TOWN OF PLATTSBURGH

2025 PRELIMINARY BUDGET SUMMARY

October 24, 2024

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TOWN OF PLATTSBURGH

2025 PREMLIMINARY

BUDGET

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Town of Plattsburgh 2025 Preliminary Budget

Budget Process

The following step-by-step list outlines the budget adoption process from the initial stages through to its final adoption. Please note that there are some steps that the law requires be accomplished by a certain date — these statutory deadlines are listed below in bold.

<u>Appointment of Budget Officer:</u> The very first step in preparing a Town Budget is the Town Supervisor's decision to designate a Budget Officer. The Supervisor has appointed Patrick Bowen as the Budget Officer.

<u>Development and Submission of Estimates:</u> The Budget Officer works with the various Department Heads of the Town to develop reasonable estimates of the revenues and expenditures for the coming fiscal year. Budget estimates are submitted to the Budget Officer by September 20. The Budget Officer develops the tentative budget and files it with the Town Clerk by September 30. The tentative budget represents the initial working copy for the Town Board.

<u>Presentation and Review of the Tentative Budget:</u> The Town Clerk presents the tentative budget to the Town Board at a regular or special Town Board meeting which is held on or before October 5. The Town Board accepts the tentative budget and establishes the dates for budget workshops. The tentative budget represents the initial working copy for the Town Board and is subject to many revisions. At the budget workshop on October 19, the Town Board will meet with Department Heads to review and make any changes to the tentative budget that it deems necessary, consistent with law. The tentative budget will be available on the Town's website shortly after presented to the Town Clerk.

Adoption of the Preliminary Budget: Once the Town Board has concluded its review of the tentative budget, it needs to approve the tentative budget and any changes made thereto by resolution. The tentative budget so adopted by the Town Board then becomes the preliminary budget. The preliminary budget is filed with the Town Clerk, and the Town Clerk makes as many copies of the preliminary budget available for public distribution as the Town Board directs. Additionally, the preliminary budget will be available on the Town's website shortly after presented to the Town Clerk.

Public Hearing on the Preliminary Budget: The public hearing on the preliminary budget must be held no later than the Thursday following Election Day — for 2024, this will be November 7. Notice of the public hearing will be published in the Town's official newspaper, posted on the Town's website and the Town Clerk's bulletin board. The notice will state the time; place and purpose of the hearing and that copy of the preliminary budget are available for public inspection by anyone interested. The notice will also state the proposed salary of each member of the Town Board (including the supervisor), the elected Town Clerk and the elected Highway Superintendent. At least five days must elapse between the first publication of the notice and the date specified for the hearing.

<u>Modification of the Preliminary Budget:</u> After the public hearing has been closed, the Town Board may make any further changes that it deems necessary, consistent with law.

Adoption of Final Budget: After the Town Board has completed its review of the preliminary budget, made any changes it required and adopted the tax cap override (if necessary), the preliminary budget should be adopted as the final budget by Town Board resolution. The final budget must be adopted no later than November 20 and entered in full in the minutes of the Town Board. The final budget will be available on the Town's website shortly after adoption by the Town Board.

<u>Receipt of Fire District Budgets:</u> The boards of fire commissioners must file their estimates with the budget officer by September 20. The estimates must be in the same format as the town budget. The budget officer must affix the fire district budget to the town tentative budget. No changes may be made in the fire district budget by either the budget officer or the town board.

School District Budgets: School districts are responsible for the development of their own budget. The board of education is required to approve the budget before their budget is presented to the voters. Final authorization of each district's budget rests with the voters of that district. Towns do not participate in the school district budget process.

