

**NOT  
APPROVED**

FINANCE COMMITTEE

March 26, 2003

*J. Margeson*

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APR 02 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, J. Palmer, D. Russo, E. Sherman, R. Sobeck

Others Present

W. Dibble, J. Margeson, D. Reynolds, B. Rigby, T. Ross

Departmental Financial Reports

Terri Ross, County Treasurer, stated that she met with all departments except two regarding the templates they should use to prepare their monthly financial reports. Ms. Ross indicated that it would not be practical for three departments (Employment and Training, Mental Health, Social Services) to use the current templates due to the multitude of cost centers and the fact that these departments are largely grant/federal aid/state aid based with little local control. In addition, Mental Health's operations are entirely based on advances that make it difficult to present an accurate cash basis report. Ms. Ross added that Social Services currently has an acceptable financial reporting system in place, and the other two departments do balance to reports generated in the Treasurer's Office.

Treasurer's Office

Ms. Ross distributed a summary of all expenses and revenues in the Treasurer's cost center in addition to several other accounts. Ms. Ross indicated that the appropriations appear on one side with the corresponding revenues displayed on the reverse side.

Ms. Ross also distributed a list of essential services provided by her office as well as a list of fees that the Treasurer's Office collects.

Community College Expenses

We do not host a community college so we pay a fee when Allegany County residents attend a community college. The expenses associated with this account are seasonal by semester, and Allegany County spends approximately \$500,000 a year on Community College fees. Community college fees are not a legal responsibility of the County, and they could be charged back to towns. The fees are broken down by township when submitted for payment. Committee members discussed possible options for lowering this expense.

Committee members discussed other services that the County provides for the towns, and it was noted that some of the services are provided in lieu of sharing sales tax.

Sheriff's Office

Undersheriff Denis Reynolds, representing Sheriff Belmont who is out on medical leave, distributed a summary of some of the expenses and revenues in the Sheriff's cost center along with a list of fees charged.

Undersheriff Reynolds indicated that a log is used for overtime hours, but the hours are not broken down or coded to a certain program or function. The Finance Committee would like departments to better account for any overtime hours.

### Variances

Undersheriff Reynolds stated that the Commission of Corrections have approved the return of two variances for our county jail which will give us a total of ten more beds in the jail. The variances are for three-month periods, and they require certain actions on the part of the Sheriff's Office. The Sheriff's Office will be required to request renewals of variances by the deadline, insure that prisoners housed under the variances are given access to all programs made available to other inmates, and maintain data of inmates housed under the variance. Undersheriff Reynolds stated that the jail population peaked in December at approximately 70 prisoners per day. Now the jail population is running around 40 per day. Although we may have to house out females, we should be able to house our own prisoners.

### Departmental Financial Reports

Committee members would like to review the financial reports of Public Works, County Clerk, and Human Resources at the next meeting on April 16 at 2:00 p.m.. Ms. Rigby will send a memo to these department heads requesting that they plan to attend.

### 2003 Budget

Ms. Ross indicated that we have spent approximately 17 percent of our 2003 budget and have received approximately 25 percent of budgeted revenues.

Ms. Ross showed committee members a budget performance report by department that lists the percentage used or received in each cost center as of a certain date. Legislator Nielsen indicated that he would like this report to become a standing part of the agenda once every month.

### 2004 Budget

Committee members discussed the 2004 budget and are committed to starting with a zero based budget. They plan to look at every department and program, and if a particular program is not mandated, it will start with a zero budget. Ms. Ross suggested getting input from employees regarding where to make financial cuts.

### Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
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FINANCE COMMITTEE

March 12, 2003

*John Margeson*

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MAR 14 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, J. Palmer, D. Russo, E. Sherman, R. Sobeck

Others Present

J. Margeson, B. Rigby, T. Ross

Financial Reports

Terri Ross, County Treasurer, distributed a sample of the financial accounting report approved by the Ways and Means Committee on February 26. Ms. Ross stated that she will provide each department a template of the report with the adopted budget amount for each account number already filled in. The departments will then complete the remaining fields and submit a copy of the report to their committee of jurisdiction each month.

Ms. Ross noted that Social Services' reports will look slightly different as they already have an acceptable financial reporting system in place.

Committee members discussed the monthly reports that the Treasurer's Office distributes to departments. These reports summarize the activity in each account and should be compared with the departments' records. John Margeson, County Administrator, stated that these reports enable him as well as department heads to keep an eye on revenue streams. Mr. Margeson noted that many of our revenues, such as state aid that is received quarterly, are received on different schedules.

Overtime Expenditures

Committee members discussed the benefits of tracking what overtime hours are being used for and how overtime hours should be assigned to specific duties, projects, or programs as part of the normal payroll process. Committee members requested Ms. Ross to work with departments regarding payroll hours and the reporting of overtime.

2004 Budget

Mr. Margeson suggested that it might be a good idea to file the tentative budget with the Finance Committee rather than the Ways and Means Committee this year. The Finance Committee could then review the budget and make recommendations. Committee members requested Ms. Rigby to refer the matter to the Ways and Means Committee for approval. Refer to Ways and Means

Mr. Margeson commented that the fund balance gets smaller every year. Committee members discussed the need to maximize revenues and the possibility of it becoming necessary to either reduce services or increase taxes during the upcoming budget season. Committee

members discussed the possibility of starting with a zero base budget this year. They briefly discussed the benefits as well as the extra work involved with starting with a zero base budget.

Before the 2004 budget season starts, committee members hope to meet with every department head to review year-to-date account activity, examine departmental fees and assess mandated and non-mandated budget items. Committee members asked Ms. Rigby to send a memo to the Sheriff and the Treasurer requesting them to attend the next meeting on March 26 at 3 p.m. to begin their departmental review. Committee members hope to meet with a minimum of two department heads approximately every two weeks.

### **Medicaid, Sales Tax, Tobacco Money**

Mr. Margeson indicated that the Medicaid figures are fairly close to budget, but asserted that future figures are extremely hard to predict.

Sales tax is down, and it was noted that there has been a big drop in retail sales within the County.

Tobacco revenue was budgeted for \$805,000 for 2003, and that figure appears to be a fairly accurate estimate for the year.

### **Purchasing Policy**

Ms. Rigby briefly described the County's policy for purchasing office supplies and various office furniture and equipment. These items should all be ordered through Staples. Staples does not charge shipping/handling fees or restocking fees for returned items. Staples currently holds the NYS OGS award for most supplies and will also offer to match competitors' prices. We usually receive ordered items within one or two business days, and the items are delivered to individual departments via UPS.

### **Next Meeting**

The next meeting will be held on March 26 at 3 p.m. (after Ways and Means).

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
APPROVED**

FINANCE COMMITTEE

Minutes of April 16, 2003

*J. Margeson*  
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APR 22 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Members Present: K. Nielsen, C. Crandall, J. Palmer, D. Russo, R. Sobeck, E. Sherman

Others Present: D. Guiney, T. Ross, J. Margeson, B. Morris, E. Ruckle, L. Healy, A. Finnemore

Approval of Minutes

Minutes of March 12 and 26, 2003 were approved on a motion made by Crandall, seconded by Palmer and carried.

