

Law and Finance Committee Minutes
November 14, 2019 – 3:00 p.m.

Present: Chairman Preston Allen; Committee members Ed Kinowski, Dan Pemrick, Tim Szczepaniak, Mo Wright; Supervisors Phil Barrett, Tara Gaston, Todd Kusnierz, Bill Peck, Matt Veitch, Sandra Winney, Tom Wood; Spencer Hellwig, Chad Cooke, Brian O’Conor, County Administrator; Marcy McNamara, Adam Kinowski, George Conway, Stephanie Monaco, Human Resources; Andrew Jarosh, County Treasurer; Press.

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

Mr. Hellwig briefly overviewed the rules for approving amendments and gave an overview of the 2020 tentative budget.

Mr. Hellwig said that total appropriations for all funds in the tentative budget is \$336.5M. General fund expenses are up by 3% over the 2019 amended budget which is due in large part to \$6M of work scheduled at the Airport next year. The largest revenue source will be sales tax which is budgeted at \$128M 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. It is unchanged from last year at \$2.26 per \$1,000 of assessed value, is budgeted at \$62.9M and is in full compliance with the property tax cap. Total state mandates amount to over \$101M with a net cost of \$64.9M, which will consume all of the property tax levy.

The highway and equipment fund expenses will increase by \$187K due to additional equipment purchases. The County’s capital costs are budgeted at \$21.9M.

Interfund transfer from the general fund will be \$2.4M. The initial department requests would have required almost \$9M in fund balance, the budget committee did go through the requests and made the necessary changes to bring that number down. The position requests being approved today will change the final number. Mr. Hellwig said that the audited financials from 2018 have a fund balance of \$46.6M. From this \$15.7 is assigned for Maplewood legacy costs, \$4.9M appropriated in this year’s budget and also \$2.4M in the tentative budget. In the end there is an unappropriated, unassigned fund balance, not including what is being discussed here today, of a little over \$23M. This figure is at the low end of the Board’s policy in terms of the amount that should be on hand.

Mr. Wright asked how AIM funding was affected. Mr. Hellwig said that after the State approved the sales tax on internet sales, they decided that they would maintain the AIM funding, but instead of paying for it themselves, they would take it out of the County share.

Mrs. Monaco distributed a handout detailing the request and sub-committee recommendations for position requests. A copy of that handout is attached to these minutes. Mrs. McNamara said that as part of the county budget process, requests for new positions, salary increases, reclassifications and restructuring goes through a sub-committee created by Human Resources &

Insurance. There are 31 departments and 1,200 employees. Last year \$896K was approved, this year they are recommending a \$1.2M approval. The County personnel budget is 1/3 of the total county budget. Members of the sub-committee were Administrator Hellwig, Supervisors Wood, Johnson and Peck. The sub-committee had several meetings to work through the requests. 78 position requests from 20 departments with a total dollar amount over \$3M were submitted.

Mr. Szczepaniak questioned that the District Attorney's office submitted a request for five additional assistant District Attorney's but only one was approved by the sub-committee. Mr. Wood said that there is currently an unfilled position in that department. At this time they do not know what the impact of the recent state legislation that was passed. Mr. Peck said that last year two ADA's were added from the raise the age and it turned out that the impact was not as great as expected. Bail reform and discovery demands are two of the issues that the DA's office will be faced with next year. Mr. Peck said that they also looked at other counties similar to Saratoga County and none are adding this number of staff at this point. Mr. Peck said that the paralegal they are adding can take on some of the tasks currently done by ADA's. Mr. Peck said that they will see what the first quarter of the year brings and can review staffing at that point. Mr. Szczepaniak expressed concern that there are no additional staff requests in DPW due to the upcoming greenlight bill. Mrs. McNamara said that there were no requests from the County Clerk and they will be utilizing staff levels they already have. Mrs. McNamara said that vacancy review and HR Committee meetings are held each month, requests can also be brought to these committees if needed. Mrs. McNamara said that no department head goes without what they truly need. Mr. Wright and Mr. Peck reiterated and agreed. Mr. Allen thanked the sub-committee for all of their work on these requests.