TOWN OF PLATTSBURGH 2025 PRELIMINARY BUDGET APPROPRIATIONS COMPARISON

FUND	2023	2024	2025	Increase (Decrease)	Percentage of Inc./(Dec.)
GENERAL	4,897,101	4,991,705	\$ 7,427,369	2,435,664	48.79%
AMBULANCE DISTRICT	509,464	534,938	561,684	26,746	5.00%
HIGHWAY	2,870,702	3,311,700	3,418,300	106,600	3.22%
BASE STORM WATER DISTRICT	49,635	220,000	100,000	(120,000)	-54.55%
LIGHTING DISTRICT	211,673	234,513	268,720	34,207	14.59%
SEWER DISTRICT	2,193,602	2,240,879	2,525,064	284,185	12.68%
WATER DISTRICTS	2,839,549	2,947,139	3,044,899	97,760	3.32%
WATER & SEWER ADMIN	2,075,300	2,291,200	2,251,400	(39,800)	-1.7 4 %
FIRE DISTRICTS	2,293,633	2,415,681	2,853,926	438,245	18.14%
TOTAL TOWN TOTAL FIRE DISTRICTS	\$15,647,026 \$2,293,633	\$16,772,074 \$2,415,681	\$19,597,436 \$2,853,926	\$2,825,362 \$438,245	16.85% 18.14%
TOTAL TOWN & FIRE DISTRICTS	\$17,940,659	\$19,187,755	\$22,451,362	\$3,263,607	17.01%

TOWN OF PLATTSBURGH 2025 PRELIMINARY BUDGET GENERAL FUND

ESTIMATED APPROPRIATIONS	_	2023		2024		2025
Town Board, Councilpersons	\$	67,950	\$	68,860	\$ 6	89,400
Justice of the Peace	\$	438,658	\$	501,673	\$;	550,795
Supervisor	\$	116,925	\$	139,070	\$;	146,110
Independent Auditing	\$	30,325	\$	35,200	\$;	35,200
Receiver of Taxes & Assessments	\$	90,933	\$	100,518	\$	103,283
Assessor	\$	293,686	\$	293,236	\$	330,936
Town Clerk	\$	75,685	\$	79,388	\$	81,795
Town Attorney	\$	96,090	\$	98,600	\$	99,950
General Office Administration	\$	344,132	\$	438,741	\$	548,490
Election	\$	49,000	\$	58,000	\$	42,000
Central Services	\$	121,850	\$	137,750	\$	141,850
Building and Grounds	\$1	1,161,875	\$1	1,190,003	\$	1,652,885
Insurance	\$	69,500	\$	76,500	\$	83,000
Municipal Association Dues	\$	1,650	\$	1,650	\$	1,650
Contingent Account	\$	40,000	\$	40,000	\$	40,000
Traffic Control	\$	8,000	\$	8,000	\$	8,500
Dog Control	\$	21,950	\$	23,700	\$	24,500
Registrar of Vital Statistics	\$	704	\$	717	\$	722
Highway Administration	\$	161,447	\$	164,240	\$	152,790
Community Action Program JCEO	\$	22,000	\$	22,200	\$	22,600

2024 ADOPTED GENERAL FUND BUDGET (CONTINUED)

ESTIMATED APPROPRIATIONS	2023	2024	2025
Programs for the Aged	\$ 24,363	\$ 25,293	\$ 26,903
Recreation Program	\$ 208,922	\$ 248,122	\$ 234,000
Town Historian	\$ 3,113	\$ 3,120	\$ 2,765
Community Service/Relations	\$ 2,750	\$ 2,750	\$ 3,500
Zoning	\$ 448,881	\$ 496,190	\$ 678,975
Planning	\$ 652,712	\$ 669,184	\$ 570,570
Research	\$ 60,000	\$ 60,000	\$ 60,000
Cemetery Expenditure	\$ 9,000	\$ 9,000	\$ 14,200
Budgetary Provision for Other Uses Playground Equipment	\$ 75,000	\$ -	\$ -
Transfer to Capital Projects	\$ 200,000		\$ 1,680,000
TOTAL ESTIMATED APPROPRIATIONS:	\$4,897,101	\$4,991,705	\$ 7,427,369

