public Works

Public Works is a department of seven: a Director, three equipment operators, two truck drivers, and a Mechanic (20% of the budget is allocated to an Administrative Assistant and 23% of all wages are paid for thru the Wastewater Fund). This department is responsible for plowing, sweeping, storm water, fall clean-up, and hazardous waste. This budget request includes a new plow truck which was scheduled to be replaced, and a sweeper.

Overall Public Works Budget up \$100,335 or 7.06%

- ▶ Accounts with a change of \$1,000 or more:
 - ▶ 510-110 Salary: **+\$8,291** due to increase in Director's pay to bring position in line with other municipalities
 - ▶ 510-111 Regular: **+\$12,745** due to negotiated union salaries
 - ▶ 510-130 Overtime: **+\$1,826** due to pay increase cost adjustment for overtime
 - ▶ 520-210 Health Insurance: **+\$8,085** due to the benefits increase
 - ▶ 520-220 Retirement: **+\$1,937** due to pay increase cost adjustment due to retirement
 - ▶ 640-411 Software: **+\$2,287** due to Bi-Annual GPS Maintenance Fee
 - ▶ 670-531 Pellets: **-\$10,000** due to change of fuel type/propane (see below line)
 - ▶ 670-532 Natural Gas: **-\$2000** due to change of fuel type/propane (see below line)
 - ▶ 670-533 Propane: **+\$15,000** due to change of fuel type (see above lines)
 - ▶ 680-561 Fuel: **-\$5,000** due to negotiated price with school
 - ▶ 810-810 Principal: **+\$64,920** due to a new plow truck and sweeper



Gardiner Public
Library

Library

Serving the community as a center for reliable information in various formats, the Gardiner Public Library employs eight: a Director, an Assistant Director, an Archivist, two Librarians, and three Assistant Librarians (some positions are part-time). Library services are offered to residents of the following communities: Gardiner, Litchfield, Randolph, Pittston, Farmingdale, South Gardiner, and West Gardiner.

Overall Library Budget up \$30,109 or 7.33%

- ▶ Accounts with a change of \$1,000 or more:
 - ▶ 510-110 Salary: **+\$1,621** due to proposed pay increases
 - ▶ 510-111 Regular: **+\$1,127** due to negotiated union salaries; though not as high as it would be if we had not restructured buildings and grounds
 - ▶ 520-220 Retirement: **+\$11,887** due to planning for potential retirement of long-term employees/payout of sick time
 - ▶ 610-311 Training: **+\$2,500** due to the Library Association not being able to absorb these costs anymore
 - ▶ 650-433 Books/CD/Mag: **+\$2,000** due to CD purchases and eliminating next line
 - ▶ 650-436 DVD: **-\$2,000** (see above)
 - ▶ 670-532 Natural Gas: **+\$2,500** due to past history
 - ▶ 670-537 Repairs/Maint: **+\$1,500** due to sprinkler inspection
 - ▶ 690-646 Cleaning Services: **+\$9,500** due to hiring a cleaning service



Planning & Development

Working with the city's elected leadership, the local community, and the city staff, this department creates an environment where business and citizen's individual and collective dreams can become reality. It is the charge of Planning staff to provide the plans, policies and ordinances that allow development consistent with State and Federal laws in as streamlined a fashion as possible, and that move the City closer to its goals as directed by the Mayor and City Council.

Overall Planning & Development Budget up \$72,027 or 23.31%

- ▶ Accounts with a change of \$1,000 or more:
 - ▶ 510-110 Salary: **+\$23,742** due to an adjustment of a full-year EDD
 - ▶ 510-111 Regular: **-\$3,322** due to reorganization of the department
 - ▶ 520-110 Health Insurance: **+\$25,007** due to EDD insurance and benefits increase
 - ▶ 520-220 Retirement: **+\$3,215** due to full-year of EDD
 - ▶ 610-313 Transportation: **\$1,525** due to travel training for EDD
 - ▶ 610-314 Reg/Fees: **\$1,162** due to seminar fees for EDD
 - ▶ 690-614 Planner: **-\$7,000** due to hiring of EDD/Planner
 - ▶ 710-710 Special Projects: **+\$26,900** due to bridge betterment project
 - ▶ 910-980 Food: **+\$1,000** due to business meetings for EDD/Businesses

Summary

Overall these eight departments contribute an increased total of \$467,484. The majority of this increase is the Police (\$157,843, of which \$96,258 is dispatch) and Public Works budget (\$100,335, of which \$64,920 is a new truck and new sweeper). Please note some of these costs will be offset by revenue sharing increases.

The proposed FY20 budget includes a total net increase of \$470,135. The largest contributing factors of this increase are dispatch (\$96,664), workers compensation (\$62,568), benefits (\$97,129), and pay raises (\$90,829), for a total of \$347,190 or 74% of overall proposed increase. These four categories cannot be reduced due to negotiated pay raises, contracts for dispatch, actual costs for workers compensation rates, and actual costs for benefits provided.



QUESTIONS?

Next Budget Workshop scheduled for
Monday, April 22, 2019
6:00PM

Next weeks review will cover
Intergovernmental, Community & Social
Services, CIP, Revenue, Tax Rate Impact,
TIF, Ambulance, and Wastewater.