A motion was made by Mr. Wright, seconded by Mr. Pemrick, to approve the Sub-Committee personnel recommendations as distributed. Unanimous.

Mr. Hellwig said that the detailed personnel recommendations and the tentative budget will be brought to the public hearing and board special meeting for adoption in December.

A motion was made by Mr. Kinowski, seconded by Mr. Wright, to adjourn the meeting to the November 18th Budget Workshop. Unanimous.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board

2020 Proposed Personnel Budget Actions					
Department	Requested Position/s Amended	Comments	Sub-Committee Approval Status	Sub-Committee Modifications	Net Cost by Department
Administrator	(Create) (1) Management Analyst, Grade 15, Step 1A		Approved		\$114,708.38
Aging	(Reclassify) (1) Aging Services Specialist to (1) Senior Nutrition Coordinator, Base \$56,905	100% State and Federal Reimbursement	Approved		
	(Reclassify) (1) Clerk, Part Time to (1) Clerk, Full Time	100% State and Federal Reimbursement	Approved		\$0.00
Animal Shelter	(Reclassify) (2) Animal Shelter Aide to (2) Senior Animal Shelter Aide		Approved		
	(Salary Increase) (1) Deputy Director of the Animal Shelter, Grade 12, Step 5A		Approved		
	(Reclassify) (1) Animal Shelter Aide, Seasonal to (1) Animal Shelter Aide, Part Time		Approved		\$15,105.55
Auditor	(Salary Increase) (3) Associate Internal Auditor, Base \$40,869		Approved		
	(Salary Increase) (1) Associate Internal Auditor, Part Time, Hourly \$22.4557		Approved		\$6,948.75
Conflict Defender	(Create) (2) Conflict Defender, FT, Attorney, Step 1A	100% State Reimbursement	Approved		
	(Abolish) (1) Conflict Defender, PT, Contract		Approved		
	(Abolish) (2) Assistant Conflict Defender, PT, Contract		Approved		\$0.00
County Attorney	(Create) (1) Paralegal Specialist	92% State Reimbursement	Approved		\$6,653.99
District Attorney	(Create) (1) Paralegal Specialist		Approved		
	(Create) (5) Assistant District Attorney		Approved as Modified	(Create) (1) Assistant District Attorney	\$228,023.04

2020 Proposed Personnel Budget Actions

<i>Department</i>	<i>Requested Position/s Amended</i>	<i>Comments</i>	<i>Sub-Committee Approval Status</i>	<i>Sub-Committee Modifications</i>	<i>Net Cost by Department</i>
Election Board	(Create) (2) Clerk		Approved		
	(Salary Increase) (6) Election Aide, Temp to \$17.00/hr.		Approved		\$147,516.38
Emergency Services	(Salary Increase) (1) Emergency Services Specialist, Base \$46,380		Approved as Modified	(Create) (1) Emergency Services Specialist & CAD System Coordinator	\$3,387.00
Human Resources	(Reclassify) (1) Human Resources Specialist to (1) Data Officer, Grade 9, Step 1A		Approved		-\$16,291.44
Information Technology	(Create) (1) PC Technical Network Specialist		Approved		\$102,569.57
Mental Health	(Reclassify) (1) Administrative Assistant to (1) Fiscal Manager, Base \$57,991		Approved		\$4,101.42
Public Defender	(Create) (1) Staff Social Worker		Approved		\$77,569.57
Public Works	(Reclassify) (1) Highway Maintenance Supervisor to (1) Highway Construction Supervisor		Approved		
	(Create) (1) Senior Account Clerk Typist	*Note: One Account Clerk Typist or One Senior Account Clerk Typist must remain vacant	Approved as Modified	(Reclassify) (1) Account Clerk Typist to (1) Senior Account Clerk Typist	
	(Create) (3) Cleaner		Approved as Modified	(Create) (2) Cleaner	
	(Reclassify) (5) Laborer (Seasonal) to (5) Laborer		Approved as Modified	(Reclassify) (6) Laborer (Seasonal) To (6) Laborer	
			Approved as Modified	(Abolish) (5) Laborer (Seasonal)	
	(Reclassify) (1) Motor Equipment Operator to (1) Welder/Automotive Repairer		Approved		