County Attorney's Office

Daniel Guiney, County Attorney, distributed a report indicating year-to-date financial activity in his department. He explained some of his appropriation and revenue accounts. Some budget line items are basically pass-through accounts for Social Services attorney fees. This year's anticipated revenue represents 84% of his department's total budget. The County Attorney's office charges back departments for services which can then be submitted for State Aid reimbursement.

The County Attorney's office has no non-mandated programs. Job duties and work flow were discussed as well as possible jobs that could be eliminated (i.e. the change instituted in 2002 related to real property tax charge backs that used to require resolutions). Costs have been maintained over the years with the exception of personnel and Mr. Guiney feels they have already cut the budget back as far as possible. He noted the office can probably handle the problems related to staff reduction due to retirement/hiring freeze for about another month before services will be seriously affected.

County Clerk's Office

Linda Healy, Deputy County Clerk, presented the year-to-date financial report for the County Clerk's office. Their office is regulated by the State and fees are set by law. The department has always stayed within their budget and the only real change between 2002 and 2003 is personnel costs. Some areas where possible small budget cuts could be made were looked at and a question was raised on personnel numbers. Ms. Healy stated that compared with other counties, our County Clerk's office may have more employees, but turn around time is much better.

Ms. Healy reported that 72% of their budget is raised through revenue. The effect the State's registration and license mail-in process has on fees collected at the local level was discussed. An estimated \$25,000 in revenue is lost each year.

Human Resources/Civil Service Department

Bernie Morris, Personnel Officer, and Ellen Ruckle, Human Resources Specialist, presented financial information from the Human Resources/Civil Service Department. Revenue generated by this office is very minimal and is derived from civil service fees forfeited by no-shows. The department has no discretionary programs and is also mandated to supply civil service administrative services for approximately 1700 town and village municipal employees in addition to our county employees (costs can't be charged back).

To cut costs, Mr. Morris indicated there is some discretion in conference expense and advertising. The variability of arbitration expense was also discussed. The ratio of office staff per number of employees serviced was looked at, but with the large number of municipal employees, Mr. Morris stated that rather than cutting personnel, he could even use another labor relations rep.

## 2003 Budget

Terri L. Ross, County Treasurer, distributed the budget performance report for period ending March 31, 2003. Approximately 20% of the budget has been spent to date. The revenue section of the report will be variable due to quarterly reporting on some grants. A report showing two-year trends was discussed.

Procedure for dealing with over-spent accounts and transfers between budget line items were discussed. One suggestion to control over-spending accounts was to require departments to obtain purchase order numbers from the Treasurer's office before equipment is purchased. Close monitoring of transfers is also necessary. If the situation warrants it, a transfer may even be denied; and if equipment has already been received, the department may be required to send it back. Terri Ross and John Margeson will send a memo to departments having over-spent accounts.

Some issues identified to-date that will have an impact on the budget: Medicaid costs may go over the \$8 million projected. The federal government plans to cap day care and pharmaceutical reimbursements. Sales tax receipts are down approximately \$400,000 from last year. Jail housing-out of inmate expenses will be over budget again this year, but not by as much due to the variances being reinstated.

Bond Anticipation Notes were released for rates last week. Fleet was awarded the bid at 1.19%.

## Monthly Departmental Financial Reports

Some of the departments' financial reports are very cumbersome due to their large number of accounts. Suggestions were discussed and some of the larger departments may have to go to just a summary listing by major account numbers and omit all the detail.

## 2004 Budget

Departments will begin working on their 2004 budgets in June. The committee needs to start now to communicate intentions for a zero base budget (how to define mission and steps to convey). We need to rethink the budget process and look not so much at *budgeted* amounts but *actual* amounts (compare for past three years) and how much is really *needed*. Department heads may be asked which line items include discretionary spending if cuts are necessary.

Personnel expenses account for a large portion of the budget. Possible cost saving measures were discussed in addition to the anticipated increase in retirement benefit expense. \$500,000 was budgeted. If the increase is 4.5%, the cost will be \$810,000, if 10%, the cost will be \$1.8 million.

## Next Meeting

The next meeting will be held Wednesday, April 30, 2003 at 2:30 p.m. Terri Ross and John Margeson will contact the three departments that will be invited to present a report on year-to-date financial activity, essential/non-essential programs (services provided) and a list of fees charged.

Respectfully submitted,  
Adele Finnemore

**NOT  
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FINANCE COMMITTEE

April 30, 2003

**RECEIVED**

MAY 02 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, D. Russo, E. Sherman, R. Sobeck

Others Present

J. Margeson, B. Rigby, S. Spillane

Approval of Minutes

The minutes of April 16, 2003 were approved on a motion by Russo, seconded by Sobeck and carried.

Departmental Financial Reports

Committee members requested that department heads e-mail their financial reports to committee members prior to meeting with the Finance Committee in addition to providing paper copies of the reports at the meeting.

Committee members briefly discussed departmental annual budgets and agreed that an abbreviated version of the long form should be adequate for legislators to read.

Clerk of the Board's Office

Brenda Rigby, Clerk of the Board, distributed the year-to-date financial reports for her department as well as the legislative, central service and insurance accounts. Most of the revenue generated falls within the central service and insurance accounts from charge backs to other departments that receive federal and state aid. Ms. Rigby stated that the only other revenue generated comes from the sale of County directories at \$3 a piece, and Journals of Proceedings at \$10 each.

Committee members asked where Ms. Rigby might be able to cut 10 percent from her budget. Ms. Rigby indicated that several cost-saving measures have already been taken, and with her departmental budget already lower than requested she didn't think that 10 percent could be cut from any of the line items.

Ms. Rigby also distributed a list of mandatory duties provided by her office.

Veterans Office

H. Scott Spillane, Veterans Service Director, distributed financial reports for his department and indicated that he has not had an opportunity to start using the template provided by the County Treasurer. Mr. Spillane stated that although a portion of his budget usually ends up going back to general fund every year, he works with a very small budget and it would be difficult to find places where he could cut back. If Mr. Spillane had to cut something, he would take it out of office supplies. Mr.

Spillane mentioned that the replacement for the Veterans Assistant position would earn less than the person who recently retired.

Mr. Spillane stated that he attends services officer school once a year to maintain his accreditation. Mr. Spillane asserted that he brought approximately \$5.1 million into the County for Veterans. The money came in the form of compensation for war injuries, widow pensions, low-income pensions, survivor benefits, etc. Mr. Spillane indicated that his office offers a variety of services, and there are many out there that would be eligible for benefits, but they don't know about it.

Mr. Spillane stated that he has received a few grants. He has never seen a grant from the federal government, and the Veterans Administration does not provide any assistance. Mr. Spillane noted that every county in the state has a Veterans Office, and Schuyler County is the only other county in the state that doesn't have at least two people in the office.

### County Administrator's Office

John Margeson, County Administrator, distributed year-to-date financial reports for his department. Mr. Margeson indicated that point one accounts were not included on the report, but with only two people in his office the currently budgeted amount was accurate.

Committee members asked about the .409 account and the transfer of funds into that account. Mr. Margeson indicated that the account was used to pay newspaper subscriptions, membership fees, and Norm Stocker (contractual labor). The .429 account is used for the annual appropriation to the 17 libraries at \$1,000 each. Mr. Margeson indicated that expenses associated with labor arbitration are paid from .409 and .429, and the .409 fees account will probably be over budget as we are still involved in negotiations.

