



# CA Meeting

City Administration Committee

DATE: September 16, 2015  
 TIME: 6:00 pm  
 LOCATION: 3<sup>rd</sup> Floor,  
 City Hall, Council Chambers

## AGENDA ITEMS

Item	Voting Item?	Presenter(s)	Time Allotted
Chair, Deb Mohlenhoff			
1. Call To Order		* Note: We will review the number of cards received at the beginning of each meeting and adjust time if needed.	15 Min*
1.1 Agenda Review	No		
1.2 Review and Approval of Minutes Approval of July and August 2015 Minutes	Yes		
1.3 Statements from the Public	No		
1.4 Statements from Employees	No		
1.5 Council Response	No		
2. City Administration, Human Resources, and Policy			
2.1 HR - Establishment of Standard Workday as Required by New York State Retirement System	Yes	Schelley Michell-Nunn, HR Director	5 Min
2.2 PB&ED – Amendment to Roster	Yes	JoAnn Cornish, Director	5 Min
3. Finance, Budget, and Appropriations			
3.1 Eng - Authorization of Supplemental Agreements for Route 13 Pedestrian Improvements at Third Street & Dey Street	Yes	Tim Logue, Traffic Systems Engineer	10 Min
4. Performance Measures Nothing Submitted	No	Kevin Sutherland, Chief of Staff	
5. Common Council			
5.1 Discussion – Living Wage	No	J.R. Clairborne, Council	10 Min
6. Budget Prep Discussion			30 Min
7. Meeting Wrap-up		All	5 Min
7.1 Announcements	No		
7.2 Next Meeting Date: October 21st			
7.3 Review Agenda Items for Next Meeting	No		
7.4 Adjourn	Yes		

(7:20 p.m.)

**Committee Charge:** The CA committee will:

Review financial and administrative issues pertaining to the City, along with items relating to the City of Ithaca workforce environment, intergovernmental relations and human resources.

If you have a disability that will require special arrangements to be made in order for you to fully participate in the meeting, please contact the City Controller's Office at 607-274-6576 at least 48 hours before the meeting.

## **2. City Administration, Human Resources, and Policy**

### **.1 Human Resources - Establishment of Standard Workday as Required by New York State Retirement System**

WHEREAS, the New York State Retirement System requires that the standard workday be established for all positions in City government for the purpose of determining reportable days worked, and

WHEREAS, a Recreation Program Assistant position has been amended since Common Council last updated the standard workday designations, now, therefore, be it

**RESOLVED**, That Common Council hereby establishes the following standard workday for the sole purpose of determining days worked reportable to the New York State and Local Employees' Retirement System for the position indicated:

Six (6) hour workday; Thirty (30) hour workweek

Recreation Program Assistant 1

## **2. City Administration, Human Resources, and Policy**

### **.2 Department of Planning, Building, Zoning, and Economic Development – Amendment to Roster**

WHEREAS, the Department of Planning, Building, Zoning, and Economic Development has been reconfiguring its support staff to improve the efficiency of its operation, and

WHEREAS, the elimination of the Receptionist position and the addition of a Permit Clerk position were voted on by Common Council on September 2, 2015 and

WHEREAS, as the next step in this reconfiguration, the Civil Service Commission classified a proposed position as Database Specialist at their September 2, 2015 meeting, now, therefore be it

**RESOLVED**, that the Personnel Roster of the Department of Planning, Building, Zoning, and Economic Development shall be amended as follows:

Add: One (1) Database Specialist (40 hours)

and be it further

**RESOLVED**, That the position of Database Specialist shall be assigned to the CSEA Administrative Unit at salary grade 8, and be it further

**RESOLVED**, That for the sole purpose of determining days worked reportable to the New York State and Local Employees' Retirement System, the standard workday for this position shall be established at eight (8) hours per day (forty (40) hours per week).

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**City of Ithaca Civil Service Commission  
108 East Green Street - Ithaca, NY 14850  
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

**Forward one typed copy to this Commission.**

- |   |  |  |
|---|--|--|
| <b>1. Department</b><br>Planning, Building, Zoning, and Economic Development  | <b>Bureau, Division, Unit or Section</b><br>Planning/Building Division | <b>Location of Position</b><br>City Hall |
| <b>2. Description of Duties:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. |  |  |

**Job Title: Property Database Manager**

Percent of WorkTime	Job Duty
35%	Provides technical support and instruction to staff for use of a property management database. Implements newly developed portions of the database: this includes written directions and training for staff of the new procedures. Field questions and resolve issues that occur due to the implementation of the new procedures.
20%	Manages and maintains existing software applications/integration with other programs such as Laserfiche, FileMaker, and Govern. Maintains all the necessary file structures that permit the import and export of necessary data to facilitate the communication between different software packages.
10%	Manages system data for contractor licenses, insurance, and registrations. Maintain and periodically review all portions of the database for data input.
10%	Does database queries and reporting for information request from other departments/public. Prepares and maintains all correspondence and files for the Director and assists Director wherever needed such as summarizing and preparing reports.
5%	Develops, maintains, and updates the Planning web page;
5%	Establishes work flow procedures to facilitate document management and record keeping systems. Maintains archives including personnel files.
5%	Works with other departments to develop inter-departmental procedures for information sharing.
5%	Work may include screening calls, scheduling appointments, receiving calls and callers, responding to requests for information on department programs, policies, and procedures.
5%	Performs receptionist and clerical duties, such as typing, filing, copying, and faxing; answers telephone and gives out routine information; receives, sorts and distributes incoming mail; may collect fees and account for monies received; may prepare and maintain time records and payroll data.

**(Attach additional sheets if more space is needed)**

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Gino Leonardi	Housing and Land Use Supervisor	Direct
JoAnn Cornish	Director of Planning and Development	General

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
Gino Leonardi	Housing and Land Use Supervisor	City Hall

6. What minimum qualifications do you think should be required for this position?

**Education:** High School 4 Years with **7 years experience**  
 College 2 Years, with specialization in Computer Science/Database Management  
 College 4 Years, with specialization in Computer Science/Database Management

**Experience: (list amount and type)**  
 Managing and implementing database(s), performing database queries, summarizing and preparing reports, web page maintenance, ability to enter data accurately at a given speed, strong typing, analytical, and computer skills.

