

CAYUGA COUNTY LEGISLATIVE COMMITTEE MINUTES



WAYS & MEANS COMMITTEE

DATE: APRIL 16, 2019, CHAMBERS – 5:30PM

COMMITTEE MEMBERS:

<i>Patrick Mahunik</i>	<i>Legislator, District 12, Chair</i>
<i>Joseph Bennett</i>	<i>Legislator, District 10, Vice-Chair</i>
<i>Elane Daly</i>	<i>Legislator, District 11</i>
<i>Joseph DeForest</i>	<i>Legislator, District 8</i>
<i>Ryan Foley</i>	<i>Legislator, District 15</i>
<i>Christopher Petrus</i>	<i>Legislator, District 4</i>
<i>Paul Pinckney</i>	<i>Legislator, District 5</i>

CALL TO ORDER: By Hon. Joseph Bennett, Vice Chair called the meeting to order at 5:31PM

EXCUSED: Patrick Mahunik

OTHERS: Chair Tucker Whitman, Legislators Charlie Ripley, Aileen McNabb-Coleman, Andy Dennison, County Administrator Justin Woods, Chief Asst. County Attorney Richard Graham, Sheriff Brian Schenck, Deputy Treasurer Mary Beth Leeson, Budget Director Lynn Marinelli, Veterans Director Jessica Strassle, Planning Director Steve Lynch, Health Department Director Kathleen Cuddy, Mental Health Director Ray Bizzari, Civil Service Commissioner Todd Delaney, Citizen Reporter Ryan Franklin and Deputy Clerk of the Legislature Amanda Morgan.

MINUTES TO APPROVE: MARCH 19, 2019, Motion by DeForest, 2nd by Pinckney, all in favor.

APPOINTMENTS & RESOLUTIONS: Discussed with each committee report

PRESENTATION: Lynn Marinelli & Mary Beth Leeson – re: 2018 budget update

STAFF:

<i>J. Justin Woods</i>	<i>County Administrator</i>
<i>Sheila Smith</i>	<i>Clerk of the Legislature</i>
<i>Amanda Morgan</i>	<i>Deputy Clerk of the Legislature</i>

Cayuga County
Fund Balance Analysis - A
12/31/2018

UNRESERVED UNAPPROPRIATED
Balance per audit at 12/31/2017

18,914,848.24

Less:

Current year encumbrances	(523,232.75)
Increase in prepaid expenses	(320,600.23)
Appropriation in 2019 Budget	(838,475.00)
Income attributed to reserves	(42,707.19)

Add:

Prior year encumbrances	598,078.70
Transfer from Reserves Storm Sewer Project	250,000.00
Transfer from Reserves County FOB	7,493.16
Appropriation in 2018 Budget	582,592.00
Net Income (Loss) 2018	<u>2,082,375.13</u>

Unaudited balance at 12/31/2018

20,710,372.06

NON SPENDABLE FUND BALANCE

Balance per audit at 12/31/2017	3,263,488.17
Less: Prior period correction	(1,225,000.00)
Increase in prepaid expenses	320,600.23
Unaudited balance at 12/31/2018	2,359,088.40

RESTRICTED/COMMITTED FUND BALANCE

	12/31/2017	Transfer In	Transfer Out	Interest	12/31/2018
Capital Improvement	157,830.99	-	-	712.71	158,543.70
Emerson Park Improvement	33,223.54	-	-	150.05	33,373.59
Sterling Nature Center	202,562.05	-	-	914.67	203,476.72
Pavilion Building	52,948.09	-	-	238.24	53,186.33
Highway Maintenance/Bridges	2,000,000.00	-	-	4,402.21	2,004,402.21
Equipment	3.08	-	-	0.01	3.09
Buildings	141,219.34	-	(7,493.16)	624.88	134,351.06
Building Construction/Repair	2,000,000.00	-	(250,000.00)	3,929.80	1,753,929.80
Parking Lot Maintenance	22,828.84	-	-	103.07	22,931.91
DARE	7,057.23	-	-	-	7,057.23
DWI	189,038.58	27,489.95	-	-	<u>216,528.53</u>