### 2004 Budget

Mr. Margeson hopes to start providing the Finance Committee with 2004 budgetary information in June.

### Next Meeting

The next meeting will be held on Wednesday, May 21 at 1 p.m., and committee members would like to meet with the Sheriff. Mr. Margeson will notify the Sheriff and discuss the information committee members would like to review.

There will also be a meeting on Wednesday, May 28 at 2:30 p.m. (Following Ways and Means), and committee members would like to meet with representatives from the Public Works Department.

### Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

*J. Margeson*

**NOT  
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FINANCE COMMITTEE

**RECEIVED**

May 21, 2003

MAY 22 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, D. Russo, E. Sherman, R. Sobeck

Others Present

R. Belmont, J. Margeson, S. Myers, S. Presutti, B. Rigby, T. Ross

Approval of Minutes

The minutes of April 30, 2003 were approved on a motion by Russo, seconded by Sobeck and carried.

Real Property Tax Service Agency

Steven Presutti, Real Property Tax Director, distributed the year-to-date financial reports for his department. Mr. Presutti stated that the department's spending is on target; however, they historically run over in the supply account just from the amount of paper required to produce the tax bills. Mr. Presutti asserted that they do shop around to obtain the lowest possible prices on tax bill paper and the special envelopes needed to mail the tax bills. Committee members asked about account A1355.430 budgeted at \$14,100 for 2003. Mr. Presutti stated that the account is used to pay the state Real Property Licensing Fee, and the \$14,100 is exactly what this year's fee will be. Mr. Presutti projects that the fee will go up next year by three to five percent.

Committee members asked where Mr. Presutti would cut 10 percent from his budget. Mr. Presutti indicated that after removing an extra 5 percent from his budget last year, he would really have to work at it to cut another 10 percent without being over budget or run short on supplies, etc. Mr. Presutti stated that the towns mail out their own tax bills, and Mr. Presutti tries to have the towns or other representatives pick material up when they are coming to the building to help save on postage. Mr. Presutti also noted that much of the information being sent to Albany is now transmitted electronically. Legislator Russo requested Mr. Presutti to send him an e-mail or memo regarding how he would cut 10 percent from his budget.

Mr. Presutti distributed a fees list. Almost 90 percent of the revenue received is generated from tax and assessment services charged back to the towns. It has been about four or five years since these particular fees were reviewed, and Mr. Presutti plans to compare his actual costs with what is now being charged back. The schedule for the other fees was last looked at about one to one and one-half years ago, and our current fees are comparable with what other counties charge for similar items.

Mr. Presutti also distributed a brochure produced by the NYS Association of County Directors of Real Property Tax Services outlining the background, purpose and services offered by Real Property Tax Agencies.

Committee members noted that \$223,721 of the \$262,412 budget is for personnel services and asked how many employees had been lost or gained in the last ten years. Mr. Presutti stated that the office was reorganized when he became director, and that the total employee count was probably down about one employee from ten years ago.

Committee members asked how the Real Property Tax Office would be impacted if it lost one employee. Mr. Presutti stated that the office is not overstaffed, they are extremely busy during tax and budget time, and the office runs very efficiently as it is currently staffed. Employees perform separate duties, and it could be difficult to do another's job. If we had to lose someone, the loss would be inconvenient, but we would have to work together to pick up the extra load.

### County-Wide Assessing

Legislator Sobeck asked Mr. Presutti' his thoughts regarding countywide assessing. Mr. Presutti said he didn't think it was a bad thing, and that two counties in New York State have countywide assessing. County assessing can also be done town by town. Mr. Presutti indicated that the process seems to work best when counties take over for towns requesting them to do so rather than counties suggesting the idea to towns.

Assessing has really become a profession; there is a lot of training involved. In Allegany County all of our assessors are well trained and try to do a good job. We try to work out any problems with them. We have 15 assessors for 29 towns. Cuba and Wirt have elected assessors. Things are pretty comparable between towns; most of our towns have equalization rates between 88 and 100 percent (full market value assessment). Mr. Presutti stated that a few assessors recently mentioned retiring.

### Sheriff's Office

Randal Belmont, Sheriff, was not able to present his information today, but he agreed to come to the next Finance Committee meeting on May 28.

### Budget Performance Reports

Terri Ross, County Treasurer, distributed budget performance reports for the year ending December 31, 2002 and through May 21, 2003.

Ms. Ross asserted that the majority of the general fund balance was used to cover shortfalls in our 2002 County budget. It was also noted that the sales tax revenue budgeted for 2003 is currently down approximately \$500,000-\$600,000. Sale tax represents close to 50 percent of our budget. Committee members questioned how such a large shortfall could be made up. John Margeson, County Administrator/Budget Officer stated it could be difficult to make the shortfall up unless we can make it up in unanticipated revenue in other areas. It is difficult to say what the impact is going to be; we will have a better idea later in the year.

Legislator Sobeck stated that the current financial trend is clearly leaning toward cutting services, and we will need to work as a team to overcome these financial difficulties. Committee members discussed the need for a contingency plan to save money. We need to determine what services the County is required by law to offer, and what service we choose to offer to the constituents? Legislator Sobeck stated that we should also be looking at fully funded areas; because if we can save the state money in one area perhaps we can get it back in another. Legislator Crandall noted that most counties face similar financial hardships, and 2/3 of the counties in New York State had higher tax raises than Allegany County.

Legislator Russo commented that he didn't see how the County could possibly lift the hiring freeze. The projected savings from the hiring freeze were budgeted at approximately \$112,000;

however, there have been some employees hired since then. Ms. Ross and Mr. Margeson will work together to determine the financial impact of the hiring freeze and report back to the committee. Legislator Crandall indicated that the Human Services committee is requesting the Ways and Means Committee to set guidelines for hiring after July 1.

**Next Meeting**

The next meeting will be held on Wednesday, May 28 at 2:30 p.m. (after Ways and Means), and committee members would like to meet with the Sheriff and Department of Public Works.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
APPROVED**

FINANCE COMMITTEE

June 11, 2003

*John Margeson*

**RECEIVED**

JUN 16 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, J. Palmer, D. Russo, E. Sherman, R. Sobeck

Others Present

R. Belmont, J. Margeson, S. Myers, Y. Rechichi, B. Rigby, D. Roeske, T. Ross

Approval of Minutes

The minutes of May 21, 2003 were approved on a motion by Sobeck, seconded by Palmer and carried.

Sheriff's Office

Randal Belmont, Sheriff, distributed a list of the beginning balances and balances as of May 27 for the accounts in his office. Committee members requested the Sheriff to use the same financial reporting template that other departments have been using.

Sheriff Belmont indicated that his department has been "holding the line," and they have tried to cut expenses by analyzing and justifying the necessity of certain items before making purchases. Sheriff Belmont stated that although we cannot control the costs of medical care for housed-out inmates, Dr. Ogden and the nurse practitioner have enabled us to keep the in-house medical costs down. Sheriff Belmont stated that he negotiated with Jones Memorial Hospital to charge a flat rate of \$200 per inmate visit regardless of the medical procedures performed. Sheriff Belmont indicated that this should result in substantial savings, and that Jones Memorial is currently going back through all of their 2003 bills and will re-bill us \$200 for each visit.

