

Village of Stewart Manor



Budget Presentation 2012-2013

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Current Fiscal Year 2011-2012

The budget for the current fiscal year is performing well and mostly according to plan. We expect to close the fiscal year at or ahead of budget.

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Goal of 2012-2013 Budget

- To carefully monitor expenses and to increase non tax revenue, with the overall objective of complying with the new 2% tax cap.
- Many Villages have sought to avoid exceeding the cap by reducing services, incurring layoffs, using a portion of fund balance for the operating budget, taking on debt or a combination of all of the above.
- In comparison, Stewart Manor did not need to resort to any of these measures.

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Tax Levy Changes

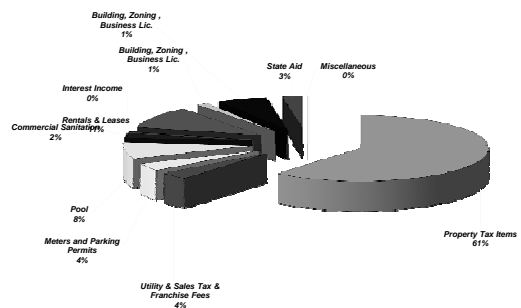
<u>Tax Year</u>	<u>Tax Levy Change</u>
2010-2011	No change (flat)
2011-2012	(2.08%) decrease
2012-2013	.91% increase
Net Change	(1.17%) decrease

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REVENUES

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REVENUES 2012-13



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**Incorporated Village of Stewart Manor Revenues
Proposed Budget 2012-2013**

	2011/12 Original Budget	YTD 3/20/12	2012/2013 Proposed Budget	Budget Percent Change	% of Total Budget
Property Tax Items	\$1,430,227.85	\$1,429,771.19	\$1,443,278.57	0.91%	61.12%
Utility & Sales Tax & Franchise Fees	\$85,900.00	\$55,535.72	\$84,805.40	-1.27%	3.59%
Meters and Parking Permits	\$83,000.00	\$68,348.60	\$88,000.00	6.02%	3.73%
Pool	\$176,905.00	\$182,735.77	\$191,044.00	7.99%	8.09%
Commercial Sanitation	\$49,990.00	\$48,284.16	\$54,814.00	9.65%	2.32%
Interest Income	\$2,512.00	\$2,165.48	\$2,512.00	0.00%	0.11%
Rentals & Leases	\$234,213.40	\$195,182.18	\$253,305.68	8.15%	10.73%
Building, Zoning, Business Lic.	\$31,500.00	\$31,296.05	\$31,500.00	0.00%	1.33%
Court Fines	\$150,000.00	\$114,255.00	\$150,000.00	0.00%	6.35%
State Aid	\$64,260.00	\$111,822.19	\$61,260.00	-4.67%	2.59%
Sale of Equipment / Miscellaneous	\$5,650.00	\$17,764.56	\$900.00	-84.07%	0.04%
TOTAL	\$2,314,158.25	\$2,257,160.90	\$2,361,419.66	2.04%	100.00%

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Utility & Sales Tax & Franchise Fees

2012-2013 Budget \$84,805.40
1.27% Net Decrease

- This group includes interest and penalty on late property taxes, gross receipt taxes from utilities, franchise fees from Verizon and Cablevision and sales tax revenue from Nassau County.
- It appears that most of these sources of revenue have "maxed out" at the current time. Even the franchise fees, which previously showed growth are reaching their limit. Sales tax has been decreasing slightly over the past couple of years.

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Meters and Parking Permits

2012-2013 Budget \$88,000
6.02 % Net Increase

- May 2010's local law that changed the parking meters' fees and time has had a drastic upward effect on revenue.
- Two new parking meters will be installed on Covert Avenue, between Covert Place and the LIRR. This is both to increase revenue and to discourage all day parking. There are meters on the Floral Park side of Covert, which encourages some to seek "free" parking on the Stewart Manor side.

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Pool

2012-2013 Budget \$191,044
7.99 % Net Increase

- Membership rates have all been held to last year's levels (which included a rate decrease for Stewart Manor residents).
- Guest fees have been increased. Kids and Seniors will increase from \$5 to \$7 and Adults will increase from \$7 to \$10. The Family Guest Pass will increase from \$35 to \$50.
- The strong sales from the snack bar and the hot food, along with guest fees, and the fine tuning of pool hours, have helped to make the pool a revenue generator: if all goes to plan, the pool operating budget should end with a \$38,000 plus surplus, helping to support the overall budget.

