

# **Village of Hastings-on-Hudson 2003-2004 Budget**



*Wm. Lee Kinnally, Jr*  
**Mayor**

*Michael Holdstein*  
*David Walrath*

**Trustees**

*Bruce Jennings*  
*Marjorie Apel*

*Neil P. Hess*  
**Village Manager**

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*February 25, 2003*

*Honorable Wm. Lee Kinnally, Jr., Mayor  
and Board of Trustees  
Village of Hastings-on-Hudson  
Municipal Building  
Hastings-on-Hudson, New York 10706*

*Ladies and Gentlemen:*

*I am herewith transmitting for your review and consideration my budget recommendations for 2003-2004. These proposals are based upon a comprehensive analysis of all departmental operating requirements for the coming year. While I have been able to maintain the quality of village services, we continue to feel the effects of 9-11, with reduced revenues and a substantial increase in expenses for the next fiscal year.*

*The budget proposals presented are predicated upon a property tax rate of **\$ 155.82/m** of assessed value, an increase of **\$ 25.66/m or 19.71%** above the 2002-03 rate. This represents an increase of \$433.65 per year for the average assessment of 16,900.*

*The alternatives to a tax increase of this magnitude must be carefully considered by the Board, and to this end I have included several options which I have rejected in favor of this proposal. It is my feeling that when all the alternatives are weighed against the loss of services, this tax increase will result in more advantages and fewer objections than any other choice. Still, we all recognize our personal resentment to taxes in general and tax increases in particular.*

*The most significant factors which have negatively affected the budget proposals are the loss of growth in Sales Tax, reduction of franchise assessments, decreasing investment rates and lack of available surplus for re-appropriation. These factors combine for a loss of \$811,000 in revenue for the next fiscal year. In addition, expense increases directly related to 9-11 for liability insurance, workers compensation, retirement costs and health insurance total \$475,000.*

### **Alternatives to a Property Tax Increase**

*I have prepared the following options for the Board's consideration, but cannot recommend any of these measures as preferable at the present time to the proposed tax increase. **To eliminate the tax increase would require over \$1.01 Million in budget cuts. Each percentage point reduction would require a \$56,350 cut to the budget.***

*1) **Reduction, cut-backs, or elimination of services, programs and activities.***

*2) **Elimination of capital expenditures.***

*3) **Adoption of additional fee increases, reducing or eliminating property tax exemptions, and legislating new fees can increase overall revenues to some extent.***

*4) **Re-appropriating available surplus would reduce the property tax rate increase somewhat this fiscal year, but would be detrimental to the long term financial health of the Village. Current available surplus is only \$308,000 or 3.1% of the General Fund Budget.***

*While it would be tremendously gratifying to have held the property tax increase to a modest amount, I am convinced that the above alternatives are not in the best long-term financial interests of our community.*

*To provide a sense of the items considered, but rejected, to reduce expenses, the following list illustrates the impacts on the level of services to our residents:*

<input type="checkbox"/>	<i>Negotiate Townwide or Countywide Library system</i>	<i>\$ 613,000</i>
<input type="checkbox"/>	<i>Furlough all Village Employees for one week</i>	<i>78,625</i>
<input type="checkbox"/>	<i>Eliminate 2 seasonal positions in Public Works</i>	<i>33,000</i>
<input type="checkbox"/>	<i>Eliminate 25% of Part-Time staff - Village Hall and Library</i>	<i>38,675</i>
<input type="checkbox"/>	<i>Eliminate ½ the street lights throughout Village</i>	<i>37,500</i>
<input type="checkbox"/>	<i>Eliminate computer replacements and software</i>	<i>34,000</i>
<input type="checkbox"/>	<i>Eliminate \$10 Million Umbrella liability policy</i>	<i>24,000</i>
<input type="checkbox"/>	<i>Eliminate Senior Outreach Program</i>	<i>15,300</i>
<input type="checkbox"/>	<i>Eliminate Youth Employment Service</i>	<i>13,750</i>
<input type="checkbox"/>	<i>Eliminate cleaning services at Municipal Building</i>	<i>12,000</i>
<input type="checkbox"/>	<i>Eliminate cleaning services at Community Center</i>	<i>9,500</i>
<input type="checkbox"/>	<i>Eliminate Saturday garbage truck / downtown cleaning</i>	<i>7,300</i>
<input type="checkbox"/>	<i>Eliminate Planning Department studies (LWRP and other)</i>	<i>20,000</i>
<input type="checkbox"/>	<i>Eliminate contribution to school for Student Assistance Counselor</i>	<i>10,000</i>
<input type="checkbox"/>	<i>Reduce tree removal and trimming</i>	<i>10,000</i>
<input type="checkbox"/>	<i>Eliminate tuition assistance program</i>	<i>5,000</i>
<input type="checkbox"/>	<i>Reduce hours of Library and Skate Park</i>	<i>10,000</i>
<input type="checkbox"/>	<i>Eliminate records restoration</i>	<i>1,200</i>
<input type="checkbox"/>	<i>Each department reduce full-time staffing by 5%</i>	<i><u>209,950</u></i>
		<i>\$ 1,182,800</i>

*Every item contained within this list, although not exhaustive, has service implications which should be reviewed and discussed during the budget process. While some can be cut directly, others require negotiation with unions or discussion with other units of government to implement.*

*My recommendations for the all funds operating budgets are in the amount of \$10,801,649. This represents an increase of \$1,003,210 or 10.21% from the current authorized budget. The General Fund has increased \$1,011,460 (11.43 %); the Pool Fund has decreased \$50,900 (-15.61 %); the Library Fund has increased \$20,150 (3.27 %); and the Draper Park Fund has decreased \$3,500 (-11.86%).*

## **GENERAL FUND**

### **REVENUES**

*General Fund revenues are projected at \$9,863,399, an increase of \$1,011,460 or 11.43 %, based upon a proposed real property tax rate of \$155.82 per \$1,000 assessed valuation.*

*Real property tax receipts are estimated at \$6,753,969, an increase of \$1,099,605 or 19.45%. Total assessed value is approximately \$43.3 Million, a decrease of \$200,000 from 2002. Exact figures will not be available until the final assessment roll is filed on April 1, 2003.*

*Major revenue changes include a reduction of Sales Tax (- \$20,000), decreased investment revenues (- \$50,000), increased building inspection revenue (+ \$15,000), decreased revenue from the Invest in Kids Program (- \$15,000), an increase in the Fire Protection contract for Donald Park (+ \$35,000), a reduction in available surplus (- \$644,451) and a new revenue source, the lease with AT&T Wireless (+ \$43,680). A one-time revenue of \$576,000, from the Debt Service Fund, will eliminate \$423,201 of old capital project balances and reduce debt service by \$152,799.*

### **APPROPRIATIONS**

*The proposed General Fund budget of \$9,863,399 equals projected revenues. A description of each program along with an explanation of major changes is included in the budget detail. However, the following is a brief summary of the more significant highlights by function and includes comments and observations to expedite the Board's review:*

***General Government Support Services** is budgeted at \$1,400,311 a decrease of \$41,954. Major changes include a reduction of cleaning service at the Municipal Building (-\$6,000), decreased audit expenses offset by the mandate to implement GASB 34(+ \$1,500), reductions in Engineering (-\$2,500), increased technology expenditures, including GIS development (+\$4,300) and an increase in Liability Insurance (+\$18,000). Since 2001, insurance costs have increased \$63,000 or 41.7%. The recommended Contingency Fund of \$ 200,000 (-\$65,829) represents only 2.03 % of the General Fund Budget.*

**Public Safety** is budgeted at \$2,484,590, an increase of \$23,056. The overall increase represents personnel costs due to negotiated settlements offset by savings due to retirements within the Police Department. Recommended equipment expenditures include one (1) marked Police Vehicle (\$19,500), replacement sights for firearms (\$5,000), an Air Bottle Replenishment System (\$22,000), Scott Air Pack replacements (\$48,000) and improvements at the Hook and Ladder Building (\$22,000).

**Public Works** budgets total \$1,590,398 an increase of \$26,448. The increase is due to negotiated settlements offset by the elimination of one (1) Seasonal employee position and a reduction in tree removal. Our continued success with the recycling program is saving taxpayers over \$86,000 per year in disposal fees.

**Community Services** is budgeted at \$296,425 a decrease of \$18,965. The proposed budget includes funding for Planning (\$20,000) for planning studies as needed. The Celebrations budget of \$30,000 provides funds for Village-wide events, the Battle of Edgars Lane re-creation and supports the Downtown Partnership.

**Parks and Recreation** is budgeted at \$540,279 a decrease of \$6,271. The budget represents some new programs, but is funded through reductions in personnel costs.

**Employee Benefits** are estimated at \$1,775,000, an increase of \$475,000. An increase in Police Retirement costs (+\$160,000), Employee Retirement costs (+\$195,000), Health Insurance (+ \$80,000), Workers' Compensation (+\$22,000), Unemployment Insurance (+ \$13,000) and Social Security (+\$5,000).

**Interfund Transfers** total \$1,111,201, an increase of \$516,201 from the current budget. Funding for Library operations is recommended at \$613,000, an increase of \$18,000 . The contribution to the Capital Fund for street resurfacing is \$75,000 and \$423,201 for retirement of old projects financed from the Debt Service Fund.

**Debt Service** is budgeted at \$665,195 an increase of \$ 37,945. However, \$152,000 of the debt is financed by a one-time revenue from the Debt Service Fund. Debt service cost represents 6.7 % of the general fund and is within the Village's adopted financial policies and guidelines limit.

### ***POOL FUND***

*The proposed Pool Fund budget of \$275,100 is a decrease of \$50,900 from the current budget. The budget provides for continuation of the expanded pool season through the week after Labor Day and final design for the Pool Renovation project, which is proposed to start in September 2003.*

*Pool revenues are sufficient to support the recommended budget and to eliminate the existing deficit.*

### ***LIBRARY FUND***

*The proposed Library Fund budget of \$637,150, an increase of \$21,150, will require a General Fund contribution of \$ 613,000. The major components of the increase is for staff salary raises and employee benefits.*

### ***DRAPER PARK FUND***

*The proposed Draper Fund budget of \$26,000 is a self-supporting fund and does not require any General Fund contribution.*

### ***CAPITAL FUND***

*The following projects and equipment purchases are listed for informational purposes and represent financing from other funds, proceeds from borrowing and grant receipts. All projects/equipment recommended will be considered by the Board on an individual basis during the fiscal year.*



1. Replacement of marked Police Vehicle	\$	19,500	(1)
2. Street Resurfacing		75,000	(1)
3. Replacement Fire Pumper (Uniontown)		470,000	
4. Hook and Ladder Building Repairs		22,000	(1)
5. Air Pack Replenishment System		33,000	(1)
6. Scott Air Pack Replacement		48,000	(1)
7. Hazmat Equipment		121,000	(3)
8. Pool Renovation Project		1,600,000	
9. Development Marinello Cove		250,000	(2)
10. Sugar Pond Restoration		180,000	(2)
11. Community Center Renovation		1,500,000	(4)
12. Quarry Trail Project		160,000	(4)
13. Sprinkler System - Waterfront Park		4,000	(5)
14. Municipal Building Plaza - Phase II		75,000	(6)
15. Zinsser Bridge Reconstruction		250,000	(7)
16. Boulanger Plaza Renovation		<u>50,000</u>	<u>(1, 6)</u>
Total	\$	4,857,500	

