



**CITY OF  
SARATOGA SPRINGS**

**OFFICE OF THE  
COMMISSIONER OF FINANCE**

**OVERVIEW**

**October 2015**

**2016 COMPREHENSIVE BUDGET  
General Fund-Expenses**

## 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

	2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg
<b>GENERAL FUND Grand Total</b>	<b>\$41,759,520.70</b>		<b>\$43,841,077.25</b>		<b>\$2,081,556.55</b>	<b>5.0%</b>

### DEPARTMENTS:

MAYOR	\$2,252,921.16	5.4%	\$ 2,265,099.13	5.2%	\$12,177.97	0.5%
FINANCE	\$3,266,517.02	7.8%	\$3,163,679.73	7.2%	(\$102,837.29)	-3.1%
PUBLIC WORKS	\$9,598,758.10	23.0%	\$10,549,787.04	24.1%	\$951,028.94	9.9%
PUBLIC SAFETY	\$23,411,895.43	56.1%	\$24,494,875.52	55.9%	\$1,082,980.09	4.6%
ACCOUNTS	\$1,042,897.54	2.5%	\$1,052,013.04	2.4%	\$9,115.50	0.9%
RECREATION	\$2,186,531.45	5.2%	\$2,315,622.79	5.3%	\$129,091.34	5.9%
<b>TOTAL</b>	<b>\$41,759,520.70</b>		<b>\$ 43,841,077.25</b>		<b>\$2,081,556.55</b>	

### CATEGORIES (includes all Dept)

PERSONAL SERVICES (inclds SS)	\$22,191,358.80	53.1%	\$23,456,354.34	53.5%	\$1,264,995.54	5.7%
BENEFITS (Health Ins, Retrmnt)	\$11,533,184.30	27.6%	\$11,767,862.49	26.8%	\$234,678.19	2.0%
EQUIPMENT	\$523,558.72	1.3%	\$656,808.28	1.5%	\$133,249.56	25.5%
CONTRACTED SERVICES	\$6,334,862.94	15.2%	\$6,993,496.04	16.0%	\$658,633.10	10.4%
PRINCIPAL	\$47,399.32	0.1%	\$49,372.28	0.1%	\$1,972.96	4.2%
INTEREST	\$22,188.62	0.1%	\$20,215.66	0.0%	(\$1,972.96)	-8.9%
CONTINGENCY, INTERFUND TRANSFERS	\$1,106,968.00	2.7%	\$896,968.16	2.0%	(\$209,999.84)	-19.0%
Contingency, only	\$390,000.00	0.9%	\$550,000.00	1.3%	\$160,000.00	41.0%
<b>TOTAL</b>	<b>\$41,759,520.70</b>		<b>\$43,841,077.25</b>		<b>\$2,081,556.55</b>	

## 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

	2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
<b>GENERAL FUND Grand Total</b>	<b>\$41,759,520.70</b>		<b>\$43,841,077.25</b>		<b>\$2,081,556.55</b>	<b>5.0%</b>	

### "MANDATED" vs. OTHER Expenditures

The question is often asked - what are the mandated vs. other components of the budget. This may help determine what "must" and what "may" be expended by the City each year. While "mandated" may be defined in numerous ways, below is one example.

You can see that, after personnel, benefits, and certain fixed costs are addressed, and without even considering equipment/supply needs, over 88% of the City's budget is expended.

#### "MANDATED" Expenditures:

Personal Services (inclds SS)	\$22,191,358.80	53.1%	\$23,456,354.34	53.5%	\$1,264,995.54	5.7%	Includes requested new hires.
Health Insurance	\$6,981,675.04	16.7%	\$7,366,970.73	16.8%	\$385,295.69	5.5%	Does not include incrsd salaries for expired contracts.
NYS Retirement - Police and Fire	\$2,989,537.72	7.2%	\$2,908,649.76	6.6%	(\$80,887.96)	-2.7%	Anticipated 0-15% increases (vary by carrier); includes new hires.
NYS Retirement - Other Employees	\$1,475,233.62	3.5%	\$1,440,514.00	3.3%	(\$34,719.62)	-2.4%	Includes new hires.
Liability and Self Insurance	\$704,036.00	1.7%	\$801,936.00	1.8%	\$97,900.00	13.9%	
Life and Disability Insurance	\$17,288.44	0.0%	\$17,621.46	0.0%	\$333.02	1.9%	
Gas&Oil	\$449,550.00	1.1%	\$451,950.00	1.0%	\$2,400.00	0.5%	
Utilities	\$646,500.00	1.5%	\$643,000.00	1.5%	(\$3,500.00)	-0.5%	
Street Lights, Traffic Lights, Rubble/Blacktop/Stone/Oil	\$773,768.00	1.9%	\$774,768.00	1.8%	\$1,000.00	0.1%	
Total Gas, Oil, Utilities, Related Items	\$1,869,818.00	4.5%	\$1,869,718.00	4.3%	(\$100.00)	0.0%	
Other "Mandated" Expenditure Lines *	\$704,778.74	1.7%	\$752,426.41	1.7%	\$47,647.67	6.8%	

<b>Total "Mandated"</b>	<b>\$36,933,726.36</b>	88.4%	<b>\$38,614,190.70</b>	88.1%	<b>\$1,680,464.34</b>	4.5%	<b>88.1%</b> of the entire 2016 Comp Budget.
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<b>Remaining "Other Expenditures"</b>	<b>\$4,825,794.34</b>	11.6%	<b>\$5,226,886.55</b>	11.9%	<b>\$401,092.21</b>	8.3%	<b>11.9%</b> of the entire 2016 Comp Budget.
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\* Medical exams, Discount on Taxes Pd, SADs (budget neutral)

# 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
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## MAYOR'S DEPARTMENT

The Mayor's Department Comprehensive Budget incorporates a **fully funded Civil Service department**, including **1 FT additional staff** person to bring staffing back to former levels (\$35,820 wage plus \$31,557 in social security and other benefits). The Administrator of Parks remains in the budget by way of carry-over of amounts that were funded but unused in 2015. The Saratoga Convention and Tourism Bureau has taken over the operations and maintenance of the **Visitor's Center**, resulting in a net savings of about \$32,500 after fees. **Updated employment contracts** resulted in a \$32,133 increase.

