

Law and Finance Budget Hearing  
November 14, 2017 – 4:30 p.m.  
Meeting Minutes

Present: Chairman Collyer; Committee members Preston Allen, Paul Lent, Kevin Tollisen, Matt Veitch; Supervisors Phil Barrett, Dick Lucia, Bill Peck, Jean Raymond, Jonathan Schopf, Tom Wood and Chairman of the Board Ed Kinowski; Spencer Hellwig, Chad Cooke, Brian O’Conor County Administrator; Marcy McNamara, Human Resources.

Chairman Collyer called the meeting to order and welcomed all in attendance.

Mr. Hellwig read the rules for approving amendments to the 2018 tentative budget.

**On a motion made by Mr. Veitch, seconded by Mr. Lent, the rules for approving amendments to the 2018 tentative budget were approved unanimously.**

Mr. Hellwig gave an overview of the 2018 tentative budget. Mr. Hellwig said that a press conference and budget presentation were held on November 1, 2017 to release the Tentative Budget to the public.

Mr. Hellwig said that total appropriations for all funds in the tentative budget is \$319.6M. Excluding funding for the public safety facility, the general fund is up by 1% from \$245M to \$248M. The largest revenue source continues to be sales tax which is budgeted at \$119.3M and is split with the towns and cities in the county. The second largest revenue source is property tax which will continue to be the lowest county property tax in the state and is budgeted at \$58.5M. Total unfunded mandates amount to \$94M with a net cost of \$60.7M which will consume all of the property tax levy and will require additional revenue from other sources.

The highway and equipment fund expenses will increase by \$200K to \$26M. This is due primarily to increases in capital costs for road and bridge repairs.

Interfund transfer from the general fund will be \$19.7M, which covers expenses not covered under State and Federal Aid.

The County’s three self-supporting funds, Job Training, Sewer District and Self Insurance are budgeted respectfully at \$1.4M, \$22.9M and \$5.3M. Total capital costs are \$26.2M with a net cost of \$5.3M.

Mrs. McNamara said that in July the Human Resources Department sent out notices to all Department Heads for their 2018 Department Staffing requests. Supervisor Wood created a sub committee to review all of the requests. Mrs. McNamara presented the personnel requests which total \$465K. Mrs. McNamara distributed copies of the recommendations, they are as follows:

Aging Services:           Reclassify (1) Account Clerk Typist to (1) Confidential Secretary, Grade  
  7, Base  
  Reclassify (2) Typist, PT to (1) Senior Typist, FT

Animal Shelter: Create (2) Animal Shelter Aide, Per Diem  
Create (1) Animal Shelter Aide (40 hr/wk)

County Clerk: Reclassify (1) Records Management Coordinator to (1) Communications Director, Grade 10, Base  
Create (1) Service and Process Director, Grade 10, Base (Position to be filled 7/1/18)  
Create (1) Motor Vehicle Director, Grade 13, Base  
Abolish (1) Motor Vehicle Supervisor  
Reclassify (1) Senior Motor Vehicle Clerk to (1) Auto Dealer Business Unit Supervisor  
Abolish (1) Imaging/Scanning Equipment Operator

District Attorney: Create (2) Assistant District Attorney, Grade 18, Base (One to be filled 1/1/17 and one to be filled 7/1/18)  
Abolish (1) Criminal Investigator

Human Resources: Create (1) Labor Attorney, Grade 18, Base (Position to be filled 10/1/18)  
Abolish (1) Human Resources Manager, Grade 14 (Position to be abolished 10/1/18)  
Salary Increase (1) Human Resources Specialist, Grade 13, Base

Mental Health Clinic: Create (1) Mental Health Program Coordinator, Grade 15, Base  
Abolish (1) Senior Staff Social Worker  
Create (1) Substance Abuse Counselor  
Abolish (1) Substance Abuse Counselor and Educator  
Reclassify (1) Outreach Care Worker, PT to (1) Outreach Care Worker, FT

Probation: Salary Increase (1) Confidential Secretary to Probation Director, Grade 7, Step 2