- (1) Funding provided in budget
- (2) Grant funding requested
- (3) Grant funding to be requested
- (4) Partial grant funds awarded
- (5) Betterment Fund
- (6) Bonds Previously issued
- (7) Estimated Local share

## **CONCLUSION**

*As has been my practice in past years, I am filing this proposed 2003-2004 budget prior to the legally required filing date of March 20 to allow a comprehensive review and informed discussion by the Board and public.*

*This has been an extremely difficult budget to prepare and recommend to the Mayor, Board of Trustees and the citizens of Hastings. The level of mandated costs for retirement, health insurance, workers' compensation and liability insurance, coupled with the reductions in sales tax receipts and investment income, are all related to the events of September 11. While the proposed tax rate is much higher than I would like to recommend, the taxes to support the cost of various Village services is reasonable and warranted to continue the quality service our residents deserve. Further reductions beyond the cuts I have already made to all department's legitimate requests will diminish services and affect the quality of life in our community.*

*I look forward to working with you and discussing these issues in the weeks ahead.*

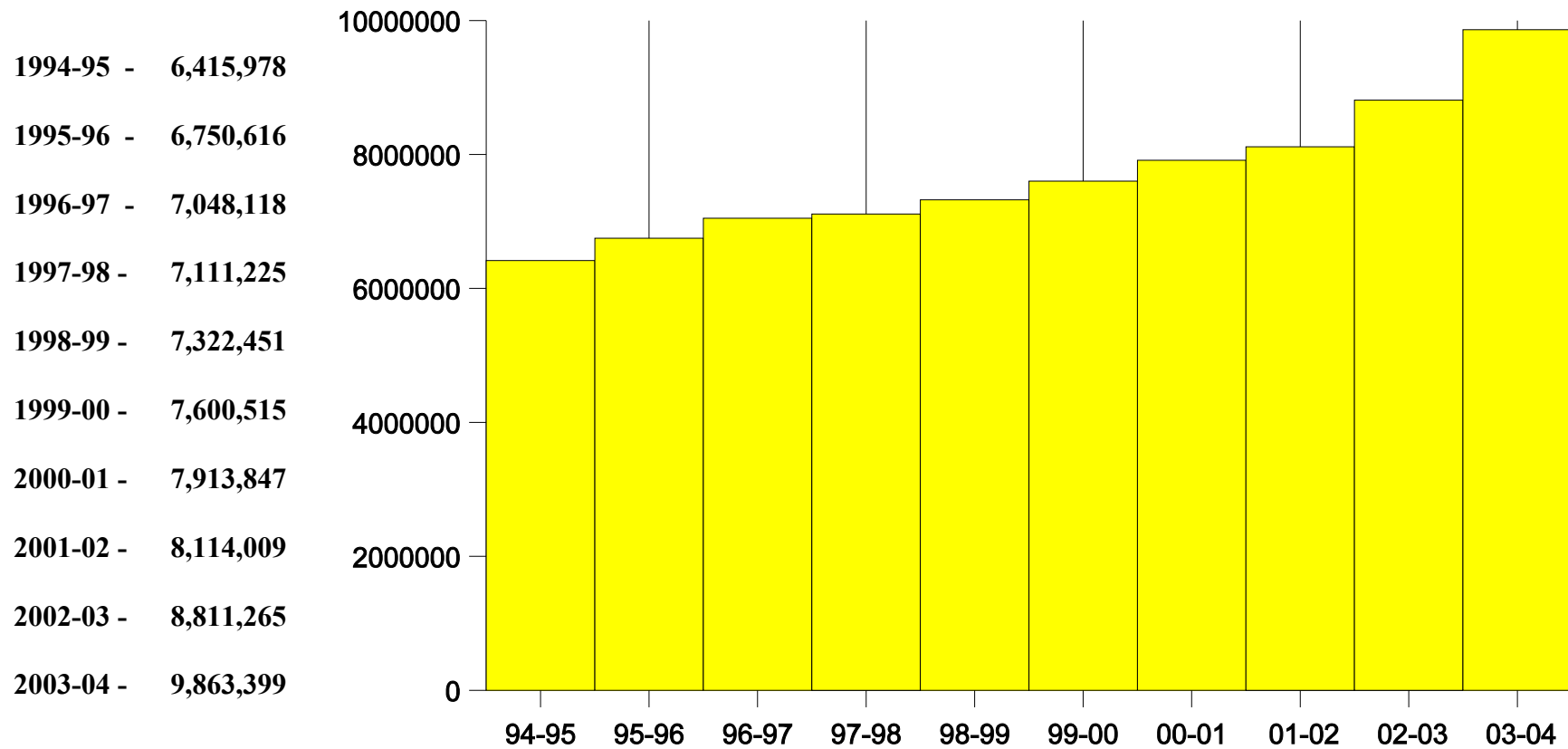
*Respectfully submitted,*

A handwritten signature in blue ink, appearing to be 'A. P. H. S.', with a long horizontal flourish extending to the right.

