

Town Manager notes to Finance Director 2023/08/28

Department	Line	Description	Change	From	To	Note
Revenue	02-041	Cable Franchise Fees	\$ (48,000)	\$ 50,000	\$ 98,000	Per letter from Spectrum
Revenue	11-005	DOT Local Roads	\$ (22,048)	\$ 145,000	\$ 167,048	Per Interim PW Director
		<b>Capital &amp; Revenue Adjustment Subtotal</b>			<b>9.3%</b>	<b>\$ (70,048)</b>
Admin	01-10-02-600	Manager's Expense	\$ (500)	\$ 1,600	\$ 1,100	Emp training day redundant to HR department budget
Human Resources	01-15-02-150	Personnel Development	\$ (5,000)	\$ 17,750	\$ 12,750	Per Council 8/7/2023
Human Resources	01-15-03-155	Professional Services/Misc	\$ (5,000)	\$ 14,400	\$ 9,400	Per Council, reduce staff recognitions by \$5,000
Human Resources	01-15-02-390	Fax line for confidential data transfers	\$ 120	\$ -	\$ 120	Per HR Director, Clerk's fax confidentiality challenges
Assessor	01-30-02-150	MTCMA Interchange	\$ (390)	\$ 390	\$ -	Per Assessor, training optional / outside of normal role
Assessor	01-30-02-150	MTCMA Institute	\$ (590)	\$ 590	\$ -	Per Assessor, training optional / outside of normal role
Assessor	01-30-02-101	MTCMA Membership	\$ (100)	\$ 100	\$ -	Per Assessor, training optional / outside of normal role
Communications	01-65-01-201	FICA/Medicare	\$ -	\$ 2,138	\$ 11,280	Miscalculated, error in formula, corrected in 8/28/23 version
Communications	01-65-03-370	Contract Services: Computer Support	\$ (5,460)	\$ 33,720	\$ 28,260	Per HR Director, eliminate FingerCheck for TimeClock
General Insurance	02-14-01-202	Health Insurance Adjustment	\$ (72,383)	\$ 963,493	\$ 891,110	Adjustment for actual health care insurance cost
General Insurance	02-14-01-789	Wage Adjustment (COLA from 6% to 4%)	\$ (74,562)	\$ 308,686	\$ 234,124	Per Council, reduce from 6% to 4% with 3% COLA and 1% Performance Based
General Insurance	02-14-01-789	Wage Adjustments	\$ 50,000	\$ -	\$ 50,000	HR proposes \$50,000 reserve fund for adjustments
General Insurance	02-14-02-680	General Insurance	\$ 10,000	\$ 94,695	\$ 104,695	Per MMA, insurance cost increase
Parks & Rec	03-21-01-101	Membership / Dues	\$ (1,610)	\$ 1,610	\$ -	Move to Rec Enterprise account per Rec Director and TM
Parks & Rec	03-21-01-150	Professional Dev	\$ (3,254)	\$ 3,254	\$ -	Move to Rec Enterprise account per Rec Director and TM
Public Safety	04-41-02-025	Dry Hydrants	\$ (10,000)	\$ 10,000	\$ -	Per PS Director, cut dry hydrant maintenance
Public Works	05-51/52-01-100	PS Administrator position	\$ (105,000)	\$ 105,000	\$ -	Defer to FY25
Public Works	05-52-01-170	Summer Overtime	\$ 2,000	\$ 4,000	\$ 6,000	Increase summer overtime due to climate related road maint.
Public Works	05-51/52-01-201	FICA/Medicare	\$ (7,880)			revised figures 8/28/23, from \$8,330 to \$7,880
Public Works	05-51/52-01-203	Retirement	\$ (7,210)			revised figures 8/28/23, from \$7,354 to \$7,210
Transfer Station	05-55-02-503	Increase in monitor well testing	\$ 3,375	\$ 12,500	\$ 15,875	Increased testing due to PFAS level increases
Council	06-61-02-598*	EDDM budget mailer	\$ 4,000	\$ -	\$ 4,000	For Council mailings per TM advice (create in TRIO)
Law Enforcement	08-71-03-841	SRO (contract cost reduction-MSAD calc)	\$ (40,264)	\$ 79,000	\$ 38,736	Replacement vehicle removed by MSAD-15
Community Svc	09-80-10-721	Senior Property Tax Assistance pgm	\$ (19,000)	\$ 19,000	\$ -	8/7/2023 WS: Council notes that new state programs accomplish what this local program did in the past
		<b>General Fund Subtotal</b>			<b>38.3%</b>	<b>\$ (288,708)</b>