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	<i>(Remove Note) Four of the Maintenance Mechanic Positions can be filled only if there is one Building Maintenance Worker Vacancy</i>		<i>Approved</i>		<i>\$153,363.74</i>
<i>Real Property</i>	<i>(Reclassify) (1) Tax Map Supervisor to (1) Senior Tax Map Technician</i>		<i>Approved</i>		
	<i>(Reclassify) (1) Assessment Control Examiner to (1) Real Property Administrative Assistant</i>		<i>Approved as Modified</i>	<i>(Reclassify) (1) Assessment Control Examiner to (1) Real Property Tax Service Assistant, Base \$41,663</i>	
	<i>(Reclassify) (1) Assessment Control Examiner to (1) Real Property Tax Research Technician, Base \$47,618</i>		<i>Approved as Modified</i>	<i>(Reclassify) (1) Assessment Control Examiner to (1) Real Property Tax Research Assistant, Base \$43,411</i>	<i>\$3,306.84</i>
<i>Sheriffs Department</i>	<i>(Salary Increase) Head Nurse</i>	<i>*Non-Union Position</i>	<i>Approved</i>		
	<i>(Salary Increase) (5) Registered Nurse</i>	<i>*Non-Union Positions</i>	<i>Approved</i>		
	<i>(Create) (3) Desk Officer</i>	<i>*COLA was not figured into amounts due to contract negotiations</i>	<i>Approved as Modified</i>	<i>(Create) (2) Desk Officer</i>	
	<i>(Create) (1) Records Management Clerk, Grade 9, Step 1A</i>		<i>Approved</i>		
			<i>Approved as Modified</i>	<i>(Salary Increase) (1) Director of Communications, Step 10A</i>	<i>\$227,844.40</i>
<i>Social Services</i>	<i>(Reclassify) (1) Information Processing Specialist to (1) Senior Typist</i>		<i>Approved</i>		<i>\$0.00</i>
<i>Treasurer</i>	<i>(Create) (1) Accounting Supervisor, Grade 11, Step 1A</i>		<i>Approved</i>		
	<i>(Create) (1) Tax Collection Supervisor, Grade 11, Step 1A</i>		<i>Approved</i>		
	<i>(Create) (1) Special Clerk to the County Treasurer</i>		<i>Approved</i>		

2020 Proposed Personnel Budget Actions

<i>Department</i>	<i>Requested Position/s Amended</i>	<i>Comments</i>	<i>Sub-Committee Approval Status</i>	<i>Sub-Committee Modifications</i>	<i>Net Cost by Department</i>
	<i>(Abolish) (1) Deputy Treasurer</i>	<i>*Abolish upon retirement of (1) Deputy Treasurer (Cost at half year)</i>	<i>Approved</i>		
	<i>(Abolish) (1) Account Clerk Typist</i>		<i>Approved</i>		
	<i>(Salary Increase) (1) Deputy Treasurer, Grade 17, Step 6B</i>	<i>*Salary Increase upon retirement of (1) Deputy Treasurer (Cost at half year)</i>	<i>Approved</i>		\$110,748.94
Veterans	<i>(Reclassify) (1) Account Clerk/Typist to (1) Veterans Services Specialist, Base \$43,990</i>	<i>*100% Reimbursement</i>	<i>Approved</i>		\$0.00
					\$1,185,556.13
				Miscellaneous Furniture Costs	\$16,900.00
					\$1,202,456.13