*Village Manager*

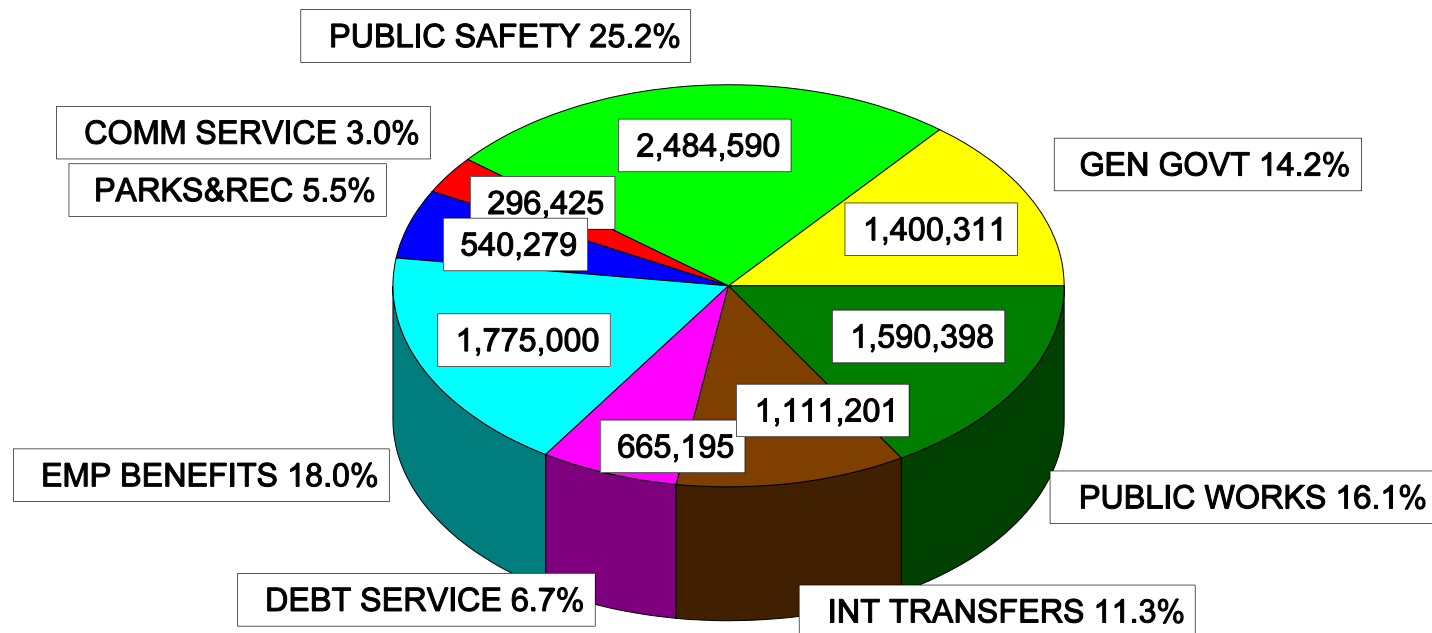
# GENERAL FUND

## Revenues / Expenditures

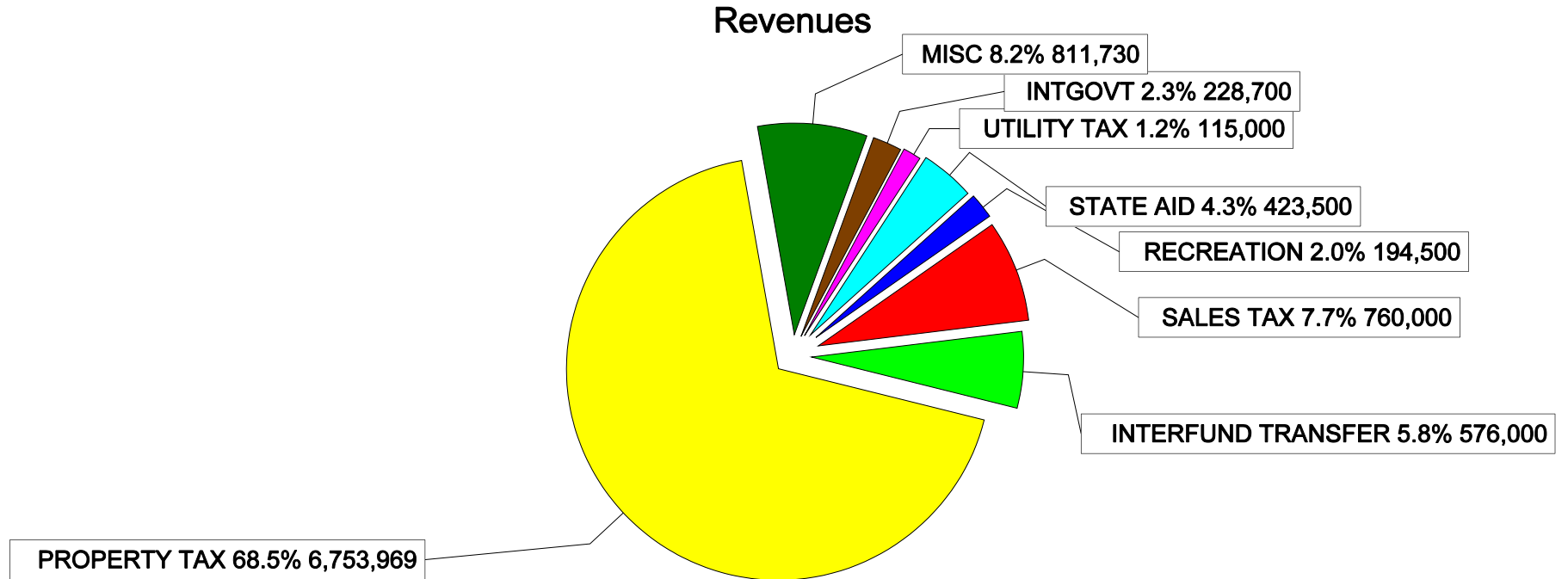


# GENERAL FUND

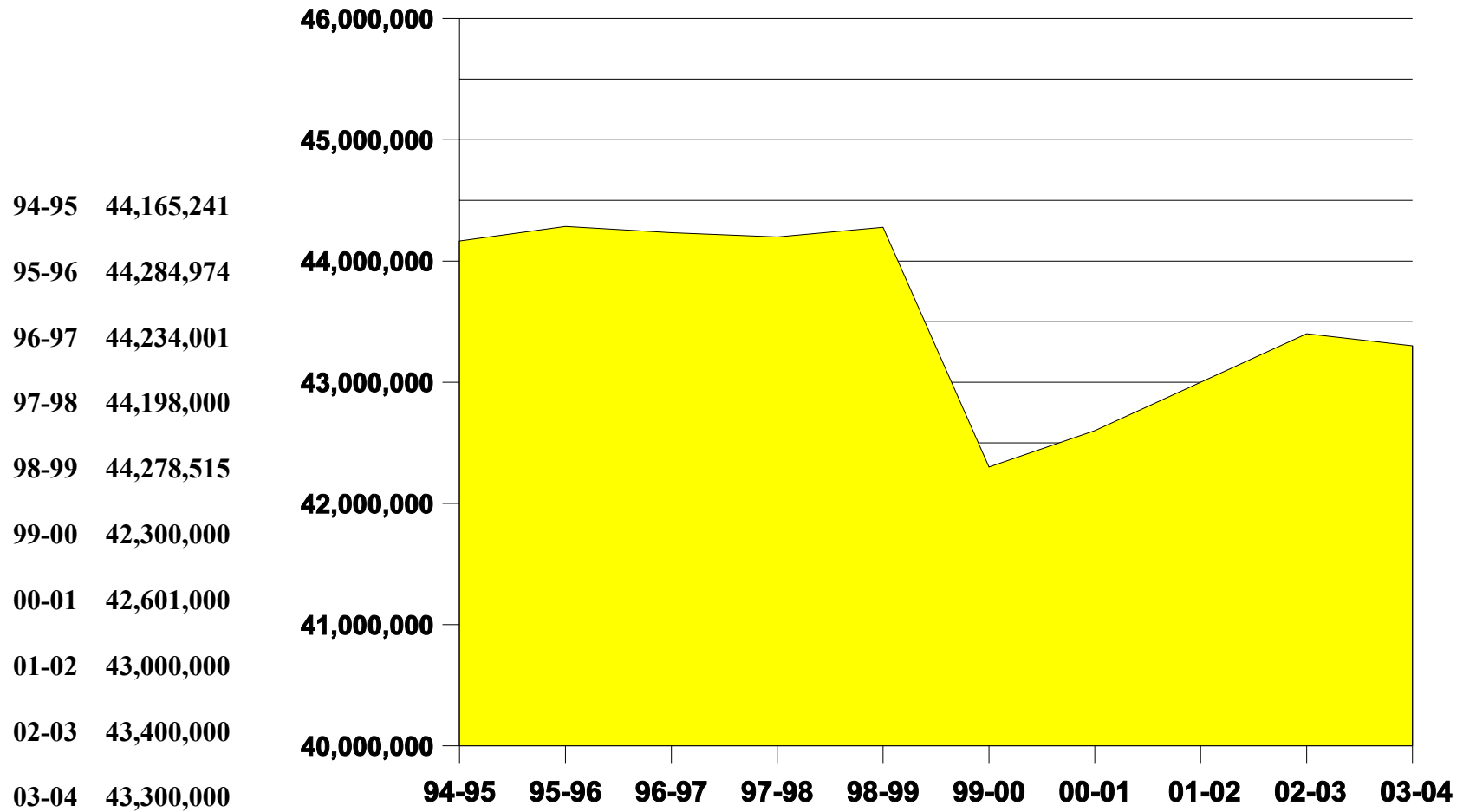
## Expenditures by Function



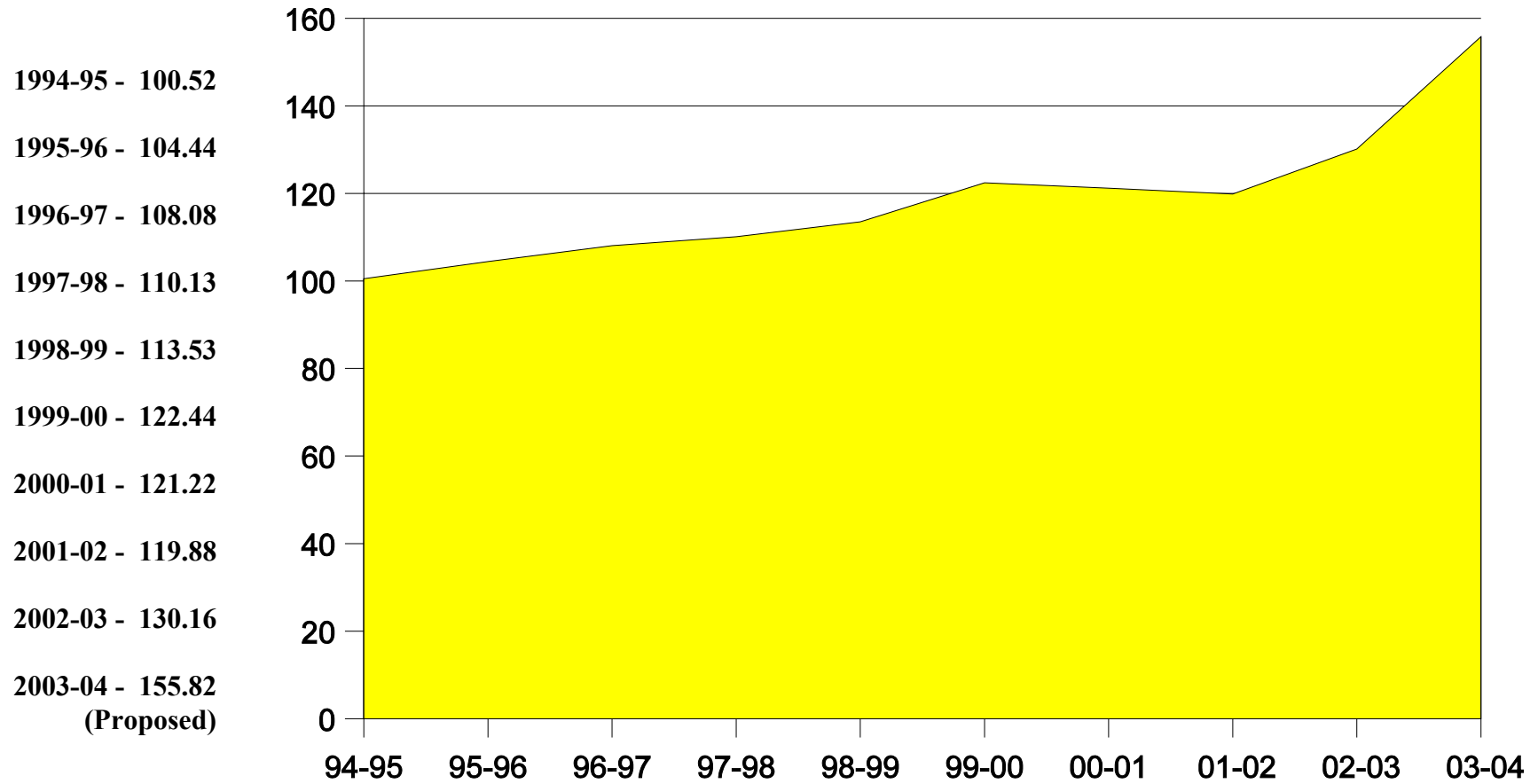
# GENERAL FUND



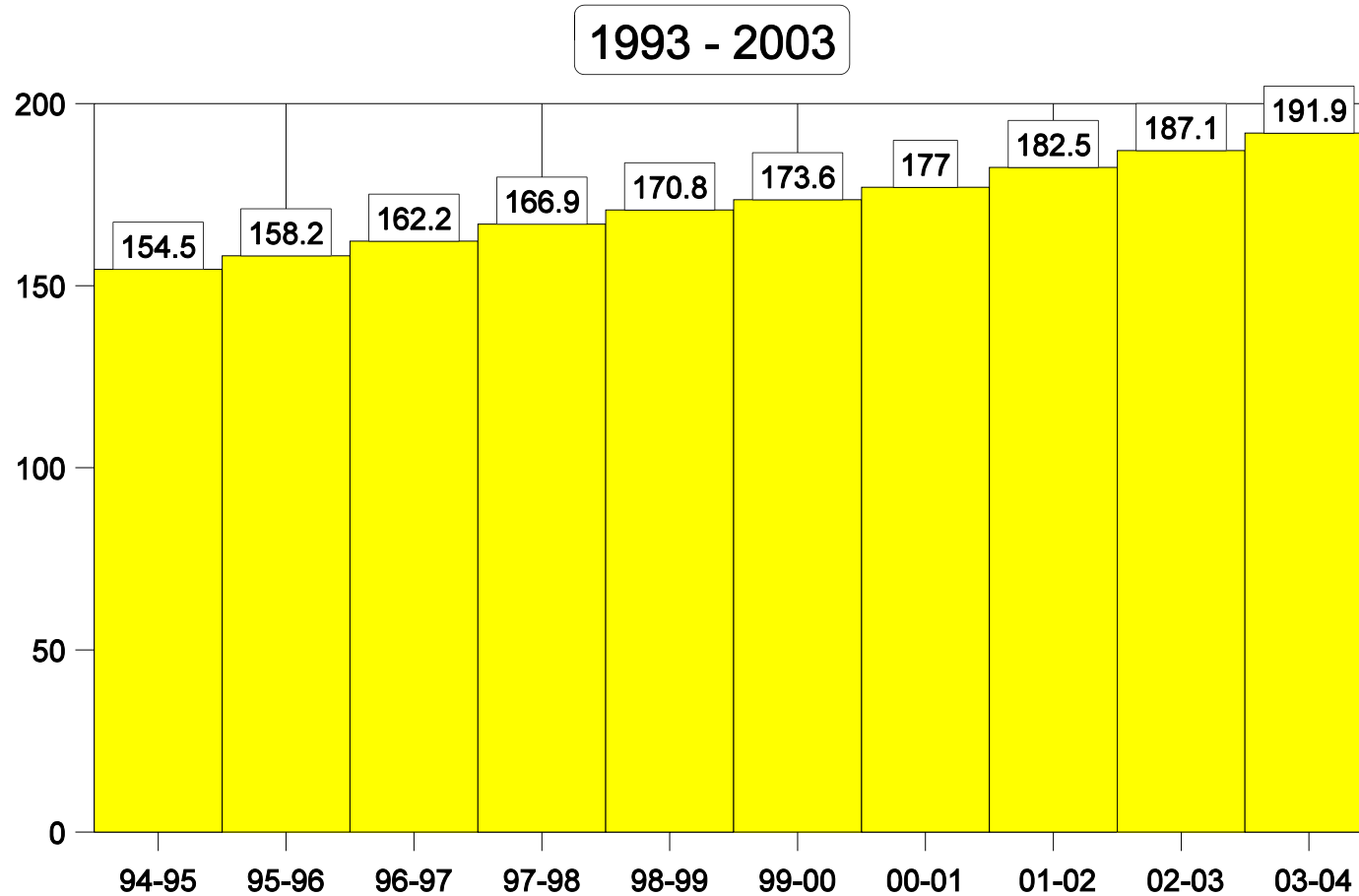
# ASSESSMENT INFORMATION



# PROPERTY TAX INFORMATION



# Consumer Price Index



**Consumer Price Index - All Urban Consumers**  
**Annual Percentage**  
**NY - NJ Area**



## AUTHORIZED PERSONNEL

### Mayor and Board of Trustees

Mayor (1)	\$ 4,800
Trustees (4)	2,400

### Village Court

Village Justice (1)	12,500
Acting Justice (1)	4,800
Court Clerk (1)	32,300
Asst. Court Clerk (1)	21,700