The Mayor's Department equipment budget has decreased slightly. Additional funds are allotted for **Civil Service medical exams** (\$3,250) and **office rental for exam rooms** as required by NYS (\$2,000). A variety of local non-profit organizations are provided modest operational support that has remained constant.

Other increases can be attributed to benefits and updated employee contracts. However, contractual increases are not completely reflected in dept budgets, as increases for unsettled contracts are budgeted in the contingency expense line in the Finance Department budget, and **four of the City's seven union contracts are currently expired** (1 expired in 2014; 2 expired in 2013; 1 expired in 2012) and three more will be expired at the end of 2016. **The Mayor is tasked with conducting collective bargaining** for the City pursuant the City Charter (Section 2.8 (H)).

MAYOR	\$2,252,921.16	5.4%	\$2,265,099.13	5.2%	\$12,177.97	0.5%
<b>Changes* by Category</b>						
<b>PERSONAL SERVICES (inclds SS)</b>	<b>\$1,340,024.76</b>		<b>\$1,307,554.30</b>		<b>(\$32,470.40)</b>	
<i>NEW: Civil Service: Sr. Clerk</i>	\$0.00		\$35,820.00		\$35,820.00	Unanimous Council approval 9/01/15.
<i>Social Security-New Hires</i>	\$0.00		\$2,740.23		\$2,740.23	
<i>Secretary to PB, ZBA, DRC</i>	\$13,500.00		\$15,000.00		\$1,500.00	Incrsd PT hours required.
<i>Admin of Parks, OpenLands PT</i>	\$30,000.00		\$0.00		(\$30,000.00)	PT hire funded in 2015, never hired. 2015 grant funds encumbered to 2016
<i>Planning: Secretary to Planning Bd</i>	\$49,808.00		\$45,398.00		(\$4,410.00)	Replacement.
<i>Urban Heritage Area Prog (Visitors Center)</i>	\$77,514.46		\$0.00		(\$77,514.46)	SCTB takeover. Addl savings-equip, contr. serv. Annual costs \$81,042.
<i>Employment Contracts</i>	\$788,062.66		\$820,195.36		\$32,132.70	Approx incrs due to annual, updated employee contracts.
<b>BENEFITS (Health Ins, Retrmnt)</b>	<b>\$473,882.76</b>		<b>\$454,578.34</b>		<b>(\$19,304.42)</b>	
<i>NYS Retirement</i>	\$153,077.93		\$157,192.33		\$4,114.40	Est change. Includes new hires.
<i>Health Benefits</i>	\$320,804.83		\$297,386.01		(\$23,418.82)	Est change. Includes new hires.
<b>EQUIPMENT</b>	<b>\$25,946.00</b>		<b>\$23,157.00</b>		<b>(\$2,789.00)</b>	
<i>Urban Heritage Area Prog (Visitors Center)</i>	\$1,250.00		\$0.00		(\$1,250.00)	SCTB takeover. Addl savings-pers. serv., contr. serv. Annual costs \$81,042
<i>Building Dept</i>	\$11,539.00		\$10,000.00		(\$1,539.00)	
<b>CONTRACTED SERVICES</b>	<b>\$413,067.70</b>		<b>\$479,809.49</b>		<b>\$66,741.79</b>	
<i>Urban Heritage Area Prog (Visitors Center)</i>	\$0.00		\$71,400.00		\$71,400.00	SCTB takeover. Addl savings-pers. Serv., equip. Annual costs \$81,042.
<i>Civil Service: Medical Exams</i>	\$5,000.00		\$8,250.00		\$3,250.00	Increased requirements.
<i>Civil Service: Offsite Rental</i>	\$0.00		\$2,000.00		\$2,000.00	Exam room alternative when school is unavailable (NYS required).
<i>Human Resources: Printing, EAP</i>	\$8,000.00		\$8,850.00		\$850.00	HR dept is operational.
<i>Legal: Books and Publications</i>	\$2,500.00		\$3,000.00		\$500.00	
<i>Legal: Outside Counsel</i>	\$55,000.00		\$55,000.00		\$0.00	

## 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

	2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
Senior Citizens Center	\$84,375.00		\$84,375.00		\$0.00		Not-for-Profit
Franklin Community Center	\$17,000.00		\$17,000.00		\$0.00		Not-for-Profit
Saratoga Preservation Foundation	\$12,000.00		\$12,000.00		\$0.00		Not-for-Profit
Saratoga Center for the Family	\$10,000.00		\$10,000.00		\$0.00		Not-for-Profit
60+ Dining	\$6,008.00		\$6,008.00		\$0.00		County program.
Bus Rental (Seniors)	\$6,008.00		\$6,008.00		\$0.00		County program.
EOC Soup Kitchen	\$4,800.00		\$4,800.00		\$0.00		Not-for-Profit
Memorial Day	\$2,800.00		\$2,800.00		\$0.00		
Veteran's Allowance	\$1,100.00		\$1,100.00		\$0.00		Not-for-Profit
Ethics Board	\$0.00		\$0.00		\$0.00		Unfunded but in service.
County Animal Shelter	\$6,300.00		\$5,000.00		(\$1,300.00)		County charges City annually.
Vietnam War Anniversary	\$5,000.00		\$0.00		(\$5,000.00)		One-time program. Budget neutral as equal revenue is also removed.
Urban Heritage Area Prog (Visitors Center)	\$15,775.00		\$4,000.00		(\$11,775.00)		SCTB takeover. Addl savings-pers. Serv., equip. Annual costs \$81,042.
Liability Insurance	\$35,198.00		\$40,478.00		\$5,280.00		City-wide Insurance coverage, allocated to departments.
Self-Insurance	\$0.00		\$0.00		\$0.00		City-wide Insurance deductibles. Insurance Reserve in lieu of budget.
Unemployment Insurance	\$21,060.00		\$21,840.00		\$780.00		Election year.