Committee members questioned Sheriff Belmont on the variances. The Sheriff stated that the COC was here today, and they hope to have the variance renewed for 90 days. We are currently housing out all females, and the female section of the jail is filled with male inmates.

The Sheriff distributed a fee schedule as well as some proposed changes. He indicated that some fees are set by law. Committee members briefly discussed financial accountability and the importance of separating duties when it comes to handling money.

Committee members asked where the Sheriff would cut 10 percent from his budget. The Sheriff indicated that he would take the 10 percent from personnel services. The Sheriff asserted that Civil Service Law dictates that part-time positions must be cut before full-time positions, and if they didn't have the part-time employees, the County would be paying a lot of overtime.

Committee members discussed the minimum staffing requirements set by the COC, community policing, essential and non-essential services, and improved reporting methods for payroll. Committee members requested more information and clarification on the COPS Grant.

## **Public Works Department**

Yvonne Rechichi, Public Works Accountant, distributed the following:

1. Summary of essential and non-essential programs provided by highway, equipment maintenance, engineering, buildings and grounds, solid waste, and parks and forests.
2. Summary of services provided to other departments and towns/villages.
3. Summary of fees charged.
4. Financial reports through June 9, 2003.
5. Organizational chart.

Committee members along with others that were present commended Ms. Rechichi's efficiency and excellent record keeping.

David Roeske, Public Works Superintendent, stated that the landfill permits are good for another four years, and that approximately 7,000 have been issued. Ms. Roeske indicated that citizens are still coming in to get permits, and that quite often they have to deny requests for permits because the requester is not an Allegany County resident.

Committee members discussed bridges with Mr. Roeske. Mr. Roeske stated that with 325 bridges in the County, we have more bridges than the majority of the counties in the state. All bridges that can be eliminated have been, and the number of bridges has probably dropped by about 25 in the last ten years. Mr. Roeske believes it would be disastrous to go a whole year without doing any bridges; approximately 35 percent of the 325 bridges are on a deficiency list. Mr. Roeske indicated that many counties contract bridges out, and Allegany County is able to save a considerable amount of money by doing much of their own work. Mr. Roeske indicated that the recent purchase of pre-cast concrete inverter panels (bridge super-structures) from the state of Massachusetts would result in additional savings this coming year.

Mr. Roeske discussed the need to replace equipment on a regular basis asserting that it ends up being more costly when you try to let things go for a year.

## **Budget Performance Reports**

Terri Ross, County Treasurer, distributed an annual update for the fiscal year ending 2002 indicating that the auditors have left and an audited report has gone to the state.

Ms. Ross pointed out that we spent about \$6 million more than what was budgeted last year. The fund balance has gone from over \$8 million in 2001 to \$1.7 million at the end of 2002. We were able to appropriate \$1.5 million to 2003; however, there will not be anything to appropriate to 2004.

The sales tax revenue remains about the same as reported last month, and we will probably be short approximately \$500,000.

## **Hiring**

A motion was made by Nielsen, seconded by Sobeck and carried requesting the Ways and Means Committee to sponsor a resolution dictating that the approval to hire a new employee must be considered by the committee of jurisdiction, and then referred to Ways and Means for final approval.

**Refer to Ways and Means**

A motion was made by Crandall, seconded by Sobeck and carried requesting the Ways and Means Committee to require the completion of a "Request to Fill Position Form" any time a department requests to fill a position. The form would summarize basic information such as funding percentage, full-time/part-time, union/non-union, mandated, etc. *Referral to Ways and Means*

### Employee Survey

Legislator Crandall distributed a "Your Opinion Counts" survey requesting employees' input regarding ways to cut costs and increase revenues. After a brief discussion, a motion was made by Crandall, seconded by Palmer and carried to distribute the survey to all employees with the upcoming payroll.

### Next Meeting

The next meeting will be held on Thursday, June 26 at 1:00 p.m., and committee members would like to meet with the Department of Social Services and Probation. Committee members would like department heads to include a departmental organizational chart along with the other items they are requested to bring. Committee members would like to also discuss raises for non-union employees at the next meeting.

### Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
APPROVED**

FINANCE COMMITTEE

June 26, 2003

**RECEIVED**

JUL 02 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, J. Palmer, E. Sherman

Others Present

M. Cherre, D. Horan, J. Margeson, J. Mulholland, B. Rigby, T. Ross, D. Sirianni

Approval of Minutes

The minutes of June 11, 2003 were approved on a motion by Palmer, seconded by Sherman and carried.

Probation Department

David Sirianni, Probation Director, distributed financial summaries for the various accounts within the Probation Department and explained the many programs offered through that department. Mr. Sirianni indicated that many of the non-mandated programs used to be funded at higher levels than they are now. Mr. Sirianni asserted that although some of the programs offered through his department are not mandated, the savings is pretty evident and they have a significant impact on other costs and other departments. Mr. Sirianni used the Pre-trial Program as an example noting that this program greatly impacts the jail population. Mr. Sirianni will provide committee members with a list of mandated and non-mandated programs.

Fees charged by the Probation Department were briefly discussed. The Probation Department recently started charging a supervision and administrative fee as well as a drug-testing fee. Mr. Sirianni indicated that although we do not make any profit from these fees, they do help us to break even.

When asked where he would cut 10 percent from his budget, Mr. Sirianni indicated that the Probation Department is personnel intensive, and that he would have to look to support staff, as there is no other place to look for it. Mr. Sirianni stated that the Probation Department recently put a stop to overtime resulting in some savings. The staff has remained about the same over the last several years. Mr. Sirianni distributed an organization chart for committee members to review.

Social Services Department

Margaret Cherre, Commissioner of Social Services, and Donald Horan, Director of Administrative Services, distributed financial reports summarizing the appropriations and revenues and identifying the total cost assigned to taxpayers for the various accounts within the Social Services Services Department.

Ms. Cherre also distributed a summary of programs and services identifying whether each program and service is mandatory or optional as well as the local cost of each. The various programs were explained and the federal and state reimbursement levels for each program were discussed. Mr. Horan explained that many of the revenues are recorded by the accrual method. Committee members complimented Mr. Horan's record keeping and his ability to keep the many accounts straight.

Ms. Cherre distributed a fee schedule for home studies indicating that it is generally used for private adoptions, and the fees do not apply when Child Protective Services is also involved.

Ms. Cherre also distributed an organization chart and briefly discussed staffing within the department.

### **Community Services**

James Mulholland distributed a consolidated fiscal report from January 1 through June 30, 2003 for Allegany County Community Services as well as a 2003 summary of Allegany County Mental Health-OMRDD-OASAS Estimated Funding.

Mr. Mulholland indicated that years ago the County along with Dr. Anderson decided it would be cheaper to contract out mental health services rather than do them in house. Mr. Mulholland indicated that we have contracts with ARA, Alcoholism and Substance Abuse, and ARC. The County has contributed \$229,519 toward these programs, and that figure has not changed over the years. Mr. Mulholland asserted that Community Services has been able to maintain substantial programs with no increase in County costs, and it would be impossible to obtain a 10 percent cut on that figure. Mr. Mulholland indicated that we are one of the few counties that have been able to sustain the contracted programs successfully, and he attributes the success to the dedication and management skills of Dr. Anderson. By keeping the contracted services out of the County, you end up paying less than you would otherwise.