### Village Manager

Village Manager/Treasurer (1)	144,400
Secretary (1)	46,350

### Village Treasurer

Deputy Village Treasurer (1)	40,800
Payroll Clerk (1)	38,700
Bookkeeper (1) pt	11.50/hr

### Assessor

Village Assessor (1) pt	17,500
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### Village Clerk

Village Clerk (1)	73,700
Clerk (1) pt	13.06/hr
Clerk (1) pt	10.45/hr

### Police Department

Police Chief (1)	100,000
Lieutenant (1)	87,500
Sergeants (4)	83,165

### Police Department (cont.)

Detectives (2)	\$ 83,165
Police Gr. 1 (8)	75,073
Gr. 2 (0)	62,179
Gr. 3 (3)	49,286
Gr. 4 (1)	36,393
Gr. 5 (1)	23,500
Police Matron (1) pt	8.00/10.00
Meter Man (1) pt	13.32/hr.
PEO (1)	23,500

### Building Department

Building Inspector	38,000
Dep. Inspector (1) pt	15,950
Fire Inspector (1) pt	13,600
Bldg Dept Asst (1)	45,800

### Public Works

Superintendent (1)	84,500
Lead Mechanic (1)	66,518
Mechanic Helper (1)	50,149
Hvy MEO (1)	55,243
Hvy MEO II (0)	54,138
MEO (5)	53,620
Laborer 1 (8)	50,149
Laborer 2 (0)	39,851
Laborer 3 (1)	25,500
Skilled Laborer (1)	20.53/hr
Seasonal (8)	7.00-20.53/hr

**Parks and Recreation**

Superintendent (1)	72,400
Recreation Leader (1)	37,800
Recreation Assistant (1)	30,000
Recreation Assistant (1)	27,700
Skilled Laborer (1)	51,868
Seasonal (All Programs)	6.00-20.00/hr

**Community Services**

Youth Service Director (1)	65,300
Youth Advocate (1) pt	20,500
YES Director (1) pt	18,430
Senior Outreach (1) pt	15,200

**Library**

Library Director (1)	60,610
Librarian II (1)	48,250
Librarian II (1)	46,000
Librarian I (1)	32,000
Librarian I (1) pt	15.75-18.50/hr
Clerks (7) pt	10.00-17.50/hr
Pages (6) pt	6.50-8.75/hr
Custodian (1) pt	11.15/hr

**TOTAL FULL-TIME****General Government 8****Public Safety 21****Public Works 17****Community Service 1****Parks and Recreation 5****Library 4**  
**55****TOTAL PART-TIME/SEASONAL 204****ALL DEPARTMENTS 259**

**SUMMARY OF ALL OPERATING BUDGETS**

**MEANS OF FINANCING**

PROPERTY TAX	6,708,869
STATE AID	440,100
SALES TAX	760,000
RE-APPROPRIATED SURPLUS	9,550
OTHER	2,854,630
<hr/>	
<b>TOTAL \$</b>	<b>10,773,149</b>

**ESTIMATED REQUIREMENTS**

GENERAL FUND	9,834,899
POOL FUND	275,100
LIBRARY FUND	637,150
DRAPER FUND	26,000
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<b>TOTAL \$</b>	<b>10,773,149</b>

**FRINGE BENEFITS ALLOCATIONS**

	<b><u>PERSONAL SERVICES</u></b>	<b><u>FRINGE BENEFITS</u></b>	<b><u>TOTAL COST</u></b>
GENERAL GOVERNMENT SUPPORT SERVICES	544,266	231,433	775,699
PUBLIC SAFETY-POLICE	1,916,040	814,740	2,730,780
PUBLIC SAFETY-FIRE	27,450	11,672	39,122
PUBLIC WORKS	1,148,678	488,442	1,637,120
COMMUNITY SERVICES	153,690	65,352	219,042
PARKS & RECREATION	384,179	163,361	547,540
<b>TOTALS</b>	<b>4,174,303</b>	<b>1,775,000</b>	<b>5,949,303</b>

LIBRARY	290,800	76,000	<b>366,800</b>
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POOL	126,650	24,300	<b>150,950</b>
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SECTION C

GENERAL FUND

**GENERAL FUND SUMMARY**

<b><u>ESTIMATED REQUIREMENT</u></b>	<b><u>MANAGER 'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
GENERAL GOVERNMENT SUPPORT SERVICES	1,400,311	(41,954)	<b>1,390,311</b>
PUBLIC SAFETY	2,484,590	23,056	<b>2,479,590</b>
PUBLIC WORKS	1,590,398	26,448	<b>1,588,398</b>
COMMUNITY SERVICES	296,425	(18,965)	<b>287,425</b>
PARKS AND RECREATION	540,279	(6,271)	<b>537,779</b>
EMPLOYEE BENEFITS	1,775,000	475,000	
DEBT SERVICE	665,195	37,945	
INTERFUND TRANSFERS    POOL FUND	0	0	
INTERFUND TRANSFERS    CAPITAL FUND	498,201	498,201	
INTERFUND TRANSFERS    LIBRARY FUND	613,000	18,000	
<b>TOTALS   \$</b>	<b>9,863,399</b>	<b>1,011,460</b>	<b>9,834,899</b>

**MEANS OF FINANCING**

PROPERTY TAX ( \$154.70 PER \$1,000 )	6,753,969	1,099,605	<b>6,708,869</b>
UTILITY GROSS RECEIPT TAX	115,000	0	
STATE AID	423,500	(30,000)	<b>440,100</b>
SALES TAX	760,000	(20,000)	
INTER- GOVERNMENTAL CHARGES	228,700	30,500	
CULTURE AND RECREATION	194,500	15,500	
MISCELLANEOUS	811,730	(15,694)	
APPROPRIATED SURPLUS	0	(644,451)	
INTERFUND TRANSFER (DEBT SERVICE)	576,000	576,000	
<b>TOTALS   \$</b>	<b>9,863,399</b>	<b>1,011,460</b>	<b>9,834,899</b>

GENERAL FUND

DETAILED REVENUE SUMMARY

<u>ESTIMATED REQUIREMENT</u>	<u>RECEIVED 2001-02</u>	<u>BUDGET 2001-02</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
IN LIEU OF TAXES	45,000	45,000	45,000	0	
PROPERTY TAX	5,191,645	5,654,364	6,753,969	1,099,605	<b>6,708,869</b>
PROPERTY SALES / PENALTIES	15,109	17,500	17,500	0	
NON-PROPERTY TAX ITEMS	108,620	115,000	115,000	0	
DEPARTMENTAL INCOME	14,193	10,100	12,050	1,950	
PUBLIC SAFETY	44,482	26,500	42,500	16,000	
TRANSPORTATION	211,139	280,000	290,000	10,000	
CULTURE & RECREATION	165,511	179,000	194,500	15,500	
HOME & COMMUNITY SERVICE	36,828	38,500	39,500	1,000	
INTER-GOVERNMENTAL CHARGE	216,202	198,200	228,700	30,500	
USE MONEY & PROPERTY	38,695	67,300	58,780	(8,520)	
LICENSES & PERMITS	95,985	89,850	94,400	4,550	
FINES & FORFEITED BAIL	204,082	185,000	185,000	0	
SALES & COMPENSATION	17,327	12,000	12,000	0	
MISCELLANEOUS	7,922	0	0	0	
UNCLASSIFIED	22,268	15,000	15,000	0	
STATE AND FEDERAL AID	426,529	453,500	423,500	(30,000)	<b>440,100</b>
APPROPRIATED SURPLUS	0	644,451	0	(644,451)	
SALES TAXES	739,760	780,000	760,000	(20,000)	
RESERVE FOR PY ENCUMBRANCES	0	40,674	0	(40,674)	
INTERFUND TRANSFER-(DEBT SERVICE)	0	0	576,000	576,000	
<b>TOTALS    \$</b>	<b>7,601,297</b>	<b>8,851,939</b>	<b>9,863,399</b>	<b>1,011,460</b>	<b>9,834,899</b>

GENERAL GOVERNMENT SUPPORT SERVICES

EXPENDITURES BY PROGRAM

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2001-02</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
A1010 BOARD OF TRUSTEES	10,700	9,800	9,800	0	
A1020 MAYOR	5,170	4,900	4,900	0	
A1110 VILLAGE COURT	108,555	108,200	107,700	(500)	
A1230 VILLAGE MANAGER	144,648	158,290	158,000	(290)	
A1325 TREASURER	178,987	187,121	188,211	1,090	
A1355 ASSESSMENT	17,544	17,500	17,600	100	
A1410 VILLAGE CLERK	129,759	144,525	147,425	2,900	
A1420 LAW	128,311	95,000	95,000	0	<b>91,000</b>
A1440 ENGINEER	1,750	5,000	2,500	(2,500)	
A1450 ELECTION	7,353	7,600	7,375	(225)	
A1620 MUNICIPAL BUILDING	74,752	69,300	63,300	(6,000)	
A1650 CENTRAL COMMUNICATION	94,123	102,200	106,500	4,300	
A1900 SPECIAL ITEMS	245,498	532,829	492,000	(40,829)	<b>486,000</b>
<b>TOTAL    \$</b>	<b>1,147,150</b>	<b>1,442,265</b>	<b>1,400,311</b>	<b>(41,954)</b>	<b>1,390,311</b>

EXPENDITURES BY OBJECT

1 PERSONAL SERVICES	509,795	542,216	544,266	2,050	
2 EQUIPMENT	2,485	1,379	1,000	(379)	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSE	634,870	898,670	855,045	(43,625)	<b>845,045</b>
<b>TOTAL    \$</b>	<b>1,147,150</b>	<b>1,442,265</b>	<b>1,400,311</b>	<b>(41,954)</b>	<b>1,390,311</b>



**BOARD OF TRUSTEES ( A-1010)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	9,600	9,600	9,600	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	1,100	200	200	0	
<b>TOTALS \$</b>	<b>10,700</b>	<b>9,800</b>	<b>9,800</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

The Board of Trustees is the legislative body of the Village. The Board establishes policy, approves contracts, and engages in other activities as required by State or local law. The Board is composed of a Mayor and four Trustees elected at large for two year overlapping terms.

Personal services represents Trustees salaries at \$ 2400/ year.

Contractual expenses within this program include travel and other miscellaneous expenses.

**MAYOR (A-1020)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	4,800	4,800	4,800	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	370	100	100	0	
<b>TOTALS \$</b>	<b>5,170</b>	<b>4,900</b>	<b>4,900</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

The Mayor is the policy leader of the Village and is the head of the Village Government. The Mayor presides over meetings of the Board of Trustees, public hearings, and represents the Village before the State and Federal governments.

Personal services represents the Mayor's salary at \$ 4,800/year.

Contractual expenses within this program include travel.

**VILLAGE COURT (A-1110)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2000-01</u></b>	<b><u>BUDGET 2001-02</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	78,891	79,000	79,000	0	
2 EQUIPMENT	2,415	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	27,249	29,200	28,700	(500)	
<b>TOTALS \$</b>	<b>108,555</b>	<b>108,200</b>	<b>107,700</b>	<b>(500)</b>	

**PROGRAM DESCRIPTION**

All judicial functions at local Village government level are vested in the Village Court which is presided over by an elected Village Justice assisted by an appointed Acting Village Justice. The clerical functions of the Court are handled by a Court Clerk and an Assistant Court Clerk. Contractual expenses are for stenographic and jurors fees, supplies, materials for the Court, computer and processing of parking tickets.