**\*Changes include selected items; expenses may be offset by revenue, re-organizations, and cuts.**

# 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
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## FINANCE DEPARTMENT

The Finance Department Requested Budget has its largest increase in Personal Services (\$56,256) due to the updated CSEA-City Hall employee contract and adjusted employee salaries.

The **Contingency** line, containing funds for contracts that are re-negotiated after the budget is adopted which are then transferred to other departments upon settlement, remains strong as four of the seven City union contracts are expired (1 in 2014, 2 in 2013, and 1 in 2012). The Mayor is responsible for their re-negotiation. The contingency expense line may also be used for emergencies and other unexpected events, and includes amounts to cover health insurance and retirement rate increases if necessary.

The **Interfund Transfer** line will most likely increase as the Capital and Debt Service Fund budgets are finalized. This line allows the Finance Department to move to other funds reserve amounts, assigned fund balance, and general fund revenue. It is budgeted neutral, as the expense equals the revenue. For example, when the City uses Building Reserve or Parkland Reserve funds to support capital projects, this is reflected in the expense line for Interfund

<b>FINANCE</b>	<b>\$3,266,517.02</b>	<b>7.8%</b>	<b>\$3,163,679.73</b>	<b>7.2%</b>	<b>(\$102,837.29)</b>	<b>-3.1%</b>
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**Changes\* by Category**

<b>PERSONAL SERVICES (inclcs SS)</b>	<b>\$778,801.38</b>		<b>\$835,057.25</b>		<b>\$56,255.87</b>	
<i>Employment Contracts</i>	\$778,801.38		\$835,057.25		\$56,255.87	Approx incrs due to annual, updated employee contracts.
<b>BENEFITS (Health Ins, Retrmnt)</b>	<b>\$336,452.15</b>		<b>\$317,364.16</b>		<b>(\$19,087.99)</b>	
<i>NYS Retirement</i>	\$112,557.30		\$109,073.19		(\$3,484.11)	Est change.
<i>Health Benefits</i>	\$223,894.85		\$208,290.97		(\$15,603.88)	Est change.
<b>EQUIPMENT</b>	<b>\$41,478.72</b>		<b>\$38,867.28</b>		<b>(\$2,611.44)</b>	
<i>IT Software</i>	\$7,512.40		\$7,764.56		\$252.16	
<i>IT Hardware</i>	\$30,966.32		\$28,102.72		(\$2,863.60)	City-wide computer replacement completed.
<b>CONTRACTED SERVICES</b>	<b>\$933,228.83</b>		<b>\$1,005,834.94</b>		<b>\$72,606.11</b>	
<i>Special Assessment Districts</i>	\$344,031.25		\$378,990.00		\$34,958.75	Budget neutral - revenue offset (Birch Run, Morgan St, Interlaken).
<i>IT: Service Contracts Equip</i>	\$102,253.83		\$118,424.95		\$16,171.12	MUNIS module maintenance. Increased fiber optics.
<i>Finance Admin: Office Supplies</i>	\$4,000.00		\$8,000.00		\$4,000.00	PayRoll paper required.
<i>Finance Admin: Prof Services</i>	\$41,500.00		\$44,000.00		\$2,500.00	Actuarial service and independent auditor.
<i>Tax Advertising Expense</i>	\$63,000.00		\$64,750.00		\$1,750.00	
<i>Taxes &amp; Assessments: City Property</i>	\$5,500.00		\$4,200.00		(\$1,300.00)	
<i>Liability Insurance</i>	\$27,136.00		\$31,206.00		\$4,070.00	City-wide Insurance coverage, allocated to departments.
<i>Self-Insurance</i>	\$0.00		\$0.00		\$0.00	City-wide Insurance deductibles. Insurance Reserve in lieu of budget.
<i>Unemployment Insurance</i>	\$1,000.00		\$10,920.00		\$9,920.00	Election year.
<b>PRINCIPAL INTEREST</b>	<b>\$47,399.32</b>		<b>\$49,372.28</b>		<b>\$1,972.96</b>	Energy Performance Contract (lease agrmnt-2008).
	<b>\$22,188.62</b>		<b>\$20,215.66</b>		<b>(\$1,972.96)</b>	Energy Performance Contract (lease agrmnt-2008).
<b>CONTINGENCY, INTERFUND TRANSFERS</b>	<b>\$1,106,968.00</b>		<b>\$896,968.16</b>		<b>(\$209,999.84)</b>	<u>Contingency</u> -new contracts, emrgnc; <u>Interfund</u> -Debt serv, CCA.
<i>Contingency, only</i>	\$390,000.00		\$550,000.00		\$160,000.00	New contracts, unplanned events, emergencies, health ins rate incrs.
<i>Interfund Transfers</i>	\$716,968.00		\$346,968.16		(\$369,999.84)	Budget neutral - revenue offset (reserves, fund balance, other).