2025 PRELIMINARY GENERAL FUND BUDGET (CONTINUED)

ESTIMATED REVENUES	_	2023		2024		2025
LOCAL SOURCES: Fees in Lieu of Taxes	\$	21,000	\$	21,000	\$	31,500
Interest & Penalties Real Property/School Taxes	\$	17,000	\$	18,000	\$	21,000
Tax On Adult Use Cannabis	\$	-	\$	-	\$	60,000
County, Sales Tax Distribution	\$	2,624,107	\$	2,898,797	\$	3,086,201
Franchises	\$	200,000	\$	200,000	\$	185,000
Town Clerk Fees	\$	4,500	\$	6,000	\$	6,000
Fire Inspection	\$	-	\$	200	\$	200
Charges-Program for the Aging	\$	10,000	\$	-	\$	-
Recreation Fees/building Rental	\$	27,000	\$	30,000	\$	30,000
Hometown Heroes Fees	\$	4,500	\$	5,000	\$	4,500
Zoning Fees, Board of Appeals	\$	5,000	\$	5,000	\$	5,000
Planning Board Fees	\$	18,000	\$	24,000	\$	25,000
Charges for Cemetery Services	\$	8,000	\$	8,500	\$	10,000
Tax Receiver Service - School Districts	\$	2,400	\$	2,400	\$	2,400
County, Youth Programs	\$	1,500	\$	1,500	\$	5,000
Schuyler Falls Rec. Fees	\$	2,500	\$	2,500	\$	300
Interest and Earnings	\$	7,500	\$	125,000	\$	200,000
Building Rental - WS Dept.	\$	7,000	\$	10,000	\$	10,000
Land Rent	\$	8,960	\$	9,100	\$	9,200
Business & Occupational Licenses	\$	4,000	\$	4,000	\$	4,000
Games of Chance	\$	50	\$	50	\$	-
Bingo Licenses	\$	400	\$	100	\$	-
Dog Licenses, Town	\$	9,000	\$	9,000	\$	9,000
Building and Alteration Permits	\$	125,881	\$	250,000	\$	125,000
Street Opening Permits	\$	500	\$	600	\$	600
Justice Fines/Fees	\$	275,000	\$	275,000	\$	200,000
Miscellaneous	\$	80,000	\$	170,000	\$	130,000
Interfund Revenue TOTAL ESTIMATED REVENUES FROM LOCAL SOURCES	\$ 3	15,000 3,478,798	\$ \$	15,000 4,090,747	\$ \$	20,000 4,179,901

2025 PRELIMINARY GENERAL FUND BUDGET (CONTINUED)

07.475 415	2023	2024	2025
STATE AID:			
Aid & Incentive for Municipalities	\$ 92,803	\$ 92,803	\$ 92,803
Mortgage Tax	\$ 200,000	\$ 200,000	\$ 150,000
DASNY Grant #15829	\$ 200,000	\$ -	\$ -
Youth Programs TOTAL ESTIMATED REVENUES FROM STATE SOURCES	\$ 3,000 \$ 495,803	\$ 5,000 \$ 297,803	\$ 5,000 \$ 247,803
FEDERAL AID:			
	_\$	\$ -	\$ -
TOTAL ESTIMATED REVENUES FROM FEDERAL SOURCES	\$ -	\$ -	\$ -
TOTAL ESTIMATED GENERAL REVENUES:	\$3,974,601	\$ 4,388,550	\$ 4,427,704
GENERAL FUND SUMMARY	2023	2024	2025
Estimated Appropriations	\$4 ,897,101	\$ 4,991,705	\$ 7,427,369
Less: Estimated Revenues	\$3,974,601	\$ 4,388,550	\$ 4,427,704
Less: Appropriated Fund Balance	\$ 922,500	\$ 603,155	\$ 2,999,665
Amount to be Raised by Taxes:	\$ -	\$ -	\$ -

