

Village of Elberta  
Budget Reduction Proposals

November 21, 2013

To: Elberta Village Council

State Treasury Department Representatives Roxanne Nicholas and Eric Cline

Attached documents represent my plan to help with the deficit elimination faced by the Village of Elberta. These attachments are intended for the quick short term reduction. In addition to the attachments I suggest the services of a qualified, experienced municipal manager, as a third party, to work with Treasury Department representatives on our budget and deficit elimination plan. This manager would be able to make non- partial suggestions to get us on track financially now and for the future of the village.

I would suggest that in year two of the DEP we look at:

- Payroll every two weeks
- Quarterly water/sewer bill payment option
- Electronic transfer payments for water/sewer bill and taxes
- Reduce # of Trustees to 5
- Appointment instead of election of clerk/treasurer positions
- Clerk/Treasurer to be paid by salary rather than hourly wage
- Combine clerk and treasurer positions into one appointed position for 18 hours/week (3 six hour days)
- Hire a part time person at \$10/hour to work 4 hours/week.
- Office open T – Th by Clerk/Treasurer
- Office open F by part time person until noon
- Office closed on Mondays
- Sale of Library
- With closing of library, move Gilmore Township office hours and business to village office.
- Gilmore Township to share operating expenses of office with the village based on percentage of total hours open.
- With sale of library, elections would need to be moved to community bldg. If township is paying for elections, would they rent the community building from us for that?

Respectfully submitted by,

Linda Manville, Trustee

Attachments:

- Proposed Budget Reductions for Deficit Elimination Plan
- Worksheet for Proposed Office Reduction to 20 Hours/Week
- Clerk/Treasurer Comparison Elberta and Beulah

11/24/2013

Village of Elberta  
Proposed Budget Reductions for DEP  
from Linda Manville

| <b>Proposed Reductions</b>           |                  | <b>Pitney Bowes 2012/2013</b> | <b>Cintas 2012/2013</b> | <b>Maue Designs Fiscal year</b> |
|--------------------------------------|------------------|-------------------------------|-------------------------|---------------------------------|
| Office reduction in hours to 20/wk   | 52,203.20        | 388.33 March                  | 176.14 March            | 875.00 March                    |
| 20% Health Ins Contribution (2)      | 2,597.00         | <b>154.80 March</b>           | 297.36 April            | 600.00 July                     |
| Office cleaning                      | 720.00           | <b>154.80 April</b>           | 176.14 May              | 275.00 November                 |
| Pitney Bowes Global/Quarterly rental | 619.20           | 400.00 May                    | 58.21 June              | <u>400.00</u> December          |
| Cintas                               | <u>2,000.00</u>  | 400.00 May                    | 231.06 June             | 2,150.00                        |
| <b>Total</b>                         | <b>58,139.40</b> | 400.00 June                   | 563.23 July             |                                 |
|                                      |                  | 400.00 June                   | 176.89 August           |                                 |
|                                      |                  | 400.00 August                 | 211.54 September        |                                 |
|                                      |                  | <b>154.80 September</b>       | 178.14 October          |                                 |
|                                      |                  | 400.00 September              | 178.14 November         |                                 |
|                                      |                  | 400.00 December               | 233.81 December         |                                 |
|                                      |                  | <b>154.80 December</b>        | 185.18 January          |                                 |
|                                      |                  | <u>400.00</u> January         | <u>221.78</u> February  |                                 |
|                                      |                  | 4,207.53                      | 2,887.62                |                                 |

Pitney Bowes, Cintas, and Maue figures taken from check registers.

**Pitney Bowes**

Machine rental? 619.20 (discontinue/use stamps)

Ink cartridges \$54-80/each (no info on this)

**Cintas**

Uniforms \$572/yr (continue)

Rugs \$2,000/yr (replace with purchased rugs)

**Health Ins**

2 @ \$541/month = 12,984/year

20% \* 12,984 = 2,596.80 savings to Village

541\*12=6,492/yr/employee

20% of 6,492 = 1,298 emp contribution

1,298/52 wks = \$25/week employee payment

**Maue Designs**

2,150.00

Contract for web site updating. Some Office training \$\$\$ was used for posting of council minutes to

Village of Elberta  
Proposed Budget Reductions for DEP  
from Linda Manville

web.