Mr. Mulholland indicated that there are 26 different funding sources within Mental Health. All of their money is advanced up front, and when NYS passes their budget late, it has many detrimental effects.

### **Overburden**

Ms. Cherre and Mr. Mulholland briefly addressed overburden, and indicated that counties are now required to pay 25 percent toward services that it didn't used to have to pay anything for.

### **2004 Salaries**

The discussion regarding 2004 salaries will be postponed until more committee members can be present.

**Employee Surveys**

Terri Ross, County Treasurer, stated that the employee surveys have been coming in, and she will make copies for committee members.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
APPROVED**

*John Margeson*

**FINANCE COMMITTEE**

**July 30, 2003**

**RECEIVED**

**AUG 04 2003**

**ALLEGANY COUNTY  
BOARD OF LEGISLATORS**

**Committee Members Present**

K. Nielsen, C. Crandall, J. Palmer, D. Russo, R. Sobeck, E. Sherman

**Others Present**

D. Aumick, L. Crandall, J. Margeson, B. Rigby, T. Ross

**Approval of Minutes**

The second paragraph on page two of the minutes of June 26, 2003 were amended as follows: "private adoptions" was replaced with "custody cases," and "The Department has not been charging for home studies in private adoption cases to this point, but will likely initiate those charges by January 1, 2004." was added. The amended minutes were then approved on a motion by Sobeck, seconded by Russo and carried.

**Youth Bureau**

Deborah Aumick, Youth Bureau Director, distributed financial summaries for the Youth Bureau. Ms. Aumick indicated that the Youth Bureau does not have any mandated programs; however, most of their funding comes from the State with eighty-five percent coming from the Office for Family Services. There is a 50 percent County match for the administrative component resulting in approximately \$21,000 in County money.

Ms. Aumick distributed a list of programs with the corresponding funding breakdown. Ms. Aumick indicated that she still doesn't know if we can expect State funding for the 2004 budget, but she has been contacting the state regarding this matter. When Ms. Aumick sent out RFP's she asked everyone applying to reduce their budgets by 10 percent. The Youth Bureau does not charge any fees for their services.

**STOP DWI**

Deborah Aumick, STOP DWI Coordinator, distributed financial summaries for the STOP DWI Program. Ms. Aumick indicated that no taxpayer dollars are used for the STOP DWI Program; the program is operated from fine money. Ms. Aumick commented that there have not been any DWI-related fatalities this year. Although there are no mandated programs, budgetary guidelines established through the Governor's Traffic Safety Program must be followed. STOP DWI fines cannot be used for just anything. Ms. Aumick must submit a plan to the Governor's Traffic Safety Committee every year.

Ms. Aumick complimented the work of the Probation Department as well as the judges. Through May 2003, \$48,000 has been collected in fine money. Ms. Aumick stated that she would like to see the conviction rate at arrest level improved and indicated that many cases are pled down. STOP DWI does not charge any fees for services.

Ms. Aumick clarified certain funding levels to other agencies. Ms. Aumick determines the reimbursement to agencies, but she does basically follow some of the guidelines previously established regarding reimbursement to other County agencies.

### 2004 Salaries

Committee members discussed the County cost of each employee and discussed the possibility of including a line on each employee's payroll sheet identifying the cost of the employee's fringe benefits.

### Employee Surveys

Committee members discussed the surveys that were received and were very pleased with the many responses. The surveys have created many good ideas and discussions. Ms. Ross will send a memo out with payroll thanking employees for their responses, and any employee expressing an interest in talking with the Finance Committee will be invited to the next regular meeting.

### Overtime and Compensation Time

Terri Ross, County Treasurer, distributed overtime and compensation time summaries for committee members to review.

### Executive Session

A motion was made by Sobeck, seconded by Palmer and carried to enter into executive session to discuss the medical, financial, credit or employment history of a particular person. Following the executive session, a motion to return to regular session was made by Crandall, seconded by Russo and carried.

A motion was made by Russo, seconded by Sobeck and carried to cut all overtime and compensation time for non-union Sheriff Office employees. **Refer to Ways and Means**

A motion was made by Sobeck, seconded by Russo and carried to cut all overtime and compensation time for union and non-union Health Department employees. **Refer to Ways and Means**

### Future Meetings

There will be a Finance Committee meeting at 1:00 p.m. on August 13, and committee members plan to review the Office for the Aging, District Attorney, Development, Tourism, and Planning. Ms. Rigby will contact individuals requesting to meet with the Finance Committee and invite them to attend the meeting.

There will also be a Finance Committee meeting on August 28 at 3 p.m.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
APPROVED**

FINANCE COMMITTEE

August 13, 2003

*John Margeson*

**RECEIVED**

AUG 26 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, J. Palmer, D. Russo, R. Sobeck, E. Sherman

Others Present

J. Case, K. Dirlam, J. Margeson, B. Rigby, T. Ross

Approval of Minutes

Legislator Sobeck made a motion, seconded by Russo and carried, to amend the July 30 minutes to reflect the fact that the motion to cut all overtime and compensation time for non-union Sheriff Office employees was moved by Sobeck, and seconded by Russo. The amended minutes were then approved on a motion by Sobeck, seconded by Russo and carried.

Executive Session

A motion was made by Russo, seconded by Sobeck and carried to enter into executive session to discuss the medical, financial, credit or employment history of a particular corporation. Following the executive session, a motion to return to regular session was made by Sobeck, seconded by Palmer and carried.

Tourism

Jesse Case, Tourism Specialist, distributed an organizational chart along with financial summaries of the Tourism accounts. Mr. Case pointed out that only about \$90,600 of the \$253,295 Tourism budget comes from County dollars. Mr. Case explained how each account is used. The majority of the Tourism budget is financed through an I Love NY grant.

Mr. Case explained how the I Love NY Grant works and indicated that only one-third of the guide can be advertisements and a certain look must be maintained. Mr. Case expects I Love NY funding to remain fairly close to what it is now.

Committee members asked Mr. Case if he had any success in pushing tourism in the County. Mr. Case indicated that tourism related revenue brings in approximately \$1 million in sales tax revenue.

Planning

H. Kier Dirlam, Planning Specialist, distributed an organizational chart along with financial summaries of the Planning accounts. Mr. Dirlam explained his various accounts and indicated that the advisory committee appropriation is not adequate.

Mr. Dirlam stated that he couldn't think of anything to cut from his budget, and asserted that it was actually too small to do too much. Mr. Dirlam indicated that there is enough work between GIS and planning that two full time employees could be kept busy all the time. Towns and villages often request more than Mr. Dirlam has time to provide. The County has no other planning entity, and most communities don't have a Planning Board. Mr. Dirlam indicated that legislators would probably see a request for a Planning and GIS Coordinator soon.

Mr. Dirlam talked about GIS and the benefits of putting it on a server to make it available to everyone. Mr. Dirlam also discussed the EPA Grant and indicated that they have been entering data for septic systems from the Health Department.

### **Executive Session**

A motion was made by Palmer seconded by Sobeck and carried to enter into executive session to discuss the medical, financial, credit or employment history of a particular corporation. Following the executive session, a motion to return to regular session was made by Palmer, seconded by Russo and carried.

