

5-Year Staffing and Operational Expenditure Projections
Town Clerk/Risk Manager Office
May 7, 2015

Disclaimer: All figures in this report and attached spreadsheet are based on the following estimated population figures calculated on data provided by Com Dev indicating an aggressive 10 percent increase in population annually.

1. FY 2015-2016 = 44,500
2. FY 2016-2017 = 48,950
3. FY 2017-2018 = 53,845
4. FY 2018-2019 = 59,230
5. FY 2019-2020 = 65,152

Year 2015-2016 - Budget projection of \$63,751.00

Capital improvement expenses (more than \$3K) are planned to purchase new items or replace aging equipment and technology, and also due to high usage levels and importance of that equipment to the office. This year we have scheduled the replacement of the Records Management Scanner (\$2,190), a major component of the records management program.

While an election is not anticipated this year an expense figure is shown in the spreadsheet to reflect the changes in population and ever increasing fees. Those costs are not reflected in the budget projection that year.

The remaining line item figures are either within routine levels or are duly represented with an anticipated 3 percent increase (noted on the spreadsheet) as a cost of doing business.

Year 2016-2017 – Budget projection of \$339,256.51

A couple of replacement computers are designated under capital improvements which are scheduled on the IT budget, but not included in this budget figure.

The staffing level may grow significantly this year if Council takes the necessary recommended actions. For succession planning purposes, first I recommend the addition of a second Records Management Technician (\$30,000). The additional staff is needed to: 1) manage the ever increasing number of electronic and paper records coming into the Records Center; 2) increasing number of Public Records Requests, and 3) succession planning. The position will be filled in early 2016. Second, hire a Business License Tech/Rep (\$34,585) to oversee that program and its affiliate programs. Lastly, I recommend Council consider hiring a full-time Risk Manager/Safety Officer (\$71,000). Why? The Town needs to consider the need for a full-time Risk Manager. Also, with the growth this Town has experienced timing is perfect to expand the Risk Management program by: 1) building a roll-over Self-Insured Retention Fund, 2) increasing deductibles, further reducing premium amounts, and 3) expanding safety training to a greater level than I can currently provide to reduce our claim experience level.

In the fall of 2016 the Town can expect to hold an election for a minimum of Council, Home Rule and a possible proposition. Council will notice a substantial increase in the election costs over the 2013 election (\$107,024.11) given the population increase and the increasing

charges back to the Town. An amount as high as \$140,000 would not be surprising if the projected population number, voter registration and participation levels hold true to norm. See details.

Council will also see increases in the other line items due to increases in the cost of doing business, plus additional succession training needs. (Software Hardware Maintenance Agreements, Equipment Maintenance)

Year 2017-2018 – Budget projection of \$210,566.66

The purchase of a new copier/printer will be considered this year (\$7K). That piece of equipment is a mainstay of our office.

An election is not anticipated this year but figures have been provided on the spreadsheet indicating increasing numbers due to the projected population increase and rising election service costs. Those costs are not reflected in the budget projection that year.

Staffing levels should remain the same. Professional and personal education will continue to attain professional certifications.

All other line items with the exception of those for succession training are relatively normal costs of doing business increases.

Year 2018-2019 – Budget projection of \$398,119.57

The potential purchase of a new car is slated for this year *just in case* our 2005 Ford Taurus is too tired to continue service to us.

Staffing levels will remain the same with continued educational pursuits for professional designations.

An election will be scheduled this year with the anticipated cost of approximately \$190,688.19. Again this figure is based on the projected population numbers, current voter registration and current participation levels.

All other line items reflect the projected cost of doing business expenses.

Year 2019-2020 – Budget projection of \$ \$230,824.37

Capital expenses may include a replacement microfilm reader (currently \$17K) and a couple of computer work stations to replace outdated ones. Again, the computers are scheduled into the IT expenses not this budget figure.

Staffing levels will remain the same. An election is not anticipated this year but figures are provided to show the estimated cost of one based on the same projection levels as the previous four fiscal years. Those costs are not reflected in the budget projection that year.

Educational endeavors will continue.

Expense drivers: elections, succession planning staffing, maintenance agreements,