\*Changes include selected items; expenses may be offset by revenue, re-organizations, and cuts.

# 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
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## PUBLIC WORKS DEPARTMENT

The Public Works Department Comprehensive Budget now includes a Director of Public Works (\$92,949) and a Data Collector (\$38,834), both 2015 hires. Funding for each is equally divided among the General, Water and Sewer funds. Updated employee contracts have otherwise increased the DPW budget by about \$441,383. Overtime, also driven by updated contracts, has increased by \$33,050.

DPW continues its equipment replacement requests, budgeting for at least two pick-up trucks, one vehicle, and numerous trailers, mowers, snow blowers, weedwackers, saws, tarps, a road compactor, winches, chairs, kitchen equipment and other items (totaling \$75,300).

Engineering requires \$60,000 to upgrade its AutoCad and Robotic Total Station drawing design hardware/software. Current software is largely inoperable, hampering the department's ability to accomplish necessary engineering designs. Funds are also budgeted to complete a required survey of the Loughberry Dam (\$50,000). Parking garage maintenance funds are increased by \$45,000 to care for the City's investments in parking structures. Uniforms will cost an additional \$22,000 due to a revised DPW Union contract.

Vehicle repairs for Streets is increased \$30,000 to reflect historic trends. Salt and sand and Casino services are included at an additional \$10,000 each. The Transfer Station and Saratoga Arts Council buildings both require repairs/general maintenance adding \$7,500 and \$7,000 respectively to prior year amounts. Additional funds are also included to cover Transfer Station tipping and transportation fees (\$10,000).

Liability insurance will increase by about \$57,635 due to additional equipment purchases and claims history.

<b>PUBLIC WORKS</b>	<b>\$9,598,758.10</b>	<b>23.0%</b>	<b>\$10,549,787.04</b>	<b>24.1%</b>	<b>\$951,028.94</b>	<b>9.9%</b>
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**Changes\* by Category**

<b>PERSONAL SERVICES (inclds SS)</b>	<b>\$4,409,636.81</b>	<b>\$4,898,308.27</b>	<b>\$488,671.46</b>			
DPW ADMIN: Public Works Director FT	\$0.00	\$30,982.90	\$30,982.90			1 FT hire in 2015. Allocated among Gen/Water/Sewer funds.
DPW ADMIN: Data Collector	\$0.00	\$12,944.75	\$12,944.75			1 FT hire in 2015. Allocated among Gen/Water/Sewer funds.
Social Security-New Hires & Raises	\$0.00	\$3,360.47	\$3,360.47			New hires, raises, overtime increases.
Employment Contracts	\$4,286,101.81	\$4,727,485.15	\$441,383.34			Approx incrs due to annual, updated employee contracts.
Overtime - ALL	\$117,350.00	\$150,400.00	\$33,050.00			Department-wide Overtime; reflects updated employee contracts.
<b>BENEFITS (Health Ins, Retrmnt)</b>	<b>\$2,412,065.33</b>	<b>\$2,492,530.50</b>	<b>\$80,465.17</b>			
NYS Retirement	\$684,790.69	\$670,799.89	(\$13,990.80)			Est change. Includes new hires.
Health Benefits	\$1,727,274.64	\$1,821,730.61	\$94,455.97			Est change. Includes new hires.
<b>EQUIPMENT</b>	<b>\$108,100.00</b>	<b>\$183,400.00</b>	<b>\$75,300.00</b>			
Highway Misc: Vehicles	\$0.00	\$50,000.00	\$50,000.00			Pick up truck w/ plow (1 F250).
City Eng: Vehicles	\$0.00	\$25,000.00	\$25,000.00			Replace one vehicle (1).
Streets: Vehicles	\$47,000.00	\$47,000.00	\$0.00			Pick up truck w/ plow (1 F250).
<b>CONTRACTED SERVICES</b>	<b>\$2,668,955.96</b>	<b>\$2,975,548.27</b>	<b>\$306,592.31</b>			
City Eng: Other Supplies	\$0.00	\$60,000.00	\$60,000.00			Upgrade outdated, non-functioning AutoCad and Robotic Total Station.
City Eng: Prof Serv	\$0.00	\$50,000.00	\$50,000.00			Loughberry Dam survey and borings.
Off St Parking: Parking Garage Maint	\$5,000.00	\$50,000.00	\$45,000.00			Annual mntnce for 3 decks; hot water wash/caulking.
Streets: Repairs&Maint Veh	\$125,000.00	\$155,000.00	\$30,000.00			Incrs in parts & labor.
All sub-depts: Uniforms	\$5,500.00	\$27,500.00	\$22,000.00			Boots and uniforms per contract (new "Boots" Policy).
Highway Misc: Salt & Sand	\$110,000.00	\$120,000.00	\$10,000.00			Incrc in # of streets being plowed/salted; weather dependent.
Parks&Casino: Prof Serv	\$3,500.00	\$13,500.00	\$10,000.00			Mahoney, Blann, Simplex, pest control.
Transfer Station: Repairs&Maint Bldg	\$500.00	\$8,000.00	\$7,500.00			Recycling area needs building maintenance.