TOWN OF PLATTSBURGH 2025 PRELIMINARY BUDGET HIGHWAY FUND

Estimated Appropriations		2023		2024		2025
Repairs	\$	337,100	\$	347,600	\$	404,300
Improvements	\$	611,550	\$	642,500	\$	869,400
Machinery	\$	534,200	\$	852,000	\$	723,400
Town Snow	\$	712,500	\$	747,100	\$	694,000
Other Snow (County)	\$	84,000	\$	91,500	\$	87,500
Employee Benefits	\$_\$_	591,352	\$\$_	631,000	_\$	639,700
TOTAL ESTIMATED						
APPROPRIATIONS:	\$	2,870,702	\$	3,311,700		3,418,300
Estimated Revenues						
Local Sources:						
Real Property Taxes	\$	1,000,000	\$	1,002,989	\$	1,002,335
Fees In Lieu of Taxes	\$	14,000	\$	12,000	\$	14,000
Sales Tax	\$	1,124,000	\$	1,242,341	\$	1,341,000
County Snow	\$	82,500	\$	84,600	\$	84,600
Interest and Earnings	\$	2,000	\$	30,000	\$	60,000
Sale of Equipment	\$	#:	\$	20,011	\$	20,465
TOTAL ESTIMATED REVENUE						
FROM LOCAL SOURCES:	\$	2,222,500	\$	2,391,941	\$	2,522,400
State Sources:						
CHIPS	_\$_	200,000	_\$_	225,000	_\$	375,000
TOTAL ESTIMATED REVENUE						
FROM STATE SOURCES:	\$	200,000	\$	225,000	\$	375,000
TOTAL ESTIMATED REVENUE:	_\$_	2,422,500	_\$_	2,616,941	_\$	2,897,400
Estimated Appropriated						
Fund Balance	\$	448,202	\$	694,759	\$	520,900
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TOWN OF PLATTSBURGH 2025 PRELIMINARY BUDGET

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	2023	2024	2025		Less	Less		Amount
	Estimated	Estimated	Estimated		Estimated	Appropriate	d	Raised
<u>District</u>	Appropriations	Appropriations	Appropriations		Revenues	Funds		by Taxes
Consolidated Ambulance	509,464	534,938	561,684		19,250		-	542,434
TOTAL	\$ 509,464	\$ 534,938	\$ 561,684	\$	19,250	\$	- \$	542,434

BASE STORM WATER DISTRICT

		2023 2024 Estimated Estimat		2024		2025		Less		Less		Amount
	Es			imated	l Estimated			Estimated		propriated	i	Raised
District	Appr	opriations	Appro	priations	Appr	opriations		Revenues		Funds		by Taxes
Base Storm Water		49,635		220,000		100,000		5,000				95,000
TOTAL	\$	49,635	\$	220,000	\$	100,000	\$	5,000	\$			\$ 95,000

LIGHTING DISTRICT

	2023 Estimated		2024 2025 Estimated Estimated					Less	Λ	Less	Amount		
<u>District</u>		opriations		oriations		opriations		Estimated Revenues	Αþ	propriate Funds	ea		Raised / Taxes
Consolidated Lighting		211,673		234,513		268,720		7,000			_	•	261,720
TOTAL	\$	211,673	\$	234,513	\$	268,720	\$	7,000	\$		-	\$	261,720

SEWER DISTRICT

<u>District</u>	-	2023 Estimated propriations	2024 Estimated propriations	2025 Estimated propriations	Less Estimated Revenues	Ap	Less propriated Funds	Amount Raised by Taxes
Consolidated Sewer	\$	2,193,602	\$2,240,879	\$2,525,064	1,961,220	\$	-	\$ 563,844
TOTAL	\$	2,193,602	\$ 2,240,879	\$ 2,525,064	\$ 1,961,220	\$	-	\$ 563,844