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Commercial Sanitation

2012-2013 Budget \$54,814
9.65% Net Increase

- This is the money collected from the businesses who choose to have the Village provide their sanitation services, six days a week.
- There will be a 5% increase for the commercial customer.
- There is now full occupancy of all stores on Covert Avenue (although the Elmont Library Board has announced the upcoming closing of the Stewart Manor branch).

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Interest Income

2012-2013 Budget \$2,512
0.00 % Change

- Due to continued low interest rates, and based on current trends, this number is expected to remain flat.
- The Village currently diversifies its funds in three banks – Chase, TD Bank and HSBC Bank.

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Rentals & Leases

2012-2013 Budget \$ 253,305.68
8.15% Net Increase

- This includes the Country Club License Agreement as well as the Nextel and T-Mobile License Agreements.
- The Country Club License agreement increases in December as per the License agreement. Payments will change from \$11,100 per month to \$13,700 per month. This is an overall increase of \$15,600 from last year's budget.
- The Nextel License Agreement increases annually at a rate of 4%. (The current payment is \$ 4,876.16 per month).
- The T-Mobile License Agreement increases annually at a rate of 3%. (The current payment is \$3,278.18 per month).

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Building, Zoning, Business Licenses

2012-2013 Budget \$31,500
0.00% Change

- The overall line is remaining flat. The decrease in zoning applications and fees, and the anticipated decrease in street opening permits will be offset by an increase in business licenses – for Landscapers, Plumbers and new in June 2012 - Electricians. Also, the fees for such licenses have been increased for the first time in many years. The plumber license will change from \$40 to \$50, the basic landscaper license will now be \$60 instead of \$50, and the new Electrician License will be \$50.
- We anticipate the building permit line to remain flat.

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Court Fines

2012-2013 Budget \$150,000
0.00% Change

- The parking ticket system was completely revamped last fiscal year. A new local law was passed; the penalties for late payments were increased; the payment window for parking tickets was shortened; the tickets themselves were redesigned; the collection of overdue tickets was outsourced to Fundamental Business Services. All of the above has increased court revenue over two fiscal years, an amount that we now predict to remain stable.

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State Aid

2012-2013 Budget \$ 61,260
4.67% Net Decrease

- This number includes general state aid, mortgage tax revenue, and grant items.
- The amount of state aid per capita remains the same for this year - \$43,260.
- Mortgage tax revenue has been on a rapid decline for the past seven years. While it appeared to be leveling off, we are still noticing declining amounts, so the amount budgeted for this item is \$18,000, down \$3,000 from last year's budget. The high point for this revenue was \$92,368 in the fiscal year ended 5/31/05.
- No grants have been budgeted. The Village constantly pursues grants and adds them to the budget when they are awarded. Currently, there is a fire department equipment and building improvement grant. When the timing of the project becomes clearer, the appropriate budget will be increased.

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Sale of Equipment/ Miscellaneous

2012-2013 Budget \$ 900.00
84.07 % Net Decrease

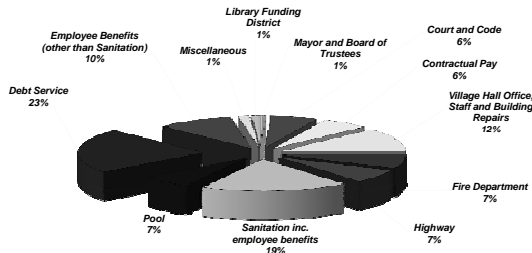
- Included in this group are small items such as clerk fees, vital statistic fees, the sale of scrap and equipment.
- The decrease is due to the fact that we do not anticipate the sale of any major piece of equipment in the coming year. Last year the pay loader was sold when it was replaced by the bobcat.