## 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

	2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
<i>Sar Arts Council: Repairs&amp;Maintenance</i>	\$3,000.00		\$10,000.00		\$7,000.00		Roof repair, scrape & paint windows, brick repair/point, air handlers.
<i>Transfer Station: Tipping Fees</i>	\$75,000.00		\$80,000.00		\$5,000.00		
<i>Transfer Station: Transportation</i>	\$18,000.00		\$23,000.00		\$5,000.00		
<i>Storm Water Carriers: Other Supplies</i>	\$12,000.00		\$13,000.00		\$1,000.00		Manholes, risers, catchbasins, pipes fittings, grates.
<i>Trees: Gas &amp; Oil</i>	\$5,000.00		\$6,000.00		\$1,000.00		
<i>Compost Facility: Equip&amp;Veh Rental</i>	\$7,000.00		\$5,000.00		(\$2,000.00)		\$251,500.00
<i>Streets: Equip&amp;Veh Rental</i>	\$8,000.00		\$5,000.00		(\$3,000.00)		
<i>Streets: Phones</i>	\$6,500.00		\$3,500.00		(\$3,000.00)		
<i>Cemetery: Prof Serv</i>	\$43,600.00		\$40,000.00		(\$3,600.00)		
<i>Highways Mlsc: Equip&amp;Veh Rental</i>	\$4,000.00		\$0.00		(\$4,000.00)		
<i>Italian Gardens: Other Supplies</i>	\$5,000.00		\$0.00		(\$5,000.00)		
<i>Spit N Spat: Other Supplies</i>	\$5,000.00		\$0.00		(\$5,000.00)		
<i>Liability Insurance</i>	\$293,109.00		\$350,744.00		\$57,635.00		City-wide Insurance coverage, allocated to departments.
<i>Self Insurance</i>	\$0.00		\$0.00		\$0.00		City-wide Insurance deductibles. Insurance Reserve in lieu of budget.
<i>Unemployment Insurance</i>	\$10,000.00		\$30,000.00		\$20,000.00		Election year.

\*Changes include selected items; expenses may be offset by revenue, re-organizations, and cuts.

# 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
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## PUBLIC SAFETY DEPARTMENT

The Public Safety Department Comprehensive Budget includes **eight new firefighters** applied for under a federal grant ("SAFER). Grant funds cover all wages and benefits (about \$541,911 annually); the City covers incidentals such as training, protective clothing, travel and HVCC Paramedic (about \$114,400 annually). Increases are included for PD school crossing guards and a PT Traffic Control Laborer to ensure minimum wages (\$3,273). **Other salary increases** are due to recently settled contracts, step increases, and reorganized scheduling. **Police Dept. comp time and overtime** have increased by \$153,000 to align with recent years' trends; FD comp time and overtime have not increased over 2015 adopted amounts. The **Sick time** budget has increased by \$25,000 in anticipation of retirement payouts.

Like the other departments, the DPS budget does not currently reflect all personal services costs. However, because Public Safety employees six of the seven unions, its budget is more deeply affected by deferred contracts. Contracts have expired for: Police Officers (PBA) **in 2012**; Fire Admin (Chiefs) and Fire Fighters **in 2013**; and PD Admin (Chiefs) **in 2014**. Police Lieutenants and CSEA-City Hall contracts will expire **in 2016**. All are negotiated by the Mayor, and the Finance department budgets for this in its contingency expense line.

The DPS equipment budget increased by 23% (\$68,000). **Five new vehicles** are included - 4 for the police, 1 for fire. Additional funds are for **police vehicle laptops and equipment** for new hires and to maintain a replacement schedule.

**Training, medical exams, Fire Dept uniforms and supplies** for new hires results in a \$63,000 cost increase. Other larger increases include **Police Dept phones** (\$12,000), **Police Dept equipment and professional service contracts** for leased equipment, restoration of Nixel, Taser, e911, and Zone 5 (\$17,000), **ambulance billing** (\$11,000; offset by revenue); **Traffic Control pavement material** (\$10,000); **Police Dept Uniforms and training** (\$14,000) **Fire Dept vehicle repairs** increased by \$5,000, and **outside legal counsel** has resulted in a year over year budget increase of \$4,500.

**Liability insurance** as gone up by about \$22,664 due to increased equipment and claims history.

The Ambulance program is projected, based on current year actuals, to offset a substantial amount of the aforementioned costs via revenues of about \$835,000 (including ambulance services, advanced life support, and station rental).

<b>PUBLIC SAFETY</b>	<b>\$23,411,895.43</b>	<b>56.1%</b>	<b>\$24,494,875.52</b>	<b>55.9%</b>	<b>\$1,082,980.09</b>	<b>4.6%</b>
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**Changes\* by Category**

<b>PERSONAL SERVICES (inclcs SS)</b>	<b>\$13,941,179.35</b>		<b>\$14,608,484.62</b>		<b>\$667,305.27</b>	
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NEW: SAFER Firefighters-8 FT	\$0.00	\$264,114.00	\$264,114.00	
SAFER Social Security	\$0.00	\$20,204.72	\$20,204.72	
RAISE: Police Dept: School XGuards	\$108,000.00	\$110,000.00	\$2,000.00	
RAISE: Traffic Control Labor PT	\$13,000.00	\$14,040.00	\$1,040.00	
Social Scurity: Raise	\$9,256.50	\$9,489.06	\$232.56	
Police Dept: Sergeants	\$844,041.00	\$916,006.00	\$71,965.00	
Police Dept: Lieutenants	\$333,451.00	\$380,723.00	\$47,272.00	
Police Dept: Animal Control/Parking Enforc	\$54,364.00	\$100,591.00	\$46,227.00	
OnStreet Parking: Parking Enf Officer	\$78,997.00	\$43,324.00	(\$35,673.00)	
Sick Leave	\$250,000.00	\$275,000.00	\$25,000.00	
Police Dept: Central Dispatcher	\$539,598.00	\$560,934.00	\$21,336.00	
Police Dept: Investigators	\$709,106.00	\$720,408.00	\$11,302.00	

8 FT New hires requested; offset in part by SAFER grant reimb. Multi-year plan for consolidation, increased demand on services, and retirements.