VILLAGE MANAGER (A-1230)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	139,500	154,690	154,700	10	
2 EQUIPMENT	70	379	0	(379)	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	5,078	3,221	3,300	79	
<b>TOTALS \$</b>	<b>144,648</b>	<b>158,290</b>	<b>158,000</b>	<b>(290)</b>	

PROGRAM DESCRIPTION

The Village Manager is appointed by and is directly responsible to the Village Board of Trustees.

He is the Chief Executive Officer of the Village and is responsible for all administrative affairs, keeping the Board of Trustees advised on administrative and fiscal matters, for properly executing all policies established by the Trustees and for enforcing all laws and ordinances.

The Manager's budget includes the salaries of the Village Manager and a Secretary shared with the Mayor and Board of Trustees.

Contractual expenses are for conferences, supplies and the Village legal library.

**TREASURER (A-1325)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	148,607	147,221	147,211	(10)	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	30,380	39,900	41,000	1,100	
<b>TOTALS \$</b>	<b>178,987</b>	<b>187,121</b>	<b>188,211</b>	<b>1,090</b>	

**PROGRAM DESCRIPTION**

This program is responsible for exercising control over various financial aspects of Village operations through the accounting process. The Treasurer supervises the treasury and accounts of the Village. The duties include the handling of all investments of public funds, administering of the Village debts, and arrangement of Village bond sales. The program is staffed by the Treasurer ( also Village Manager ), Deputy Village Treasurer, Payroll Clerk, and a Bookkeeper assigned part-time at approximately twenty (20)hours per week.

The increase in contractual expenses is for outside independent audits, implementation of GASB 34, quarterly audit of accounts and maintenance of office equipment.

**ASSESSMENT (A-1355)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	17,500	17,500	17,500	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	44	0	100	100	
<b>TOTALS \$</b>	<b>17,544</b>	<b>17,500</b>	<b>17,600</b>	<b>100</b>	

**PROGRAM DESCRIPTION**

This program is responsible for making field inspections on taxable properties and making recommendations as to a fair and equitable assessment of the inspected properties. In addition, the Assessor appears at hearings of the Board of Assessment Review and Small Claims filings.

Personal services are budgeted to account for a part-time Assessor at \$17,500.

Contractual expenses represent supplies and materials.

**VILLAGE CLERK (A-1410)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	94,484	105,725	107,775	2,050	
2 EQUIPMENT	0	1,000	1,000	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	35,275	37,800	38,650	850	
<b>TOTALS \$</b>	<b>129,759</b>	<b>144,525</b>	<b>147,425</b>	<b>2,900</b>	

**PROGRAM DESCRIPTION**

The Village Clerk is responsible for the custody of all records and papers of the Village, official reports and communications, supervising Village elections, and maintaining all minutes and proceedings of the Board of Trustees and other Boards and Commissions.

This program is staffed by the Village Clerk (also Deputy Village Manager), a Deputy Receiver of Taxes and a part-time office clerk. Funds provided for Records Restoration (\$1,200)

Equipment is budgeted at \$1000 for a replacement printer.

Contractual expenses are for office supplies, postage, printing, legal advertising and reproduction supplies.

The increase represents increased postage, travel and advertising costs.

**LAW (A-1420)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	128,311	95,000	95,000	0	<b>91,000</b>
<b>TOTALS \$</b>	<b>128,311</b>	<b>95,000</b>	<b>95,000</b>	<b>0</b>	<b>91,000</b>

**PROGRAM DESCRIPTION**

This program provides all legal services for the Village. The part-time Village Attorney serves as legal advisor to the Board, Village Manager, and all departments and offices of the Village; represents the Village in all lawsuits filed by or against the Village, and provides a prosecutor for the prosecution of violations of local laws and local codes.

The District Attorney's office provides prosecution services for all other violations.

Contractual expenses represents the Village Attorney and staff (\$40,000) and special counsel fees (\$55,000) as required.



**ENGINEER (A-1440)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	1,750	5,000	2,500	(2,500)	
<b>TOTALS \$</b>	<b>1,750</b>	<b>5,000</b>	<b>2,500</b>	<b>(2,500)</b>	

**PROGRAM DESCRIPTION**

This program represents outside engineering review and services for Village Departments as necessary.

**ELECTION ( A-1450)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 1999-00</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER 'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	5,570	5,680	5,680	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	1,783	1,920	1,695	(225)	
<b>TOTALS \$</b>	<b>7,353</b>	<b>7,600</b>	<b>7,375</b>	<b>(225)</b>	

**PROGRAM DESCRIPTION**

This program provides for the conduct of elections under the supervision of the Village Clerk. This includes recruiting and training election inspectors, arranging for polling places, setting up voting machines and canvassing of votes.

Contractual expenses represent printing costs, building rentals and voting machine rentals.

**MUNICIPAL BUILDING (A1620)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	10,843	18,000	18,000	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	63,909	51,300	45,300	(6,000)	
<b>TOTALS \$</b>	<b>74,752</b>	<b>69,300</b>	<b>63,300</b>	<b>(6,000)</b>	

**PROGRAM DESCRIPTION**

The program represents the maintenance, repair and operations of the Municipal Building.

Contractual expenses are for utilities, maintenance supplies and outside cleaning services.

(Cleaning services have been reduced from three to two days per week (-\$6,000).

It is staffed by a Seasonal Employee position for minor maintenance.

**CENTRAL COMMUNICATION & TECHNOLOGY (A1650)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	38,357	33,000	34,000	1,000	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	55,766	69,200	72,500	3,300	
<b>TOTALS \$</b>	<b>94,123</b>	<b>102,200</b>	<b>106,500</b>	<b>4,300</b>	

**PROGRAM DESCRIPTION**

The program represents the Central Village Communication services as well as maintenance, support and upgrades to all department computer systems. It also administers WHoH-TV Channel 75 & WHoH-AM 1620 AM radio Equipment ( \$34,000 ) represents the purchase of new computers, upgrades to the current systems as well as purchase of new software and annual maintenance of existing software.

Contractual expenses are increased for telephone costs and Internet, communications improvements and GIS development ( estimated at \$20,000 and offset by a SARA grant).

**SPECIAL ITEMS (A-1900)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
A1910.4 UNALLOCATED INSURANCE	177,860	195,000	213,000	18,000	
A1920.4 MUNICIPAL ASSOC DUES	5,925	7,000	6,000	(1,000)	
A1930.0 JUDGEMENT & CLAIMS	27,448	5,000	5,000	0	
A1950.4 TAXES ON VILLAGE PROPERTY	17,837	15,000	18,000	3,000	
A1980.4 PROVISION FOR UN-COLLECTED TAXES	0	25,000	25,000	0	
A1960.4 NEWSLETTER	11,578	15,000	15,000	0	<b>9,000</b>
A19825 EMPLOYEE TUITION PROGRAM	0	0	5,000	5,000	
A1990.4 CONTINGENCY	0	265,829	200,000	(65,829)	
A1970.4 E T P A	4,850	5,000	5,000	0	
<b>TOTALS \$</b>	<b>245,498</b>	<b>532,829</b>	<b>492,000</b>	<b>(40,829)</b>	<b>486,000</b>

**PROGRAM DESCRIPTION**

This budget represents various expenses applicable Village-wide. The largest area of increase is estimated in liability insurance (+18,000), due to the events of 9-11.

The provision for uncollected taxes is \$25,000 to contribute to the reserve fund established in 1992.

ETPA is budgeted at \$ 5,000 as payment to N.Y.S. Housing and Community Renewal as required by law.

The contingency fund is budgeted at \$200,000 and represents only 2.03% of the General Fund Budget.

PUBLIC SAFETY

EXPENDITURES BY PROGRAM

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
A3120 POLICE	1,676,100	1,814,360	1,885,290	70,930	<b>1,880,290</b>
A3150 JAIL	626	1,000	1,000	0	
A3310 TRAFFIC CONTROL	535	500	500	0	
A3320 ON STREET PARKING	35,654	38,100	38,100	0	
A34101 FIRE DEPT ALARM	0	2,500	2,500	0	
A34102 HOOK AND LADDER	29,873	77,124	54,700	(22,424)	
A34103 FIRE DEPT OTHER	153,694	247,376	239,150	(8,226)	
A34104 HYDRANT RENTAL	100,005	115,000	110,000	(5,000)	
A34105 FIRE PREVENTION	30,988	33,600	33,750	150	
A3620 SAFETY INSPECTION	115,872	117,650	106,750	(10,900)	
A4540 AMBULANCE	5,299	14,324	12,850	(1,474)	
<b>TOTAL     \$</b>	<b>2,148,646</b>	<b>2,461,534</b>	<b>2,484,590</b>	<b>23,056</b>	<b>2,479,590</b>

EXPENDITURE BY OBJECT

1 PERSONAL SERVICES	1,708,238	1,900,260	1,943,490	43,230	<b>1,938,490</b>
2 EQUIPMENT	41,950	40,516	44,750	4,234	
3 CAPITAL OUTLAY	46,740	121,700	89,500	(32,200)	
4 CONTRACTUAL EXPENSE	351,718	399,058	406,850	7,792	
<b>TOTAL     \$</b>	<b>2,148,646</b>	<b>2,461,534</b>	<b>2,484,590</b>	<b>23,056</b>	<b>2,479,590</b>

**POLICE (A3120)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	1,531,883	1,719,360	1,773,490	54,130	<b>1,768,490</b>
2 EQUIPMENT	25,722	4,000	5,000	1,000	
3 CAPITAL OUTLAY	24,340	1,000	19,500	18,500	
4 CONTRACTUAL EXPENSES	94,155	90,000	87,300	(2,700)	
<b>TOTALS \$</b>	<b>1,676,100</b>	<b>1,814,360</b>	<b>1,885,290</b>	<b>70,930</b>	<b>1,880,290</b>

**PROGRAM DESCRIPTION**

The Police Department is the law enforcement arm of the Village government. Primary activities include the prevention and detection of crime, enforcement of the traffic laws, answering all calls for assistance and other special assignments. The Village continues to have one of the lowest crime rates in Westchester county according to FBI statistics.

Authorized staffing includes one (1) Chief, one (1) Lieutenant, four (4) Sergeants, two (2) Detective Sergeants, and thirteen (13) Police Officers. Also included is the cost of the school crossing guard program at five (5) locations.

Increased personnel costs represents current contractual obligations, offset by retirements.

Equipment purchases ( \$5,000 )is for replacement sights for sidearms.

Capital Outlay is budgeted at \$19,500 to replace the one (1) marked vehicle.

Contractual expenses include vehicle maintenance and operation, teletype expenses, travel, tuition, office supplies, new officer uniforms, physicals, training and leased vehicles for the Chief and Detectives.

**JAIL ( A-3150)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	576	800	800	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	50	200	200	0	
<b>TOTALS \$</b>	<b>626</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

Funding for this program represents the cost of a Matron and food for prisoners.



**TRAFFIC CONTROL (A-3310)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	535	500	500	0	
<b>TOTALS \$</b>	<b>535</b>	<b>500</b>	<b>500</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program provides expenses relating to signs and line painting for traffic and parking.

All crosswalks are painted twice a year.