WATER DISTRICT

Estimated Esti		2024		stimated Estimated		Less		Less			Α	mount
		Estimated				Estimated	Appropriated			Raised		
		Appropriations					Revenues		Funds		by Taxes	
	2,839,549		\$2,947,139		\$3,044,899		2,243,950			_		800,949
\$	2,839,549	\$	2,947,139	\$	3,044,899	\$	2,243,950	\$		-	\$	800,949
	Es: Appro	Estimated	Estimated Appropriations Ap 2,839,549	Estimated Appropriations 2,839,549 \$2,947,139	Estimated Estimated Appropriations Appropriations 2,839,549 \$2,947,139	Estimated Appropriations Appropriations 2,839,549 \$2,947,139 \$3,044,899	Estimated Estimated Appropriations Appropriations 2,839,549 \$2,947,139 \$3,044,899	Estimated Estimated Estimated Appropriations Appropriations Appropriations 2,839,549 \$2,947,139 \$3,044,899 2,243,950	Estimated Estimated Estimated Appropriations Appropriations Appropriations Appropriations 2,839,549 \$2,947,139 \$3,044,899 2,243,950	Estimated Estimated Estimated Appropriations Appropriations Revenues Funds 2,839,549 \$2,947,139 \$3,044,899 2,243,950	Estimated Appropriations Appropriations Appropriations Estimated Revenues Funds 2,839,549 \$2,947,139 \$3,044,899 2,243,950 -	Estimated Estimated Estimated Appropriated Funds by 2,839,549 \$2,947,139 \$3,044,899 2,243,950 -

TOWN OF PLATTSBURGH 2025 PRELIMINARY BUDGET WATER AND SEWER DEPARTMENT

ESTIMATED APPROPRIATIONS	2023	2024	2025
SALARIES/WAGES EQUIP/CAPITAL OUTLAY MATERIALS, ETC. INTERFUND TRANSFER EMPLOYEE BENEFITS	\$ 999,800 \$ 250,000 \$ 274,500 \$ 15,000 \$ 536,000	\$1,146,000 \$ 250,000 \$ 308,600 \$ 15,000 \$ 571,600	\$ 1,153,000 \$ 200,000 \$ 320,100 \$ 16,000 \$ 562,300
TOTAL ESTIMATED APPROPRIATIONS:	\$2,075,300	\$2,291,200	\$ 2,251,400
Estimated Revenues Local Sources: Conn/Insp Fees Other Gov't, O & M Contracts Interest/Earnings Interfund Transfers TOTAL ESTIMATED REVENUE FROM LOCAL SOURCES:	\$ 51,400 \$ 241,672 \$ 2,000 \$1,780,228 \$2,075,300	\$ 51,400 \$ 246,259 \$ 10,000 \$1,983,541 \$2,291,200	\$ 64,200 \$ 250,938 \$ 8,700 \$ 1,927,562 \$ 2,251,400
TOTAL ESTIMATED REVENUE:	\$2,075,300	\$2,291,200	\$ 2,251,400
Appropriated Fund Balance:	\$ -	\$ -	\$ -

TOWN OF PLATTSBURGH 2025 TENTATIVE BUDGET FIRE DISTRICTS

Fire District	2023 Total Budget Appropriations	2023 Town of Plattsburgh Share of Appropriations	2024 Total Budget Appropriations	2024 Town of Plattsburgh Share of Appropriations	2025 Total Budget Appropriations	2025 Town of Plattsburgh Share of Appropriations	Amount Raised by Taxes
FD20 - Morrisonville	604,985	367,006	638,004	371,235	787,425	457,428	457,428
FD21 - Cumberland Head	379,971	379,971	410,040	410,040	446,438	425,000	425,000
FD22 - District 3	636,165	636,165	754,250	754,250	899,750	899,750	834,750
FD23 - South Plattsburgh	795,440	671,610	869,462	688,332	875,902	875,902	712,517
FD24 - Cadyville	321,000	183,785	349,000	191,824	357,000	195,847	195,847
TOTALS	\$ 2,737,561	\$ 2,238,538	\$ 3,020,756	\$ 2,415,681	\$ 3,366,514	\$ 2,853,926	\$ 2,625,541

Notes:

The boards of fire commissioners must file their estimates with the Town's budget officer by September 20. The estimates must be in the same format as the town budget. The budget officer must affix the fire district budget to the town's tentative budget. The fire district is required to hold a public hearing on the third Tuesday of October. The board of commissioners may make changes to the proposed budget, subject to certain restrictions, after the public hearing but before November 4th. The board of commissioners adopts a final budget on or before November 4th. The adopted budgeted must be filed with town clerk within three days after adoption (no later than November 7th). No changes may be made in the fire district's budget by either the budget officer or the town board.