**Essential knowledges, skills and abilities:**  
 Good knowledge of research methods and techniques; working knowledge of basic statistical concepts; strong organizational skills; good problem-solving skills; ability to conduct research and prepare clear, accurate reports of findings; ability to understand complex oral and written directions; ability to deal with tight deadlines and competing requests for time; ability to manage and balance multiple projects and meet deadlines; ability to work in a team based, participatory environment as well as work autonomously; ability to communicate effectively, both orally and in writing; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

**Type of license or certificate required:**

7. The above statements are accurate and complete.

Date: 8/7/15 Title: Director of Planning and Development

Signature: *JoAnn Cornish*

*Classified as Database Specialist  
 competitive class  
 Value used, Exec Secy to CSC  
 9/2/15*

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 09/02/15

## **DATABASE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supporting, developing and maintaining database applications to ensure that databases are operational with complete and accurate data. The Database Specialist serves as a primary resource for staff, providing training and technical support in the effective use of departmental databases. The Database Specialist may also develop and maintain the departmental website. The work is performed under the general supervision of a departmental manager, with leeway allowed for the exercise of independent judgment in the performance of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides technical support and instruction to staff on use of database applications;  
Supports users in accessing and retrieving data; trains staff to utilize features of database programs;  
Designs, customizes and performs database queries; generates reports as requested by City staff or the general public;  
Establishes user accounts and grants user permissions;  
Maintains file structures that permit the import and export of data to facilitate the communication between different software packages;  
Enters, edits and maintains data in the information management system;  
Evaluates datasets for consistency, accuracy and completeness;  
Audits and tests data to ensure data integrity;  
Writes step-by-step instructions and procedures for staff for use of database;  
Establishes work flow procedures to facilitate document management and recordkeeping systems;  
Maintains archives;  
Develops, maintains and updates departmental web page;  
Evaluates long-term database needs; researches and recommends solutions;  
Works collaboratively with other departments to develop interdepartmental procedures for information sharing;  
May perform clerical and receptionist duties as assigned.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the practices and methods used in maintaining databases; good knowledge of computer applications such as word-processing, database, spreadsheet, electronic mail, and electronic document management application software; good knowledge of research methods and techniques; working knowledge of basic statistical concepts; ability to establish effective working relationships with others; ability to effectively communicate technical information in an easily understood manner, both orally and in writing; ability to instruct others in the use of computers and computer software; ability to analyze and solve problems relating to database application software; ability to maintain records and data files; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in Computer Science, Computer Technology, Database Management or a closely related field with similar course curriculum AND two (2) years of full-time paid experience, or its part-time paid equivalent, maintaining and managing an electronic database system; or
- B. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time paid equivalent, maintaining and managing an electronic database system; or
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: A Bachelor's Degree in Computer Science, Information Technology, Database Management or a closely related field with similar course curriculum may be substituted for one (1) year of the experience required in (A).

### **3. Finance, Budget, and Appropriations**

#### **.1 Authorization of Supplemental Agreements for Route 13 Pedestrian Improvements at Third Street & Dey Street**

**A resolution authorizing implementation and funding in the first instance 100% of the federal aid-eligible costs and State “Marchiselli” program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore.**

WHEREAS, a Project for the Route 13 at 3<sup>rd</sup> & Dey, Sidewalk & Ped Improvements, P.I.N. 395035 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds, and

WHEREAS, the City of Ithaca desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Design, Right of Way Incidentals and Acquisition, Construction, and Construction Inspection, and

WHEREAS, on May 2, 2007, Common Council approved the Project, established Capital Project #718 and authorized in the first instance a project cost of \$726,502, with the understanding that the cost to the City would be approximately 20% or \$145,300, and with the intent of applying for Community Development Block Grant funds to cover the local share, and

WHEREAS, the Board of Public Works, acting as the lead agency, declared on July 27, 2011, that the Project would not have a significant negative environmental impact in accordance with the City Environmental Quality Review Ordinance and the New York State Environmental Quality Review Act, and

WHEREAS, on June 18, 2013, the Ithaca-Tompkins County Transportation Council adopted the 2014 – 2018 Transportation Improvement Program (TIP), amending the Project to include an additional \$538,220 of which \$430,576 would be federal funds, and \$107,644 would be non-federal funds, though the City of Ithaca, as sponsor, would have to provide funding in the first instance, and

WHEREAS, funding for this Project was included in the 2013 Action Plan for Community Development Block Grant funds (a reimbursement program) in the amount of \$143,000, and

WHEREAS, on June 10, 2014, the Ithaca Tompkins County Transportation Council modified the Project on the Transportation Improvement Program to include an additional \$60,000, of which \$48,000 would be federal funds, and \$12,000 would be New York State funds, though the City of Ithaca, as sponsor, would have to provide funding in the first instance, and

WHEREAS, as part of the 2014 City Budget, Common Council approved an additional \$110,000 for the Project, as a match for additional federal aid, and

WHEREAS, on July 21, 2015, the Ithaca-Tompkins County Transportation Council amended the TIP to increase funding for the project in a total amount of \$88,764, of which 80% or \$71,011 would be federal funds, and 20% or \$17,753 would be a City share, and



WHEREAS, to date, Common Council has only specifically approved by resolution the May 2007 authorization, but in order to be reimbursed for the federal, CDBG, and state shares of the project, Common Council must authorized funding in the first instance; now, therefore be it

**RESOLVED**, That the Common Council hereby approves the above-subject project; and it is hereby further

**RESOLVED**, That the Common Council hereby authorizes the City of Ithaca to pay in the first instance 100% of the federal and non-federal share of the cost of Design, ROW, Construction, and Construction Inspection work for the Project or portions thereof, and it is further

**RESOLVED**, That Common Council hereby amends Capital Project # 718, Route 13 at 3<sup>rd</sup> & Dey, Sidewalk and Ped Improvements to include the additional Project costs of \$829,984, for a total authorization of \$1,556,486, and it is further

**RESOLVED**, That the sum of \$829,984, which includes the \$110,000 authorized as part of the 2014 Final Budget, is hereby appropriated from the issuance of serial bonds and made available to cover the cost of participation in the above phase of the Project, and it is further

**RESOLVED**, That in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Common Council of the City of Ithaca shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof, and it is further

**RESOLVED**, That the Mayor of the City of Ithaca be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid on behalf of the City of Ithaca with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

**RESOLVED**, That this project be undertaken with the understanding that the final cost of the Project to the City of Ithaca will be roughly 20% of said portion, currently estimated at \$270,700 of the \$1,556,486 authorized for this portion of the project, in monies and in-kind services as managed by the Superintendent of Public Works and monitored by the City Controller, and be it further

**RESOLVED**, That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

**RESOLVED**, This Resolution shall take effect immediately.



## CITY OF ITHACA

108 East Green Street, Suite 202 Ithaca, New York 14850-5690

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OFFICE OF THE CITY ENGINEER

Telephone: 607/274-6530 Fax: 607/274-6587

To: City Administration Committee  
From: Tim Logue, City Transportation Engineer  
Date: September 9, 2015  
Re: Rt 13 Pedestrian Crossings Enhancements

As you may well know, the City sponsored construction of the Rt 13 Pedestrian Crossing Improvements at Third Street and Dey Street this summer. This project is a federal aid project and has a mix of funding sources, including federal Transportation Enhancement Program funds, other federal transportation dollars, Community Development Block Grant funds, and City capital funding. Both federal aid and CDBG funds are reimbursement programs and require the sponsor to spend money in the first instance and seek reimbursement afterwards. In reviewing supplemental agreements with the New York State Department of Transportation for the project, which only recently became available, it has become clear that the City has not authorized in the first instance all the funding that is available to the project (funding that, in large part, we have already spent). This includes CDBG funds and additional federal transportation funding under the National Highway Preservation Program. The attached resolution is provided for your consideration and recommendation to Common Council to authorize and borrow funding in the first instance. The only remaining question is the final cost to finish the railroad crossings. Currently, we are negotiating with Norfolk Southern Railroad for this matter. If you have any questions, you can reach me at 274-6535 or [tlogue@cityofithaca.org](mailto:tlogue@cityofithaca.org).