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EXPENSES

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EXPENSES 2012-13



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Incorporated Village of Stewart Manor Expenses Proposed Budget 2012-2013

	2011/12 Adopted Budget	YTD 3/2012	2012/2013 Proposed Budget	Budget %Change	% of Total Budget
Mayor and Board of Trustees	\$11,500.00	\$7,875.00	\$11,250.00	-2.17%	0.48%
Court and Code	\$132,566.20	\$109,866.57	\$147,627.37	11.36%	6.25%
Contractual Pay	\$148,868.15	\$91,983.29	\$144,892.03	-2.67%	6.14%
Village Hall Office & Building Repairs	\$274,965.07	\$272,370.22	\$287,519.69	4.57%	12.18%
Fire Department	\$160,157.12	\$167,223.91	\$163,412.80	2.03%	6.92%
Highway	\$158,346.61	\$118,449.04	\$160,511.81	1.37%	6.80%
Sanitation (inc. benefits)	\$441,399.42	\$352,661.98	\$456,466.08	3.41%	19.33%
Pool	\$145,095.00	\$142,723.27	\$152,406.00	5.04%	6.45%
Debt Service (all)	\$587,342.70	\$504,168.90	\$539,348.68	-8.17%	22.84%
Employee Benefits (not inc. Sanitation)	\$191,663.98	\$157,778.08	\$235,766.21	23.01%	9.98%
Miscellaneous	\$34,060.00	\$35,330.34	\$34,025.00	-0.10%	1.44%
Library Funding District	\$28,244.00	\$28,244.00	\$28,244.00	0.00%	1.20%
TOTAL	\$2,314,208.25	\$1,988,674.60	\$2,361,469.66	2.04%	100.00%

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Mayor and Board of Trustees

2012-2013 Budget \$11,250
2.17% Net Decrease

- This budget sets the Mayor's salary at \$2,500 per year and the Trustees' salary at \$2,000 per year, the same as last year.
- Also in these lines is a small amount for conferences that the Mayor and Board may choose to attend and other minor items. This amount has been reduced by \$250 from last year's \$1,000 total.

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Court and Code

2012-2013 Budget \$147,627.37
11.36% Net Increase

- This budget item includes: salaries for all Court and Code Enforcement personnel including the Village Justice, the Acting Village Justice, the Clerk to the Village Justice, a Court Security Officer and four code enforcement officers (but not the prosecutor); meter maintenance; traffic signs; gas and maintenance for the code car; professional memberships, training and meetings; postage; ticket printing costs and the Village's contractual agreement with FBS. All regular employees have been scheduled to receive a 2% pay increase (not including security, prosecutor, and the Justices).
- The two full time employees will no longer be paid overtime for working court nights. They will incorporate the court night into their regular 40 hour work week.
- The court clerk will not attend the annual training conference.
- The largest increase is to the contractual payments to FBS. They collect all overdue parking fines and are paid 28% of all tickets paid on or after 35 days. Last year, the arrangement was new, and the amount the Village would be billed was unknown. We anticipate that amount to be \$17,972.70 next year. The amount they collect generally reflects a greater collection of court fines.

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Contractual Pay

2012-2013 Budget \$144,892.03
2.67% Net Decrease

- This is a broad category which includes auditors, engineers (for our mandatory storm water management program and permits), legal services, building inspector salary, various association memberships and meetings, ZBA expenses, our portion of the operating cost of Four Village Studio, computer programs (property tax and accounting) and computer consultant repairs.
- The only salaries in this group are for the building inspector and the ZBA secretary, both budgeted with a 2% increase.
- The savings come from a reduction of \$4,000 in anticipated legal fees, \$2,000 in computer consulting items (the court program for \$1,000 is now reflected in the court lines) and \$2,200 in engineering fees for the Village's annual storm water permit.

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Village Hall Office & Building Repairs

2012-2013 budget \$287,519.69
4.57% Net Increase

- These lines include all salaries for the office staff, postage, printing, repairs, office supplies, contractual agreements such as office cleaning, elevator maintenance, copy machine and building insurance etc.
- All salaries were budgeted with a 2% increase.

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Fire Department

2012-2013 Budget \$163,412.80
2.03% Net Increase

- There are no equipment purchases budgeted due to past and current grants fulfilling the current needs. The Chief's also will no longer have Village issued cell phones.
- The increase is all due to increases in fixed costs such as: hydrant rentals (\$55,405) and insurance (\$50,720).
- If you remove these fixed items, the remainder of the operating budget has actually decreased by \$3,980.
- Also in this line are service contracts (\$6,000) on the ambulance stretcher, the defibrillator, and the air compressor; utilities; an annual dinner and medical exams.