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CIP	PW	Road Construction	\$ (50,000)	\$ 660,000	\$ 610,000	Per PW
CIP	PW	Road Resurfacing	\$ -	\$ 50,000	\$ 50,000	no change
CIP	Town Vehicles	SRO Vehicle purchase	\$ (34,000)	\$ 34,000	\$ -	CCSO does not have a vehicle available to sell
CIP	Town Vehicles	Truck - Buildings & Grounds	\$ (25,500)	\$ 42,000	\$ 16,500	gas hybrid with lease; get other costs quoted or \$1,500
CIP	Town Vehicles	SUV - CEO / Assessor / Planning	\$ (26,500)	\$ 43,000	\$ 16,500	gas hybrid with lease; get other costs quoted or \$1,500
CIP	Technology	Cradlepoint Router	\$ (5,000)	\$ 5,000	\$ -	Per C/IT Director
CIP	Building Maint.	Pennell Staff Door Replacement	\$ (6,500)	\$ 6,500	\$ -	Per B&G Director; defer costs to FY25 CIP
CIP	Building Maint.	Central Station Door Replacement	\$ (7,000)	\$ 12,000	\$ 5,000	Per B&G Director; defer costs to FY25 CIP
CIP	Building Maint.	Public Works Stack Replacement	\$ (10,000)	\$ 10,000	\$ -	Per B&G Director; defer costs to FY25 CIP
CIP	Building Maint.	PW/PS Overhead Door Repairs	\$ (10,000)	\$ 15,000	\$ 5,000	Per B&G Director; defer costs to FY25 CIP
CIP	Grounds Maint.	Public Services LED Sign	\$ (16,000)	\$ 16,000	\$ -	Per B&G Director; defer costs to FY25 CIP
CIP	Rec. Facilities	Libby Hill/VALT Winter Path Machine	\$ (6,000)	\$ 6,000	\$ -	Per B&G Director; defer costs to FY25 CIP
CIP	Recreation	Skateboard Park	\$ (10,000)	\$ 10,000	\$ -	Per Council, defer to future budget year
CIP	Library	Meeting Room Chairs & Tables	\$ (10,000)	\$ 10,000	\$ -	Per Library Director
CIP	Building Maint.	2 Turnpike Acres Blow Off Hydrant	\$ 7,500	\$ -	\$ 7,500	GWD Policy Change on Hydrant Use
CIP	Building Maint.	DM Station backflow preventer & meter	\$ 3,500	\$ -	\$ 3,500	GWD requires backflow preventer and new meter
CIP	Debt Service	Cost increase - proposed FY24 bond	\$ 34,699	\$ 196,631	\$ 231,330	Increase \$850K bond amount to \$1M, incr. ann'l pymt
CIP to UAF	Building Maint.	Remove B&G Reserve Fund from CIP	\$ (10,000)	\$ 10,000	\$0	This is now under a separate Warrant Article and not in CIP
CIP to CIP Reserve	Land Acquisition	Remove Land Acquisition Fund from CIP	\$ (50,000)	\$ 50,000	\$0	This is now under a separate Warrant Article and not in CIP
		CIP Subtotal			30.6%	\$ (230,801)
UAF	Capital Reserve	FY25 Capital Reserve Fund Setaside	\$ (225,000)	\$ 325,000	\$ 100,000	Per Council 8/7/2023 workshop
CIP to UAF	Building Maint.	Remove B&G Reserve Fund from CIP	\$ 10,000	\$ -	\$10,000	This is now under a separate Warrant Article and not in CIP
CIP to CIP Reserve	Land Acquisition	Remove Land Acquisition Fund from CIP	\$ 50,000	\$ -	\$50,000	This is now under a separate Warrant Article and not in CIP
		Accounting Change Subtotal			21.9%	\$ (165,000)
		Grand Total Changes			100%	\$ (754,557)