

Agenda

Administrative Services Committee

Monday, February 13, 2017, 5:00pm, Room 331

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (1/17/17)
- C. Privilege of the Floor
 1. Proposed Resolution – Reallocating Salary Grade for Transfer Station Supervisor
 2. Proposed Resolution – Reallocating Salary Grade for Senior Emergency and Police Dispatcher
 3. Proposed Resolution – Reallocating Salary Grade for Nurse Practitioner (Public Health) And Nurse Practitioner (Mental Health)
 4. Proposed Resolution – Standard Workday and Reporting Resolution
 5. Proposed Resolution – Amend 2016 Budget for Year End Reconciliations – Board of Elections
 6. Proposed Resolution – Amend 2016 Budget for Year-End Reconciliations–Law Department
 7. Proposed Resolution – Real Property Tax Foreclosure Parcel
 8. Proposed Resolution – Applications for Credit of Real Property Taxes for 2016
 9. Proposed Resolution – Amend Budget for CS Fund
 10. Proposed Resolution – Amend 2016 Budget for MS Fund
 11. Other
 - Proposed Resolution – Amend 2016 Budget for Year-End Reconciliations – County Clerk
 - Proposed Resolution - Amend 2016 Budget for Year-End Reconciliations – IT Services
 - Proposed Resolution – Amend 2016 Budget for Year-End Reconciliations – County Executive
 - Proposed Resolution - Amend 2016 Budget for Year-End Reconciliations – Real Property Tax Services

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SMA 1/25/17 KLC 2/1/17 VWH 2/3/17

TITLE: Reallocating Salary Grade for Transfer Station Supervisor

BY: Administrative Services, Public Facilities, and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, the Director of the Department of Public Facilities requested a review of the Transfer Station Supervisor salary grade, and

WHEREAS, the Human Resources staff reviewed the salary grade and duties currently being performed by Transfer Station Supervisors and recommended a two (2) grade salary increase, and

WHEREAS, the Reallocation Committee as defined by the CSEA Unit 6300 Collective Bargaining Agreement, comprised of the County Executive, Director of Human Resources and President of CSEA Unit 6300, met and approved the recommended grade change, and

WHEREAS, the title of Transfer Station Supervisor is currently at salary grade 12, therefore be it

RESOLVED, That the salary grade for Transfer Station Supervisor be set at grade 14 of the CSEA Unit 6300 salary schedule.

2017 CSEA Unit 6300 Salary Schedule

Transfer Station Supervisor	Grade 14 (\$18.66 - \$23.98 per hour) (\$38,813 - \$49,878 per year)
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Note: Current Grade 12 (\$17.50 - \$22.36 plus \$1.25 premium rate per hour)
(\$ 36,400 - \$46,509 plus \$2,600 premium rate per year)

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SMA 1/25/17 KLC 2/1/17 VWH 2/3/17

TITLE: Reallocating Salary Grade for Senior Emergency and Police Dispatcher

BY: Administrative Services, Public Safety and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, the Chautauqua County Sheriff requested a review of the Senior Emergency and Police Dispatcher salary grade, and

WHEREAS, the Human Resources staff reviewed the salary grade and duties currently being performed by Senior Emergency and Police Dispatchers and recommended a two (2) grade salary increase, and

WHEREAS, the Reallocation Committee as defined by the CSEA Unit 6323 Collective Bargaining Agreement, comprised of the County Executive, Director of Human Resources and President of CSEA Unit 6323, met and approved the recommended grade change, and

WHEREAS, the title of Senior Emergency and Police Dispatcher is currently at salary grade 15, therefore be it

RESOLVED, That the salary grade for Senior Emergency and Police Dispatcher be set at grade 17 of the CSEA Unit 6323 salary schedule.

