Memo:

To John Haverstock, Town Manager

From Gail Ostrout, Finance Director

December 14, 2023

RE: Draft 2025 General Fund Operating Budget

Attached you will find updated budget options for the meeting tonight.

Page 1	Considerations made by the board at the 12/5/23 meeting
Page 2	Tax Impact of the 12/5/23 board considerations
Pages 3 - 5	Suggestions for the board on changes to help reduce the tax rate
	Options A & B were updated today based information received from Assessor, Dispatch, Planning, Police
	Option C based on your recommendations
Page 6	Summary of the Net Change to Options A, B, & C
Page 7	Tax Rate Option A updated 12/14/23
Page 8	Tax Rate Option B updated 12/14/23
Page 9	Tax Rate Option C

$	22,129,663.97	
$	(84,200.00)	10-435-316-0100 Advance Transit
$	150,000.00	community nurse
$	5,000.00	policy digitization
$	20,000.00	climate action reserve
$	(15,000.00)	tree warden 15k to 17500
$	17,500.00	tree warden 15k to 17500
$	94,000.00	community resource liaison 1 position
$	94,000.00	crime data analyst 1 position
$	50,000.00	bond payment - fire station 2
$	22,460,963.97	

$ 350,500.00 change

LOT

$	30,000	downtown beautification
$	225,000	lyman point park
$	200,000	ambulance
$	455,000	

Add Revenue:

$	2,000,000	Unassigned Balance

Draft Budget after 12.5.23 board meeting

Grand List Amount
$14,226,437

Op Expenses	Nontax Rev	Unassigned Fund
$22,460,964	$3,070,918	$2,000,000

Op Expenses from Property Tax
$17,390,046

County Fund

Account	Appropriation	Applied Rate
General Highway Fund	$16,999,487	1.1949
County Tax	$109,000.00	0.0077
Restricted Appropriations	$243,592	0.0171
Local Agreement	$37,967	0.0027
Total	**$17,390,046.05**	**1.2224**

$	22,460,963.97	total draft budget
$	(243,592.00)	restricted appropriations
$	(3,070,917.92)	service revenue
$	(37,967.00)	veteran exemptions (local agreement)
$	(109,000.00)	county tax
$	(2,000,000.00)	unassigned fund
$	16,999,487.05	

$	16,999,487.05	
$	243,592.00	restricted appropriations
$	37,967.00	veteran exemptions (local agreement)
$	109,000.00	county tax
$	17,390,046.05	

250k home FYE 2024 Actual	$	1.0822	$	2,705.50	
250k home FYE 2025 Estimate	$	1.2224	$	3,055.94	
estimated change	$	0.1402	$	350.44	12.953%

Suggested Areas to Review as of 12.14.23 before meeting updated 12/18/23 2:45pm

Revenues:

								change
10-030-100-0300	Payment in Lieu of Taxes	from	$ 106,400	to	$ 123,939	$ 17,539
10-030-200-0200	State Current Use Payments	from	$ 89,700	to	$ 97,928	$ 8,228
10-050-325-0500	Highway - General State Aid	from	$ 280,769	to	$ 284,127	$ 3,358
10-080-100-0100	Interest on Deposits	from	$ 50,000	to	$ 100,000	$ 50,000
			$ 526,869		$ 605,994	$ 79,125

Appropriations:

						Option A	Option B	Option C
(NEW) Community Nurse	*remove, until FYE 2026 budget Community Safety Review Completed Take care of what we have before taking on more - Solid Waste future will need to be funded by the GF or reduced amount - share with another community					$ (150,000)	$ (75,000)	$ (75,000)
(NEW) Community Liasion	*remove, until FYE 2026 budget Community Safety Review Completed					$ (94,000)		
10-115-101-0105	Sister Cities					$ (5,000)	$ (5,000)	
10-121-318-0000	Information Officer - remove allowing TM to assess the need					$ (60,000)		
	Information Officer - if executed split including 4 enterprise funds Funds 10,50,55,60,65 - $12k each)						$ (12,000)	$ (12,000)
10-141-318-0000	Legal There is FYE 25k in FYE 2024 with a current available balance of $18,621 plus and a open for $23,166					$ (25,000)	$ (25,000)	$ (25,000)
10-171-318-0000	Finance Contracted services	from	$ 19,500	to	$ 17,500	$ (2,000)	$ (2,000)	$ (2,000)
10-171-330-0000	Finance - Office Equipment Utilize existing funding	from	$ 1,500	to	$ 1,000	$ (500)	$ (500)	$ (500)
10-174-311-0000	Assessor - Travel & Meetings	from	$ 1,200	to	$ -			$ (1,200)
10-174-315-0000	Assessor Recruitment & Training	from	$ 4,600	to	$ 3,100			$ (1,500)
10-174-323-0000	Assessor - Materials & Supplies	from	$ 600	to	$ 126			$ (474)
10-174-330-0000	Assessor - Office Equipment Utilize existing funding	from	$ 500	to	$ -			$ (500)

