



Office of the Mayor  
City of Utica

## MEMO FROM: MAYOR DAVID R. ROEFARO

November 2, 2009 –

To: All Department Heads

As you are likely aware, the City of Utica is facing a critical financial situation in the preparation of its 2010-2011 budget. **This year's budget will be the most difficult in the city's history.** The national economic downturn, and New York State's own multi-billion dollar deficit is going to test each of us. Hard decisions are going to be made, and those decisions will only be made with the interest of the taxpayers in mind. Uticans cannot afford to bear the burden of New York State's unfunded mandates. They can not afford to carry the weight of ballooning state pension payments.

Therefore, with the little control over costs we do have, I am informing all of you- my Department Heads- that I have instituted a **hiring freeze for all positions that are funded through the general fund.** This freeze will not affect grant or HUD funded positions.

I know you have been asked to do more with less in the past- and you have. But again, I am imploring each of you to cut costs. Devise ways to **save money- even if that means layoffs.**

I ask each of you to ***begin your budget preparation today.***

I am asking each of you to monitor all expenses with an eye towards cutting your budgets even more so than last year. If each of you can prepare a plan to **reduce your budget by 2%,** then you may save taxpayers over **\$1 million dollars.**

Right now, **I am in the process of formulating a plan that has never been attempted before.** We will discuss these ideas in great detail at our next staff meeting. These ideas may work. They may not. But they must be considered. All of us must begin to make decisions we have never had to make.

All of us must **work together** to ensure that this most difficult budget process does **not limit the services our city deserves.** Our team has made tremendous progress over the last two years. With your help, **We will accomplish more than any other administration before.**

We can and will continue on this path. We can and will emerge from this difficult time stronger than before.

Thank you,

Mayor David R. Roefaro