### **Future Meetings**

The next Finance Committee will be at 3:00 p.m. on August 28, and committee members plan to review the Office for the Aging, District Attorney, and Development.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
APPROVED**

FINANCE COMMITTEE

August 28, 2003

*John Margeson*

**RECEIVED**

SEP 03 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, J. Palmer, D. Russo, R. Sobeck, E. Sherman

Others Present

R. Bennett, W. Dibble, J. Foels, J. Margeson, T. Parker, V. Pettit, B. Rigby, T. Ross, K. Toot

Approval of Minutes

The August 13, 2003 minutes were approved on a motion by Russo, seconded by Sobeck and carried.

Development Office

John Foels, Development Director, distributed an organizational chart along with financial summaries of the Development accounts. Mr. Foels walked committee members through the detailed organizational chart explaining the relationships between the various entities appearing on the chart.

When asked where he would cut ten percent from his budget, Mr. Foels stated that he is very sensitive to the need to cut the budget, and indicated that there was discretionary money in the marketing areas of his budget.

Legislator Palmer mentioned the \$12,000 budgeted for a grant writer, and Mr. Foels indicated that the money had been budgeted to assist municipalities when they are applying for various grants.

Legislator Sobeck asked how Mr. Foels would measure success in his office. Mr. Foels stated that no matter how good they are, that there is going to be some failure – some have lost jobs, and some businesses have failed. Mr. Foels indicated that sometimes it's a matter of saving and retaining jobs.

Legislator Russo asked Mr. Foels how he felt about a County type of Chamber of Commerce. Mr. Foels stated that he is in favor of a unified business source under one umbrella and indicated that something like that never hurts – it always helps.

Mr. Foels explained the Crossroads (Houghton Academy South) proposal and indicated that they previously wanted to use marketing dollars to buy it. Mr. Foels believes that the Crossroads Tourism Center is absolutely crucial. Mr. Foels stated that within the last week it has been determined that the Houghton Foundation is in the process of securing their debt and leasing the building. Mr. Foels indicated that it is his intention to move to the building; however, he does not plan to use any marketing funds to finance the move.

Mr. Foels stated that he couldn't specifically identify any current IDA projects, but indicated that they are in the process of refinancing some projects among other things.

### District Attorney

Terrence Parker, District Attorney, distributed financial summaries for the accounts in his office. Mr. Parker identified and explained the line items appearing in his budget, and indicated that he may have \$30,000 left over in his budget this year. Some line items such as assigned counsel fees are difficult to budget because you never know how often you will have to hire someone to work on a case. The District Attorney's 2004 budget is approximately five percent less than the 2003 budget.

Mr. Parker stated that 39.7 percent of his budget is grant funded, and 80 percent of his budget is personnel. Any personnel changes would directly affect the grant money received. Four of Mr. Parker's staff are grant funded – the Crimes Victim Coordinator, Investigator (100%), and one Assistant District Attorney and one Secretary are financed with DWI money.

Committee members asked how Mr. Parker's office compared with other counties. Mr. Parker asserted that we have fewer employees than anyone around us, and no other county has just part-time Assistant District Attorneys. Mr. Parker also indicated that they were paid less than surrounding areas.

Legislator Russo asked Mr. Parker how the new assigned counsel rates would affect his office. Mr. Parker stated that his staff has suggested that it is foolish for them to work for the County when they can make a lot more as assigned counsel.

Mr. Parker indicated that when a District Attorney can't take a case, they often trade with a District Attorney from another County. This trading back and forth with other counties helps everyone with their budgets.

### Office for the Aging

Kimberley Toot, Office for the Aging Director, along with Vickie Pettit, Accountant, distributed fiscal reports, organizational charts, essential and non-essential program list, and cost saving measures to committee members.

Ms. Toot stated that the Office for the Aging works with fifteen different grants with four different fiscal years. Ms. Toot receives a report on each grant every month. Out of her \$1.2 million budget, about \$326,000 is County dollars, and the rest is federal and state money.

Ms. Toot indicated that she has not lost any funding the last few years, but the Operation Restore Trust will not be available this year. Legislator Nielsen asked if we have continued any programs that the County is fully funding, and Ms. Toot indicated that we are not.

Ms. Toot expressed concern that with flat funding, the waiting lists for services are increasing. Ms. Toot distributed a three-page list summarizing unmet needs of individuals contacting her officer over the last year and a half. Seniors quite often do not end up getting services unless there is a crisis. Sometimes the only way they can get the services they require is by making them eligible for Medicaid.

For a \$326,000 County investment, the Office for the Aging receives \$683,000 in federal and state grants, and \$198,500 in participant contributions. They provide case managed network of community services and ensure that 9,131 citizens over age 60 are supported with 432 volunteers actively assisting in service delivery. The Office for the Aging provides early intervention with a focus on the individual and independence as well as a focus on the family. They are non-medical, flexible, effective and efficient.

### **Future Meetings**

The next Finance Committee will be at 3:00 p.m. (after Ways and Means) on September 24 where committee members plan to begin looking at the 2004 budget.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
APPROVED**

FINANCE COMMITTEE

September 24, 2003

*John Margeson*  
**RECEIVED**

SEP 25 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, D. Russo, R. Soback, E. Sherman

Others Present

J. Margeson, S. Myers, B. Rigby, T. Ross

2004 Tentative Budget

John Margeson, County Administrator/Budget Officer, filed the tentative budget with the Finance Committee, Ways and Means Committee, and the Clerk of the Board this afternoon.

Terri Ross, County Treasurer, explained the layout of the budget as well as the easiest way to peruse the different categories. Ms. Ross indicated that the General Fund would always be the fund to show what needs to be raised by taxes because the other funds are balanced with inter-fund transfers. Ms. Ross also pointed out the items that were bonded last year as well as a summary showing the variances.

It was noted that the tentative budget calls for a 55 percent increase in county real property taxes as compared to the amount levied in 2003. The 2004 tentative budget calls for total general fund expenditures of approximately \$70.8 million. This is an increase of \$5.6 million or 8.5 percent over 2003.

John Margeson indicated that over \$2 million of the \$5.6 million in additional spending is attributed to providing health insurance benefits to Medicaid recipients and county employees. Revenues are down about \$1 million from last year. Miscellaneous revenues are made up of refunds from prior years expenses and Medicaid reimbursement was down approximately \$600,000. Our sales tax is down about \$300,000. It is also projected that our tobacco money will be decreased \$100,000-\$200,000. We have very little control over the decrease in revenues.

It was noted that the current tentative budget does not include raises for the nurses' and sheriff's unions which are still being negotiated. For the retirement fund, we will be required to pay the minimum 7 percent and will need to amortize the rest.

Mr. Margeson stated that to make a significant impact, we have to do some drastic things. To cut the budget 20 percent bringing the 55 percent increase down to 35 percent, we would need to decrease expenses or increase revenues by \$3 million. To get down to a 15 percent increase in the real property tax levy, we'd have to take \$6 million out of the current tentative budget. We currently have no surplus at all – it's cash in – cash out.

One suggestion for decreasing the tax increase included bonding approximately \$1.2 million for bridges and heavy equipment. Last year we bonded \$1.6 million.

Each committee member will carefully review a section of the budget to suggest possible cuts at the next meeting. Mr. Margeson will also come back to the committee with a list of areas he believes could be cut. Mr. Margeson will also provide committee members with a list of mandated and non-mandated programs.

