

# **MEETING NOTICE**

## Village of Scarsdale

A Work Session of the Scarsdale Village Board of Trustees is scheduled for 6:00 PM on Tuesday, February 28, 2023. The meeting will be held in Rutherford Hall located on the 2<sup>nd</sup> Floor in Village Hall. Members of the public wishing to participate in the meeting remotely can do so via online link at <https://zoom.us/j/93183703358>, or call into the meeting using 1-929-436-2866 and entering the Meeting ID 931 8370 3358.\*

### **Agenda**

#### 1. Budget Discussions

CS: 02-28-23

E-MAIL: Journal News (Lohud)  
Scarsdale 10583  
Scarsdale Hamlet Hub  
Scarsdale Inquirer  
The Daily Scarsdale

cc: Lobby Bulletin Board

*\*For a brief Zoom tutorial or to troubleshoot a problem, see here: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>. For other user questions, please visit the Zoom Help Center: <https://support.zoom.us/hc/en-us>.*

**SCARSDALE**  
1701  
**NEW YORK**

**To:** Robert Cole, Village Manager  
**From:** Ann Scaglione, Village Treasurer  
**Date:** Wednesday, February 22, 2023  
**RE:** 2023/2024 Budget - Second Pass

**MEMORANDUM**  
*Treasurer's Office*

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Based on Village Board consensus, this memo outlines the status of the 2023/2024 Budget – Second Pass. This information will be used in preparation of the 2023/2024 Tentative Budget.

1. Tax Levy Increase
2. Fund Balance
3. Personnel
4. Capital Costs Categorized as Annual and One-Time
5. Fees and Charges
  - a. General Fund
  - b. Water Fund
  - c. Sewer Fund
6. Accelerated Road Paving

### **Tax Levy Increase**

The second pass reflects the Village Boards desire to fund the needs of the Village, addressing both infrastructure and operational areas, accounting for annual revenue to cover annual expenses.

The Tax Levy Increase of the second pass budget is 4.15% above the current year, a Tax Levy of \$46,510,000 and is not compliant with the NYS Tax Cap.

This equates to a 3.17% increase in Village Taxes; or \$250.81 annual tax increase to the average assessed home of \$1,597,000.

### **Fund Balance**

As noted by one of our residents, as we have made changes to our total General Fund Expense included in our 2023-2024 budget, the calculation of the Unassigned Fund Balance as a percentage of the ensuing year is effected. As expenses have decreased from the first pass to the second pass, therefore fund balance in appropriation has been changed to result at the 20% target.

The policy calls for a range of Unassigned Fund Balance of 15 to 20% of the expected expenditures for the ensuing fiscal year. The board may decide to appropriate more or less fund balance in the current year budget, this is only a suggestion to comply with the current policy.

Furthermore, the second pass budget includes an increase to the Restricted Fund Balance, adding to the current year allocation, of \$357,000. This is specifically earmarked to reduce future costs related to the Pool Complex capital project.

The Second Pass budget includes an appropriation of \$4,425,000.

### **Personnel**

The Second Pass budget includes the following new positions:

- a. General Fund
  - Village Manager's Office – Public Information Coordinator
- b. Water Fund
  - Customer Service Clerk
- c. Library Fund
  - Librarian I – Teen Reference
  - Caretaker

In addition, there have been some changes in positions:

- One full time position from the Village Clerk department has been budgeted to be shared between with Village Treasurer, resulting in 1.5 full time positions budgeted in Village Clerk.
- One full time position, Parking Meter Repair, has been moved from the Village Manager's office to the Police department based on responsibility.
- One full time position, Director of Information Technology, has been removed and replaced with consulting services.
- The Second Pass does not fund the merit increase or part time staff requested in the Village Court department
- The Second Pass does not fund one of the Librarian I position requested for Children's Reference in the Library Fund

### **Capital Expense Categorization**

The Board stated a desire to only appropriate Fund Balance for one time uses. To align with this statement, staff has prepared a detailed schedule is provided of all current year capital projects, with funding sources, and categorization of one-time or annual expense is attached to this memo.