Public Health: Reclassify (2) Public Health Educator to (2) Senior Public Health Educator

Public Works: Abolish (6) Laborer

Real Property: Create (1) Senior Real Property Information Specialist, Grade 12, Base  
Reclassify (1) Administrative Assistant to (1) Real Property Information Specialist, Grade 11, Base

Sewer District: Reclassify (1) Quality Assurance Inspector to (1) Senior Quality Assurance Inspector

Sheriff's Department: Salary Increase (1) Sheriff

Create (1) Lieutenant  
Create (1) Sheriff Investigator  
Create (3) Deputy Sheriff, Sergeant  
Create (1) Desk Officer

Social Services: Create (1) Director of Administrative Services, Grade 16, Base  
Create (1) Senior Caseworker  
Create (2) Caseworker  
Reclassify (1) Registered Professional Nurse to (1) Supervising Nurse  
Abolish (1) Senior Social Welfare Examiner  
Abolish (1) Social Welfare Examiner

Treasurer: Salary Increase (1) Deputy County Treasurer, \$5,000 Stipend

Mrs. McNamara said that the Sheriff's Department request totals approximately \$530K which is offset by the laborers being abolished in the Public Works Department. The laborers were from the recycling plant and were vacant positions. Mrs. McNamara said that the 4-year staffing plan for the Sheriff's department totaled 20 new positions, last year 10 positions were created, the 2018 request is for supervisory positions.

**A motion was made by Mr. Lent, seconded by Mr. Tollisen to approve the personnel recommendations to present to the full board at the budget workshop. Unanimous.**

**A motion was made by Mr. Lent, seconded by Mr. Tollisen to approve an increase to the Animal Shelter Budget in the amount of \$45,100. Unanimous.**

Mr. Lent said that earlier today, the Public Safety committee had voted to amend the Animal Shelter Trust fund to not use any of the trust fund for 2018 and to also, going forward, not use any more than 80% of prior year's donations. Mr. Lent said that the Animal Shelter budget had already been done prior to this trust fund change. Mr. Lent said that the Animal Shelter budget is \$45,100 short on their projection of next year's budget and this was based on the anticipated used of some trust fund money. With the adoption of the moratorium, it will create a problem in the budget. Mr. Lent said that he would like to increase the Animal Shelter's budget for 2018 by \$45,100.

Mr. Veitch said that he met earlier this year with the Saratoga Springs Senior Citizen Center regarding funding they had received for a Community Connection Program. This was originally funded for the City of Saratoga Springs residents however the Senior Center found that residents from other towns outside of the City were also utilizing the service. Mr. Veitch said that he believes there is a similar program in the Southern portion of the County. Mr. Veitch said that they were requesting an increase in that funding this year. Mr. Hellwig said that this was grant funded and the Senior Center received the funds based on the County receiving a grant. Mr. Hellwig said that he also met with representatives from the Senior Center and had a discussion about the Center providing additional services to residents from beyond the city limits. Mr. Veitch withdrew the request.

**A motion was made by Mr. Veitch, seconded by Mr. Tollisen to reduce the amount allocated to the Open Space funding line from \$150,000 to \$100,000 and to increase the amount allocated to Trails in the amount of \$50,000. Unanimous**

Mr. Veitch said that he spoke with Mr. Kemper at the Trails Committee meeting last month and there were potentially a few towns inquiring about the Trails Grant program, he would like to see funds allocated again to the Trails fund. Mr. Kinowski said that he had not heard any requests due to the fact that there was a lack of submittals in the previous years. Mr. Veitch said that they may generate applications if there is funding in the line. Mr. Peck suggested that funds be moved from the Open Space line to the trails line and if the funds are not utilized in 2018 the funds will move back to the Open Space reserve.

**A motion was made by Mr. Tollisen, seconded by Mr. Allen to adjourn the meeting to the November 20<sup>th</sup> Budget Workshop. Unanimous.**

Respectfully submitted,  
Therese Connolly  
Deputy Clerk