Social Security associated with SAFER wage; grant reimbursed.

Raise requested to meet minimum wage.

Raise requested to meet minimum wage.

Step increase per contract. New salary schedule inclcs longevity in base.

Updated employee contracts. Retrs, replcmnts, reorg.

Incrsd from 1 to 2 employees by upgrad to PEO; offset by revsd PEO line.

Offset incsr to Animal Control/Parking Enf Officer

Retirements anticipated

Updated employee contract.

Updated employee contract.

## 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

	2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
Fire Dept: EMT Incentive	\$97,600.00		\$117,400.00		\$19,800.00		More employees have paramedic degree.
Fire Captain	\$322,788.00		\$331,654.00		\$8,866.00		Step increase per contract.
Fire Lieutenants	\$442,177.00		\$448,608.00		\$6,431.00		Updated employee contract.
Fire Dept: Clothing Allowance	\$37,600.00		\$42,500.00		\$4,900.00		New hires.
Traffic Control Maintainer II	\$112,395.00		\$117,147.00		\$4,752.00		Updated employee contract.
Fire Dept: Asst Fire Chief	\$95,934.00		\$100,234.00		\$4,300.00		Updated employee contract.
Traffic Control Technician	\$82,830.00		\$86,379.00		\$3,549.00		Updated employee contract.
DPS Admin: Office Supervisor	\$61,628.00		\$64,542.00		\$2,914.00		Updated employee contracts. Retrs, replcmnts, reorg.
Traffic Control: Auto. Serv. Manager	\$60,258.00		\$62,855.00		\$2,597.00		Updated employee contract.
DPS Admin: Sr Clerk	\$35,118.00		\$37,243.00		\$2,125.00		Updated employee contract.
DPS Admin: Sr Account Clerk	\$44,211.00		\$46,135.00		\$1,924.00		Updated employee contract. Retrs, replcmnts, reorg.
Fire Dept: Education Awards	\$13,500.00		\$15,000.00		\$1,500.00		More degree holding hires.
DPS Admin: Code Admin Asst&AP	\$57,316.00		\$58,431.00		\$1,115.00		Updated employee contract.
Police Dept: Identification Clerk	\$47,654.00		\$48,597.00		\$943.00		Updated employee contract.
Overtime - ALL	\$544,000.00		\$688,760.00		\$144,760.00		Department-wide Overtime.
OT-PD	\$300,000.00		\$428,000.00		\$128,000.00		Police Dept OT.
OT-Fire	\$130,000.00		\$130,000.00		\$0.00		Fire Dept OT.
OT-Dispatch	\$75,000.00		\$75,000.00		\$0.00		Dispatch Dept OT.
Comp Time - ALL	\$547,000.00		\$573,000.00		\$26,000.00		Department-wide Comp Time.
CT-PO	\$375,000.00		\$400,000.00		\$25,000.00		Police Dept CT.
CT-Fire	\$170,000.00		\$170,000.00		\$0.00		Fire Dept CT.
Holiday Pay-ALL	\$554,000.00		\$584,000.00		\$30,000.00		Updated contracts and reorganized scheduling.
Special Events Overtime-ALL	\$92,500.00		\$110,000.00		\$17,500.00		Contractual increases. Offset by fees.
Fire 207A Pension	\$485,104.00		\$483,181.00		(\$1,923.00)		
Code Administration Officer	\$172,588.00		\$159,621.00		(\$12,967.00)		Replacement of longstanding employee in 2015.
Fire Dept: Firefighters	\$2,853,580.82		\$2,825,796.00		(\$27,784.82)		Attrition, junior new hires.
Police Dept: Officers	\$2,593,317.00		\$2,497,701.00		(\$95,616.00)		Attrition, junior new hires.
<b>BENEFITS (Health Ins, Retrmnt)</b>	<b>\$7,615,017.46</b>		<b>\$7,796,676.67</b>		<b>\$181,659.21</b>		
NYS Retirement - Police and Fire	\$2,989,537.72		\$2,908,649.76		(\$80,887.96)		Est change. Includes new hires.
NYS Retirement	\$271,761.97		\$267,710.61		(\$4,051.36)		Est change. Includes new hires.
Health Benefits	\$4,353,717.77		\$4,620,316.30		\$266,598.53		Est change. Includes new hires.
<b>EQUIPMENT</b>	<b>\$298,800.00</b>		<b>\$366,800.00</b>		<b>\$68,000.00</b>	<b>23%</b>	
Fire Dept: Vehicles	\$0.00		\$35,000.00		\$35,000.00		Replace 1 vehicle.
Fire Dept: Firefighter Equipment	\$21,000.00		\$46,600.00		\$25,600.00		New hires.
Data Network: Hardware	\$20,000.00		\$28,000.00		\$8,000.00		Laptops for police vehicles.
Fire Dept: Equipment	\$16,500.00		\$19,900.00		\$3,400.00		New hires.
Police Dept: Vehicles	\$87,000.00		\$87,000.00		\$0.00		Replace 4 PD vehicles.
Police Dept: Ballistic Vests	\$18,000.00		\$14,000.00		(\$4,000.00)		
<b>CONTRACTED SERVICES</b>	<b>\$1,556,898.62</b>		<b>\$1,722,914.23</b>		<b>\$166,015.61</b>		
Fire Dept: Training	\$18,000.00		\$46,000.00		\$28,000.00		New hires.
Fire Dept: EMS Training	\$54,000.00		\$77,600.00		\$23,600.00		New hires.
Police Dept: Phones	\$28,000.00		\$40,000.00		\$12,000.00		Incrsd costs.
Police Dept: Serv. Contracts-Equip	\$20,000.00		\$31,000.00		\$11,000.00		Restore Nixel. Addtl PD leased equipment.
Ambulance Billing Contract	\$49,000.00		\$60,000.00		\$11,000.00		Incrsd calls; revenue offset.
Traffic Control: Pavement Material	\$40,000.00		\$50,000.00		\$10,000.00		Increased costs.