## **Resolution in Support of the Living Wage in Tompkins County as the Minimum Wage**

Whereas, it is one of our most cherished values that there is dignity in work; and

Whereas, raising incomes is critical to providing economic mobility and opportunity for working families; and

Whereas, the growth in income inequality in recent years has created serious divisions within our society and community; and

Whereas, Tompkins is increasingly becoming two counties with a portion of the population thriving while many more face low wages, growing inequality, erosion of middle-class jobs, housing costs through the roof and the institutionalization of a low-wage service economy; and

Whereas, powerful corporations have effectively held down wages and benefits creating family- and economy-busting jobs rather than jobs with opportunity; and

Whereas, a full-time minimum wage worker in New York earns \$18,200, which is significantly below the current living wage in Tompkins County of \$29,827; and

Whereas, a higher minimum wage would likely increase spending on locally produced goods and services by workers benefiting from such increased wages, which, in turn would likely produce greater demand and help stimulate the local economy; and

Whereas, a higher minimum wage would likely reduce the cost of providing social services in the City of Ithaca and Tompkins County; and

Whereas, our community has a proud tradition of advocating for worker rights and promoting economic justice; and

Whereas, we as a community and we as a country can no longer accept wages that leave some without hope of rising up and unable to support themselves or their families; and

Whereas, while raising the minimum wage locally may be considered too complicated for some, what's really complicated is trying to live on \$8.75/hour; now therefore be it

**RESOLVED**, That the City of Ithaca calls on the Tompkins County Legislature to pass a local minimum wage law establishing the Tompkins County Living Wage (\$14.34/hour) as the minimum wage, and indexing it to the New York State median wage; and be it further

**RESOLVED**, That the City of Ithaca support the County further passing a home-rule request seeking the authority to implement such a local minimum wage; and be it further

**RESOLVED**, That the City calls on the State Legislature to promptly pass said home-rule request.



## 2016 Budget Schedule

Thursday, October 1 <sup>st</sup> 6:00 p.m.	Mayor – Presentation of 2016 Budget Council Q&A
Monday, October 5 <sup>th</sup> 7:00 p.m.	Review of Process Finance Department Human Resources Department Capital Budget Pilot Agreements
Tuesday, October 13 <sup>th</sup> 7:00 p.m.	Public Hearing Youth Bureau Attorney's Office GIAC
Wednesday, October 21 <sup>st</sup> 6:00 p.m.	City Administration Committee Meeting Public Information and Technology Police Department Fire Department Planning, Building and Economic Development
Thursday, October 22 <sup>nd</sup> 7:00 p.m.	Public Hearing Department of Public Works Water and Sewer, Joint Activity, Streets and Facilities, Solid Waste, Parking Division
Tuesday, October 27 <sup>th</sup> 7:00 p.m.	Meeting date/time only if needed
Wednesday, October 28 <sup>th</sup> 7:00 p.m.	Meeting date/time only if needed
Wednesday, November 4 <sup>th</sup> 6:00 p.m.	Public Hearing Special Council Meeting Additional budget discussion, if needed

dr 9/10/15

The background of the slide features a light blue banner with the word "ITHACA" in large, white, serif capital letters. To the right of the banner is a circular seal of the City of Ithaca, which includes a building illustration and the text "CITY OF ITHACA" around the perimeter.

# 2016 Sr. Staff Budget Presentation

Tuesday September 1<sup>st</sup>, 2015

9:00 – 11:00am

City Hall

Council Chambers

# Mission

We strive to make Ithaca a  
Model Community:

a great place to create, dream,  
live, learn, work and play



# Vision

We deliver high quality services  
to preserve & enhance  
the well-being of our community



# Values

## For those we employ and those we serve

### I. People

We believe that:

- People are our greatest asset;
- Each person should be respected, developed, supported, and valued;
- Diversity should be celebrated through inclusion

### II. Relationships

We believe in:

- Teamwork;
- Interdependent collaboration;
- Responsiveness;
- Sharing knowledge and expertise

### III. Excellent Results

We believe in:

- Continuous improvement;
- Streamlined processes;
- Creativity;
- Quality service;
- Celebrating success