Please note, one project, the Crossway Field item of \$150,000 was deferred to a future year in the budget version.

### **Fees and Charges**

Consistent with prior years, staff has completed a detailed review of all fees and charges. The following are material changes that are included in the Second Pass Revenue.

#### ***General Fund:***

- Alarm Fees – \$13,250 increase in revenue budgeted
- Building Fees - \$24,000 increase in revenue budgeted
- Land Use Board Fees - \$4,400 increase in revenue budgeted
- Tree Based Fees - \$9,000 increase in revenue budgeted

#### ***Water Fund:***

- Water Fund reflects an increase in water rates of 3% as detailed below. A total of \$200,000 in revenue budgeted.

***Sewer Fund:***

- Sanitary Sewer Rent Charge, which is billed on the Water bills, from \$0.75 to \$0.95 on base water usage.
- This change will generate a projected revenue increase of \$190,000.
- The plan for Sewer projects, was presented in detail at the Village Board Workshop of 1/10/2023. This fee increase assumes that debt will be issued for the first two years of work, and fees will cover the annual debt service.

**Accelerated Road Paving**

The Board has discussed the desire to accelerate paving of roads that have been scored as Poor or Failed, based on the report presented at the 1/31/2023 Village Board Work Session. The estimate to provide for this project was estimated at \$1,750,000 for each of three budget years. Should the board approve this work, Fund Balance can be appropriated for this on an annual basis.

**Village of Scarsdale**  
**Detail of Capital Items Requested for FY24 Funding**  
**at 2/23/2023**

Request Title	Project Total	Transfer From General Fund	In General Fund Operating	Debt Issuance - 2024	State Aid - 2024	Agency Reimbursement - 2024	Trust Accounts - 2024	Sewer Fund - 2024	Federal Aid - 2024	FY25-FY29	Total 2024	One Time	Annual
<b>Enterprise - Pool</b>													
Pool Project - Design Development and Construction and Bi	1,140,000			1,140,000							1,140,000	1,140,000	
<b>Total Enterprise - Pool</b>	<b>31,490,000</b>	-	-	<b>1,140,000</b>	-	-	-	-	-	<b>30,350,000</b>	<b>1,140,000</b>		
<b>Fire Department</b>													
Engine 56 Replacement	900,000	-	-	900,000							900,000	900,000	
<b>Total Fire Department</b>	<b>900,000</b>	-	-	<b>900,000</b>	-	-	-	-	-	-	<b>900,000</b>		
<b>Parks</b>													
Crossway Field Improvements	150,000	-	-							150,000	-	-	
Middle School Tennis Courts - Crack Repair and Resurfacing	57,000						57,000				57,000	57,000	
<b>Total Parks</b>	<b>982,000</b>	-	-	-	-	-	<b>57,000</b>	-	-	<b>925,000</b>	<b>57,000</b>		
<b>Planning</b>													
Crane Road Traffic Safety	2,193,000	50,000								2,143,000	50,000	50,000	
Popham Road Re-Configuration	2,801,001	65,000								2,736,001	65,000	65,000	
Village Center Placemaking Project	5,140,000	167,500								4,972,500	167,500	167,500	
<b>Total Planning</b>	<b>10,134,001</b>	<b>282,500</b>	-	-	-	-	-	-	-	<b>9,851,501</b>	<b>282,500</b>		
<b>Public Works</b>													
Electric Garbage Truck	817,384									817,384	-		
Portable Sewer Camera	40,000	40,000								-	40,000	40,000	
Rutherford Hall Soffit Repairs	45,000	45,000								-	45,000	45,000	
Crossway Firehouse Brick Repairs	40,000	40,000								-	40,000	40,000	
Crossway Firehouse Renovation	35,000	35,000								-	35,000	35,000	
Girl Scouts House Renovations - CDBG	240,000	60,000				60,000			120,000	-	240,000	60,000	
Central Garage Fire Alarm System Replacement and Upgrade	65,000	65,000								-	65,000	65,000	
Freightway Parking Garage Security Camera System Upgrade	30,000	30,000								-	30,000	30,000	
Village Hall HVAC Upgrades and Replacements	780,000	170,000								610,000	170,000	170,000	