## 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

	2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
Police Dept: Uniforms	\$78,000.00		\$85,000.00		\$7,000.00		Replacing retirees-incrsd costs.
Police Dept: Training	\$23,000.00		\$30,000.00		\$7,000.00		Increased costs and training.
Police Dept: Prof Serv	\$80,000.00		\$86,000.00		\$6,000.00		Incrsd costs for Taser contract, e911 system, Zone 5.
Fire Dept: Repairs&Maint Veh	\$40,000.00		\$45,000.00		\$5,000.00		Additional service costs for aging and new fire apparatus.
Health Dept: Medical Exams	\$10,000.00		\$15,000.00		\$5,000.00		New hires.
DPS Admin: Prof Serv	\$5,500.00		\$10,000.00		\$4,500.00		Legal costs.
Fire Dept: Uniforms	\$8,500.00		\$12,100.00		\$3,600.00		New hires.
Fire Dept: Firefighting Supplies	\$2,500.00		\$5,300.00		\$2,800.00		New hires.
Traffic Control: Repairs&Maint Bldg	\$4,000.00		\$6,000.00		\$2,000.00		Aging facility; incrsd cost to clean oil separator.
Fire Dept: Service Contracts-Equip	\$9,100.00		\$11,000.00		\$1,900.00		New copier agreement.
DPS Admin: Parking Ticket Admin	\$60,000.00		\$61,000.00		\$1,000.00		Incrsd delinquent ticket notices.
Police Dept: Horse Care	\$9,000.00		\$10,000.00		\$1,000.00		Increased costs.
Traffic Control: Repairs&Maint Veh	\$4,000.00		\$5,000.00		\$1,000.00		Increased costs, aging equipment and building.
Traffic Control: Utilities	\$9,000.00		\$10,000.00		\$1,000.00		
Traffic Control: Utilities Traffic Lights	\$30,000.00		\$31,000.00		\$1,000.00		
Fire Dept: Tuition Reimbursement	\$5,000.00		\$6,000.00		\$1,000.00		More employees participating in contractual benefit.
Police Dept: Utilities	\$10,000.00		\$5,500.00		(\$4,500.00)		
Liability Insurance	\$293,586.00		\$316,250.00		\$22,664.00		City-wide Insurance coverage, allocated to departments.
Self-Insurance	\$0.00		\$0.00		\$0.00		City-wide Insurance deductibles. Insurance Reserve in lieu of budget.
Unemployment Insurance	\$20,000.00		\$20,000.00		\$0.00		Election year.

\*Changes include selected items; expenses may be offset by revenue, re-organizations, and cuts.

# 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
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## ACCOUNTS DEPARTMENT

The Accounts Department manages City-wide assessments, purchasing, licensing and permits, vital statistics and Risk and Safety. As the official City Clerk, it is also responsible for records and document retention, and has successfully applied for numerous city grants.

The Accounts Department Budget is the smallest of all departments and has nominal increase over the 2015 adopted budget. Employee contract updates, Health Benefits, and Liability Insurance account for most of its increase from 2015 to 2016.

<b>ACCOUNTS</b>	<b>\$1,042,897.54</b>	<b>2.5%</b>	<b>\$1,052,013.04</b>	<b>2.4%</b>	<b>\$9,115.50</b>	<b>0.9%</b>
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Changes\* by Category

<b>PERSONAL SERVICES (inclcs SS)</b>	<b>\$597,041.85</b>		<b>\$601,306.60</b>		<b>\$4,264.75</b>	
<i>Employee Contracts</i>	\$597,041.85		\$601,306.60		\$4,264.75	Approx incrs due to annual, updated employee contracts.
<b>BENEFITS (Health Ins, Retrmnt)</b>	<b>\$279,991.08</b>		<b>\$291,811.95</b>		<b>\$11,820.87</b>	
<i>NYS Retirement</i>	\$90,421.03		\$85,917.80		(\$4,503.23)	Est change.
<i>Health Benefits</i>	\$189,570.05		\$205,894.15		\$16,324.10	Est change.
<b>EQUIPMENT</b>	<b>\$234.00</b>		<b>\$234.00</b>		<b>\$0.00</b>	
<b>CONTRACTED SERVICES</b>	<b>\$165,630.61</b>		<b>\$158,660.49</b>		<b>(\$6,970.12)</b>	
<i>Accounts Admin: Books/Publications</i>	\$6,900.00		\$7,600.00		\$700.00	General Codes updates.
<i>Assessment: Prof Serv</i>	\$50,000.00		\$40,000.00		(\$10,000.00)	Outside legal counsel for Article 7 tax certiorari cases.
<i>Liability Insurance</i>	\$14,925.00		\$17,164.00		\$2,239.00	City-wide Insurance coverage, allocated to departments.
<i>Self Insurance</i>	\$0.00		\$0.00		\$0.00	City-wide Insurance deductibles. Insurance Reserve in lieu of budget.
<i>Unemployment Insurance</i>	\$0.00		\$0.00		\$0.00	Election year.

\*Changes include selected items; expenses may be offset by revenue, re-organizations, and cuts.

# 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
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## RECREATION DEPARTMENT

The Recreation Department changes can be largely attributed to updated employee contracts, estimated increases in health insurance, and DPW/Rec requests. The Recreation portion of this budget has a nominal decrease resulting from a decrease in NY state retirement required employer contributions.