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Highway

2012-2013 Budget \$160,511.81
1.37% Net Increase

- The repairs to the Village vehicles are on the increase as the sweeper is now 20 years old and the blue highway truck is 11 years old.
- Snow removal has been decreased slightly to reflect a "normal" year. There is no seasonal help budgeted as the Public Works Department is staffed with six employees at the current time.
- Salaries increase by 2%
- The staff will take on some additional responsibilities – at the pool and along the avenue.
- There is a \$3,500 increase to the cost of maintaining our street lights – many of which are aging.

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Sanitation

2012-2013 Budget \$456,466.08
3.41 % Net Increase

- This department budget consists of many fixed costs, such as dump fees, workman's compensation insurance, retirement benefits and health insurance.
- This is the only department that is completely broken out from the rest of the budget and billed separately on tax bills. As such, it is the only department which shows the full effects of increases in the fixed costs mentioned above.
- Some of this increase has been offset by an increase of 5% in our commercial sanitation fees.
- There is a 2% salary increase as well as a \$1,000 step raise (on their anniversaries) to the three junior employees.

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Pool

2012-2013 Budget \$152,406
5.04% Net Increase

- All of last year's programs and services will be continued.
- The Village anticipates increases to some of contractual items, insurance premiums, and supplies.
- In addition, more has been budgeted for snack bar stock, as greater sales are anticipated.
- The staffing levels will be managed to control the overall payroll. There are no salary increases for seasonal employees.

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Debt Service

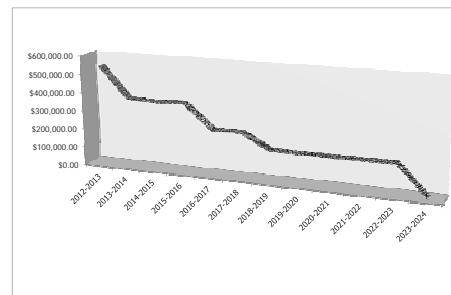
2012-2013 Budget \$539,348.68
8.17% Net Decrease

Debt Service Breakdown by Project

Project	Amount	Percent of Debt this year	Cost for an Average Household	FY Paid Off
2008 Quint	\$141,046.98	26.15%	\$197.27	2012-13
2009 International Garbage Firehouse, Pumpers and Roads (\$1.8 million)	\$26,586.70	4.93%	\$37.18	2012-13
Road Project (\$900,000)	\$125,892.50	23.34%	\$176.07	2015-16
Pool Project (\$1.7 million)	\$86,012.50	15.95%	\$120.30	2017-18
	\$159,810.00	29.63%	\$223.51	2022-23
Total:	\$539,348.68	100%	\$754.33	

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Schedule for Retirement of Existing Debt



- The final payment for the Ambulance and Highway Truck was made this month.
- Debt service has decreased \$47,994.04 from last year.

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Remaining Debt Payments By Fiscal Year

	Bonds	Installment	Total Debt	Change from Previous Year	Cumulative Change
2012-2013	\$371,715.00	\$167,633.68	\$539,348.68	\$0.00	\$0.00
2013-2014	\$369,170.00	\$0.00	\$369,170.00	-\$170,178.68	-\$170,178.68
2014-2015	\$365,725.00	\$0.00	\$365,725.00	-\$3,445.00	-\$173,623.68
2015-2016	\$371,422.50	\$0.00	\$371,422.50	\$5,697.50	-\$167,926.18
2016-2017	\$239,660.00	\$0.00	\$239,660.00	-\$131,762.50	-\$299,686.68
2017-2018	\$241,010.00	\$0.00	\$241,010.00	\$1,350.00	-\$298,336.68
2018-2019	\$161,810.00	\$0.00	\$161,810.00	-\$79,200.00	-\$377,536.68
2019-2020	\$161,310.00	\$0.00	\$161,310.00	-\$500.00	-\$378,036.68
2020-2021	\$160,610.00	\$0.00	\$160,610.00	-\$700.00	-\$378,736.68
2021-2022	\$159,635.00	\$0.00	\$159,635.00	-\$975.00	-\$379,713.68
2022-2023	\$163,280.00	\$0.00	\$163,280.00	\$3,645.00	-\$376,068.68
	\$2,765,347.50	\$167,633.68	\$2,932,981.18		

Employee Benefits

2012-2013 Budget \$235,7566.21
23.01% Net Increase

- The cost of Sanitation Employee benefits is not included here as they are figured into the Sanitation fee, as well as some of the pool employee benefit such as worker's comp.
- This number includes increases in: health insurance, retirement benefit payments, FICA costs, workman's compensation, and disability insurance.
- The MTA payroll tax has been eliminated for the Village as of April 1, 2012.
- The increases seen here are mostly due to increases in the costs of all benefit areas, particularly retirement and health insurance.