10-211-220-0000	HPD - Health Insurance recalculation of plan selection	from	$	396,366	to	$	394,366	$	(2,000) $	(2,000) $	(2,000)
10-211-260-0000	HPD - Retirement recalculation of plan selection	from	$	185,531	to	$	167,217	$	(18,314) $	(18,314) $	(18,314)
10-211-312-0000	HPD - Advertising reduction in recruitment advertising	from	$	6,500	to	$	3,500	$	(3,000) $	(3,000) $	(3,000)
10-211-315-0000	HPD - Recruitment & Training	from	$	46,600	to	$	45,100	$	(1,500) $	(1,500) $	(1,500)
10-211-318-0000	HPD - Contracted Services reduced based on further review by Chief	from	$	45,625	to	$	35,625	$	(10,000) $	(10,000) $	(10,000)
10-211-323-0000	HPD - Contracted Services reduced based on further review by Chief	from	$	40,035	to	$	35,035	$	(5,000) $	(5,000) $	(5,000)
10-211-331-0000	HPD - Department Equipment only replace 4 MDC's	from	$	115,000	to	$	95,000	$	(20,000) $	(20,000) $	(20,000)
	HPD - Staffing reduction by 1 position (salaries & benefits) with the board commitment if filled will be funded by UA Fund	from	$	100,000	to	$	-	$	(131,592)	$	(131,592)
10-271-112-0000	DISP - Temporary Personnel Utilize existing funds	from	$	20,000	to	$	10,000	$	(10,000) $	(10,000) $	(10,000)
10-271-116-0000	DISP - Holiday Pay	from	$	43,962	to	$	47,344	$	3,382 $	3,382 $	3,382
10-271-311-0000	DISP - Travel & Meetings	from	$	4,500	to	$	3,000	$	(1,500) $	(1,500) $	(1,500)
10-271-313-0000	DISP - Membership Dues	from	$	11,205	to	$	6,705	$	(4,500) $	(4,500) $	(4,500)
10-271-315-0000	DISP - Recruitment & Training	from	$	15,975	to	$	9,500	$	(6,475) $	(6,475) $	(6,475)
10-271-318-0000	DISP - Contracted Services	from	$	23,598	to	$	18,098	$	(5,500) $	(5,500) $	(5,500)
10-271-320-0100	DISP - Equipment Op - Communication	from	$	80,105	to	$	58,105	$	(22,000) $	(22,000) $	(22,000)
10-271-323-0000	DISP - Materials & Supplies	from	$	3,500	to	$	3,000	$	(500) $	(500) $	(500)
	DPW - Staffing reduction by 1 position (salaries & benefits) with the board commitment if filled will be funded by UA Fund	from	$	115,190	to	$	-	$	(115,190)	$	(115,190)
10-622-101-0000	New - Planning : Housing / Development Specialist	from	$	73,500	to	$	-	$	(73,500)		

10-622-318-0000	Planning - Contracted Services	from	$	17,832	to	$	7,832						$	(10,000)
	Utilize Existing Funding													
10-912-542-0023	Lease Principal - DPW Truck H3	from	$	33,818	to	$	-	$	(33,818)	$	(33,818)		$	(33,818)
	Lease Interest - DPW Truck H3	from	$	6,221	to	$	-	$	(6,221)	$	(6,221)		$	(6,221)
	Utilize Existing Funding													
10-921-544-0325	Transfer out - Highway Equipment													
	Use ARPA $	from	$	320,000	to	$	49,101	$	(270,899)	$	(270,899)		$	(270,899)
						change		$	(1,074,627)	$	(537,345)		$	(792,801)

Net Change

		Option A					
<u>Revenues</u>							
Tax	from	$	17,390,046.05	to	$	16,236,294.23	$ (1,153,751.82)
Non Tax	from	$	3,070,917.92	to	$	3,150,042.92	$ 79,125.00
<u>Appropriations</u>							
		$	22,460,963.97	to	$	21,386,337.15	$ 1,074,626.82