2017 CSEA Unit 6323 Salary Schedule

Senior Emergency and Police Dispatcher	Grade 17 (\$22.76 - \$30.86 per hour) (\$47,341 - \$64,189 per year)
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Note: Current Grade 15 (\$21.04 - \$28.51 per hour)
(\$43,763 - \$59,301 per year)

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SMA 1/25/17 KLC 2/1/17 VWH 2/3/17

TITLE: Reallocating Salary Grade for Nurse Practitioner (Public Health) and Nurse Practitioner (Mental Health)

BY: Administrative Services, Human Services, and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, the Director of Health and Human Services requested a review of the Nurse Practitioner (Public Health) salary grade, and

WHEREAS, the Human Resource Department determined that the Nurse Practitioner (Mental Health) salary grade must also be considered, and

WHEREAS, the Human Resources staff reviewed the salary grade and duties currently being performed by such positions and recommended a three (3) grade salary increase in each case, and

WHEREAS, the Reallocation Committee as defined by the CSEA Unit 6300 Collective Bargaining Agreement, comprised of the County Executive, Director of Human Resources and President of CSEA Unit 6300, met and approved the recommended grade changes, and

WHEREAS, the titles of Nurse Practitioner (Public Health) and Nurse Practitioner (Mental Health) are currently at salary grade 32, therefore be it

RESOLVED, That salary grade for Nurse Practitioner (Public Health) and Nurse Practitioner (Mental Health) be set at grade 35 of the CSEA Unit 6300 salary schedule.

2017 CSEA Unit 6300 Salary Schedule

Nurse Practitioner (Public Health)	Grade 35 (\$42.92 - \$55.57 per hour) (\$78,114 - \$101,137 per year)
Nurse Practitioner (Mental Health)	Grade 35 (\$42.92 - \$55.57 per hour) (\$78,114 - \$101,137 per year)

Note: Current Grade 32 (\$37.70 - \$48.87 per hour)
(\$ 68,778 - \$88,943 per year)

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SMA 1/25/17
KLC 2/2/17
VWH 2/3/17

TITLE: Standard Workday and Reporting Resolution

BY: Administrative Services Committee:

AT THE REQUEST OF: Chairman David Himelein:

BE IT RESOLVED, That the County of Chautauqua hereby establishes the following standard work days for these titles, as set forth in the attached schedule, and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy - mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
ELECTED OFFICIALS								
Legislator	6.00	Kevin Muldowney				01/01/16 - 12/31/17	4.50	
APPOINTED OFFICIALS								
Deputy County Fire Coordinator	6.00	Daniel Aldrich				02/18/16 - 12/31/17	5.62	
Assistant District Attorney	7.00	Erik Bentley				01/26/15 - 12/31/17		X
Deputy County Fire Coordinator	6.00	Scott Cummings				08/01/15 - 12/31/17	5.56	
Assistant Public Defender	7.00	Peter Larson				04/22/16 - 12/31/17	9.06	
Assistant District Attorney	7.00	Rachel Roberts				01/01/14 - 12/31/17	18.99	
Assistant District Attorney	7.00	Emily Sobilo				01/01/14 - 12/31/17	23.50	

APPROVED
VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

NPG 2/06/2017
BCA 02/6/2017
KDG 2/6/17
SMA 2/6/17
KMD 2/6/17
KLC 2/6/17
VWH 2/7/17

TITLE: Amend 2016 Budget for Year End Reconciliations – Board of Elections

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan

WHEREAS, some Board of Elections department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Board of Elections has received revenues in excess of budget; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2016 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1450.----.1	Personal Services - Board of Elections	\$25,305
A.1450.----.5	Fixed Contractual – Board of Elections	<u>\$ 1,654</u>
		\$26,959

DECREASE APPROPRIATION ACCOUNT:

A.1450.----.4	Contractual – Board of Elections	\$14,978
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INCREASE REVENUE ACCOUNT:

A.1450.R.221.5000	Shared Services – Board of Elections	\$11,981
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SMA 1/26/17
KMD 2/1/17
KMD 2/2/17
KLC 2/1/17
VWH 2/2/17

