



## Memorandum

TO: Personnel Committee  
FROM: Mayor Merkes  
SUBJECT: 2011 Budget  
DATE: 14 July 2011

In June I asked the council for suggestions regarding items in the 2011 budget that could be postponed to reduce costs and place the budget in balance, none were provided. Subsequently, as the chief executive officer of the city, I met with department heads to identify an amount that we believed could be reduced in each of the departments without compromising service to citizens that would affect quality of life. The amounts are listed below:

IT	\$ 7,000
Community Development	\$10,000
Health	\$ 3,000
Police	\$12,000
Fire (Menasha Buildings)	\$30,000
Public Works	\$11,000
Parks	<u>\$ 8,000</u>
	\$81,000

Our department heads have the in-depth knowledge of the day to day operations and needs of the community as it relates to their area of responsibility. We have hired these professionals to manage their specific departments; they should be given the flexibility to do so within their budgets. I commend the difficult decisions that the department heads have made giving back a portion of department budgets to ensure that the city's budget balances in 2011.