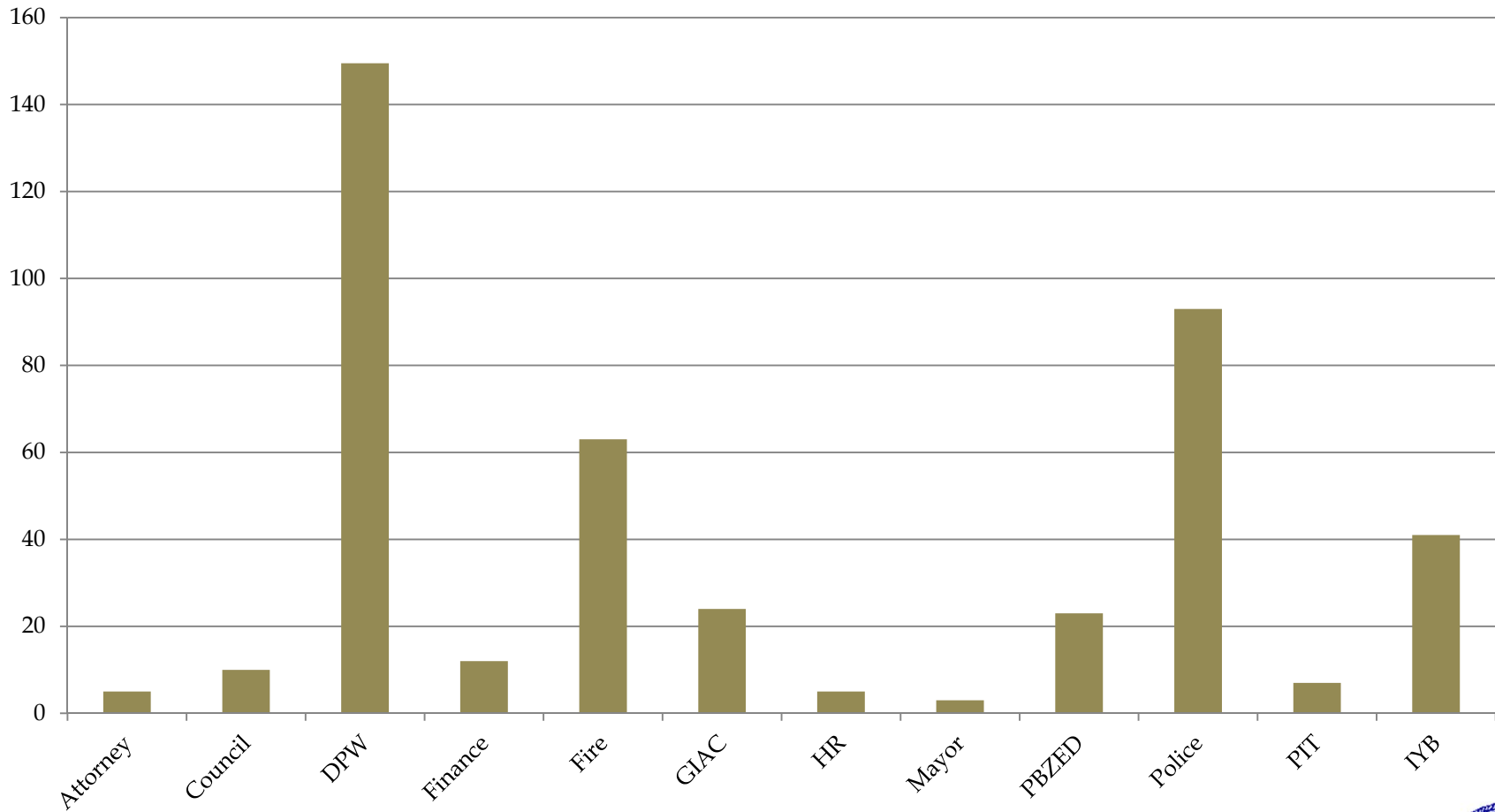


# City Departments

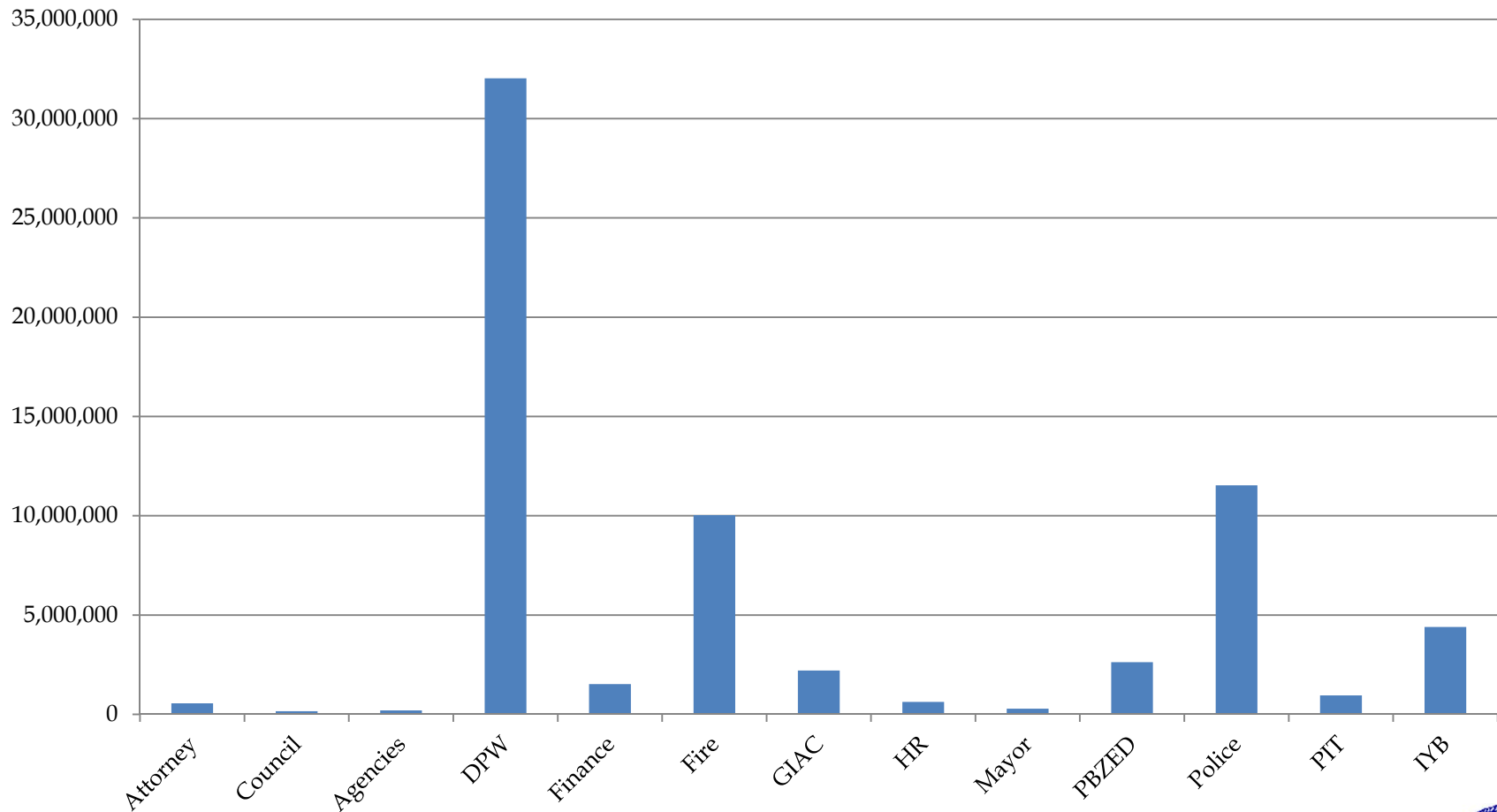
- Attorney's Office
- Department of Public Works
- Finance Department
- Fire Department
- Greater Ithaca Activities Center
- Human Resources
- Mayor's Office
- Planning, Building, Zoning, and Economic Development
- Police Department
- Public Information and Technology
- Youth Bureau