TITLE: Amend 2016 Budget for Year End Reconciliations – Law Department

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, some Law Department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Law Department has received revenues in excess of budget; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2016 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1420.----.1	Personal Services – County Attorney	\$4,255
A.1420.----.4	Contractual – County Attorney	<u>\$4,548</u>
		\$8,803

DECREASE APPROPRIATION ACCOUNT:

A.1420.----.8	Employee Benefits – County Attorney	\$6,303
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INCREASE REVENUE ACCOUNT:

A.1420.R126.5000	Departmental Income - Fees: Attorney	\$2,500
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

JEC 1/20/17 SMA 1/25/17 KLC 1/26/17 VWH 2/2/17

TITLE: Real Property Tax Foreclosure Parcel

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, the County Legislature previously approved a request to reacquire tax foreclosure parcel 064489-285.00-1-30 (Freeman), and

WHEREAS, the Office of Real Property Tax made every effort to process reacquisition paperwork, and

WHEREAS, the party seeking reacquisition has failed to submit required documentation to finalize the reacquisition of the parcel, and

WHEREAS, because of the delinquent tax status, the parcel is eligible for tax foreclosure, and

WHEREAS, it is in the County's best interest to begin the process of foreclosure, therefore be it

RESOLVED, That the legislature hereby rescinds the prior approval of the reacquisition request with no refund of prior tax payments and that the Director of Real Property Tax is hereby directed to include the parcel in the next available tax foreclosure proceeding.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

JEC 2/6/17 SMA 2/6/17 KMD 2/6/17 KLC 2/6/17 VWH 2/7/17

TITLE: Applications for Credit of Real Property Taxes for 2016

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent A. Horrigan:

WHEREAS, the Director of Real Property Tax Services has received an RP-554 Application for Corrected 2016 Tax Roll from Mark Constantino (PID 060800-386.12-9-25);
and

WHEREAS, the 2016 Tax Roll had placed a tax liability on the parcel for \$3,064.06, and

WHEREAS, the Director of Real Property Tax Services has determined the property was inadvertently placed on the 2016 Tax Roll, and hereby recommends approval of the RP-554 Application for Correction based upon investigation of same, and

WHEREAS, in accordance with Res. 4-17 the amount of the correction exceeds \$2,500,
be it further

RESOLVED, That the Director of Real Property Tax Services is hereby authorized to correct the 2016 Tax Roll.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

SM 01/24/17
KDG 2/3/17
SMA 2/3/17
KMD 2/3/17
KLC 2/3/17
VWH 2/3/17

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Amend Budget for CS fund

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, Resolution 161-16 authorized the settlement of a liability claim; and

WHEREAS, the refunding was not budgeted in the 2016 budget; and

WHEREAS, the resolution approved the payment of \$100,000 to be paid out of the County's Liability and Casualty Reserve Fund, however it did not direct or authorize a budget adjustment; now therefore be it

RESOLVED, That the CS Fund Balance is appropriated as follows:

INCREASE THE USE OF FUND BALANCE:

CS.----.----.863.0000 Fund Bal., Reserved Fund Balance – Ins Res \$100,000

RESOLVED, that the Director of Finance is hereby directed and authorized to make the following budgetary changes to the 2016 Budget:

INCREASE APPROPRIATION ACCOUNT:

CS .1930.----.4 Contractual – Judgments and Claims \$100,000

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SM 01/27/2017
KMW 2/1/17
SMA 2/1/17
KMD 2/2/17
KLC 2/2/17
VWH 2/3/17

TITLE: Amend 2016 Budget for MS Fund

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, the Workers' Compensation rolls expense is projected to exceed the 2016 budget; and

WHEREAS, the Refunds from prior years' revenues is projected to exceed the 2016 budget; now therefore be it

RESOLVED, That the Director of Finance is hereby directed and authorized to make the following budgetary changes to the 2016 Budget:

