

Administrative Services Committee

Tuesday, February 20, 2018, 5:00 pm, Room 331

Gerace Office Building, Mayville, NY

Members Present: Scudder, Himelein, Muldowney, Davis

Members Absent: Starks

Others: Tampio, Dennison, Abdella, Caflisch, McCord, Borrello, Hemmer, Barmore, M. Amiron, Harvey, Crow, M. Croxton, Sanderson

Chairman Scudder called the meeting to order at 5:30 p.m.

Approval of Minutes (1/16/18)

MOVED by Legislator Davis, SECONDED by Legislator Muldowney

Unanimously Carried

Privilege of the Floor

No one chose to speak at this time.

Proposed Local Law Intro. 2-18 - A Local Law Amending Local Law 7-90 Providing for a Management Salary Plan for County Offices and Employees (Re: Deputy County Executive for Economic Development and Director of Planning and Community Development

County Executive Borrello: So we are actually going to pull this resolution for this month. We have a little bit of re-tooling to do on this. Some questions have come up but, I wanted to bring this to your attention and also give the opportunity to ask some questions or think about it and ask questions that we can address. But just to give you the 30,000 foot view here, we are not creating any new positions, in effect, we are creating new positions but we are actually transferring the budget from previous positions to new positions. I'll kind of explain why. So, right now we have a Director of Planning and Economic Development who also serves as the chief administrative officer for the IDA. Being that view from the outside, whether that's the tax payers, or the legislators, or businesses, or whoever it might be, that person in that position has always been viewed as the Head of the IDA/ the Director of the IDA whatever title you prefer. But really the majority of the funding and the majority of that dollar amount came

from the county and it is their position as the director of planning and economic development. As part of my business visits, visiting 100 businesses in 100 days, I've been able to talk to a lot of people about our economic development strategy and specifically tailoring it to the current businesses that are here. Part of that, I feel, is to create a position that shows that Chautauqua County and the County Executive are serious about our economic development strategy which is why I want to create a Deputy County Executive for Economic Development. That money will come dollar for dollar from the position previously known as the Director of Planning and Economic Development and become this Deputy County Executive. And I feel that this is important just from a strategy and imagery standpoint for people to walk into a meeting with our current businesses or meeting with potential new businesses coming into Chautauqua County, or whatever situation it might be involving economic development along with the county itself. Now, along with that Deputy County Executive for Economic Development would be representatives from the IDA and other representatives from the Planning and Economic Development Department as well. But I think it sets the right tone because we need someone in place that is focused specifically on our Planning and Economic Development strategy. We have a lot of other plans on how we are going to re-tool our economic development strategy in Chautauqua County and a lot of it is coming from these visits and I'll be talking about that in the State of the County Address and also in some of the other proposals we are going to bring forward in the future. But this particular position will be filled with someone who is focused specifically on economic development strategy. Their position will also be the Chief Administrative Officer of the IDA. But the IDA's role and function is to provide those economic development benefits that we use to level the playing field. It's truly not the role of the IDA to be our economic development strategy arm so we need to refocus on that, and that's where this position is very important. In addition to that, Don's position will be elevated to a position of Director of Planning and Community Development. His current position is the Deputy Director of Planning and Economic Development. He will now report directly to the County Executive. As will, of course, the Deputy County Executive. The key there, now, is that I believe that while the IDA and the planning department work together, there is going to be situations and there have been situations in the past where conflicts of interest between what the IDA's priorities are what our priorities should from a planning aspect have occurred. Therefore, I think it's important that we have two people working together in our overall economic development strategy but, that directly reports to the County Executive so in the event that we have conflicts or in the event that we have a situation that requires basically tools from two different tool boxes to be used together. That's ultimately up to the County Executive and also the Legislature by default to be involved in those decisions. So, I think it's important to restructure in this manner, I think it's important for us to recognize that our economic development strategy needs to be overhauled but in the same time we don't want throw the baby out with the bath water because we've done a lot of great stuff in Chautauqua County with our IDA and our current Economic Development structure but we need a better structure with more of a focus on the current businesses in Chautauqua County and their needs and how we want to help them grow and expand and that's why I think that these changes will be (*inaudible*) to that. So, I wanted to share that with the committee, but nothing for you to vote on tonight. Don would you like to add anything to that?

Mr. McCord: No, I just think this lays a great foundation for us improving our game when it comes to Economic Development.

County Executive Borrello: Any questions?

Legislator Muldowney: So basically these two positions will be pretty much equal. Is that correct?

County Executive Borrello: Yes. That's correct.

Legislator Muldowney: Before it was one reported to the other, right?

County Executive Borrello: Right. Before, Don did report to the Director who was also the IDA Director and now Don's position will report directly to the County Executive.