Committee members discussed the functions and responsibilities of various departments as well as the impact of employee layoffs.

It was noted that the Board must adopt a final budget by December 10, or the tentative budget plus any approved resolutions becomes the final budget.

### **Future Meetings**

The next Finance Committee will be held from 1-4 p.m. on Tuesday, September 30.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

*John Margeson*

**NOT  
APPROVED**

FINANCE COMMITTEE

September 30, 2003

**RECEIVED**

OCT 02 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATION

Committee Members Present

K. Nielsen, C. Crandall, J. Palmer, D. Russo, R. Sobeck, E. Sherman

Others Present

W. Dibble, J. Graffrath, J. Margeson, B. Rigby, T. Ross

Budgetary Adjustments

John Margeson, County Administrator/Budget Officer, distributed options for budgetary adjustments resulting in \$1,569,187 or a 10.4 percent tax decrease.

A motion was made by Sobeck, seconded by Palmer and carried to accept the County Administrator's recommendations as summarized on the attached Memorandum of Explanation. Refer to Ways and Means

Risk Retention Insurance

Ms. Ross indicated that \$30,000 was inadvertently omitted from account CS9050.8 (Unemployment Insurance – Employee Benefits) when the 2004 tentative budget was prepared. There will need to be a motion at some point to include this in the budget.

Constitutional Tax Limit

Terri Ross, County Treasurer, explained the constitutional tax limit and stated that our last report to the comptroller for fiscal year ended December 31, 2003 showed that we are currently taxing at approximately 75 percent of our constitutional tax limit.

Executive Session

A motion was made by Sobeck, seconded by Palmer and carried to enter into executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Following the executive session, a motion to return to regular session was made by Russo, seconded by Crandall and carried.

Employee Changes

A motion was made by Russo, seconded by Sobeck and carried to abolish twelve Correction Officer positions in the Sheriff's Office immediately. Refer to County Attorney (review of COPS Grant) & Ways and Means

A motion was made by Russo, seconded by Sobeck and carried to abolish the positions of Lieutenant and Accountant in the Sheriff's Office. Refer to Ways and Means

A motion was made by Sobeck, seconded by Russo and carried to layoff the number of employees listed beside each department. The employees laid off are to be determined by the department head:

County Clerk's Office – 2 employees  
Information Technology Office – 1 employee  
Probation Department – 1 employee  
Real Property Tax Service Agency – 1 employee

**Refer to Ways and Means**

**Compensation Time**

A motion was made by Palmer, seconded by Russo and carried to eliminate all accumulation of compensation time in the Sheriff's Office effective January 1, 2004. (Employees will receive money rather than compensation time for any overtime worked.) **Refer to Ways and Means**

**Conference and Education Fees**

A motion was made by Sobeck, seconded by Palmer and carried to eliminate all conference and education fees currently in the 2004 tentative budget other than what is mandated to maintain a license. **Refer to Ways and Means**

**Executive Session**

A motion was made by Sobeck, seconded by Palmer and carried to enter into executive session to discuss collective negotiations pursuant to article fourteen of the civil service law. Following the executive session a motion to return to regular session was made by Crandall, seconded by Russo and carried.

**Sheriff's Union**

A motion was made by Sobeck, seconded by Palmer and carried to impose a contract on the Sheriff's Union. **Refer to Personnel with copy to Ways and Means**

**Future Meetings**

The next Finance Committee will held at 3 p.m. on October 15, 2003.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

OFFICE OF THE  
COUNTY ADMINISTRATOR

COUNTY OF ALLEGANY • COUNTY OFFICE BUILDING • BELMONT, NEW YORK 14813

TELEPHONE 585-268-9217

JOHN E. MARGESON, *County Administrator*

FAX 716-268-9623

**Options for budgetary Adjustments**

		Impact
1.	<i>Motion to remove</i> <del>Bond or remove</del> Open Top Containers from Solid Waste budget.	18,000
2.	<i>Motion to remove.</i> <del>Bond or remove</del> 1 Backhoe from Road Machinery budget.	53,000
3.	<i>Motion to remove</i> <del>Bond or remove</del> 2 Tandem Axle Trucks from Road Machinery budget.	110,000
4.	<i>Motion to remove</i> <del>Bond or remove</del> 1 Bulldozer from Road Machinery budget.	65,000
5.	Remove Fleet Manager position from Road Machinery budget.	33,000
6.	Remove 1 Automotive Mechanic from Road Machinery budget.	26,187
7.	Remove purchase of Fleet Maintenance tools from Road Machinery budget.	42,000
8.	Remove money to repair retaining wall in front parking lot from Building and Ground budget.	40,000
9.	<i>Motion to remove</i> <del>Bond or remove</del> 3 county bridge projects from County Road budget.	755,000
10.	Remove 100,000 from General Supplies line item in County Road budget.	100,000
11.	Remove 2 vehicles from Sheriff's budget.	50,000
12.	Remove 8 vehicles purchases from Health Department budget and lease them.	88,000
13.	Remove allocation to public libraries from County Administrator budget.	12,000
14.	Increase A02.1801.00 DSS – Repayment Medical Assistance from 350,000 to 400,000.	50,000

15. Increase A02.1809.00 DSS – Repayment ADC from 107,000  
493,000 to 600,000.

16. Increase A07.2652.00 Sale of Forest Products from 30,000 to 20,000  
50,000.

**Total: 1,569,187 or 10.4%**

**NOT  
APPROVED**

FINANCE COMMITTEE

October 15, 2003

*John Margeson*  
**RECEIVED**

OCT 22 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, J. Palmer, D. Russo, R. Sobeck, E. Sherman

Others Present

R. Bennett, E. Burdick, W. Dibble, J. Graffrath, R. Heineman, J. Margeson, B. Morris, S. Myers, B. Rigby, T. Ross

Approval of Minutes

The September 30, 2003 minutes were approved on a motion by Palmer, seconded by Crandall and carried.

Real Property Tax Increase

John Margeson, County Administrator and Budget Officer, stated that if the Ways and Means Committee approves all of the Finance Committee referrals made so far, we will have removed approximately \$1.4 million (10 percent) from the 2004 tentative budget, taking us down to a 45 percent real property tax increase.

County Bridge Projects

A motion was made by Crandall, seconded by Russo and carried to change the September 30 referrals to Ways and Means to *Remove or Bond* three County bridge projects, rather than just remove the bridge projects. The lost revenue if the bridges are completely removed would amount to approximately \$510,000. Refer to Ways and Means

Executive Session

A motion was made by Russo, seconded by Palmer and carried to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Following the executive session, a motion to return to regular session was made by Russo, seconded by Sobeck and carried.

FEMA Distribution

Mr. Margeson indicated that our FEMA Distribution has been calculated at \$407,000. At Mr. Margeson's recommendation, a motion was made by Crandall, seconded by Palmer and carried to allocate \$150,000 to Public Works as reimbursement for equipment, material, supplies, manpower, etc. during the recent flooding, and to appropriate \$257,000 to anticipated revenue for the 2004 budget. Refer to Ways and Means

**Employee Changes**

A motion was made by Palmer, seconded by Sobeck and carried to abolish positions in the following departments:

<u>Department</u>	<u># of Positions</u>
Clerk of the Board	1
Public Works	4
Social Services	4
Health Department	2
Planning	1

The twelve positions would result in a new savings of approximately \$239,000. **Refer to Ways and Means**

**County Landfill**

Committee members briefly discussed revenues that could possibly be generated from the County Landfill. James Graffrath, Chairman of Public Works, plans to investigate the matter further and report back to the committee.