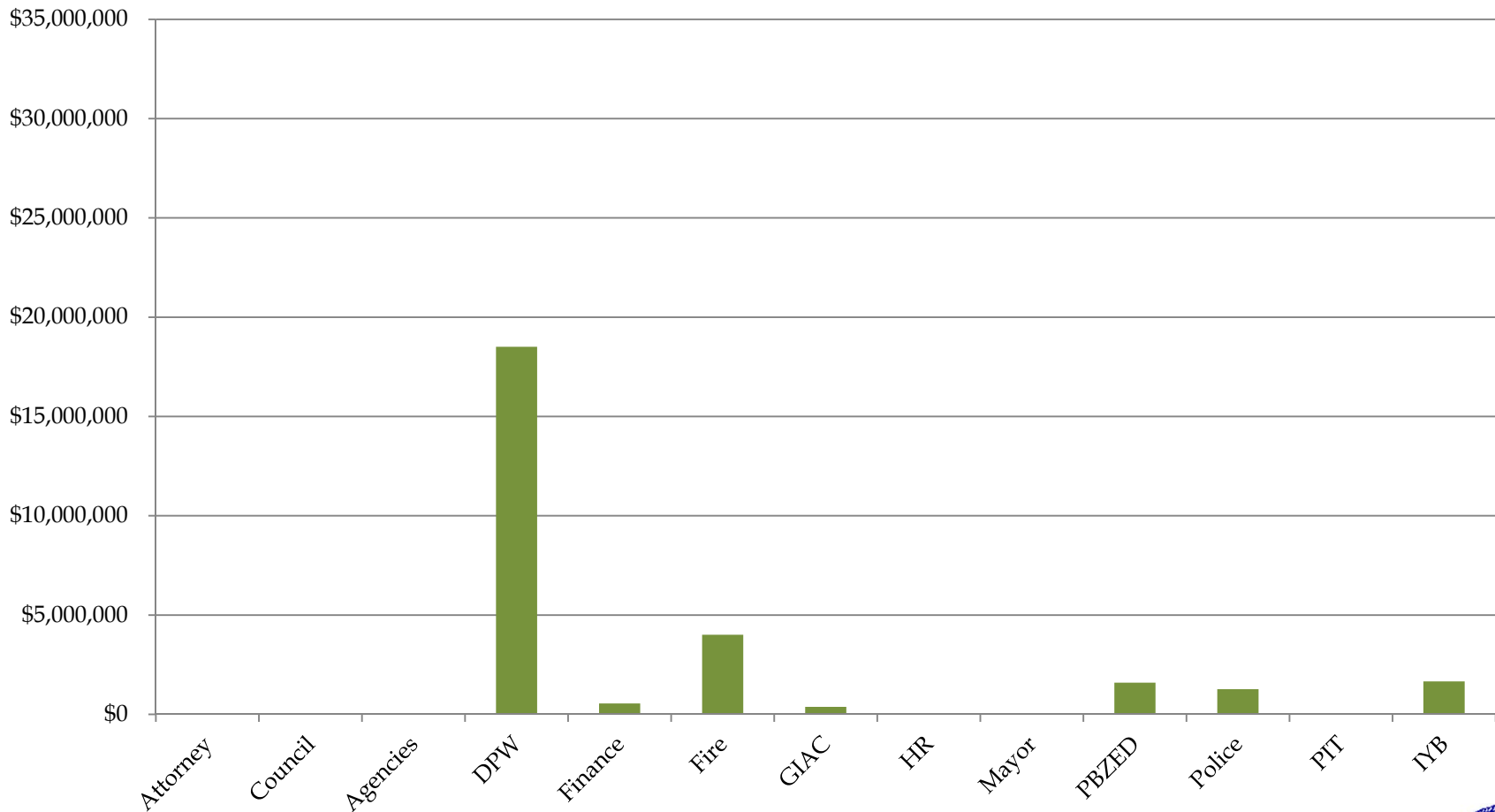
# Funded FTEs by Department (2015)



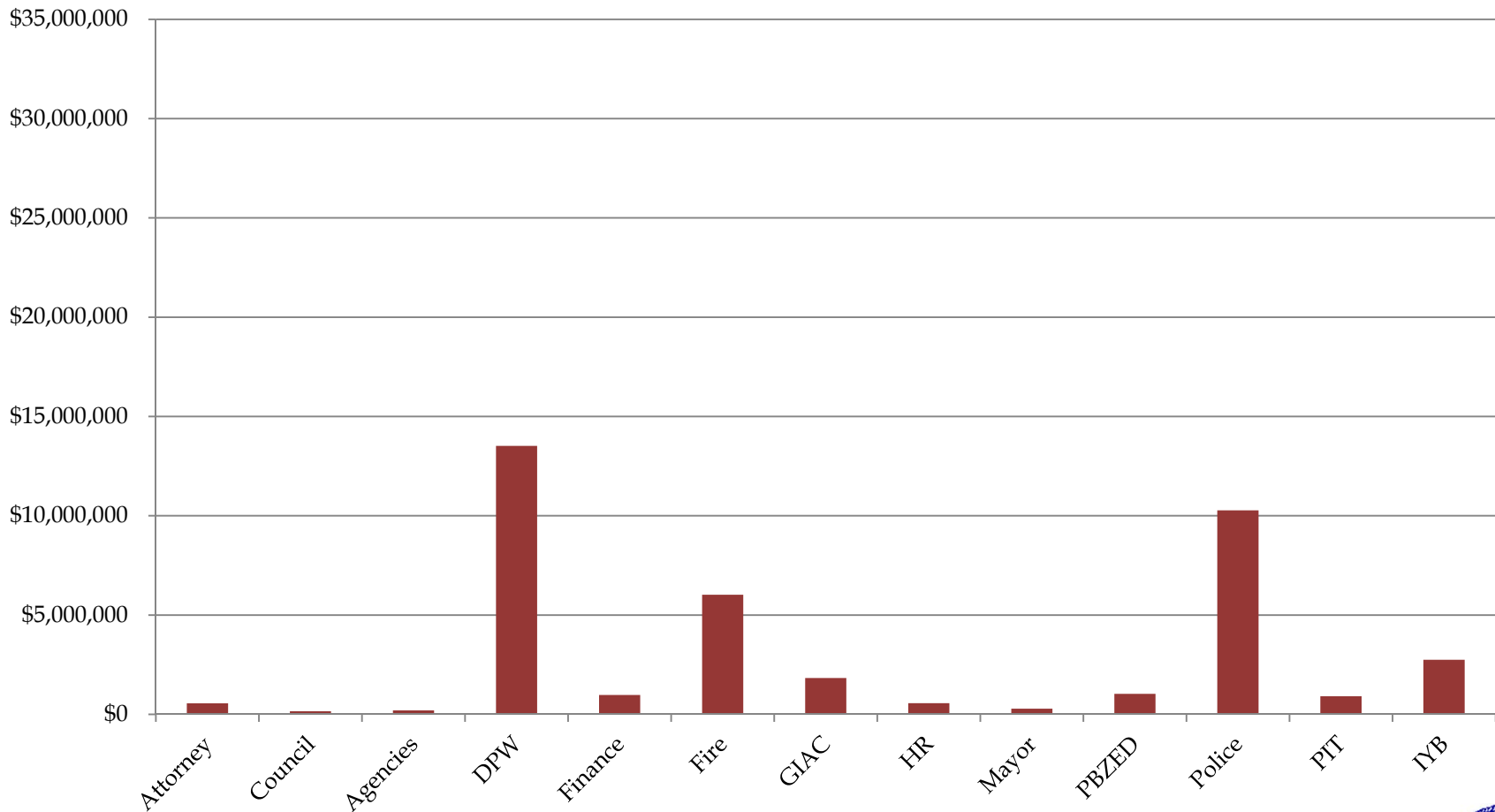
# Expenditure Budget by Department (2015)



