

REVISED MEETING NOTICE

Village of Scarsdale

The Village of Scarsdale Board of Trustees is scheduled to meet in work sessions with the Budget Officer and staff for budget discussions via Zoom Video Conferencing on the following dates:

Tuesday, December 15, 2020	6:00 P.M.
Thursday, January 21, 2021	5:00 P.M.
Monday, January 25, 2021	10:30 A.M.
Thursday, January 28, 2021	10:00 A.M.
Tuesday, February 02, 2021	5:00 P.M.
Wednesday, February 10, 2021	5:00 P.M.
Wednesday, February 17, 2021	5:00 P.M.
Tuesday, March 09, 2021	5:00 P.M.
Monday, March 15, 2021	6:00 P.M.

Briefing sessions on the preliminary operating and capital budgets will be held via Zoom Video Conferencing and have been scheduled for:

Wednesday, February 24, 2021	5:00 P.M.	Operating Budget
Wednesday, March 03, 2021	5:00 P.M.	Capital Budget

Members of the public wishing to participate in any of the meetings 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.

CS: 03/10/21
FAX: Scarsdale Inquirer
E-MAIL: Journal News (Lohud)
Scarsdale 10583
Scarsdale Hamlet Hub
The Daily Scarsdale

cc: Lobby Bulletin Board

Village of Scarsdale



Memorandum

To: Mayor Samwick and Trustees
CC: Stephen M. Pappalardo, Village Manager
From: Ann Scaglione, Village Treasurer
Date: February 22, 2021
Re: 2021/2022 Budget – Changes and Analysis Requested at 3/9/21 Budget Meeting

As requested at the 3/9/21 Budget Meeting, this memo addresses the following points:

- Updated Year End Projections
- Effects of Federal Aid
- Non-Union Salary Adjustment
- Changes to the 2021/2022 Tentative Budget
- Tax Rate Scenarios

Update to 2020/2021 Year End Projections

As mentioned, the year-end projection is management's best estimate at a specific point in time, and need to be reviewed and updated on a regular basis. At this point, the attached budget document includes the following changes to the current year end projections.

1. Interest and Penalties on Taxes from a total of \$250,000 for both Village and Town to a total of \$675,000
2. Building Department Code Enforcement Inspection Expense pursuant to proposed amendments to VC Chapter 205 – Noise, banning the use of gasoline powered leaf blowers for part of the year; update from \$17,500 to \$26,000.
3. Updated various revenue and expense accounts based on actual results year to date.

Current Year End Projection, before any fund balance is appropriated is a deficit of \$664,448.

Account	Actual 2019-2020	2020-2021 Adopted Budget	Current Year Budget Amendments	2020-2021 Amended Budget	2020-2021 Year End Projection
Revenue Summary					
Real Property Taxes	41,305,922	42,039,493	-	42,039,493	41,974,562
Other Revenue	15,938,033	16,175,556	-	16,175,556	13,623,651
Total Operating Revenue	57,243,955	58,215,049	-	58,215,049	55,598,213
Expense Summary					
Personnel Services	24,052,539	24,978,655	-	24,978,655	24,053,286
Equipment	132,027	213,900	14,528	228,428	187,750
Contractual/Operational Expenses	5,405,843	6,824,374	257,267	7,081,641	5,703,049
Special Items	571,669	1,467,549	(1,219)	1,466,330	1,405,594
Debt Principal	1,812,446	1,694,130	-	1,694,130	1,694,130
Debt Interest	936,758	674,989	-	674,989	674,989
Employee Benefits	15,301,560	16,665,850	-	16,665,850	15,825,461
Transfers	7,599,471	6,718,602	498,621	7,217,223	6,718,602
Total General Fund Expenses	55,812,311	59,238,049	769,197	60,007,246	56,262,861
Excess(Deficiency) of Revenue Over Expenses	1,431,644	(1,023,000)	(769,197)	(1,792,197)	(664,648)
Use of Fund Balance	-	1,023,000	498,621	1,521,621	-
Net Change in Fund Balance	1,431,644	-	(270,576)	(270,576)	(664,648)

Federal Aid

Based on the information obtained, the Village of Scarsdale is estimated to receive \$1,960,326 in Federal Aid. There is a NYCOM meeting scheduled for 3/16/21 at which we expect to receive further clarification on timing of receipts and any restrictions of use. At this point, we understand that these funds will be distributed in two installments, the first within the next 60-90 days and the second in the first half of 2022. To conservatively account for these funds, the first installment receipt is not included in our current year end projections, as we would like to confirm funding amounts. However, to illustrate the effects on our Fund Balance, the following chart is provided. Please note, I would recommend that these fund be recorded as Reserved Fund Balance – Funds from Federal COVID Relief.