**ON -STREET PARKING (A-3320)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	34,054	36,000	36,000	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	1,600	2,100	2,100	0	
<b>TOTALS \$</b>	<b>35,654</b>	<b>38,100</b>	<b>38,100</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program is responsible for the enforcement of parking, maintenance of meters and collections.

It is staffed by a part-time meter repairman and a full-time Parking Enforcement Officer.

**FIRE DEPARTMENT-ALARM (A-3410)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	0	2,500	2,500	0	
<b>TOTALS \$</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program is responsible for the maintenance of the fire alarm and emergency siren system.

HOOK AND LADDER ( A-3411)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	3,800	2,052	2,000	(52)	
3 CAPITAL OUTLAY	5,285	44,580	22,000	(22,580)	
4 CONTRACTUAL EXPENSES	20,788	30,492	30,700	208	
<b>TOTALS \$</b>	<b>29,873</b>	<b>77,124</b>	<b>54,700</b>	<b>(22,424)</b>	

PROGRAM DESCRIPTION

This program provides maintenance of the Hook and Ladder Building which is Village owned.

Capital outlay provides for replacement walls and insulation of the exempts room, as well as well as insulated window replacements to reduce heat loss.

Contractual expenses represent utility costs and building maintenance.

**FIRE DEPARTMENT -OTHER ( A3412)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	9,522	28,240	33,000	4,760	
3 CAPITAL OUTLAY	17,115	76,120	48,000	(28,120)	
4 CONTRACTUAL EXPENSES	127,057	143,016	158,150	15,134	
<b>TOTALS \$</b>	<b>153,694</b>	<b>247,376</b>	<b>239,150</b>	<b>(8,226)</b>	

**PROGRAM DESCRIPTION**

This program represents expenses for suppression activities.

Equipment expenditures represent continuation of our program to upgrade fire equipment, and will provide for additional masks and lenses, air bottles, and bunker gear.

Capital outlay is for replacement of Scott Air Packs (\$48,000).

Contractual expenses are for equipment maintenance, the allocation of fire contract

( Donald Park District ) funds, the annual inspection and miscellaneous supplies.

HYDRANT RENTAL (A-3413)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	100,005	115,000	110,000	(5,000)	
<b>TOTALS \$</b>	<b>100,005</b>	<b>115,000</b>	<b>110,000</b>	<b>(5,000)</b>	

PROGRAM DESCRIPTION

This program represents the rental of 225 hydrants from United Water Company for fire suppression activities.

**FIRE PREVENTION (A-3414)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	26,250	27,450	27,450	0	
2 EQUIPMENT	2,281	2,250	2,250	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	2,457	3,900	4,050	150	
<b>TOTALS \$</b>	<b>30,988</b>	<b>33,600</b>	<b>33,750</b>	<b>150</b>	

**PROGRAM DESCRIPTION**

This program is responsible for inspection and enforcement of the Fire Prevention Code as well as coordination of the Life Safety Inspection Program ( LSIP ).

It is staffed by a part-time Fire Inspector and a secretary shared with the Recreation Department.

Over one hundred (100) inspections were completed in 2002.

Equipment is for updated NFP manuals.

Contractual expenses represent fire prevention supplies and materials.

**SAFETY INSPECTION (A-3620)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	115,475	116,650	105,750	(10,900)	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	397	1,000	1,000	0	
<b>TOTALS \$</b>	<b>115,872</b>	<b>117,650</b>	<b>106,750</b>	<b>(10,900)</b>	

**PROGRAM DESCRIPTION**

This department is responsible for the administration and enforcement of all building, housing and fire codes and provides staff assistance to the Planning and Zoning Boards. It is staffed by the Building Inspector, Deputy Building Inspector (part-time) and a Secretary shared with the Public Works Department.

Contractual expenses represent office supplies and travel.



**AMBULANCE SERVICE (A-4540)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	625	3,974	2,500	(1,474)	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	4,674	10,350	10,350	0	
<b>TOTALS \$</b>	<b>5,299</b>	<b>14,324</b>	<b>12,850</b>	<b>(1,474)</b>	

**PROGRAM DESCRIPTION**

This program provides emergency medical response and rescue activities.

Contractual expenses represent fuel, medical supplies, clothing replacement and building rental.

Equipment purchases is for replacement oxygen bottles.

**PUBLIC WORKS**

**EXPENDITURES BY PROGRAM**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER 'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
A5010 ADMINISTRATION	92,514	101,650	102,210	560	
A5110 STREET MAINTENANCE	300,517	326,300	313,615	(12,685)	<b>311,615</b>
A5132 GARAGE	140,508	157,750	169,720	11,970	
A5142 SNOW REMOVAL	58,332	75,000	75,000	0	
A5182 STREET LIGHTING	79,980	106,000	102,100	(3,900)	
A8120 SANITARY SEWER	4,051	13,450	7,350	(6,100)	
A8140 STORM SEWER	21,020	13,500	13,500	0	
A8160 REFUSE COLLECTION	635,386	643,600	678,960	35,360	
A8170 STREET CLEANING	60,806	60,200	61,443	1,243	
A8560 SHADE TREES	85,544	66,500	66,500	0	
<b>TOTAL    \$</b>	<b>1,478,658</b>	<b>1,563,950</b>	<b>1,590,398</b>	<b>26,448</b>	<b>1,588,398</b>

**EXPENDITURES BY OBJECT**

1 PERSONAL SERVICES	1,008,583	1,126,500	1,148,678	22,178	<b>1,146,678</b>
2 EQUIPMENT	5,615	6,100	1,500	(4,600)	
3 CAPITAL OUTLAY	10,000	9,000	3,000	(6,000)	
4 CONTRACTUAL EXPENSE	454,460	422,350	437,220	14,870	
<b>TOTAL    \$</b>	<b>1,478,658</b>	<b>1,563,950</b>	<b>1,590,398</b>	<b>26,448</b>	<b>1,588,398</b>

**PUBLIC WORKS ADMINISTRATION (A-5010)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	92,284	101,400	101,950	550	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	230	250	260	10	
<b>TOTALS \$</b>	<b>92,514</b>	<b>101,650</b>	<b>102,210</b>	<b>560</b>	

**PROGRAM DESCRIPTION**

This program provides for the general direction, coordination and supervision of the various activities of the Department of Public Works. It is administered by the Superintendent of Public Works.

A total of eighteen (18) full-time, three (3) seasonal employees and five (5) summer employees are assigned to the Public Works function. One (1) seasonal position was eliminated.

Personal services represent contractual longevity payments.

Contractual expenses include conferences and supplies.

**STREET MAINTENANCE (A-5110)**

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	252,785	291,800	275,015	(16,785)	<b>273,015</b>
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	47,732	34,500	38,600	4,100	
<b>TOTALS \$</b>	<b>300,517</b>	<b>326,300</b>	<b>313,615</b>	<b>(12,685)</b>	<b>311,615</b>

**PROGRAM DESCRIPTION**

This program provides for all street maintenance activities ( other than snow removal) on the Village's 35 miles of streets. Primary activities include street patching, cleaning, catch basin cleaning and repair, emergency tree removal and special maintenance tasks as required.

While twelve (12) employees can be assigned to this function at various times, this program includes six (6) equivalent employees, seasonal help and summer employees.

Contractual expenses include patching materials, truck repairs and supplies. The decrease represents the elimination of one (1)seasonal employee position.

**CENTRAL GARAGE (A-5132)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	82,986	104,000	118,470	14,470	
2 EQUIPMENT	4,685	0	1,500	1,500	
3 CAPITAL OUTLAY	0	9,000	0	(9,000)	
4 CONTRACTUAL EXPENSES	52,837	44,750	49,750	5,000	
<b>TOTALS \$</b>	<b>140,508</b>	<b>157,750</b>	<b>169,720</b>	<b>11,970</b>	

**PROGRAM DESCRIPTION**

This program is responsible for the preventative maintenance of all village departments and school district vehicles (cost reimbursement basis).

Personal service represents the Village Mechanic and a Mechanic's Helper.

The contractual expense represents testing costs under the CDL program, the vehicle maintenance program, central gasoline purchases and fuel for heating.

**SNOW REMOVAL (A-5142)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	8,664	25,000	25,000	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	10,000		0	0	
4 CONTRACTUAL EXPENSES	39,668	50,000	50,000	0	
<b>TOTALS \$</b>	<b>58,332</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program provides for all snow removal activities. All streets within the Village receive attention on a priority basis, with the most heavily traveled streets and hills receiving first attention.

Primary activities are plowing, sanding, salting, hauling snow, and major clearance as needed.

The contractual expenses budgeted include 1,300 tons of salt (\$39,000), equipment repairs (\$6,500) and equipment rental for snow removal when necessary ( \$4,500 ).

Ten employees are assigned to this program on a seasonal basis and the personal service line represents overtime only.

**STREET LIGHTING (A-5182)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	2,784	16,100	16,100	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	3,000	3,000	
4 CONTRACTUAL EXPENSES	77,196	89,900	83,000	(6,900)	
<b>TOTALS \$</b>	<b>79,980</b>	<b>106,000</b>	<b>102,100</b>	<b>(3,900)</b>	

**PROGRAM DESCRIPTION**

This program is responsible for the operation and maintenance of all Village street lights accomplished through contract with PASNY for power and Village forces for maintenance activities.

Contractual expenses include PASNY power, maintenance of vehicles and street lighting fixtures.

The equivalent of .5 employee is assigned to this function.

**SANITARY SEWER SYSTEM ( A-8120)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	3,713	5,000	5,000	0	
2 EQUIPMENT	0	6,100	0	(6,100)	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	338	2,350	2,350	0	
<b>TOTALS \$</b>	<b>4,051</b>	<b>13,450</b>	<b>7,350</b>	<b>(6,100)</b>	

**PROGRAM DESCRIPTION**

This program is responsible for maintenance and repairs to the Village's sanitary sewer system.

Activities include cleaning or repair of sewer mains as required and unplugging sewer laterals on an emergency basis.

Contractual expenses represents materials and supplies for repairs as necessary.

The equivalent of .10 employee is assigned to this function.



**STORM SEWERS ( A-8140)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	11,552	5,000	5,000	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	9,468	8,500	8,500	0	
<b>TOTALS \$</b>	<b>21,020</b>	<b>13,500</b>	<b>13,500</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program is responsible for maintaining the Village's storm sewer system. Activities include cleaning all storm sewers on an annual basis and maintenance activities as necessary.

Contractual expenses include maintenance supplies and annual rental of a vacuum truck.

The equivalent of .10 full time employee is assigned to this function.

**REFUSE REMOVAL (A-1860)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	496,105	523,000	544,700	21,700	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	139,281	120,600	134,260	13,660	
<b>TOTALS \$</b>	<b>635,386</b>	<b>643,600</b>	<b>678,960</b>	<b>35,360</b>	

**PROGRAM DESCRIPTION**

This program is responsible for the rear yard collection and disposal of refuse pick-up in the village on a one (1) day per week basis, weekly recycling pick-up, weekly bulk pick-up year round, a Saturday truck for bulk and garbage and the Village's yard waste collection program.

It is expected that the Village will collect approximately 3,900 tons of refuse and will recycle approximately 4,400 Tons in 2003-2004.

Major contractual expenses include garbage/bulk disposal fees, equipment operation and maintenance, and supplies. Nine (9) full-time employees are assigned to this function.