TOWN OF PLATTSBURGH 2025 PRELIMINARY BUDGET SALARIES ELECTED OFFICIALS

ELECTED OFFICIALS	2025	2024	2023
Councilors (4)	\$72,000.00	\$52,000.00	\$52,000.00
Town Justices (2)	\$89,475.00	\$86,450.00	\$83,126.00
Supervisor	\$90,045.00	\$87,000.00	\$73,000.00
Receiver of Taxes and Assessments	\$39,508.00	\$38,172.00	\$36,704.00
Town Clerk	\$37,810.00	\$36,532.00	\$35,127.00
Highway Superintendent	\$90,414.00	\$87,357.00	\$87,357.00

TOWN OF PLATTSBURGH 2025 PRELIMINARY BUDGET TAX RATE COMPARISON

	Projected 2025 Tax Rate		Actual Tax Rate 2024			Actual Tax Rate 2023		tual Tax ate 2022
COUNTY:	8		\$	5.0348	\$	4.9850	\$	4.9850
TOWN: General Fund Highway Townwide	\$ \$	َــِ 0.5863	\$ \$	0.7412	\$ \$	0.7536	\$ \$	0.7536
SPECIAL DISTRICTS: ABOO8 Plattsburgh Consolidated Ambulance District	\$	0.2962	\$	0.3549	\$	0.3446	\$	0.3446
FIRE: FD020 Morrisonville Fire District FD021 Cumberland Head Fire Dist. FD022 Fire District #3 FD023 South Plattsburgh Fire Dist. FD024 Cadyville Fire District	\$ \$ \$ \$ \$	1.1529 1.1098 1.3774 2.0831 1.8664	\$ \$ \$ \$ \$ \$	1.1518 1.3868 1.4108 2.5654 2.2462	\$ \$ \$ \$ \$ \$	1.1115 1.3871 1.2287 2.4758 2.1336	\$ \$ \$ \$ \$	1.1115 1.3871 1.2287 2.4758 2.1336
CONSOLIDATED LIGHT: LT037 Plattsburgh Consolidated Light District General	\$	0.1427	\$	0.1570	\$	0.1477	\$	0.1477
CONSOLIDATED SEWER: SW025 Plattsburgh Consolidated Sewer District General SW026 Plattsburgh Consolidated Sewer District General Capital SS018 Plattsburgh Consolidated Sewer District Special	\$ \$ \$	0.4889	\$ \$ \$	0.6030	\$ \$ \$	- 0.6243 -	\$ \$ \$	- 0.6243 -
BASE SEWER: SW024 Base Sewer SW027 Base Sewer General Capital	\$	- 0.4891	\$	1.9043 0.5869	\$	2.2275 0.6017	\$ \$	2.2275 0.6017
CONSOLIDATED WATER: WD046 Plattsburgh Consolidated Water District General WD014 Plattsburgh Consolidated Water District General Capital WS024 Plattsburgh Consolidated Water District Special	\$ \$ \$	0.3604	\$ \$	0.0578 0.4479 0.3466	\$ \$ \$	0.0657 0.4651 0.3922	\$ \$ \$	0.0657 0.4651 0.3922
BASE WATER WD045 Base Water General WD020 Base Water General Capital SD002 Base Storm Water	\$ \$ \$	- 1.0290 1.4748	\$ \$ \$	1.4664 1.2247 1.0396	\$ \$ \$	1.6697 1.2456 0.9899	\$ \$ \$	1.6697 1.2456 0.9899

Note:

Clinton County Real Property Tax is responsible for the final tax rate calculation based on the final assessment rolls.

^{*}The 2024 projected tax rates are only the Town's estimates based on the tax levy and assessment rolls available at the time or preparation.