Legislator Muldowney: So for instance the different (*inaudible*) plans will be on the same playing field.

County Executive Borrello: Yeah, I think what we have to understand is very limited resources that we have. The department that we have now is a skeleton crew compared to what we had 10-12 years ago in that department. In fact, even in your time Don, how big was the planning department?

Mr.McCord: When I originally started the planning department it had 9 people within the department.

County Executive Borrello: And you have three now?

Mr.McCord: We have four now. Dave McCoy serves in the capacity of the Watershed Coordinator who is part of our department, but also serves a very specific function.

County Executive Borrello: So the reason I bring it up is that there is going to be a sharing of those resources like there always has been, and there's going to be collaboration daily between the IDA resources and the planning resources. But essentially they will both report directly to the County Executive. OK, any other questions?

Chairman Scudder: Thank you for your overview.

Proposed Resolution – Amend 2018 Budget Appropriations – Real Property Tax Office

Mr. Caflisch: I do have a request here. We had to make a change in the programing of the tax collection system because the US post office changed the form that we used for our certified mail. So it was a major change to get our program to work with it, I had to move things around a little bit and this is what will accomplish that goal.

Chairman Scudder: You wouldn't think it would cost that much to do so little?

Mr. Caflisch: Well, actually the cost of doing it was \$5,400 but I only had \$12,000 in the account for the other improvement we are going to make in the system is with our temporary payment system. Right now when tax payers come in after local collections stop, we collect for about a three week period in the month of April and in the school payment period we collect for about three weeks in November. Because our tax files aren't loaded into our system until they are balanced, coming back from local collectors, we are actually forced to keep those payments when somebody makes one, in what I call a big, brown, expandable manila folder. We have probably 300-400 payments, checks, and cash in that. So we have to wait sometimes up to four or five weeks to deposit that money until we can put it against the loaded tax files. We talked to our programmer and we figured out how we can account for it as it comes in, deposit the money, and then we have an automatic system that will credit the account when the tax files are loaded.

Chairman Scudder: It certainly sounds more efficient to do it that way.

Mr. Caflisch: It is. It will be. It will eliminate a lot of mistakes because we are handwriting a lot of temporary receipts and numbers get transposed. It's a difficult process sometimes figuring it out, and then you're always in a rush you're putting the files together for the tax bills because everyone is scrambling to get those payments in and it's kind of a long process so this should improve it quite handsomely. We planned to do it anyway, but then the change came with that post office mailer we didn't have enough money in the account, so I'm just moving a little money around and hopefully we won't be short in the other accounts, but that's how we did it.

Chairman Scudder: Any questions or comments? All in favor? Opposed?

Unanimously Carried

Proposed Resolution – Amend 2017 Budget for Year End Reconciliations – Clerk,
Legislative Board

Clerk Tampio: You can see we had a small overage of \$355 in our .4 contractual. We went over the top with an extra charge above our budgeted amount for Shared Service Communications which is a .5 but it's inside the .4 contractual. I also wanted to let you know that we experienced some budget specific lines were over in legal advertising. We budgeted \$1,500 and it came in higher at \$2,675 and then our printing budget was \$1700 and it came in at \$2,060. So, we had a lot of extra legal advertising we had to do for public hearings, for legal notices, for local laws as well as printing charges. I also did prepare a summary of all of the budgets the Legislature is responsible for. You'll see on the sheet, you have the adopted budgets, the amended budget figures, total expended, percentage used, and the balance remaining. Overall, between the Legislature, the Clerk's office, and the Coroners, we were under budget by \$34,830 which goes back to the general fund.

Chairman Scudder: Thank you. OK, all in favor of this resolution? Opposed?

Unanimously Carried

Proposed Resolution - Amend 2017 Budget for Year End Reconciliations – County Clerk

County Clerk Barmore: Basically, we had an overage of budget in personal services in the Clerk's Office of \$831. Our other three overages were all employee benefits, which the big one of \$7,521, basically a single person left our employment and a married person with a family entered, and that's the difference in the insurance. Total of \$9,588, which we were able to transfer out of other areas within our own department and still come in under budget. The DMV and the Clerk's Office revenues were \$283,000 more than expenses so that's money returned to the general fund.

Mrs. Dennison: I would like to propose an amendment by substitution. I have the amended one, and I will give you a preview that we have three amendments to your committee amendments by substitution due to changes in the actual results since the resolutions were prefiled. The change for the Clerk is \$12. So the proposed amendment is to increase the appropriations for the weight and measures department from \$879 to \$891. Then, the new total would be \$9,588. The corresponding change in contractual category of weights and measures so the decrease will now be \$988 and the new total will be \$9,588.

