



A Cost Efficiency Assessment Checklist

Maximizing Your Municipality's Budget

Balancing budgets, resident needs, and goals can be a challenge.

This checklist empowers you, as an elected official, to make informed decisions that strengthen your community's finances and deliver essential services.



IDENTIFY COST-SAVING OPPORTUNITIES

Scrutinize your budget to pinpoint areas where you can reduce expenses without sacrificing service quality. Explore strategies like digitizing records to cut paper usage, implementing water-saving measures in buildings, or consolidating underutilized services.



REVIEW REVENUE STREAMS

Analyze your current income sources, like property taxes, sales taxes, and fees. Evaluate if there are opportunities to adjust or streamline fee structures to ensure the long-term sustainability of essential services as well as reflect the true cost of services provided.



IN-HOUSE VS. OUTSOURCING

Evaluate the cost-effectiveness of your current staffing structure. Consider if partnering with experienced providers like SAFEbuilt can deliver the same services more efficiently and at a cost that will benefit the city and its residents.



ENERGY EFFICIENCY AUDIT

Identify opportunities to reduce energy consumption and costs by upgrading to energy-efficient systems and lighting in municipal buildings. *SAFEbuilt can assist with grant writing and administration.*



CONSIDER COMMUNITY IMPACT

For each cost-saving measure, assess the broader benefits beyond just the financial savings. This could include creating a more desirable city to live in, supporting local businesses, or strengthening stakeholder relationships.



PRIORITIZE PREVENTATIVE MAINTENANCE

Address maintenance issues promptly to avoid more expensive repairs down the road. Create a specific task force to tackle maintenance issues.



SHARED SERVICES & COOPERATIVE PURCHASING

SAFEbuilt is an OMNIA partner, the nation's largest and most experienced purchasing organization for public sector procurement, and we can assist you with your projects.



MUNICIPAL DEBT REVIEW

Analyze your municipality's outstanding debt and explore refinancing options to potentially lower interest rates.



RESIDENT ENGAGEMENT

Actively seek resident feedback on budget priorities and concerns. Their insights are invaluable.

TEAMWORK FOR COST EFFICIENCY



Collaborate with other elected officials and staff to build consensus on cost-efficiency strategies and garner support for your chosen approach.

READY TO PUT THESE COST-SAVING STRATEGIES INTO ACTION?

Following this checklist is a great first step, but you don't have to go it alone. SAFEbuilt maximizes your budget by delivering high-quality services at lower costs. Free up funds for vital projects — infrastructure, community programs, economic development — while we help you achieve cost-efficiency goals.

Browse our real-world success stories and unlock your budget's full potential with SAFEbuilt today!

**Built
Safe.**