Account	2019-2020	2020-2021 Year End Projection	2020-2021 Year End Projection - With Federal Aid
Fund Balance - Beginning Balance	14,300,755	15,732,393	15,732,393
Add: Revenue	57,243,955	55,598,213	56,578,213
Less: Expenditures	55,812,317	56,262,861	56,262,861
Ending Fund Balance	15,732,393	15,067,745	16,047,745
	-		
<i>Percent of Total Fund Balance as Compared to Actual General Fund Expenses</i>	28.2%	26.8%	28.5%
Unassigned Fund Balance	8,359,812	7,696,037	7,696,037
<i>Percent of Unassigned Fund Balance as Compared to Actual General Fund Expenses</i>	15.0%	13.7%	13.7%
Non Spendable Fund Balance			
Prepaid Expenditures	659,311	659,000	659,000
Total Non Spendable	659,311	659,000	659,000
Restricted Fund Balance			
Debt Service	98,070	98,000	98,000
Federal Aid	-	-	980,000
Total Restricted Fund Balance	98,070	98,000	1,078,000
Assigned Fund Balance			
Encumbrances	272,492	272,000	272,000
Subsequent Years Expenditures	1,023,000	1,023,000	1,023,000
Contractual Obligations	585,000	585,000	585,000
Capital Projects	4,182,708	4,182,708	4,182,708
Retirement Obligations	452,000	452,000	452,000
Post Employment Benefit Obligations	100,000	100,000	100,000
Total Assigned Fund Balance	6,615,200	6,614,708	6,614,708
Unassigned Fund Balance	8,359,812	7,696,037	7,696,037
Total Fund Balance	15,732,393	15,067,745	16,047,745

Non-Union Salary Adjustment

Should the Board like to consider a 2% salary adjustment for non-union staff once we are in receipt of Federal Aid, the following options are offered:

- One Time Bonus – this would result in an expense of \$90,000 and have no impact on the current 2021/2022 salary expense. It appears that this would be an allowable use of the Federal Aid funds, and therefore would not have an impact on operational results.
- Salary Adjustment – with an effective date of 6/1/2020, again would increase salary expense \$90,000. As this would compound with the projected salary increase of 6/1/2021 which is included in the Tentative Budget, this would increase the Tentative budget a total of \$130,000. This includes the additional expense of employer taxes and pension.

Changes to 2021/2022 Tentative Budget

The following recommendations were discussed for the 2021/2022 operating budget:

1. Revised Teen Travel Camp Revenue and Expenses. Revenue was reduced from \$132,000 to \$66,000; Expenses were correspondingly reduced from \$114,300 to \$66,000.
2. Reduced Justice Court Fines from \$450,000 to \$350,000
3. Increased Building Department Code Enforcement Inspections by \$30,000, pursuant to the expected local law amendment to the Noise Law partially banning the use of gasoline powered leaf blowers, from \$17,500 to \$47,500
4. Increased Meals on Wheels from \$10,500 to \$12,000

	4th Pass	Change	5th Pass
Revenue:			
Fines Justice Court	450,000	(100,000)	350,000
Teen Travel Camp	132,000	(66,000)	66,000
Expense:			
Code Enforcement	17,500	30,000	47,500
Teen Travel Camp	114,300	(48,300)	66,000
Meals on Wheels	10,500	1,500	12,000

The net of these changes results in an increased budget gap as illustrated below:

	4th Pass	Change	5th Pass
Revenue			
Property Tax Levy	41,809,855		41,809,855
All Other Revenue	14,641,934	(166,000)	14,475,934
Total Revenue	56,451,789	(166,000)	56,285,789
Total Expenditures	60,131,681	(16,800)	60,114,881
Use of Fund Balance	2,250,000		2,250,000
Budget Gap	(1,429,892)	(149,200)	(1,579,092)
Projected Tax Levy Increase	3.42%		3.78%

Tax Rate Scenarios

At this point I would like to offer the following Scenarios for consideration. Please note, all Scenarios are NYS Tax Cap compliant.