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Miscellaneous

2012-2013 Budget \$34,025
0.10% Net Decrease

- The major cost in this category is tree pruning, removal and replacement which is budgeted at \$26,600.
- Other items such as beautification, celebrations such as Memorial Day, Easter Egg Hunt, Halloween Parade, Christmas horse and carriage rides, historian costs etc. are also in this category.

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Library Funding District Tax

2012-2013 Budget \$28,244
0.00% Change

- This item relates only to the 71 households located within the Stewart Manor - Fernwood Terrace Library Funding District only.
- The district was created via a referendum in the fall of 2003. A vote must be held every 5 years to approve a new library services contract. The last vote was held in 2009.
- The new contract has a fixed cost of \$28,244 a year for all five years, thus no change to this budget line.
- The expense line is a wash with the corresponding revenue found in the property tax line.

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Historical Fund Balances

Fund Balance Fiscal Year End (General Fund-Unrestricted)

5/31/2008	\$270,736.00
5/31/2009	\$405,954.00
5/31/2010	\$483,795.00
5/31/2011	\$657,309.00

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Anticipated Fund Balance May 31, 2012

Fund Balance at May 31, 2011	\$657,309
Fund Balance Appropriated January 2012	(\$ 50,631)
FBS Fees: \$9,000	
Generator Design: \$1,800	
Outsource Payroll: \$1,250	
Fire Department Equip: \$6,081	
Hurricane: \$ 13,000	
Add Employee: \$ 15,000	
Employee Opting into Medical: \$4,500	
Fund Balance Appropriated April 2012	(\$ 7,400)
Highway Garage Repair: \$7,400	
Anticipated NYSERDA reimbursement	\$ 12,716
Anticipated FEMA and State Reimbursement	\$ 28,146
Fund Balance at May 31, 2012	\$640,140
(assuming all other budget items exactly on target)	

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CURRENT GRANTS

<u>Status</u>	<u>Amount</u>	<u>Project</u>	<u>Administering Agency</u>
Reimbursed	\$14,566	Rehabilitation of the Pool Facility (Final Payment of \$100,000 grant)	NYS Dormitory Authority
Reimbursed	\$10,000	Pool Cover, Sink in Snack Bar	NYS Department of State
Reimbursed	\$7,040	New chairs, robe and metal detector for Court	NYS Court System
Reimbursed	\$5,000	Solar Panel Law Initiative	LIPA
Awaiting Reimbursement	\$18,835	Fire Department Protective Gear (final payment of \$50,000)	NYS Department of State
Awaiting Reimbursement	\$12,716	Plans for Energy Saving Items in Village Hall	NYSERDA and ARRA
Awaiting Remaining Reimbursement	\$50,000	Village Hall Front Entry/Security System/Salt Sander	NYS Dormitory Authority
Funded	\$100,000	Renovation to Firehouse and Purchase of Equipment	NYS Dormitory Authority
Awaiting Approval	\$50,000	Village Hall/Firehouse Generator	P.O.C.R.
Awaiting Approval	\$100,000	Covert Avenue Streetscape/Generator	Nassau County Community Revitalization Program

\$368,157

NYSERDA = New York State Energy Research and Development Authority, ARRA = American Recovery and Reinvestment Act, P.O.C.R. = Petroleum Overcharge Cost Recovery Funds.

Bottom Line

- The tax levy for 2012-2013 will increase .91% although individual homeowners, based on their assessments, may see varying percentage increases .
- A property with an average assessed value of 44,310 will see a total tax increase of \$10.49 this year, effectively a .54% increase.
- The Village has tried to maximize all non-property tax revenue sources and is constantly looking for new revenue sources.

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End of Formal Presentation

Audience Questions.....

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