# Revenue Budget by Department (2015)



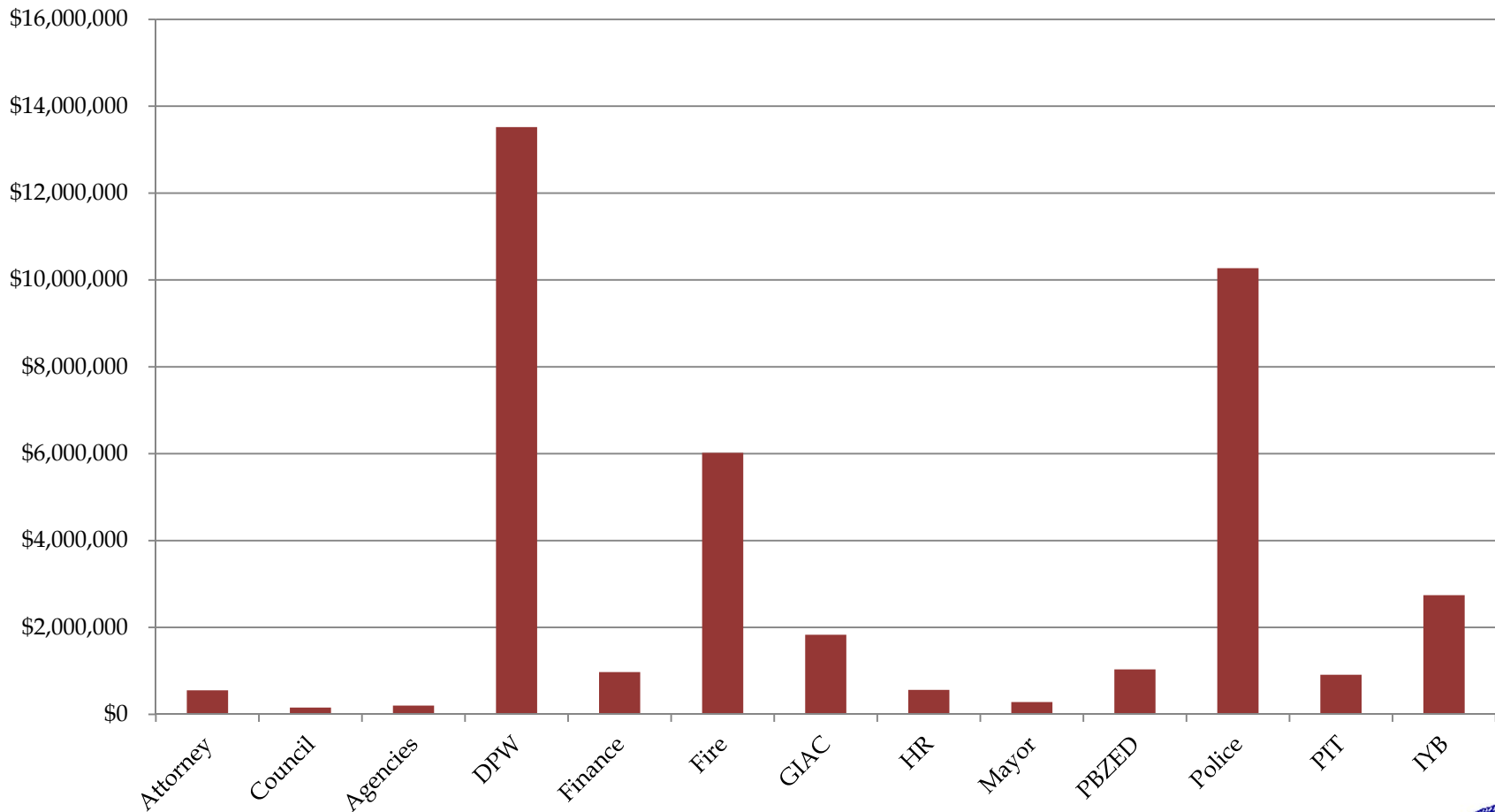
# Local\* Budget by Department (2015)



\*Budget Supported with Unallocated Revenues in the General Fund such as Sales Tax, Property Tax, etc.