The Village continues to be the leading recycling community in Westchester since 1994. The Village currently recycles approximately 55% of its waste saving taxpayers \$86,000 per year.

**STREET CLEANING (A-8170)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	57,710	55,200	57,443	2,243	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	3,096	5,000	4,000	(1,000)	
<b>TOTALS \$</b>	<b>60,806</b>	<b>60,200</b>	<b>61,443</b>	<b>1,243</b>	

**PROGRAM DESCRIPTION**

This program is responsible for cleaning activities on the Village's 35 miles of streets.

All village streets and parking lots are on a scheduled cleaning program.

Contractual expenses represents equipment maintenance and purchase of leaf bags, distributed to resident property owners, for recycling.

One (1) full-time employee is assigned to this function.

**SHADE TREES (A-8560)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	930	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	84,614	66,500	66,500	0	
<b>TOTALS \$</b>	<b>85,544</b>	<b>66,500</b>	<b>66,500</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program is responsible for general maintenance, removal and replacement of shade trees along Village streets and in Village parks. This program also provides brush clean-up when necessary.

Contractual expenses provide for the maintenance of public property, planting by outside contract, tree trimming as necessary and supplies.

COMMUNITY SERVICES

EXPENDITURES BY PROGRAM

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
A4020 REGISTRAR	35	40	40	0	
A6610 SENIOR OUTREACH	14,435	15,300	15,300	0	
A4210 YOUTH SERVICES PROGRAM	172,839	176,900	164,835	(12,065)	
A6326 YOUTH EMPLOYMENT	10,828	13,750	13,750	0	
A7510 HISTORIAN	0	250	250	0	
A7550 CELEBRATIONS	46,898	27,500	30,000	2,500	<b>23,000</b>
A8010 ZONING	8,295	9,000	9,000	0	
A8020 PLANNING	70,862	72,650	63,250	(9,400)	<b>61,250</b>
<b>TOTAL    \$</b>	<b>324,192</b>	<b>315,390</b>	<b>296,425</b>	<b>(18,965)</b>	<b>287,425</b>

EXPENDITURE BY OBJECT

1 PERSONAL SERVICES	145,687	167,590	153,690	(13,900)	
2 EQUIPMENT	0	0	1,500	1,500	
3 CAPITAL OUTLAY	21,408	0	0	0	
4 CONTRACTUAL EXPENSE	157,097	147,800	141,235	(6,565)	<b>132,235</b>
<b>TOTAL    \$</b>	<b>324,192</b>	<b>315,390</b>	<b>296,425</b>	<b>(18,965)</b>	<b>287,425</b>

**REGISTRAR (A-4020)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	35	40	40	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	0	0	0	0	
<b>TOTALS \$</b>	<b>35</b>	<b>40</b>	<b>40</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program provides for the registration for birth and death certificates as required by State law.

**SENIOR OUTREACH (A6610)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER 'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	14,435	15,200	15,200	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	0	100	100	0	
<b>TOTALS \$</b>	<b>14,435</b>	<b>15,300</b>	<b>15,300</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program, initiated in 1991-92, is staffed by a part-time Senior Outreach Worker and provides counseling and assistance to Senior Citizens on issues relating to housing, landlord/tenant relations, transportation, health and taxes.

**YOUTH SERVICES PROGRAM (A4210)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	90,507	109,700	95,800	(13,900)	
2 EQUIPMENT	0	0	1,500	1,500	
3 CAPITAL OUTLAY	21,408	0	0	0	
4 CONTRACTUAL EXPENSES	60,924	67,200	67,535	335	
<b>TOTALS \$</b>	<b>172,839</b>	<b>176,900</b>	<b>164,835</b>	<b>(12,065)</b>	

**PROGRAM DESCRIPTION**

This program, under the general direction of the Youth Council, develops and coordinates youth activities within the Village in cooperation with other organizations, the School District and the Recreation Department.

Program expenditures include the Youth Advocate program, partial support of Student Assistance Counselor and other youth related activities.

The program is staffed by a Director, a part-time Youth Advocate and other seasonal or part-time staff.

Approximately 65% of the program is funded by New York State grants.



YOUTH EMPLOYMENT SERVICE (A-6326)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	10,828	13,750	13,750	0	
<b>TOTALS \$</b>	<b>10,828</b>	<b>13,750</b>	<b>13,750</b>	<b>0</b>	

PROGRAM DESCRIPTION

This program provides job referral services for the youth in the community and is under the general direction of the Director of the Youth Services Program.

**HISTORIAN (A-7510)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	0	250	250	0	
<b>TOTALS \$</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program provides information services regarding the history of Hastings-on-Hudson.

CELEBRATIONS (A-7550)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	46,898	27,500	30,000	2,500	<b>23,000</b>
<b>TOTALS \$</b>	<b>46,898</b>	<b>27,500</b>	<b>30,000</b>	<b>2,500</b>	<b>23,000</b>

PROGRAM DESCRIPTION

This program covers expenses associated with special activities, celebrations, the Downtown Partnership activities and the re-creation of the Battle of Edgars Lane.

**ZONING (A-8010)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	8,295	9,000	9,000	0	
<b>TOTALS \$</b>	<b>8,295</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	

**PROGRAM DESCRIPTION**

This program represents expenses associated with the Zoning Board of Appeals.

Contractual expenses cover advertising, the cost for printing and outside stenographic services for hearings.

**PLANNING (A-8020)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	40,710	42,650	42,650	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	30,152	30,000	20,600	(9,400)	<b>18,600</b>
<b>TOTALS \$</b>	<b>70,862</b>	<b>72,650</b>	<b>63,250</b>	<b>(9,400)</b>	<b>61,250</b>

**PROGRAM DESCRIPTION**

This program represents expenses associated with the Planning Board.

Expenses represent funding for a part-time Planning Consultant (42,650) and other consulting services as necessary for the LWRP and planning activities. (\$20,000)

PARKS AND RECREATION

EXPENDITURES BY PROGRAM

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
A7020 REC. ADMINISTRATION	229,620	249,250	232,179	(17,071)	
A7110 PARKS	38,920	34,600	36,700	2,100	
A7140 PARKS & PLAYGROUNDS	59,445	72,500	63,500	(9,000)	<b>61,000</b>
A7145 COMMUNITY CENTER	32,109	39,000	37,300	(1,700)	
A7310 AFTER SCHOOL PROG	8,455	15,000	11,000	(4,000)	
A7311 DAY CAMP	81,336	85,200	110,400	25,200	
A7320 ATHLETICS	48,443	51,000	49,200	(1,800)	
<b>TOTAL    \$</b>	<b>498,328</b>	<b>546,550</b>	<b>540,279</b>	<b>(6,271)</b>	<b>537,779</b>

EXPENDITURE BY OBJECT

1 PERSONAL SERVICES	355,761	393,250	384,179	(9,071)	<b>381,679</b>
2 EQUIPMENT	5,603	6,100	6,100	0	
3 CAPITAL OUTLAY	0	5,000	0	(5,000)	
4 CONTRACTUAL EXPENSE	136,964	142,200	150,000	7,800	
<b>TOTAL    \$</b>	<b>498,328</b>	<b>546,550</b>	<b>540,279</b>	<b>(6,271)</b>	<b>537,779</b>

**RECREATION ADMINISTRATION (A-7020)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	190,132	200,250	193,279	(6,971)	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	5,000	0	(5,000)	
4 CONTRACTUAL EXPENSES	39,488	44,000	38,900	(5,100)	
<b>TOTALS \$</b>	<b>229,620</b>	<b>249,250</b>	<b>232,179</b>	<b>(17,071)</b>	

**PROGRAM DESCRIPTION**

Personal Services represent the Superintendent of Recreation and Parks, one (1) Recreation Leaders, one (1) Recreation Assistant, a secretary shared with the Fire Department and a Laborer.

Part-time secretarial expenses for pool/day camp permits are also included.

Contractual expenses represent operation and maintenance of Parks buildings, Mini-Bus Program expenses, office supplies, rental of copy equipment, special programs, postage, brochures, and program development.

**PARKS (A-7110)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	18,202	17,000	18,500	1,500	
2 EQUIPMENT	2,593	600	600	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	18,125	17,000	17,600	600	
<b>TOTALS \$</b>	<b>38,920</b>	<b>34,600</b>	<b>36,700</b>	<b>2,100</b>	

**PROGRAM DESCRIPTION**

This program under the direction of the Superintendent of Parks and Recreation, provides for maintenance and improvements to the Village's 160 acre parks system. Maintenance activities are performed by Parks and Recreation and Public Works Department personnel.

Three (3) seasonal employees are assigned to this program.

Equipment purchases are for bench replacements.

Contractual expense include maintenance supplies, fertilization, aeration of parks and tree removal.

Increases represent the additional cost of work on our Trailway system and weekend maintenance of ballfields.



**PLAYGROUNDS AND PARKS (A-7140)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	42,958	60,000	47,500	(12,500)	45,000
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	16,487	12,500	16,000	3,500	
<b>TOTALS \$</b>	<b>59,445</b>	<b>72,500</b>	<b>63,500</b>	<b>(9,000)</b>	<b>61,000</b>

**PROGRAM DESCRIPTION**

This program provides for the overall direction of all Parks and Playgrounds programs. It is staffed by seasonal employees for playground supervision, ice-skating, tennis, summer pre-school, the Tiny Tot and Sports camps and the Skateboard Park.

Contractual expenses are for recreation supplies and portable toilets for Uniontown, Reynolds and Waterfront parks. The decrease represents seasonal employees.

JAMES V HARMON COMMUNITY CENTER (A-7145)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	4,104	2,500	5,500	3,000	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	28,005	36,500	31,800	(4,700)	
<b>TOTALS \$</b>	<b>32,109</b>	<b>39,000</b>	<b>37,300</b>	<b>(1,700)</b>	

PROGRAM DESCRIPTION

This program relates to all activities and events at the James V. Harmon Community Center.

Personal services represent part-time supervision for afternoon and evening teen activities on a year-round basis.

Contractual expenses represent building maintenance, Senior Citizen programs, teen dances and events.

AFTER SCHOOL PROGRAMS ( A-7310)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	6,950	12,000	9,000	(3,000)	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	1,505	3,000	2,000	(1,000)	
<b>TOTALS \$</b>	<b>8,455</b>	<b>15,000</b>	<b>11,000</b>	<b>(4,000)</b>	

PROGRAM DESCRIPTION

This self-sustaining program offers after school activities in the fall and spring at Hillside School for eight (8) week seasons.

Personal service costs represent instructors and a supervisor.

Contractual expenses are for program supplies.

DAY CAMP ( A-7311)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER'S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
1 PERSONAL SERVICES	66,146	71,500	79,900	8,400	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	15,190	13,700	30,500	16,800	
<b>TOTALS \$</b>	<b>81,336</b>	<b>85,200</b>	<b>110,400</b>	<b>25,200</b>	

PROGRAM DESCRIPTION

This program is responsible for providing a variety of group activities for six (6) weeks during the summer. It is staffed by a Recreation Assistant (Director), Assistant Director, Nurse, two (2) Head Counselors, an Office Assistant, four (4) Specialists, forty (40) counselors, and maintenance personnel.

Contractual expenses include supplies, programs, special events and trips.

Increased costs are based on increased salaries for personnel, travel costs and busing from various locations of the camps this summer. The schools, due to renovations, are not available for our camp programs this year.

