

Law and Finance Budget Hearing
November 14, 2018 – 4:30 p.m.
Meeting Minutes

Present: Present: Chairman Tollisen; Committee members Preston Allen, Vince DeLucia, Dan Pemrick, Jean Raymond, Tim Szczepaniak; Supervisors Tara Gaston, Alan Grattidge, Dick Lucia, Bill Peck, Mike Smith, Matt Veitch, Tom Wood and Chairman of the Board Ed Kinowski; Spencer Hellwig, Chad Cooke, Brian O’Conor, County Administrator; Marcy McNamara, Stephanie Monaco, Human Resources; Chris Schall, Auditor; Craig Hayner, County Clerk.

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

Mr. Hellwig distributed the rules for approving amendments to the 2019 tentative budget. Mr. Hellwig said that each member of the Law & Finance Committee and the Chairman of the Board shall have one vote.

On a motion made by Mr. Szczepaniak, seconded by Mr. DeLucia, the rules for approving amendments to the 2019 tentative budget were approved unanimously.

Mr. Hellwig gave an overview of the 2019 tentative budget.

Mr. Hellwig said that total appropriations for all funds in the tentative budget is \$314.7M. General fund expenses are down by 2% from \$264M to \$258.9M. The largest revenue source will be sales tax which is budgeted at \$124.2M and is split with the towns and cities in the county. The second largest revenue source is property tax which will continue to be one of the lowest county property tax in the state and is budgeted at \$60.6M. Total unfunded mandates amount to \$97.3M with a net cost of \$63M, which will consume all of the property tax levy and will require additional \$2.4M from sales tax collection next year.

The highway and equipment fund expenses will increase by \$187K to \$25.6M or 1%. This figure would have been higher however, there were decreases in the capital equipment fund.

Interfund transfer from the general fund will be \$19.3M, 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 \$1.2M, \$23.4M and \$5.5M. Total capital costs are \$10.2M with a net cost of \$6.3M, this figure does not include the Public Safety building project which has been set up in a special capital fund in accordance with the Comptrollers rules for multi-year capital projects. Fund balance is unofficially \$41.3M of which \$24.4M is spoken for from a variety of sources including, Maplewood Manor legacy costs, equity payment costs for the Public Safety facility, and depending on the outcome of today’s public hearing, the amounts that will need to be appropriated to balance next year’s budget.

Mr. Hellwig said that a sub-committee was formed to review the personnel requests, members were Supervisors Wood, Johnson and Peck. Copies of all the materials submitted by the Departments were provided to each sub-committee member and the group held eight meetings to discuss and work through the requests. Meetings with Department Heads were held as needed and individual Department Head interviews were held when additional information was needed. There were approximately 12 individual requests from Department Heads to have their individual salaries increased, and these requests were reviewed in the context of a complete overhaul of the management compensation schedule which has not been revised in 33 years. Mr. Cooke and Mrs. Monaco were the architects of the revised schedule which Mr. Hellwig believes is fair and reasonable. Those revisions will be presented along with the standard department requests for position changes. Mr. Hellwig said that Mrs. McNamara has contacted all of the Department heads that have submitted requests and informed them of the changes that are being recommended today by the sub-committee.

Mrs. McNamara said that the requests totaled almost \$2M, and the final recommendations total is \$871,678K. This figure includes the cost of benefits, office furniture and fringe associated with the positions. Mrs. McNamara said that all of the confidential secretaries have been placed at a Grade 9. Mrs. McNamara distributed copies of the recommendations, they are as follows:

Sub-Committee Recommendations

Aging Services

- (Salary Grade Change) (1) Confidential Secretary (Conf.), Grade 9, Step 1A

Animal Shelter

- (Create) (1) Veterinary Technician, Per Diem, \$20.00/hr.

Appellate Defender

- (Remove) Appellate Defender, Appellate Defender, PT from the 2019 Compensation Schedule

Clerk – Legislative Board

- (Salary Grade Change) (1) Legislative Clerk (Conf.), Grade 9, Step 1A

County Attorney

- (Create) (1) Assistant County Attorney, 1A
- (Salary Grade Change) (1) Conf. Secretary to County Attorney, Grade 9, Step 3A

County Clerk

- (Create) (2) Clerk, PT
- (Create) (2) Motor Vehicle Clerk, PT
- (Create) (1) Motor Vehicle Supervisor
- (Reclassify) (1) Motor Vehicle Clerk to (1) Senior Motor Vehicle Clerk
- (Reclassify) (1) Index Clerk to (1) Senior Index Clerk
- (Reclassify) (1) Records Management Clerk to (1) Index Clerk
- (Remove) (Note) from Compensation Schedule

*At the termination of the Government Records Management Grant, these positions will return to **Index Clerks, PT which will remain vacant until that time. (Motor Vehicle)

*One of these positions will terminate upon State Funding no longer becoming available.