1. Scenario A – This is the 5th Pass budget changes outlined above and results in a tax levy increase of 3.78%
2. Scenario B – Increases Fund Balance appropriation by \$200,000, with a tax levy increase of 3.30%
3. Scenario C – Increases Fund Balance appropriation by \$300,000, with a tax levy increase of 3.06%
4. Scenario D – Increases Fund Balance appropriation by \$350,000, with a tax levy increase of 2.94%
5. Scenario E – Increases Fund Balance appropriation by \$530,000, with a tax levy increase of 2.50%

	Actual	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E
	2020/2021					
Tax Levy Limit	43,157,290	43,700,938	43,700,938	43,700,938	43,700,938	43,700,938
Actual Allowable Tax Levy Increase	2.77%	1.26%	1.26%	1.26%	1.26%	1.26%
Current Year Actual/Proposed Tax Levy	41,809,855	43,388,947	43,188,947	43,088,947	43,038,947	42,856,947
Actual Tax Levy Increase	1.46%	3.78%	3.30%	3.06%	2.94%	2.50%
Fund Balance Appropriation	1,023,000	2,250,000	2,450,000	2,550,000	2,782,000	2,782,000
Actual/Proposed Tax Rate	4.7095	4.8467	4.8244	4.8132	4.8076	4.7873
<i>Difference from Prior Year</i>	\$ 0.08	\$ 0.14	\$ 0.11	\$ 0.10	\$ 0.10	\$ 0.08
Average Assessed Value	1,510,000	1,510,000	1,510,000	1,510,000	1,510,000	1,510,000
Village Taxes on Average Assesed Value Property	\$ 7,111.35	\$ 7,318.59	\$ 7,284.85	\$ 7,267.98	\$ 7,259.55	\$ 7,228.85
<i>Increase from Prior Year</i>	\$ 115.37	\$ 207.24	\$ 173.50	\$ 156.64	\$ 148.20	\$ 117.50

Please feel free to contact me with any questions or comments. Thank you.

Village of Scarsdale

Non- Union Salary Percent Change for 2020/2021 and cy 2021 and 2019/2020 and cy 2020

	Municipality	% Change	Budget Year	% Change	Budget Year	
	Scarsdale	0.00%	2020/2021	2.00%	2019/2020	
	Beacon		2021	2.00%	2020	Cities
(.2.)	New Rochelle	1.75%	2021	3.00%	2020	
	Peekskill	0.00%	2021	2.00%	2020	
	Rye	3.25%	2021	3.25%	2020	
(.1.)	Bedford	1.50%	2021	2.50%	2020	
	Carmel	2.00%	2021	2.00%	2020	
	Cortlandt	2.50%	2021		2020	
	Eastchester	0.00%	2021	2.50%	2020	
	Greenburg	2.40%	2021	2.40%	2020	
	Harrison	2.75%	2021		2020	
	Mamaroneck	2.00%	2021	2.25%	2020	
	Mt. Pleasant	2.00%	2021	2.00%	2020	
	New Castle	0.00%	2021	2.29%	2020	
	North Castle	2.25%	2021	2.25%	2020	
	North Salem	2.00%	2021	2.00%	2020	
	Ossining	2.00%	2021		2020	
(.8.)	Somers	4.00%	2021		2020	Villages
(.3.) (.6.)	Ardsley	2.50%	2020/2021	2.50%	2019/2020	
(.2.)	Bronxville	2.50%	2020/2021	2.50%	2019/2020	
(.2.)	Elmsford	1.50%	2020/2021	2.00%	2019/2020	
	Hastings	2.00%	2020/2021	2.00%	2019/2020	
(.2.)	Irvington	2.00%	2020/2021	2.00%	2019/2020	
(.7.)	Larchmont	2.00%	2020/2021	2.00%	2019/2020	
	Mamaroneck	1.00%	2021	2.00%	2019/2020	
(.4.)	Mount Kisco	2.50%	2020/2021	2.50%	2019/2020	
	Nyack		2020/2021	2.30%	2019/2020	
(.2.)	Ossining	2.50%	2021	2.50%	2019/2020	
(.8.)	Pelham	3.75%	2020/2021	2.00%	2019/2020	
	Port Chester	0.00%	2020/2021	2.50%	2019/2020	
(.5.)	Rye Brook	2.00%	2020/2021	2.60%	2019/2020	
(.2.)	Tarrytown	2.00%	2021/2022	2.50%	2019/2020	
	Average	1.95%		2.31%		