Net Change

		Option B					
Revenues							
Tax	from	$	17,390,046.05	to	$	16,773,576.05	$ (616,470.00)
Non Tax	from	$	3,070,917.92	to	$	3,150,042.92	$ 79,125.00
<u>Appropriations</u>							
		$	22,460,963.97	to	$	21,923,618.97	$ 537,345.00

Net Change

		Option C					
<u>Revenues</u>							
Tax	from	$	17,390,046.05	to	$	16,518,120.05	$ (871,926.00)
Non Tax	from	$	3,070,917.92	to	$	3,150,042.92	$ 79,125.00
<u>Appropriations</u>		$	22,460,963.97	to	$	21,668,162.97	$ 792,801.00

Draft Budget after 12.5.23 board meeting - Finance Director Revisions Option A *updated 12/14/2023

Grand List Amount
$14,226,437

Op Expenses	Nontax Rev	Unassigned Fund
$21,386,337	$3,070,918	$2,000,000

Op Expenses from Property Tax
$16,236,294

County Fund

Account	Appropriation	Applied Rate
General Highway Fund	$15,845,735	1.1138
County Tax	$109,000.00	0.0077
Restricted Appropriations	$243,592	0.0171
Local Agreement	$37,967	0.0027
Total	**$16,236,294.23**	**1.1413**

$	21,386,337.15	total draft budget
$	(243,592.00)	restricted appropriations
$	(3,150,042.92)	service revenue
$	(37,967.00)	veteran exemptions (local agreement)
$	(109,000.00)	county tax
$	(2,000,000.00)	unassigned fund
$	15,845,735.23	

$	15,845,735.23	
$	243,592.00	restricted appropriations
$	37,967.00	veteran exemptions (local agreement)
$	109,000.00	county tax
$	16,236,294.23	

250k home FYE 2024 Actual	$	1.0822	$	2,705.50	
250k home FYE 2025 Estimate	$	1.1413	$	2,853.19	
estimated change	$	0.0591	$	147.69	5.459%

Draft Budget after 12.5.23 board meeting - Finance Director Revisions Option B *updated 12/14/2023

Grand List Amount
$14,226,437

Op Expenses	Nontax Rev	Unassigned Fund
$21,923,619	$3,070,918	$2,000,000

Op Expenses from Property Tax
$16,773,576

County Fund

Account	Appropriation	Applied Rate
General Highway Fund	$16,383,017	1.1516
County Tax	$109,000.00	0.0077
Restricted Appropriations	$243,592	0.0171
Local Agreement	$37,967	0.0027
Total	**$16,773,576.05**	**1.1790**

$	21,923,618.97	total draft budget
$	(243,592.00)	restricted appropriations
$	(3,150,042.92)	service revenue
$	(37,967.00)	veteran exemptions (local agreement)
$	(109,000.00)	county tax
$	(2,000,000.00)	unassigned fund
$	16,383,017.05	

$	16,383,017.05	
$	243,592.00	restricted appropriations
$	37,967.00	veteran exemptions (local agreement)
$	109,000.00	county tax
$	16,773,576.05	

250k home FYE 2024 Actual	$	1.0822	$	2,705.50	
250k home FYE 2025 Estimate	$	1.1790	$	2,947.61	
estimated change	$	0.0968	$	242.11	8.949%

Draft Budget after 12.5.23 board meeting - Revisions Option C *updated 12/14/2023

Grand List Amount
$14,226,437

Op Expenses	Nontax Rev	Unassigned Fund
$21,668,163	$3,070,918	$2,000,000

Op Expenses from Property Tax
$16,518,120

County Fund

Account	Appropriation	Applied Rate
General Highway Fund	$16,127,561	1.1336
County Tax	$109,000.00	0.0077
Restricted Appropriations	$243,592	0.0171
Local Agreement	$37,967	0.0027
Total	**$16,518,120.05**	**1.1611**

$	21,668,162.97	total draft budget
$	(243,592.00)	restricted appropriations
$	(3,150,042.92)	service revenue
$	(37,967.00)	veteran exemptions (local agreement)
$	(109,000.00)	county tax
$	(2,000,000.00)	unassigned fund
$	16,127,561.05	

$	16,127,561.05	
$	243,592.00	restricted appropriations
$	37,967.00	veteran exemptions (local agreement)
$	109,000.00	county tax
$	16,518,120.05	

250k home FYE 2024 Actual	$	1.0822	$	2,705.50	
250k home FYE 2025 Estimate	$	1.1611	$	2,902.72	
estimated change	$	0.0789	$	197.22	7.289%