Request Title	Project Total	Transfer From General Fund	In General Fund Operating	Debt Issuance - 2024	State Aid - 2024	Agency Reimbursement - 2024	Trust Accounts - 2024	Sewer Fund - 2024	Federal Aid - 2024	FY25-FY29	Total 2024	One Time	Annual
Sanitation Incinerator Building Removal	350,000	350,000								-	350,000	350,000	
Wayside Cottage Exterior Painting	60,000	60,000								-	60,000	60,000	
Conversion of Garage to Snow Truck Wash Bay	95,000	20,000								75,000	20,000	20,000	
Refuse Fleet Cameras	200,000	128,000								72,000	128,000	128,000	
Brush Chipper for Emergency Storm Response and Recovery	125,000	125,000								-	125,000	125,000	
DPW Vehicle Replacement Program	6,020,000		1,205,000	1,004,000						3,811,000	2,209,000	1,004,000	1,205,000
<b>Total Public Works</b>	<b>10,337,384</b>	<b>1,168,000</b>	<b>1,205,000</b>	<b>1,004,000</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>120,000</b>	<b>6,780,384</b>	<b>3,557,000</b>		
<b>Village Engineer</b>													
Pathway Program - New Construction Along Olmsted Road	80,000	80,000								-	80,000	80,000	
Storm Drainage – Pipe Lining Program	715,000	130,000								585,000	130,000		130,000
Storm Drainage – Drainage Improvements	600,000	200,000								400,000	200,000		200,000
Storm Drainage – Cleaning and CCTV Inspection	375,000	75,000								300,000	75,000		75,000
Sanitary Sewer – SSES and CMOM Program	900,000							300,000		600,000	300,000		300,000
Sanitary Sewer – Sewer System Rehabilitation	500,000							100,000		400,000	100,000		100,000
Sanitary Sewer – Pipe Lining Program	750,000							150,000		600,000	150,000		150,000
Sanitary Sewer – Cleaning and CCTV Inspection	110,000							110,000		-	110,000		110,000
Highway Improvements – Priority Curb Program	275,000	50,000								225,000	50,000		50,000
Highway Improvements - Sidewalk and Pathway Restoration	852,500	155,000								697,500	155,000		155,000
Highway Improvements - Road Resurfacing Program	11,228,986	957,974			792,026	400,000				9,078,986	2,150,000		957,974
Public Buildings - Freightway Garage Renovation Construction	3,004,081			596,292						2,407,789	596,292		596,292
Public Buildings - Freightway Garage Renovation Design/B	327,728			65,060						262,668	65,060		65,060
Public Buildings - Freightway Garage Short Term Repairs	100,000	100,000								-	100,000		100,000
Village wide stormwater improvements	13,470,000	300,000								13,170,000	300,000		300,000
<b>Total Village Engineer</b>	<b>35,913,901</b>	<b>2,047,974</b>	<b>-</b>	<b>661,352</b>	<b>792,026</b>	<b>400,000</b>	<b>-</b>	<b>660,000</b>	<b>-</b>	<b>29,602,549</b>	<b>4,561,352</b>		
<b>Total Funding Sources</b>	<b>89,857,286</b>	<b>3,498,474</b>	<b>1,205,000</b>	<b>3,705,352</b>	<b>792,026</b>	<b>460,000</b>	<b>57,000</b>	<b>660,000</b>	<b>120,000</b>	<b>77,609,434</b>	<b>10,497,852</b>	<b>3,190,750</b>	<b>2,247,163</b>
												<b>Trans From General</b>	1,530,500
												<b>Debt</b>	1,004,000
												<b>Operating</b>	1,205,000
												<b>2,735,500</b>	<b>2,971,974</b>