Chairman Scudder: So, let's vote to amend the resolution. We need someone to motion to amend the resolution.

Vice Chair Himelein: Motion to amend.

Legislator Davis: I'll second.

Chairman Scudder: All in favor of amending the resolution, aye? Opposed?

Unanimously Carried to amend the resolution

Chairman Scudder: All in favor of the amended resolution, aye? Opposed?

Unanimously Carried as amended

Proposed Resolution - Amend 2017 Budget for Year End Reconciliations – Board of Elections

Ms. Sanderson: OK, personal services that need to be increased, we were under budget by \$9,362. That is due to an employee leaving suddenly from our department and having to hire a new person in. That also created a lot of extra over time for a few individual people.

Mrs. Dennison: So the personal services were over budget?

Ms. Sanderson: Yes, over budget.

Chairman Scudder: That was mainly due to overtime?

Ms. Sanderson: Yes. We are going to decrease the appropriation accounts to offset that.

Chairman Scudder: Everybody ok with this? All in favor? Opposed?

Unanimously Carried

Proposed Resolution – Amend 2017 Budget for Year End Reconciliations – Information
Technology Services

Mrs. Dennison: Mr. DeAngelo could not be here this evening so he asked me to speak on his behalf. We do have amendments to his numbers. So would you like me to run through the numbers Mr. Chairman?

Chairman Scudder: Yes please.

Mrs. Dennison: The amendments are as follows. The increase in appropriations to A.1680.8 the new number is \$16,510. The new total of the increases is \$30,018. Then there is a decrease in appropriations for contractual office services of \$30,018. So the changes in the organization for informational services are self-balancing. Just to tell you the highlights, information services in department 1680 is over due to higher than expected retirement costs. There also are additional appropriations in the contractual for the print shop due to increased volume in the print shop. The print shop does then get additional revenue to go with the additional expenses. The department is balancing the increases in the appropriations with a decrease to office services contractual costs, and that budget can be decreased largely because of a lower than expected use of postage. In 2018, the department has adjusted the print shop contractual cost as well as the postage budgets so there will be more in line with the actual results for 2017. So those changes have already been put in place for the 2018 budget.

Chairman Scudder: Ok, we need a motion to amend.

Legislator Davis: Motioned to amend.

Chairman Scudder: Second? Anybody?

Legislator Muldowney: I'll second.

Chairman Scudder: All in favor of amending the resolution?

Unanimously Carried to amend the resolution

Chairman Scudder: All in favor of the amended resolution? Anybody opposed?

Unanimously Carried as amended

Proposed Resolution – Amend 2017 Budget for Year End Reconciliations – Finance

Ms. Crow: Hello, Kitty Crow, Director of Finance. The resolution, as Kathleen mentioned, our final sales tax figures were posted and so on this resolution we need to amend the expense and revenue for the municipal sales tax that's distributed to the municipalities. It's always a wash. What we take in, we pay out to them. So, the last line under increase appropriation needs to be increased to \$650,586. Then the first line under increase revenue should be increased to that same amount. Do you want me to go through the rest of the adjustments?

Chairman Scudder: Sure.

Ms. Crow: Ok. Under personal services, earlier in the year we had amended the budget to increase contractual costs for risk assessment that we did in 2017. I underestimated what our personnel costs would be by the end of the year so we have to increase it back up again \$4,000. The contractual for the tax assessment is due to legal expenses for court challenges. I think we've amended the budget earlier in the year. There has been some discussion from Jim Caflisch on the Level 3 challenge. That's our final amendment for legal fees associated with the debt service adjustments principle. 2017 was the first year that we had to begin to pay back a loan/grant for progress drive. The state had kind of fronted us \$400,000 that we have to repay. So, this was the first installment. So, when the 2017 budget was done, I think it was just an oversight that that would be part of our debt service for 2017, so it is budgeted in the budget for 2018. And then, the interest expense exceeded the budget and that was mainly due because we had projected what our debt service cost would be for a borrowing that we did in 16, and the actual interest expense was greater than what we had projected at that time by \$31,000. Then like I said, the municipal sales tax adjustment was just to increase the appropriation for the final sales tax payment to the municipalities. We are offsetting the first three lines by a surplus of contractual in the finance department, mainly due to there was a budget for various accounting and legal services and we did not expend as much as was included in the budget. Down below, the increase in revenue was associated with offsetting the municipal sales tax and then the rest of the adjustments for the debt service, we did have a significant surplus in the mortgage tax revenue collections- about \$270,000 overall. So that's good news for our outlook. I used that to offset the debt service fees because generally the mortgage tax is dedicated toward that repayment of debt.

Chairman Scudder: This 71181 is out of the 270?