11/21/2013

Village of Elberta  
Worksheet for Proposed Office Reduction to 20 Hours/Week

| <b>PROPOSED</b> |              |               |                  |                |             | <b>Wages &amp; related taxes/week</b> |  |  |
|-----------------|--------------|---------------|------------------|----------------|-------------|---------------------------------------|--|--|
| CLERK           | Rate/hr      | 12 hrs/wk     | SS/Employer/6.2% | Medicare/1.45% | Health Ins. | <u>CLERK/12 hrs/week</u>              |  |  |
|                 | 16.96        | 203.52        | 12.62            | 2.95           | 0.00        | 219.09                                |  |  |
| TREASURER       | Rate/hr      | 8 hrs/wk      | SS/Employer/6.2% | Medicare/1.45% | Health Ins. | TREASURER/8 hrs/week                  |  |  |
|                 | <u>16.96</u> | <u>135.68</u> | <u>8.41</u>      | <u>1.97</u>    | <u>0.00</u> | <u>146.06</u>                         |  |  |
| <b>Total</b>    | <b>33.92</b> | <b>339.20</b> | <b>21.03</b>     | <b>4.92</b>    | <b>0.00</b> | <b>365.15</b>                         |  |  |
|                 |              |               |                  |                |             | <b>52 wks@365.15 = 18,987.80</b>      |  |  |

| <b>CURRENT</b> |              |                 |              |                |                  | <b>Wages &amp; related taxes/week</b>  |              |              |
|----------------|--------------|-----------------|--------------|----------------|------------------|--|--------------|--------------|
|                | Rate/hr      | 32 hrs/wk       | SS/Employer  | Medicare/1.45% | Health Ins/month | <u>Office@5 days/week/64 hrs total</u> | Life Ins./   | Bonus        |
|                |              |                 | 6.20%        |                |                  |  | month        |              |
| CLERK          | 16.96        | 542.72          | 33.65        | 7.87           | 161.65           |  | 39.01        | 25.00        |
| TREASURER      | <u>16.96</u> | <u>542.72</u>   | <u>33.65</u> | <u>7.87</u>    | <u>542.00</u>    |  | <u>39.01</u> | <u>25.00</u> |
| <b>Total</b>   | <b>33.92</b> | <b>1,085.44</b> | <b>67.30</b> | <b>15.74</b>   | <b>703.65</b>    | <b>1,168.48</b>                        | 78.02        | 50.00        |
|                |              |                 |              |                |                  | 52 wks@1,168.48 = 60,760.96            |              |              |
|                |              |                 |              |                |                  | Health Ins. 12@703.65 = 8,443.80       |              |              |
|                |              |                 |              |                |                  | Life Ins. 12@78.02 = 936.24            |              |              |
|                |              |                 |              |                |                  | Bonus 2@25.00 = 50.00                  |              |              |
|                |              |                 |              |                |                  | 457 Retirement 2@500 = 1,000.00        |              |              |
|                |              |                 |              |                |                  | <b>Total 52 wks = 71,191.00</b>        |              |              |

|  |
|--|
| <b>Projected wage &amp; related savings:</b> |
| Current/52 weeks 71,191.00                   |
| <u>Proposed/52 weeks 18,987.80</u>           |
| <b>Difference/52 weeks = 52,203.20</b>       |

**Notes:**

Village does not contribute to unemployment compensation.  
Village does participate in workman's comp. I do not have figures for that.

Village of Elberta  
Worksheet for Proposed Office Reduction to 20 Hours/Week

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|                |
|----------------|
|                |
| 457/Retirement |
|                |
| 500.00         |
|                |
| <u>500.00</u>  |
| 1,000.00       |
|                |
|                |
|                |
|                |
|                |
|                |

Clerk/Treasurer Comparison  
Village of Elberta/Village of Beulah

|   | Village of Elberta |                |
|---|--------------------|----------------|
|   | Clerk              | Treasurer      |
| # hours worked/week                       | 32                 | 32             |
| Rate of pay/hour                          | 16.96              | 16.96          |
| # paid holidays                           | 11.5               | 11.5           |
| # sick days                               | 1/2 day/month      | 1/2 day/month  |
| Amount of paid vacation (current)         | 3 weeks            | 3 weeks        |
| Bereavement time                          | 3 days             | 3 days         |
| Health care package provided?             | yes                | yes            |
| Dental package?                           | yes                | yes            |
| Employees contribute to health or dental? | no                 | no             |
| Life Insurance                            | Full time emp.     | Full time emp. |
| Retirement?                               | \$500/def.457      | \$500/def.457  |
| Bonus?                                    | \$25               | \$25           |
| # water bills administered                | 250                | 250            |
| # residents based on 2010 census          | 372                | 372            |
| Elected or appointed?                     | elected            | elected        |

| Village of Beulah |  |           |
|-------------------|--|-----------|
| Clerk             |  | Treasurer |
| 12                |  | 4 - 7     |
| salary            |  | salary    |
| none              |  | none      |
| ?                 |  | ?         |
| none              |  | none      |
| ?                 |  | ?         |
| no                |  | no        |
| no                |  | no        |
| N/A               |  | N/A       |
| ?                 |  | ?         |
| no                |  | no        |
| no                |  | no        |
| no                |  | 385       |
| 342               |  | 342       |
| elected           |  | elected   |

| Village amenities administered in addition to responsibilities of elected official: |  |  |  |                 |  |           |
|---|--|--|--|-----------------|--|-----------|
| Elberta   |  |  |  | Beulah          |  |           |
| Rental of LSS   |  |  |  | RV park rentals |  | 20 spaces |
|   |  |  |  | Dock rentals    |  | 40 slips  |
|   |  |  |  |                 |  |           |
|   |  |  |  |                 |  |           |

Neither community has the service of a Village Manager.