**Future Meetings**

The next Finance Committee will be held at 8:30 a.m. on October 17, 2003.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators

**NOT  
APPROVED**

**FINANCE COMMITTEE**

**October 17, 2003**

*John Margeson*

**RECEIVED**

**OCT 22 2003**

**ALLEGANY COUNTY  
BOARD OF LEGISLATORS**

**Committee Members Present**

K. Nielsen, C. Crandall, J. Palmer, D. Russo, R. Sobeck, E. Sherman

**Others Present**

W. Dibble, J. Graffrath, J. Margeson, B. Morris, B. Rigby, T. Ross

**Miscellaneous Budget Cuts**

Legislator Crandall distributed a memo recommending \$200,000 in various departmental budget cuts. After a brief discussion, a motion was made by Crandall, seconded by Sobeck and carried approving the following budget cuts totaling \$133,000: **Refer to Ways and Means**

<u>Account No.</u>	<u>Department</u>	<u>Tentative Approp.</u>	<u>Reduce By</u>	<u>New Amount</u>
A1165.407	District Attorney	12,500	2,000	\$10,500
A1165.430	District Attorney	10,000	5,000	\$ 5,000
A1410.103	County Clerk	4,500	2,000	\$ 2,500
A1450.401	Board of Elections	10,000	2,000	\$ 8,000
A1620.103	Buildings & Grounds	20,000	15,000	\$ 5,000
A1620.429	Buildings & Grounds	45,000	5,000	\$40,000
A3110.413	Sheriff's Office	11,300	10,000	\$ 1,300
A3110.416	Sheriff's Office	13,000	5,000	\$ 8,000
A3140.103	Probation Department	15,000	15,000	\$ -0-
A4010.408	Health Department	60,000	20,000	\$40,000
A4035.405	Health-Family Planning	4,000	2,000	\$ 2,000
A4035.408	Health -Family Planning	40,000	5,000	\$35,000
A4040.103	Health- Long Term Home	8,000	3,000	\$ 5,000
A6010.103	Social Services	24,525	9,000	\$15,525
A6430.474	Development	70,000	30,000	\$40,000
D3310.103	Traffic Safety	1,000	1,000	\$ -0-
D5020.103	Engineering	6,000	2,000	<u>\$ 4,000</u>
				\$133,000

**Executive Session**

A motion was made by Russo, seconded by Palmer and carried to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Following the executive session, a motion to return to regular session was made by Russo, seconded by Sobeck and carried.

**Employee Changes**

A motion was made by Sobeck, seconded by Russo and carried to abolish one confidential secretary position in the District Attorney's Office. **Refer to Ways and Means**

### **Solid Waste**

Legislator Graffrath, Chairman of Public Works, distributed information regarding possible revenue sources from solid waste disposal.

Committee members discussed using a card system, stickers for bags, or special Allegany County bags as well as charging for loose and bulky waste at the transfer stations. Committee members discussed charging a per ton rate at the landfill as well as taking contaminated soil and solid waste from outside Allegany County. It was suggested that contaminated soil could be aired out and used for a daily cover.

Legislator Graffrath asserted that any additional charges would be in addition to and should not interfere with the permit process.

Some legislators expressed concern that additional fees might increase pollution and dumping incidences.

A motion was made by Crandall, seconded by Palmer and carried to establish fees for disposal of waste generated within Allegany County. Mr. Graffrath will not be able to attend the Ways and Means Committee meeting but will plan to request that David Roeske and John Mancuso attend to present the ideas. Legislator Graffrath will also request Mr. Roeske to contact Cattaraugus County for more information on how they charge for various services. *Refer to Ways and Means*

### **Home Health Care**

Committee members discussed the possibility of eliminating the Home Health Care Division and indicated that there were several outside agencies that could perform these services. Committee members agreed to give Home Health Care an opportunity to once again run in the "black" and revisit the matter again in 2004.

### **Balloons Over Letchworth**

Legislator Russo asked about the contract with Balloons Over Letchworth. It was noted that a referral to remove \$30,000 from A6430.474 has already been made, and committee members requested that Brenda Rigby send a referral to Ways and Means that the Development marketing account be looked at in more detail. *Refer to Ways and Means*

### **Sheriff's Office and Jail Staffing**

A motion was made by Crandall, seconded by Palmer and carried directing John Margeson to contact the Commission of Corrections requesting that they send us a written document clearly outlining the minimum staffing level requirements for our jail. Committee members also requested Mr. Margeson to obtain a copy of the jail schedule. *Refer to Ways and Means*

A motion was made by Russo, seconded by Nielsen and carried to forward the following statement to Ways and Means for approval:

Except as specifically agreed to and authorized by the Board of Legislators, in the event any member of the Allegany County Sheriff's Office is requested to perform non-mandated services for another municipality or entity, the County shall be compensated for the value of such service. If the municipality or

entity requesting the service does not agree to compensate the County for such service, no Sheriff employee or officer shall perform the requested services. Refer to Ways and Means

Committee members also expressed concern regarding possible costs associated with the Alert team and the academy the Sheriff is running. Committee members also briefly discussed the possibility of charging for policing/security at events such as the balloon rally and fair as these agencies may be able to contribute amounts to offset our costs for these events.

### Miscellaneous Suggestions

Terri Ross, County Treasurer, offered several other suggestions:

1. Meet with department heads for additional saving possibilities.
2. Ask for voluntary layoffs.
3. Option of making some positions part-time vs. layoff.
4. Offer retirement incentive.
5. Don't fill vacated positions.
6. Open up contracts and renegotiate raises.
7. Limit overtime and don't upgrade.

It was noted that both Wyoming and Ontario County recently offered a retirement incentive. Mr. Morris plans to speak with both counties and put something together for Ways and Means.

### Advertising for Delinquent Tax Parcels

Ms. Ross also suggested raising the charge for advertising costs for delinquent tax parcels from the current rate of \$10 to \$25-\$30. A motion was made by Crandall, seconded by Palmer and carried to refer the matter to Ways and Means. Refer to Ways and Means

### Mailings for Delinquent Tax Parcels

Ms. Ross indicated the cost to mail certified mailings to delinquent taxpayers has increased to approximately \$4.50 a notice and the Treasurer's Office mails approximately 1,100. Ms. Ross suggested that the delinquent taxpayer be charged for the mailing to help decrease her overall cost. A motion was made by Crandall, seconded by Palmer and carried to refer the matter to Ways and Means. Refer to Ways and Means

### Compensation Time

A motion was made by Russo, seconded by Sobek and carried to eliminate compensation time for all departments for six months effective January 1, 2004. When employees work overtime, they will be required to be paid for their time rather than accumulating overtime. Refer to Ways and Means

### Universal Grant Resolution

Legislator Russo plans to contact the County Attorney regarding a universal grant resolution that would state that when a grant runs out the program also runs out.

**Standing Committees**

A motion was made by Russo, seconded by Palmer and carried to request a resolution from Ways and Means to include the Finance Committee as a standing committee. *Refer to Ways and Means*

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board  
Allegany County Board of Legislators