**ATHLETICS (A-7320)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	27,269	30,000	30,500	500	
2 EQUIPMENT	3,010	5,500	5,500	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	18,164	15,500	13,200	(2,300)	
<b>TOTALS \$</b>	<b>48,443</b>	<b>51,000</b>	<b>49,200</b>	<b>(1,800)</b>	

**PROGRAM DESCRIPTION**

This activity covers all athletic programs sponsored by the department including the Turkey Trot, open gyms, youth basketball, T-ball, floor hockey, men's and women's softball, over-40 men's softball, Punt-Pass-Kick, soccer and fall track, spring, summer and fall baseball, golf lessons for adults and youth, and vacation sports camps.

Equipment purchases are for the youth football program for grades 1 - 6.

Contractual expenses represent athletic supplies, the cost of buses for Sports Camp and expansion of the flag football league and cheerleader program.

**EMPLOYEE BENEFITS (A-9000)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
9.08 FIRE SERVICE AWARDS	102,615	110,000	110,000	0	
10.8 POLICE RETIREMENT	996	25,000	185,000	160,000	
15.8 STATE RETIREMENT	11,130	15,000	210,000	195,000	
30.8 SOCIAL SECURITY	271,771	295,000	300,000	5,000	
40.8 WORKERS COMP.	137,528	178,000	200,000	22,000	
50.8 UNEMPLOYMENT INS	265	2,000	15,000	13,000	
60.8 HEALTH INSURANCE	660,552	675,000	755,000	80,000	
<b>TOTAL    \$</b>	<b>1,184,857</b>	<b>1,300,000</b>	<b>1,775,000</b>	<b>475,000</b>	

**PROGRAM DESCRIPTION**

This program covers direct employee benefit expenses attributable to the General Fund. Program costs reflect notifications from New York State of retirement and workers' compensation rates during 2003-04, and anticipated rates for health insurance and social security.

**INTERFUND TRANSFERS (A-9550)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
A9512.0 TRANSFER TO LIBRARY FUND	435,000	595,000	613,000	18,000	
A9550.9 TRANSFER TO CAPITAL FUND	231,699	0	498,201	498,201	
A9551.0 TRANSFER TO DEBT SERVICE FUND	0	0	0	0	
<b>TOTAL \$</b>	<b>666,699</b>	<b>595,000</b>	<b>1,111,201</b>	<b>516,201</b>	

**PROGRAM DESCRIPTION**

This program represents the transfer of funds from the General Fund to other designated funds.

The contribution to the Capital Fund of \$498,201 is for the street resurfacing program (\$75,000)

and a transfer from the Debt Service Fund (\$ 423,201) to retire old capital projects.

The transfer to the Library Fund of \$613,000 will provide funding to maintain quality service and includes the repayment of debt applicable to the Library addition. (See Library Budget).

**DEBT SERVICE (A-9700)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
A9710.6 SERIAL BOND PRIN	324,000	385,000	385,000	0	
A9710.7 SERIAL BOND INT	325,807	242,250	220,502	(21,748)	
A9720.6 STATUARY BOND PRINCIPAL	0	0	0	0	
A9720.7 INTEREST ON STATUARY BOND	0	0	0	0	
A9730.6 BAN'S	0	0	46,860	46,860	
A9730.7 INTEREST ON BAN'S	0	0	12,833	12,833	
A97406 CAPITAL NOTES PRIN	0	0	0	0	
A97407 CAPITAL NOTES INTEREST	0	0	0	0	
<b>TOTAL \$</b>	<b>649,807</b>	<b>627,250</b>	<b>665,195</b>	<b>37,945</b>	

**PROGRAM DESCRIPTION**

This program provides for the redemption of debt from the General Fund and is within the guidelines of the Village financial policies.



SECTION D

CHEMKA POOL

The Pool Fund is presented as a self-sustaining fund for operational purposes.

**SWIMMING POOL (C7110)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER'S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	115,716	113,400	126,650	13,250	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	160,686	188,300	117,700	(70,600)	
C9000 EMPLOYEE BENEFITS	24,250	24,300	30,750	6,450	
<b>TOTALS \$</b>	<b>300,652</b>	<b>326,000</b>	<b>275,100</b>	<b>(50,900)</b>	

**PROGRAM DESCRIPTION**

This program is responsible for the operation of the Village's swimming pool under the direction of the Superintendent of Parks and Recreation who is assisted by part-time employees as required.

This program is staffed by the Pool Director (Recreation Leader), Assistant Director, twelve (12) lifeguards, two (2) cashiers, three (3) swim team coaches, and maintenance personnel.

Contractual expenses include pool supplies, chemicals, and maintenance activities.

Employee benefits are also allocated in this fund.

**SWIMMING POOL (C7110) C9000 EMPLOYEE BENEFITS**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 1998-99</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
SOCIAL SECURITY	9,000	9,000	9,500	500	
NYS RETIREMENT	750	800	1,750	950	
WORKERS COMPENSATION	10,000	10,000	15,000	5,000	
HEALTH INSURANCE	4,500	4,500	4,500	0	
<b>TOTALS \$</b>	<b>24,250</b>	<b>24,300</b>	<b>30,750</b>	<b>6,450</b>	

**SWIMMING POOL REVENUES**

<b><u>CLASSIFICATION</u></b>	<b><u>RECEIVED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
C1081 APPROPRIATED SURPLUS	0	0	0	0	
C2025 POOL MEMBER FEES	192,708	300,000	255,000	(45,000)	
C2026 GUEST FEES	12,857	24,000	19,100	(4,900)	
C2401 INTEREST EARNINGS	2,203	2,000	1,000	(1,000)	
<b>TOTALS \$</b>	<b>207,768</b>	<b>326,000</b>	<b>275,100</b>	<b>(50,900)</b>	

**SECTION E**

**LIBRARY FUND**

The Library Fund is included in this budget for informational purposes.

The expenditures of this fund are determined by the amount budgeted in the General Fund and independently generated revenue. The expenditure of these monies is under the direction of the Library Board of Trustees.

LIBRARY FUND SUMMARY

EXPENDITURES BY PROGRAM

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
L7410 LIBRARY	409,175	437,000	453,800	16,800	
L9000 BENEFITS	52,430	55,000	76,000	21,000	
L9710 DEBT SERVICE	0	123,000	106,350	(16,650)	
L1900 CONTINGENCY	0	1,000	1,000	0	
<b>TOTALS    \$</b>	<b>461,605</b>	<b>616,000</b>	<b>637,150</b>	<b>21,150</b>	

EXPENDITURE BY OBJECT

1 PERSONAL SERVICES	272,737	280,000	290,800	10,800	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	188,868	336,000	346,350	10,350	
<b>TOTALS    \$</b>	<b>461,605</b>	<b>616,000</b>	<b>637,150</b>	<b>21,150</b>	

REVENUES

<u>CLASSIFICATION</u>	<u>RECEIVED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
APPROPRIATED SURPLUS	0	0	2,050	2,050	
L2082 FINE & FEES	15,981	17,700	19,500	1,800	
L2082 XEROX	1,244	700	0	(700)	
L2401 INTEREST	4,092	200	200	0	
L2810 TRANSFERS FROM GENERAL FUND	435,000	595,000	613,000	18,000	
L3000 STATE AID	2,480	2,400	2,400	0	
<b>TOTALS    \$</b>	<b>458,797</b>	<b>616,000</b>	<b>637,150</b>	<b>21,150</b>	

**LIBRARY (L7410)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	272,737	280,000	290,800	10,800	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	136,438	157,000	163,000	6,000	
<b>TOTALS \$</b>	<b>409,175</b>	<b>437,000</b>	<b>453,800</b>	<b>16,800</b>	
EMPLOYEE BENEFITS	52,430	55,000	76,000	21,000	
DEBT SERVICE	0	123,000	106,350	(16,650)	
CONTINGENCY	0	1,000	1,000	0	
<b>TOTAL BUDGET</b>	<b>461,605</b>	<b>616,000</b>	<b>637,150</b>	<b>21,150</b>	

**PROGRAM DESCRIPTION**

This program is under the direction of the Library Board appointed by the Village Board of Trustees.

Library staff includes a Director, three (3) Librarians, part-time clerks, pages and custodial help.

Personal Services are increased to account for staff raises.

Major contractual expenses include utilities, book and periodical purchases and building maintenance.

Debt Service is budgeted at \$106,350 for payment of the note applicable to the

Library Addition/Renovation Project.

**LIBRARY BENEFITS (L9000)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
L9010.8 NYS RETIREMENT	2,000	2,000	15,000	13,000	
L9030.8 SOCIAL SECURITY	20,866	22,500	22,500	0	
L9040.8 WORKER'S COMP.	1,500	1,500	4,000	2,500	
L9045.8 HEALTH INSURANCE	28,064	29,000	34,500	5,500	
L9050.8 UNEMPLOYMENT INS.	0	0	0	0	
L1990.4 CONTINGENCY	0	1,000	1,000	0	
<b>TOTALS    \$</b>	<b>52,430</b>	<b>56,000</b>	<b>77,000</b>	<b>21,000</b>	

**PROGRAM DESCRIPTION**

This program covers employee benefit costs applicable to Library operations and a contingent account for unforeseen expenses.

LIBRARY DEBT SERVICE (L9710)

<u>CLASSIFICATION</u>	<u>EXPENDED 2001-02</u>	<u>BUDGET 2002-03</u>	<u>MANAGER ' S RECOMMENDED 2003-04</u>	<u>INCREASE (DECREASE)</u>	<u>ADOPTED</u>
L9710.6 SERIAL BOND PRINCIPLE	0	75,000	75,000	0	
L9710.7 SERIAL BOND INTEREST	0	48,000	31,350	(16,650)	
<b>TOTALS    \$</b>	<b>0</b>	<b>123,000</b>	<b>106,350</b>	<b>(16,650)</b>	

PROGRAM DESCRIPTION

Debt Service for the Bond Anticipation Note for the \$1.5 million Library Addition/Renovation project.



**SECTION F**

**DRAPER PARK**

**DRAPER PARK (D7110)**

<b><u>CLASSIFICATION</u></b>	<b><u>EXPENDED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
1 PERSONAL SERVICES	0	0	0	0	
2 EQUIPMENT	0	0	0	0	
3 CAPITAL OUTLAY	0	0	0	0	
4 CONTRACTUAL EXPENSES	33,562	29,500	26,000	(3,500)	
<b>TOTALS \$</b>	<b>33,562</b>	<b>29,500</b>	<b>26,000</b>	<b>(3,500)</b>	

**REVENUES**

<b><u>CLASSIFICATION</u></b>	<b><u>RECEIVED 2001-02</u></b>	<b><u>BUDGET 2002-03</u></b>	<b><u>MANAGER ' S RECOMMENDED 2003-04</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>ADOPTED</u></b>
INTEREST EARNINGS	17,989	20,000	8,000	(12,000)	
GROUND RENT	7,500	7,500	8,500	1,000	
RENTAL REAL PROPERTY	1,801	1,800	1,800	0	
FEES	0	200	200	0	
APPROPRIATED SURPLUS	0	0	7,500	7,500	
<b>TOTALS \$</b>	<b>27,290</b>	<b>29,500</b>	<b>26,000</b>	<b>(3,500)</b>	

**PROGRAM DESCRIPTION**

This program provides for the operation and maintenance of the 9.9 Acre Draper Park, acquired in 1989.

Expenses represent grounds maintenance, insurance, taxes and supplies.