Ms. Crow: Correct. Yeah, and we did increase our budget for the mortgage tax receipts in the 2018 budget because we had started to see a little bit of a trend upwards. So that's good news.

Chairman Scudder: Ok, someone want to make a motion to amend the resolution?

Legislator Muldowney: I'd like to motion

Chairman Scudder: Do we have a second out there?

Legislator Davis: Second

Chairman Scudder: All in favor of amending the resolution, aye? Anybody opposed?

Unanimously Carried to amend the resolution

Chairman Scudder: All in favor of the amended resolution? Opposed?

Unanimously Carried as amended

Proposed Resolution – Amend 2018 Budget to Consolidate Costs Associated with Health Insurance Administration

Ms. Crow: Ok, so as some of you may be aware, we've hired a new insurance administrator, Eric Bens, and he reports to the HR Director Jessica Wisniewski. My previous responsibilities overseeing our health insurance plan has moved over to Eric and we are now amending the 2018 budget so that we can- right now the administrative cost have been budgeted a little- you know some in department 1710 insurance administration and some in HR. We want to utilize a separate sub department to pool all the administrative costs of health insurance administration into one sub department so that-because ultimately we take that expense, move it back over to the M fund where we develop the total cost of health insurance that gets shared between the employer and the employees. This just helps us to better consolidate and keep track of those costs of the counties administrative function to the health insurance plan. Then whatever expense is this new department is offset by revenue coming from the M fund. So that always balances out. In the general fund budget you'll see the total cost of administration offset by the revenue from the M fund, so that will be a net local share because it ultimately goes back to the M fund and then is allocated to all county departments as the cost of health insurance. Just for a little background. The increases and appropriations to the new account which is 1430.BENE- that is moving all of the labor and contractual costs associated with the departments. So, Eric's time, a little bit of Jessica's time, and then a vacant position that we now have in the insurance office, all will be budgeted in the new department. Then my time will no longer be allocated to insurance and administration so now the finance department budget will increase because my time is going back to the finance department. So then, the decreases are just- we're reducing department 1710 where my health insurance costs and other aide was budgeted and moving that into the new department, so that's decreasing and then from the HR department and decreasing there. Then the revenue adjustments are like I said those offsets from the M fund. Overall, we are reducing the allocation that goes back to M fund by about \$20,000. So overall, the total cost of administration is less than what we had originally budgeted. It's a lot of amendments and basically we are just moving everything into account so we can better track the costs. And the health insurance function part of it will be the oversight will be under HR for the day to day operations. Jessica would have been here to help answer questions but she had a conflict.

Chairman Scudder: Any questions? Any comments? Any concerns? Any confusion? All in favor? Opposed?

Unanimously Carried

Other-Proposed Resolution – Amend 2017 Budget for Year End Reconciliations – Health Insurance Fund (M Fund)

Ms. Crow: So the M Fund just to recap is where we capture all the total costs for health insurance which then gets allocated back to all other departments and shared between the employer and the employee. Within the M Fund, the contractual increase for 109,000 is due to a couple of things. One is, some of it we had budgeted for retiree costs under account 1930 but we've been trying to again consolidate all of the retiree health insurance costs into the 9089 accounts so that as we move forward we can have that better subset of the actual retiree costs versus the active employee costs. Part of this amendment is just because we budgeted in one place and the actual cost we started accounting for in a different account. Then aside from that, we did see some trends running higher for retiree dental and vision expenses as well as pharmacy costs. That net affect was about 109,000 that we needed to increase. Then the little bit of .8 expense there- the 2666- we have FICA and Medicare expenses related to when retirees choose the cash out option, its paid as taxable wages so that was a little bit more than we had projected. Then the decrease in appropriations- part of that was just moving the budget from one department to another and then also, we did see some underruns in terms of our actual premiums.

Chairman Scudder: Question or Comments? All in favor? Opposed? Thank you.

Unanimously Carried

Mrs. Dennison: I apologize, but I believe there is a typo on one of the amendments. The Amendment for the County Clerk's Office. Under the decrease appropriations A6610 the amount should be \$891 but I think it says \$988.

Clerk Tampio: What is it supposed to be again?

Chairman Scudder: She said \$988 but it should be \$891

Mrs. Dennison: I'm sorry, it was a typo, and the total is still \$9,588. I apologize.

Discussion - Charter Revision Commission-Redistricting Committee discussed by Minda Rae Amiran and Mary Croxton.

Discussion – Land Bank discussed by Jim Caflisch – Real Property Tax Director

MOVED by Legislator Muldowney, SECONDED by Legislator Davis to adjourn.

Unanimously Carried (7:21 p.m.)

Respectfully submitted and transcribed,
Kathy K. Tampio, Clerk/ Olivia L. Ames, Committee Secretary