INCREASE APPROPRIATION ACCOUNT:

MS.1720. ----.4	Contractual – Benefits & Awards	\$10,895
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INCREASE REVENUE ACCOUNT:

MS.1720.9999.R.270.1000	Refunds: Prior Yr Exp	\$10,895
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

LB 2/7/16
KDG 2/7/17
SMA 2/8/17
KMD 2/8/17
KLC 2/8/17
VWH 2/8/17

TITLE: Amend 2016 Budget for Year End Reconciliations – County Clerk

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, some County Clerk department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2016 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1410.1411.1	Personal Services—Department of Motor Vehicles	\$16,944
A.1410.1411.5	Fixed Contractual--Department of Motor Vehicles	\$ 990
A.6610.----.1	Personal Services—Weights & Measures	\$ 3,041
A.6610.----.5	Fixed Contractual—Weights & Measures	\$ 1,497
A.7510.----.5	Fixed Contractual—Historian	<u>\$ 7</u>
		\$22,479

DECREASE APPROPRIATION ACCOUNTS:

A.1410.1411.8	Employee Benefits—Department of Motor Vehicles	\$17,934
A.6610.----.8	Employee Benefits—Weights & Measures	\$ 4,538
A.7510.----.4	Contractual—Historian	<u>\$ 7</u>
		\$22,479

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

JD 2/8/17
ABC 2/8/17
SMA 2/8/17
KMD 2/8/17
KLC 2/8/17
VWH 2/9/17

TITLE: Amend 2016 Budget for Year End Reconciliations – Information Technology Services

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, some Information Technology Services department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Information Technology Services department has received revenues in excess of budget; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2016 Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1610.----.1	Personal Services – Office Services	\$ 6,541
A.1670.----.4	Contractual – Print Shop	\$27,026
A.1680.----.1	Personal Services – Info Technology	\$13,911
A.1680.----.8	Employee Benefits – Info Technology	\$ 758
A.1680.GIS.----.1	Personal Services – Info Tech – GIS	\$ 211
		\$48,447

DECREASE APPROPRIATION ACCOUNTS:

A.1610.----.4	Contractual – Office Services	\$ 6,541
A.1680.----.4	Contractual – Info Technology	\$14,669
A.1680.GIS.----.4	Contractual – Info Tech – GIS	\$ 211
		\$21,421

INCREASE REVENUE ACCOUNT:

A.1670.R221.0002	Shared Services – Print Shop	\$27,026
		\$27,026

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

VWH 2-8-17 SMA 2-8-17 KMD 2/8/17 VWH 2/8/17
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TITLE: Amend 2016 Budget for Year End Reconciliations – Office of the County Executive

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, some Office of the County Executive expenses have exceeded initial budgetary estimates, and some appropriations have a surplus; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2016 budget:

INCREASE APPROPRIATION ACCOUNT:

A.1230.----.1	Personal Services—County Executive	\$3,166
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DECREASE APPROPRIATION ACCOUNTS:

A.1230.----.4	Contractual—County Executive	\$ 564
A.1230.----.5	Fixed Contractual—County Executive	\$1,598
A.1230.----.8	Employee Benefits—County Executive	<u>\$1,004</u>
		\$3,166

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

JEC 2/9/17
SMA 2/9/17
KMD 2/9/17
KLC 2/9/17
VWH 2/9/17

TITLE: Amend 2016 Budget for Year End Reconciliations – Department of Finance—Real Property Tax

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Vincent W. Horrigan:

WHEREAS, some Department of Finance—Real Property Tax department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2016 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1330.----.1 Personal Services—Real Property Tax	\$ 8,320
A.1330.----.4 Contractual—Real Property Tax	<u>\$ 2,292</u>
	\$10,612

DECREASE APPROPRIATION ACCOUNT:

A.1330.----.8 Employee Benefits—Real Property Tax	\$10,612
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date