Village of Elberta  
Deficit Elimination Plan  
Proposed for 2014-2015/DPW

November 23, 2013

To: Village Council

Roxanne Nicholas, State Department of Treasury, Local Audit and Finance

Eric Cline, State Department of Treasury, Office of Fiscal Responsibility

Please accept this addition to the materials I submitted Thursday November 21, 2013. I needed to double check my numbers and confirm that this is the direction I would like to see for the DPW. You will notice that my proposal is for \$3,200 over last year's total figure. I have made adjustments to overtime and health care while including the \$12,000 paid to Charlie Hendershott in 2012-2013. Charlie has retired from service with the village. My plan allows for 2 full time DPW persons by eliminating/flexing overtime and making a monthly flat contribution to health care.

I have submitted proposals for DPW and Office as something to add to the pot of possibilities from all of you.

Respectfully submitted,

Linda Manville

Village of Elberta  
 Deficit Elimination Proposed/Garage  
 Linda Manville

|           | <b>Reg pay</b>                  | <b>Fiscal Year 2012-13 Overtime</b> |                 |
|-----------|---------------------------------|-------------------------------------|-----------------|
| K. Bonney | 40 hrs/wk for 52 wks = 2080 hrs | OT 2012-2013 Nov 1 - March 31       | 6,581.25        |
|           | 2080 hrs @ 15/ hr = 31,200/yr   | OT 2012-2013 April - Oct 31         | <u>4,522.50</u> |
|           |                                 | 493.5 hrs/22.50/hr Total            | 11,103.75       |

Overtime November 1 - March 31 would be handled on a flex schedule. Winter maintenance of roads is needed for resident safety. I would suggest the "winter" work day be defined as starting at time road work begins. (clearance/sanding, etc.) and end after 8 hours.

Overtime April - October 31 would be covered by shortening the following 40 hour week by OT hours used in previous week.

Elimination of all overtime may not be an exact science. Oversight by Village President will be required. We cannot foresee the possibility of emergency situations.

Employment of 2 DPW personnel would make it possible for an incident to be covered by each man taking turns out of the normal hours relieving the other man from OT responsibilities.

I suggest a flat monthly contribution by the village toward health care. This would allow village to budget a fixed rate each year rather than deal with fluctuating rates. This figure could be reviewed annually based on fiscal position of the village.

**Proposed 2014-2015/DPW**

|                                      |                  |         |
|--------------------------------------|------------------|---------|
| K. Bonney                            | 31,200.00        | (15/hr) |
| C. Toms                              | <u>22,880.00</u> | (11/hr) |
| <b>Wage total</b>                    | <b>54,080.00</b> |         |
| SS (6.2%)                            | 3,352.96         |         |
| Med (1.45%)                          | 784.16           |         |
| Ins 2@400/month/each                 | <u>9,600</u>     |         |
| <b>Proposed 2014-15/Garage total</b> | <b>67,817.12</b> |         |

**DPW 2012-2013**

|                                 |                  |  |                   |
|---------------------------------|------------------|--|-------------------|
| K. Bonney reg hours pay         | 31,200.00        |  |                   |
| K. Bonney overtime pay          | 11,103.75        |  |                   |
| C. Hendershott reg hours pay    | <u>12,424.50</u> |  |                   |
| <b>Wage total</b>               | <b>54,728.25</b> |  |                   |
| SS (6.2%)                       | 3,393.15         |  |                   |
| Medicare (1.45%)                | 793.56           |  |                   |
| Ins 1@mixed rates @399. and 541 | <u>5,646.00</u>  |  |                   |
| <b>Actual 2012-2013 total</b>   | <b>64,560.96</b> |  |                   |
|                                 |                  | Proposed 2014-15 total                           | 67,817.12         |
|                                 |                  | Actual 2012-13 total                             | <u>-64,560.96</u> |
|                                 |                  | <b>Projected amount needed to retain 2nd man</b> | <b>3,256.16</b>   |

Payroll figures were taken from detailed reports provided to council.

11/23/2013

Village of Elberta  
Deficit Elimination Proposed/Garage  
Linda Manville