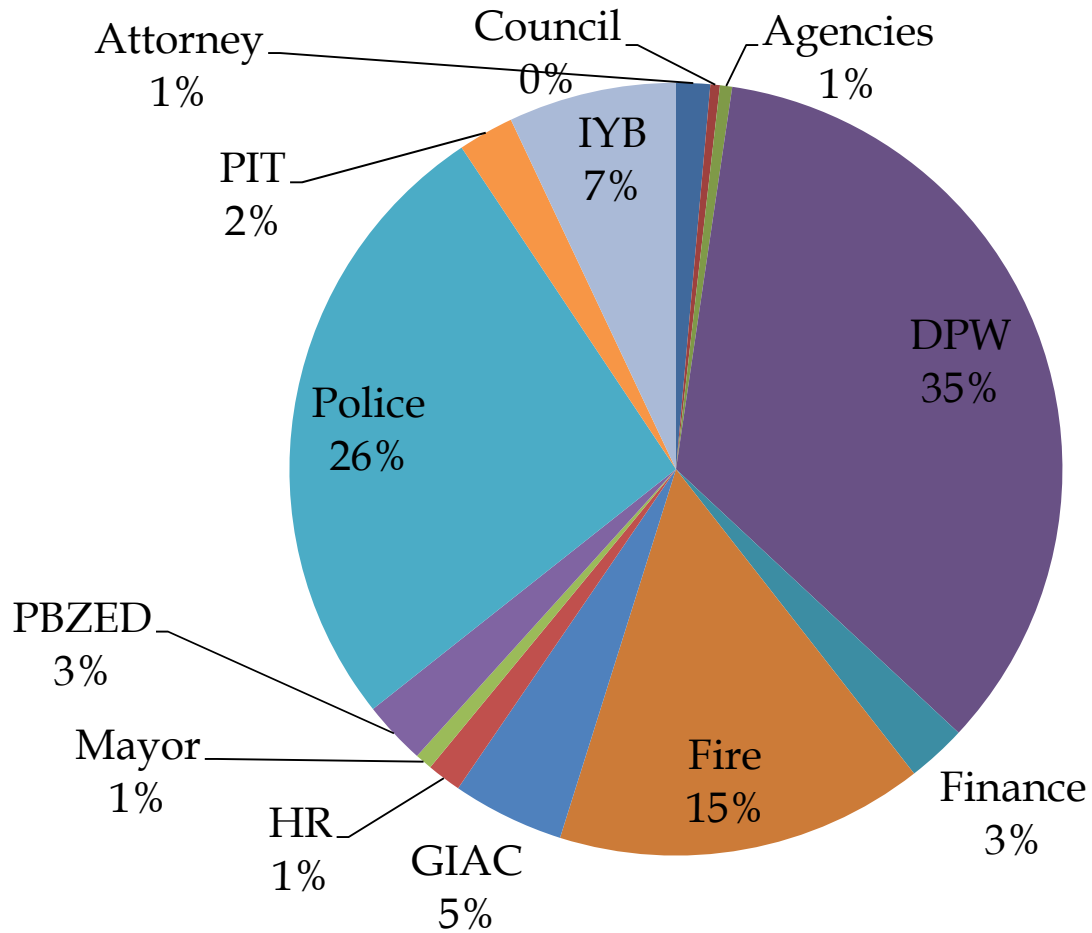
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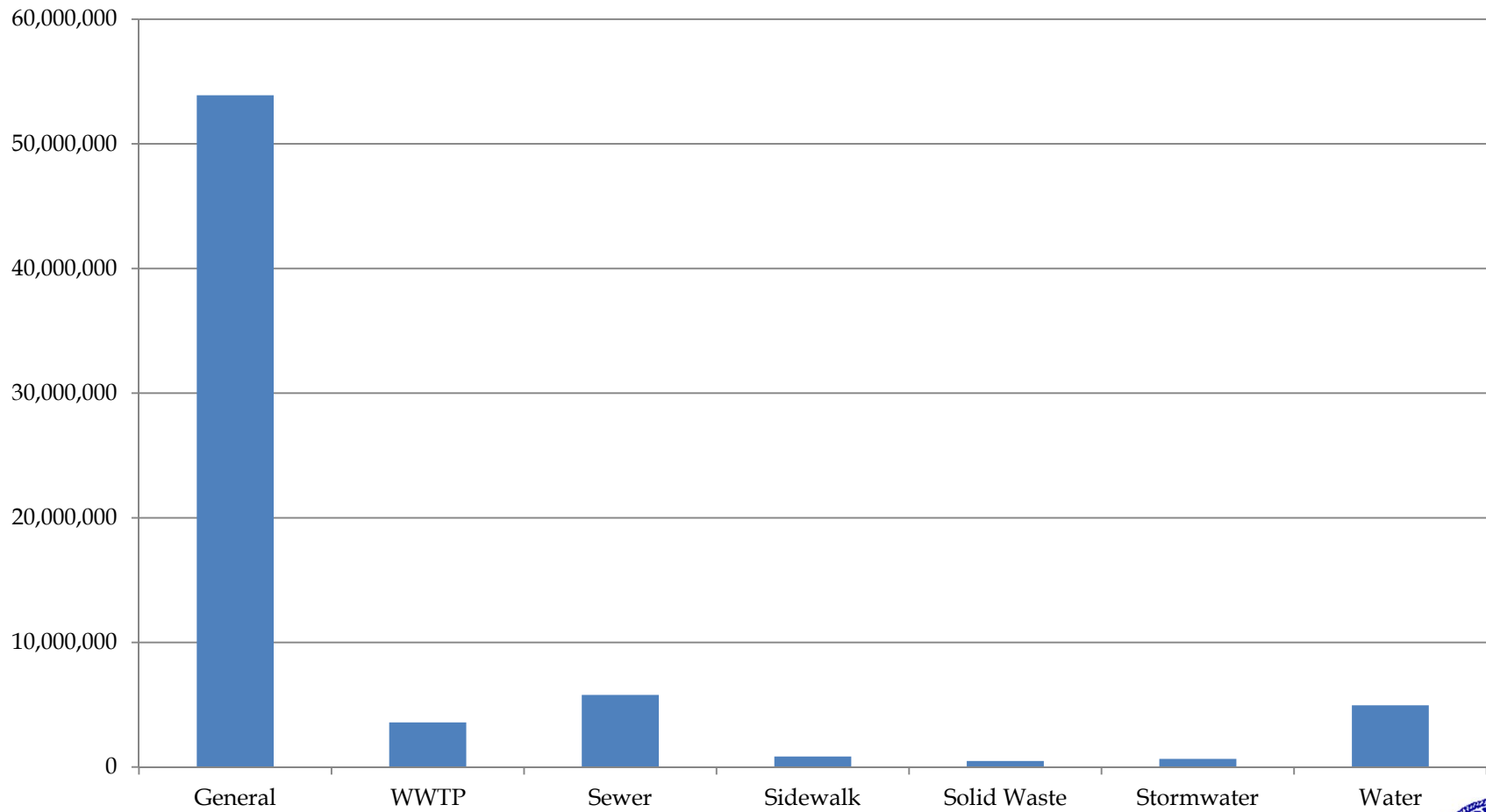
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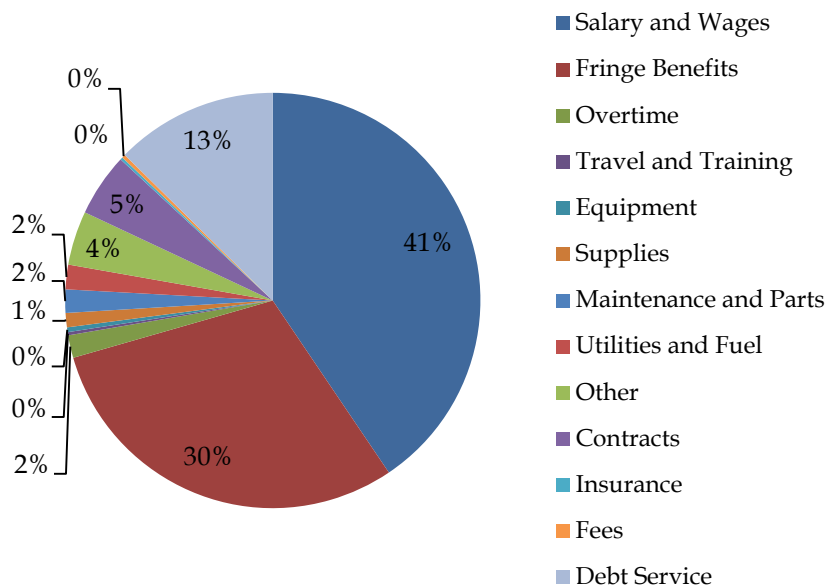
# Expenditures by Fund (2015 Budget)



