



# 2025 Budget Workshop Session

## October 16, 2024 Notes

The next budget work session will be on October 23 and questions/motions should be received by October 18. Department of Public Works questions will be held until October 23 due to scheduling conflicts.

### Information on the proposed budget:

- 2024 Adopted Budget: \$19,503,229
- 2025 Proposed Budget Amount: \$22,300,361
- Total budget increase from 2024 budget to 2025 proposed is 14.34%
  
- 2024 Adopted Tax Levy: \$8,428,873
- 2025 Proposed Tax Levy: \$10,160,898
- Tax Levy increase from 2024 budget to 2025 proposed is 20.54%
  
- 2024 Adopted Tax Rate: \$17.26
- 2025 Proposed Tax Rate: \$13.97
- Tax Rate decrease from 2024 budget to 2025 proposed is 19.06%
  
- Fund Balance in the proposed 2025 Budget as of 10/9/2024: \$999,500
  - Safety Coordinator for 3-year cycle \$85,000
  - All one-time maintenance expenses in Buildings and Grounds - \$839,500
  - Comprehensive Plan Update - \$75,000
  
- Estimated fund balance expected to roll over in 2025 as of 10.9.2024
  - General Fund - \$4,245,582
  - Water Fund - \$1,020,471
  - Sewer Fund - \$1,262,400
  
- Projected fund balance following 2025 fund balance transfer: \$3,246,082
  
- Fund balance percentage projected for 2025: 14.56%

October 16, 2024

1. Please provide Grant Revenue breakdown from CM Metrics
  - a. The grant revenue is the revenue for City awarded grants, where the City is the lead applicant or co-lead applicant.
  - b. Grants in 2023 – Clean Energy Communities \$10k; MAP Grant \$180K; Recreation Trails Program \$180K; Compost and Food Waste Diversion \$32K; Police Traffic Services \$3,600; Child Passenger Safety \$1,000; Ontario County Stop DWI \$4,500; Food Waste Diversion \$19,500; High Visibility Enforcement Coordination \$6,500.
  - c. Grants in 2024 as of 10.10.2024 – Bridge NY \$1M; LE Tech for Police \$380,000; Restore NY \$1.5M; Police Traffic Services \$6,500.
2. Fleet service for the city's vehicles. What is the approach we are taking to this and how was this developed for 2025 budget? Who is involved in this decision?
  - a. This is being explored as part of the 2025 workplan. We are working with the departments that purchase and maintain vehicles for this exploration. There are many components to this that go beyond maintenance.
  - b. One area of potential reduction is in purchasing vehicles from an economies of scale perspective. Currently the pricing in the budget does not include fleet management pricing.
3. What staff is included in the City Manager budget vs. the Human Resources budget? How has this changed?
  - a. Within the City Manager's 2025 budget is 10% of a staff person that is shared with Human Resources, The City Manager, and Safety Coordinator; in 2024 the share was 25% with HR and Safety Coordinator and in 2023 there was a City Manager and Executive Assistant
  - b. Within the Human Resources budget is a Director and 90% of a staff person that is shared with the City Manager in the 2025 Budget; previously the share of the staff person with the CM was 75% in 2024, and 0% in 2023
4. What is in contractual services line? Why has it increased?
  - a. Contractual services are anything that is not salary/benefits or equipment.
5. IT vehicle; why the need for a second vehicle? If a person is remote do they get mileage? How do the equipment lines and vehicle lines relate to one another?
  - a. This is not a second vehicle this is a replacement vehicle for the director.
  - b. When staff drive from building to building without a City vehicle, they use mileage reimbursement
  - c. If a staff member is remote, they do not get mileage for driving to work.
6. What is in the IT equipment line? Why has this changed over time?
  - a. IT Equipment line is used for any "non server closet"/network equipment (printers, scanner, physical security (doors, security cameras), audio/video needs, etc.)
  - b. In the last five years we were asking for \$15,000 per year under this budget account. For last two years this amount was increased by cost of the project of updating security cameras system in the downtown.

- c. Due to multiple problems with the radio connection for the cameras, we have not asked in 2025 for any additional funding for the downtown cameras until the connection problem is solved and the current cameras are updated.
- 7. What is in the public access line?
  - a. Public access was removed in 2020. This line pays for a stipend for televising the council meetings by IT staff. This service is above the job descriptions of this staff and can not be fit into the schedule of the current staff. So this is a stipend to staff for additional work/hours.
  - b. If we modify the job descriptions we would need to work with Civil Service and this would become a compounding addition to the base salary.
- 8. Why is there an increase in network security costs?
  - a. Every 5 years we need to update OS and user licenses for our Windows Servers. With that we need to migrate every current software and SQL database to the new servers.
  - b. We are budgeting \$30,000 just for the Windows and users' licenses and \$15,000 is for SQL Server licenses, RDP licenses and any service fees attached to migration of current applications to the new servers.
  - c. The remaining costs are for the "yearly" networking needs.
- 9. Why the cost increase in Civic Plus?
  - a. Civic Plus has increased their pricing for website hosting.
  - b. Civic Plus provides hosting of our websites.
  - c. Each department is able to update and use the website as time allows them to do so. Staff receive training and are able to access the website to update their pages. There is not one department or person charged with managing websites.
  - d. Designing a new website and migrating our current information to the new provider is estimated to cost between \$25,000 to \$50,000, in addition to the annual hosting fees

## Motions

- 10. **Motion:** Remove 6326.410 for funding to Cornell Ag and Food Tech Park - **Valentino**
- 11. **Motion:** Only provide funding to the Farmer's Market if it is moved back to the downtown location – **Pealer**