- (.1.) Receives same percentage increase as Collective Bargaining Agreements
- (.2.) Receives same percentage increase as CSEA union, FY 2020-2021 also includes \$250 not applied to base, will propose a 1.5% increase for FY 2021-2022
- (.3.) Receives same percentage increase as Teamsters
- (.4.) Village staff, except some Department Heads, will propose a 1.5% increase for FY 2021-2022
- (.5.) Compensation based upon merit, average 2.59% but ranged between 2.4% and 2.9%, not including Police Chief, Village Manager and four others who received special consideration FY 2019-2020.
- (.6.) Will propose a 2.5% non-union salary increase for FY 2021-2022
- (.7.) Has proposed a 2.0% non-union salary increase for FY 2021-2022
- (.8.) Represents an average of non-union salary % change

Village of Scarsdale



Memorandum

Parks, Recreation, and Conservation Department

To: Stephen M. Pappalardo, Village Manager
From: Brian Gray, Superintendent PRC
Cc: Ann Scaglione, Village Treasurer
Date: March 11, 2021
Re: 2021 Teen Travel Camp – revised revenue/expense estimates

Upon preparing the FY 2021/22 budget in December of 2020, regulations regarding Travel Camp programs pertaining to Covid-19, as well as the availability of venues were fluid. As such, I submitted a budget with the anticipation of running our Teen Travel Camp in hopes of offering a Travel Camp program similar to what has been offered by the Department Pre-Covid.

Unfortunately, as of March 11, 2021, information regarding regulations and venue availability has not been finalized and Department staff does not feel they can guarantee a safe program that will be accepted by the teen population of Scarsdale. Concerns over differing State regulations, venue safety plans, long hours on busses, and fear of potential outbreaks during trips being at the forefront of conversations, we have come to the conclusion we are not comfortable offering a Teen Travel Camp during the summer of 2021 with trips to venues such as Dorney Park, Six Flags, Lake Compounce and Mountain Creek. With the understanding of the aforementioned, Department staff has been working with our Travel Camp Director, as well as brainstorming with Municipalities throughout Westchester County, in an effort to establish a “local” modified program for Scarsdale’s teen demographic for the summer of 2021.

The original FY 2021/22 request for expenses for Travel Camp totaled \$114,300 with an estimated revenue projection of \$132,000. The revenue projection was based off a full registration of 40 campers in session 1 x \$1,900 = \$76,000 and 40 campers in session 2 x \$1,400. In an effort to provide modified revenue/expense projections in line with a modified program, I propose the following revised projections:

EXPENSES

	<u>Original FY 21/22 request</u>	<u>Modified 3/11/21 request</u>
A.7020.CAMPS.TRAVL.100.13	\$30,000	\$21,000
A.7020.CAMPS.TRAVL.400.421	\$4,000	\$2,200
A.7020.CAMPS.TRAVL.400.431	\$2,500	\$0
A.7020.CAMPS.TRAVL.400.432	\$500	\$500
A.7020.CAMPS.TRAVL.400.449	\$300	\$300

A.7020.CAMPS.TRAVL.400.463	\$35,000	\$21,000
A.7020.CAMPS.TRAVL.400.499	<u>\$42,000</u>	<u>\$21,000</u>
TOTAL	\$114,300	\$66,000

REVENUE

	<u>Original FY 21/22 request</u>	<u>Modified 3/11/21 request</u>
Session 1 & 2	\$132,000	\$66,000

It is important to note, the revised revenue and expenses outlined in this Memo reflect estimates based on unknown destination opportunities, combined with a modified travel program, which will potentially create negative camper registrations. Department staff will strive to offer an exciting teen camp experience with the health and safety of campers and staff at the forefront of programming while understanding the challenges presented when planning for the teen demographic in the Covid environment. At the conclusion of planning, Department Staff will be able to establish a budget in more detail with regard to expenses and cost per participant, however, at this time, I am comfortable with the revised figures outlined in this Memo.

Thank you, if you have any questions, or require additional information, please contact me.