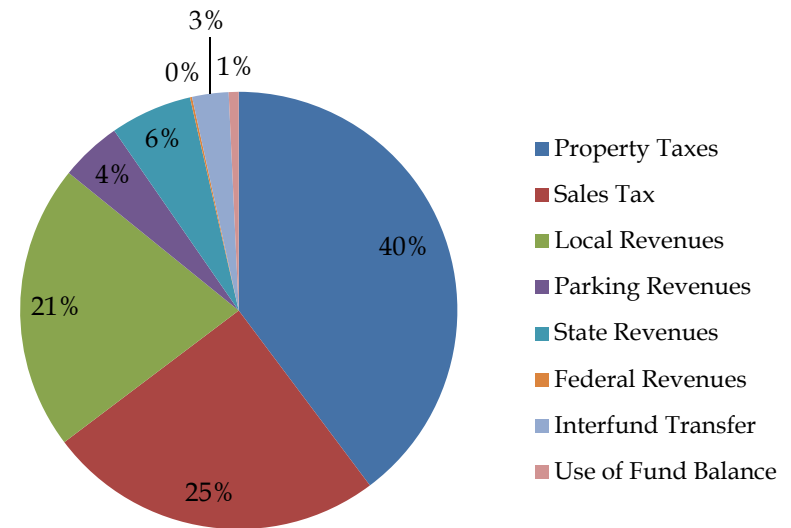


# General Fund (2015 Budget)

## Expenditures



## Revenues



# **MAJOR BUDGET DRIVERS**

# Budget Assumptions

- No inflationary impact on non-personnel related spending
- Finance predicts Sales Tax will grow at a modest 1.5% rate
- Capital Expenses will be greater than prior year
- Pensions – ERS state average at 18.2% and PFRS state average at 24.7%
- Health Insurance increases by 4%
- No reliance on Fund Balance for ongoing operating expenses
- 0% budget from year to year requires the department to absorb the impact of the management comp plan



# Capital Budget (Debt)



# Capital Budget (Debt)

2015	\$6.81 million
2016	<u>\$6.97 million</u>
<b>Impact</b>	<b>\$0.16 million</b>



# Operating Budget

(General Fund)



# Wages

2015	\$26.78 million
2016	<u>\$27.32 million</u>
<b>Impact</b>	<b>\$ 0.54 million</b>



# Health Insurance

2015	\$10.26 million
2016	<u>\$10.67 million</u>
<b>Impact</b>	<b>\$ 0.41 million</b>





# Pensions

2015	\$5.28 million
2016	<u>\$4.84 million</u>
<b>Impact</b>	<b>(\$0.43 million)</b>



# All Other Fringes

2015	\$3.56 million
2016	<u>\$3.60 million</u>
<b>Impact</b>	<b>\$0.04 million</b>



# Permits and Fees

2015	\$0.78 million
2016	<u>\$0.50 million</u>
<b>Impact</b>	<b>\$0.28 million</b>



# Sale of Property

2015	\$0.54 million
2016	<u>\$0.54 million</u>
<b>Impact</b>	<b>\$0.00 million</b>



# Sales Tax

2015	\$13.43 million
2016	<u>\$13.63 million</u>
<b>Impact</b>	<b>(\$ 0.20 million)</b>



# Use of Reserves

2015	\$0.39 million
2016	<u>\$0.00 million</u>
<b>Impact</b>	<b>\$0.39 million</b>



# Summary of Budget Drivers

Item	Impact
Capital Budget	\$0.16 mil
Wages	\$0.54 mil
Health Insurance	\$0.41 mil
All Other Fringes	\$0.04 mil
Permits and Fees	\$0.28 mil
Sale of Property	\$0.00 mil
Use of Reserves	<u>\$0.39 mil</u>
<b>TOTAL</b>	<b>\$1.82 mil</b>

Item	Impact
Pensions	-\$0.43 mil
Insurance	-\$0.40 mil
Sales Tax	<u>-\$0.20 mil</u>
<b>TOTAL</b>	<b>-\$1.13 mil</b>

Projected Gap: \$.78 million



# Projected Gap

2015 General Fund Expenditures	\$53,898,749
2015 Property tax levy	\$21,402,237
Projected 2016 Budget Gap	\$ 781,826

## TO CLOSE THE GAP

Property tax increase of 3.65%  
or  
General Fund Reduction of 1.45%





# **BUDGET PROCESS**

# Finishing up Budget Meetings

Two remaining:

Wednesday – PIT

Thursday – IPD



# Finalizing budget numbers

- Next week
  - verify that we can fit all 0% department budgets into the budget.
- Following week
  - determine which Requests Above the Mayors budget may be included.
  - Provide departments with revised version of the RAMB form that shows your request and the Mayors recommendation.
  - Revised versions of the narrative for council



# Goal

- Utilizing the Requests Above the Mayor's Budget, departments will know what is included and what is not included before the Mayor presents to Council in October.
- Focus of the discussion with Council during the meetings will be on the Requests Above the Mayor's budget that were not included.



# Timeline

- Budget Presentation by the Mayor
  - Thursday, October 1<sup>st</sup>, 6pm.
- Budget meetings
  - Monday, October 5<sup>th</sup>, 7pm
  - Tuesday, October 13<sup>th</sup> at 7pm
  - Wednesday, October 21<sup>st</sup>, 6pm (also a CA meeting time - if there is regular business, that will be done first)
  - Thursday, October 22<sup>nd</sup>, 7pm
  - Tuesday, October 27<sup>th</sup>, 7pm
  - Wednesday, October 28<sup>th</sup>, 7pm



# Timeline

- Monday, October 5<sup>th</sup>, 7pm
  - Budget process overview
  - Finance Department (3)
  - Human Resources (4)
  - Capital Budget
  - Pilot Agreements
- Tuesday, October 13<sup>th</sup> at 7pm
  - Youth Bureau (0)
  - Attorney's Office (2)
  - Greater Ithaca Activities Center (2)

In Parenthesis are the total number of Requests Above the Mayor's Budget submitted



# Timeline

- Wednesday, October 21<sup>st</sup>, 6pm (CA first)
  - Public Information and Technology (0)
  - Police Department (0)
  - Fire Department (1)
  - Planning Department (12)
- Thursday, October 22<sup>nd</sup>, 7pm
  - Department of Public Works – W+S (12)
  - Department of Public Works (17)

In Parenthesis are the total number of Requests Above the Mayor's Budget submitted



# Timeline

- Voting meetings:
  - during the former meetings or via email, council will request to add/edit/delete the Requests Above the Mayor's Budget.
  - Departments will be informed of these potential changes and they will be reviewed in the order in which they were received. If there are multiple requests for a department, they will be discussed with the first one from the department.
- Please keep these dates/times open:
  - Tuesday, October 27<sup>th</sup>, 7pm
  - Wednesday, October 28<sup>th</sup>, 7pm





# Questions?