***Position authorized to be filled 7/1/18.

- (Salary Increase) (1) County Clerk, \$116,155
- (Salary Grade Change) (1) Confidential Secretary to County Clerk, Grade 9, Step 8A

County Coroner

- (Salary Increase) County Coroner, \$29,972

District Attorney

- (Create) (2) Assistant District Attorney, 1A
- (Create) (1) Criminal Investigator, p/t
- (Create) (4) Assistant District Attorney, Contract
- (Abolish) (2) Assistant District Attorney, p/t no benefits
- (Reclassify) (1) Principal Account Clerk to (1) ***Office Manager, Grade 9, 1A
- (Add) (Note) ***Position to be reclassified 7/25/19
- (Salary Grade Change) (1) Confidential Secretary (Conf.) Grade 9, Step 11A

Emergency Services

- (Title Change) (1) Director of Emergency Services to (1) Commissioner of Emergency Services

Human Resources

- (Salary Grade Change) (1) Human Resources Clerk (Conf.), Grade 9, Step 3A
- (Salary Grade Change) (1) Typist (Conf.), Grade 9, Step 1A

Information Technology

- (Salary Increase) (1) Director of Information Technology, Grade 19, Step 2B

Mental Health Clinic

- (Reclassify) (1) Community Mental Health Nurse to (1) Substance Abuse Counselor
- (Create) (1) Confidential Secretary, Grade 9, 1A
- (Reclassify) (1) Senior Typist to (1) Account Clerk/Typist

Planning

- (Reclassify) (1) Typist to (1) Senior Typist

Probation

- (Salary Increase) (1) Probation Director II, Grade 19, Step 3A
- (Create) (2) Probation Assistant, Base \$42,561
- (Salary Grade Change) (1) Confidential Secretary to Probation Director, Grade 9, Step 1A

Public Defender

- (Salary Grade Change) (1) Confidential Secretary (Conf.), Grade 9, Step 4A

Public Health Services

- (Create) (1) Public Health Planner, Base \$60,999

- (Abolish) (1) Public Health Nurse
- (Create) (1) Family Nurse Practitioner, Per Diem, \$65.00/hr.
- (Create) (1) Early Intervention Care Coordinator
- (Salary Grade Change) (1) Confidential Secretary (Conf.), Grade 9, Step 9B

Public Works Department

- (Reclassify) (1) HEO to (1) Highway Construction Supervisor
- (Salary Grade Change) (1) Confidential Secretary – DPW, Grade 9, Step 9B

Real Property

- (Title Change) (1) Sr. tax Map Technician to (1) Tax Map Supervisor
- (Title Change) (1) Director of Real Property Tax Service III to (1) Director of Real Property Tax Service
- (Create) (1) Tax Map Technician
- (Abolish) (1) Assessment Control Examiner

Sewer District

- (Salary Grade Change) (1) Confidential Secretary to Executive Director, Grade 9, Step 4A

Sheriff's Department

- (Create) (2) Desk Officer
- (Create) (1) Director of Community Preparedness and Youth Services, 10A
- (Abolish) (5) Sheriff Lieutenant
- (Salary Grade Change) (1) Confidential Secretary (Conf.), Grade 9, Step 5A
- (Salary Grade Change) (1) Administrative Coordinator, Grade 9, Step 8A
- (Salary Grade Change) (1) Clerk to the Sheriff, Grade 9, Step 1B

Social Services

- (Create) (1) Senior Caseworker
- (Abolish) (1) Supervising Nurse
- (Abolish) (1) Senior Typist
- (Salary Grade Change) (1) Commissioner of Social Services, Grade 22, Step 8B
- (Salary Grade Change) (1) Conf. Secretary to Commissioner of Social Services, Grade 9, Step 4A

Treasurer

- (Salary Increase) (1) County Treasurer, \$116,155
- (Salary Grade Change) (1) Confidential Secretary to the Treasurer (Conf.), Grade 9, Step 1A
- (Salary Grade Change) (1) Payroll Clerk (Conf.), Grade 9, Step 3A

Youth

- (Reclassify) (1) Typist to (1) Account Clerk Typist

Mrs. Raymond and Mr. Allen requested a copy of the list of department requests vs what was recommended.

