

VILLAGE OF CAMBRIDGE

MAYOR'S PRIORITIES FOR 2013-2014

Spending:

- Operate with the value that all Village spending is tax payers money and that it is important to be good stewards of the tax payers' money
- Department Spending:
 - Set up Board – Community committees to do annual reviews of the Police shared services contract and spending and DPW projects and spending
- Ensure a timely submission of the final paperwork on the Main Street Project

Budget Preparation:

- Control spending - Complete the 2013-2014 budget preparation with the least possible tax increase possible
- Budget preparation materials will include actual expenditures for the previous fiscal year and current year to date actual expenditures, for all budget categories, including personnel

Village Office Operations:

- Establish Board – Community Committee to review and establish purchasing guidelines and protocols for all departments
- Establish Village Office hours to accommodate residents needs
- Establish priorities with Village office personnel

Village Financial Operations:

- Office of the State Comptroller recommendations:
 - Arrange a meeting with the Office of the State Comptroller regarding Village financial records and recommendations
 - Hire an accountant to review payroll, ensure the payroll process is correct for past period of in-house preparation;
 - Consider hiring a bookkeeper to bring the Village's books up to date so the Village can have confidence in the financial reports
 - Review the Office of the State Comptrollers Audit of Village's financial operations and their recommendations; ensure those recommendations are in place
- Payroll:
 - Direct the Village Clerk write up a full accounting of the payroll tax payments and all of the IRS and NYS late fees and penalties.
 - Work with Village Board to employ a payroll service to manage and complete Village payroll on an on-going basis
- Generally Accepted Government Accounting Standards:
 - Set up a process of checks and balances so one person does not handle all of financial operations

- Set up a process to review time sheets on a regular basis
- Set up a schedule to certify payroll bi-weekly
- Ensure that monies collected by Clerks are secured and guidelines established for a deposit schedule
- Record Keeping and Reports:
 - Set up a reporting system from the computerized accounting system to show year to date expenditures on a monthly basis
 - Set up a reporting system from the computerized accounting system to show revenue received on a quarterly basis.
 - Prepare a comparison of expenses to revenues on a quarterly basis

Communication:

- Develop multiple avenues to communicate Village activities to residents
- Open Meetings Law – ensure Board meetings are posted in a timely manner in the newspaper of record; at five locations around town; on the Village website and the Village Face Book page.

Board Meetings:

- Set beginning and end time for Board meetings
- Develop and use Board - Community committees for activities and projects
- Request written reports on projects and activities on a monthly basis
- Request additional information in department monthly reports
- Set up process for department expenditure request that need Board approval, generally not approving requests at Board meetings the same night they are requested, the Board will take ample time to review and consider expenditure requests

Ackley building:

- Set up a Board – Community committee to work on an inter municipal agreement with the County to plan for the future of the Ackley building
- Advocate that the County does not remove the Ackley building from the tax roles
- Continue to pursue the court order to stabilize or demolish the building
- Develop a plan to finance the stabilization or demolition, if needed

Increase cooperation between the Three Towns and Village

New Fire House:

- Continue work with the Fire Department to establish a capital fund raising committee

Village Events:

- Sponsor additional events for the community
 - Earth Day event
 - Running races
 - Concerts

Other Projects and Priorities:

- Look for uses for old landfill property
- Look in to increasing water pressure in fire hydrants
- Revise the disaster plan
- Work to preserve the Varak Park stream and green bridge
- Finish revision of the sign zoning
- Ensure ZBA and Planning records are in order and up to date