The DPW/Rec portion of this budget increased by \$134,559, about 10.6%. DPW/Recreation will increase PT staffing for the developing Waterfront (\$10,920). An additional \$28,205 will go towards various contracted services such as repair/maintenance to buildings and uniforms in accordance with the recently settled employee contract.

Liability insurance increased by \$6,012 due to new equipment and claims history. The Indoor Recreation Facility proposes funding totaling \$277,553, which is partially offset by revenues estimated at \$175,000 for 2016.

The total Recreation Department Budget cost allocation between Recreation and DPW is: "Rec" - \$907,714 and "DPW" - \$1,407,908.

<b>RECREATION</b>	<b>\$2,186,531.45</b>	<b>5.2%</b>	<b>\$2,315,622.79</b>	<b>5.3%</b>	<b>\$129,091.34</b>	<b>5.9%</b>
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Changes\* by Category

<b>PERSONAL SERVICES (incls SS)</b>	<b>\$1,124,674.71</b>		<b>\$1,205,643.30</b>		<b>\$80,968.59</b>	
NEW: Waterfront: Labor FT, PT	\$10,920.00		\$21,840.00		\$10,920.00	1 PT New hire for increased facilities.
Social Security-New Hires & Raises	\$835.38		\$1,670.76		\$835.38	New hires.
Employee Contracts	\$854,347.00		\$932,855.07		\$78,508.07	Approx incrs due to annual, updated employee contracts.
Indoor Rec Facility-Rec	\$62,244.81		\$70,155.00		\$7,910.19	Incrs due to Cleaner-PT hired in 2015.
Ice Rinks-Skateguards&Instr.	\$41,125.00		\$41,125.00		\$0.00	
Youth Parking Program	\$15,224.00		\$15,224.00		\$0.00	
Summer Rec Prgrm	\$96,207.00		\$93,787.00		(\$2,420.00)	Includes Camp Saradac.
Recreation Programs and Clinics	\$37,919.00		\$23,389.00		(\$14,530.00)	Basketball, Soccer, LAX.
<b>BENEFITS (Health Ins, Retrmnt)</b>	<b>\$415,775.52</b>		<b>\$414,900.87</b>		<b>(\$874.65)</b>	
NYS Retirement	\$162,624.70		\$149,820.18		(\$12,804.52)	Est change. Includes both DPW and Recreation employees.
Health Benefits	\$253,150.82		\$265,080.69		\$11,929.87	Est change. Includes both DPW and Recreation employees.
<b>EQUIPMENT</b>	<b>\$49,000.00</b>		<b>\$44,350.00</b>		<b>(\$4,650.00)</b>	
Rec Dept-all subdepts	\$23,500.00		\$23,850.00		\$350.00	Trailer, plows, smaller lawn mowers, line painter, one large lawn mower, weedwacker, tools, small lift, snow blower.
DPW-all subdepts	\$25,500.00		\$20,500.00		(\$5,000.00)	
<b>CONTRACTED SERVICES</b>	<b>\$597,081.22</b>		<b>\$650,728.62</b>		<b>\$53,647.40</b>	
Rec Dept-all subdepts	\$97,361.24		\$116,791.52		\$19,430.28	Supervision moved from Personal Service to Contracted Service; offset. Incrs costs for required repair and maintenance of older equip and buildings. Boots and uniforms per contract (new "Boots" Policy).
DPW-all subdepts	\$451,637.98		\$479,843.10		\$28,205.12	City-wide Insurance coverage, allocated to departments.
Liability Insurance	\$40,082.00		\$46,094.00		\$6,012.00	City-wide Insurance deductibles. Insurance Reserve in lieu of budget.
Self Insurance	\$0.00		\$0.00		\$0.00	Election year.
Unemployment Insurance	\$8,000.00		\$8,000.00		\$0.00	
<b>DPW and REC Depts Allocation</b>						
Recreation Dept, only TOTAL	\$913,182.24		\$907,714.33		(\$5,467.91)	-0.6%
DPW, only TOTAL	\$1,273,349.21		\$1,407,908.46		\$134,559.25	10.6%
	<b>\$2,186,531.45</b>		<b>\$2,315,622.79</b>			

## 2016 COMPREHENSIVE BUDGET - GENERAL FUND EXPENSES: Overview

	2015 Adopted Budget	Percent of Total	2016 Comprehensive Budget	Percent of Total	Change	Percent Chg	Notes
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<b><u>New Indoor Recreation Facility (included above)</u></b>							
PERSONAL SERVICES (inclds SS)	\$152,908.81		\$170,545.00		\$17,636.19		
BENEFITS (Health Ins, Retrmnt)	NA		NA		NA		
EQUIPMENT	\$5,500.00		\$5,500.00		\$0.00		All DPW - Mower, weedwacker, snow blower, tools.
CONTRACTED SERVICES	\$96,758.00		\$101,508.00		\$4,750.00		Utilities (\$52R); Fire Safety (\$12R); Phones (\$5.6R); Suppls; Reprs
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>		<hr style="width: 100%;"/>		
	\$255,166.81		\$277,553.00		\$22,386.19		
<b>DPW and REC Depts Allocation</b>							
Recreation Dept, only TOTAL	\$72,402.81		\$79,463.00		\$7,060.19		
DPW/Rec, only TOTAL	\$182,764.00		\$200,090.00		\$17,326.00		
<hr style="border-top: 3px double black;"/>							
<b>GENERAL FUND Grand Total</b>	<b>\$41,759,520.70</b>		<b>\$43,841,077.25</b>		<b>\$2,081,556.55</b>	<b>5.0%</b>	

\*Changes include selected items; expenses may be offset by revenue, re-organizations, and cuts.