Mr. Hellwig said that a 2% COLA for CSEA and non-union positions has been included in the budget. The original new positions request was in the neighborhood of \$2M, today's recommendations is approximately \$870K plus the management compensation plan is \$135,527 for a total of approximately \$1M from fund balance. Individually, the Departments all have their needs and the sub-committee believes that the increase in terms of the operating budget is warranted. Mr. Peck said that he believes this is a fair distribution of County assets to best serve the needs of the public. Mr. Wood agreed with Mr. Peck and said that they were not easy decisions, they thought long and hard when making the decisions. Mrs. Raymond thanked the subcommittee for the work done on this and encouraged ongoing review of the compensation schedule matrix. Mrs. McNamara distributed copies of the new matrix. It is in line with the county organizational chart, educational needs, qualifications etc. The old matrix had steps maxed out at 16 years and the new matrix maxes out in 24 years, it is a 12-year system with A and B years. Confidential management have all been moved to this schedule. Attorneys and Public Safety have been broken out in separate sections.

A motion was made by Mrs. Raymond, seconded by Mr. Szczepaniak to approve the personnel recommendations to present to the full board at the budget workshop. Unanimous.

Mr. Hellwig previously distributed outside agency requests from Universal Preservation Hall and CAPTAIN.

Universal Preservation Hall submitted a one-time grant request for \$50K. Funding is being requested as part of a capital campaign to raise \$300K which is the current shortfall for their improvements scheduled for next year.

CAPTAIN submitted a request for ongoing funding in the amount of \$7,500 annually. The funding would be used for a new program providing a 16-week financial literacy course for low income individuals.

A motion was made by Mr. Szczepaniak, to approve the requested funding in the amount of \$50K to Universal Preservation Hall and \$7,500 annually to CAPTAIN. There was no second.

Mr. Szczepaniak said that a lot of time and effort was put into this proposal by Supervisor Veitch. Mr. DeLucia said that Mr. Veitch reached out to each of the Supervisors and he initially supported the concept however, the economic impact on the entire County is minimal. Mr. Veitch said that he reached out to Universal Preservation Hall regarding the impact, the numbers provided only estimated their direct amount and not the impact from people shopping, meals, and occupancy tax from additional lodging. Mr. DeLucia said that outlying Towns may not have the opportunity to submit these types of requests. Mrs. Raymond said that outlying towns do have problems and that they are needs, not wants. These are all good projects however; she is not comfortable using tax payers' money for charities and believes it may set a precedent for more requests in the following years. Mrs. Raymond said that in the past when the County had a larger surplus, there were three separate cash distributions of these funds from fund balance which was distributed back to each of the Towns. This may be something that can be looked at in the future. Mr. Szczepaniak said that these two requests support economic development and the services needs of the County. Mr. Pemrick said that he supports Mrs. Raymond's comments and ideas. He also said that smaller

towns do not have the personnel and resources to apply for grants and funding. Mr. Allen also agreed with Mrs. Raymond's comments. Mr. Kinowski said that committees were formed for Open Space and Trails, perhaps a fund should be formed to help out for towns to be able to compete for funding. Ms. Gaston stated her support for the UPH funding, it will attract a lot of revolving visitors, artists and musicians and can be used as a method of attracting visitors to the County as a whole. Ms. Gaston said that as for CAPTAINs request, any encouragement of financial literacy will end up with an uptick in property and sales taxes and benefit the County. Mr. Szczepaniak agreed with distributing funding equally to townships via a committee, and suggested ending any further requests for outside funding until the committee is formed and guidelines established. Mr. Peck said that in the past there were 30-50 requests for outside funding and if the county opens the door to outside requests there will be a multitude of requests. Mr. Peck said that they need to look at sales tax distribution in the county. Towns along the Northway corridor are getting richer and sitting on huge amounts of funds, and the outlying towns are struggling. Mr. Veitch said that he has been frustrated with the outside agency funding program for years and believes the county should consider abandoning the program completely in the future, and is in favor of some program that would help the smaller towns.

A motion was made by Mr. Szczepaniak, seconded by Mr. DeLucia to approve funding in the amount of \$30K to Universal Preservation Hall and a one-time funding of \$7,500 to CAPTAIN. The motion failed. Ayes: Szczepaniak, DeLucia, Nays: Allen, Kinowski, Pemrick, Raymond, Tollisen.

Mr. Tollisen said that there has been discussion about the acquisition of the Round Lake Firehouse. This is not currently in the budget. Mr. Tollisen has spoken with the Director and Commissioner of Emergency Services. If fire services believes this is something that is needed, a committee can be set up to review if this is an acquisition that is truly needed and economically feasible. If so, the funds for the acquisition could come out of contingency.

A motion was made by Mrs. Raymond, seconded by Mr. Pemrick to adjourn the meeting to the November 19th Budget Workshop. Unanimous.

Respectfully submitted,
Therese Connolly
Deputy Clerk