TOTAL RESERVED FUND BALANCE

4,806,711.74 27,489.95 (257,493.16) 11,075.64 4,587,784.17

ASSIGNED FUND BALANCE

Unemployment Insurance	559,229.67	-	-	4,141.60	563,371.27
Encumbrances	598,079.00	523,232.75	(598,079.00)	-	523,232.75
Assigned Appropriated (next year budget)	582,592.00	838,475.00	(582,592.00)	-	<u>838,475.00</u>

TOTAL ASSIGNED FUND BALANCE

1,739,900.67 1,361,707.75 (1,180,671.00) 4,141.60 1,925,079.02

**Cayuga County
General Fund
2018 Budget Performance**

Department	Account	Performance Under/(Over) Original Budget	
Legislative Board	1010	\$612,767	Sales Tax Reveunue over budget Budgeted \$22.5M actual \$23.1M)
Contingent Account	1016	\$246,763	Remaining contingent budget.
District Attorney	1164-1169	(\$6,312)	Department operations slightly over budget. No revenue for prison prosecutions.
Public Defender	1170	\$38,831	Revenues and expenditures both under budget.
County Treasurer	1325	(\$285,888)	Property Tax collections adjustment. Reduced property tax revenue.
County Treasurer	1325	\$140,264	Revenue over budget on property tax auction.
County Treasurer	1325	(\$171,400)	Under budget on interest earnings.
County Treasurer	1325	(\$46,760)	Other differenced in revenue accounts.
		(\$363,784)	
County Clerk	1410	(\$43,912)	Fees were under budget.
Motor Vehicle	1411	\$98,374	Motor vehicle fees were over budget.
Coroner	1185	\$18,735	State Aid over budget.
E 911	3020	\$604,699	Revenues over budget. Grant funds
Sheriff	3110	\$216,233	Expenditures under budget, esp. vehicles and revenues over budget.
Jail	3150	\$92,406	Inmate revenue over budget. Jail OT and benefits over budget.
Public Health	4010	\$115,375	Maximizing grants.
Early Intervention	4044	\$37,702	Revenue over budget.
Pre-School	4045	\$410,225	Revenue over budget and Expenditures under budget. Less children in program.
Total Health Dept		\$563,302	
Buildings and Grounds	1620-1625	\$54,654	Expenditures under budget.
Information Technology	1610	\$92,612	Expenditures under budget.
Mental Health	4310	(\$198,151)	Revenues under budget. Includes Jail expenses \$100k.
Intensive Case Manag	4313	\$35,608	Expenditures under budget.
Fam Court Evals	4320	\$10,000	No expenditures.
Psychiatric Criminal	4321	\$33,365	Expenses under budget.
Retirees Health Insurance	4355	(\$43,074)	Expenditures over budget
Total Mental Health Dept		(\$162,252)	
DSS Admin	6010	(469,738)	Rev under budget for Admin. Loss of Federal Aid.
DayCare	6055	\$1,889	Expenditures under budget.
TANF Services	6060	(\$75,789)	Revenue recorded in another account.
Purchase of Services	6070	\$345,483	Revenue for preventive servces over budget. Expenditures under budget
Medicaid	6100	\$89,413	Medicaid payments under budget due to change in FMAP.
Med Assistance	6101	\$14,735	Recovery difference.
Family Assistance	6109	\$244,185	EAF Foster care expenditures under budget.
Foster Care	6119	\$415,363	Foster care block grant over budget.
Juvenile Delinquents	6123	(\$40,543)	STSJP rev and exp going here now.
State Training	6129	(\$34,519)	Estimated accrual based on past charges.
Safety Net	6140	(\$4,061)	Exp under budget.
Total DSS Dept		\$486,418	
Planning	8020	\$56,034	
All Other Departments		(\$194,730)	
Transfer to CM fund	9900	\$254,129	Oneida Indian funds transfer to CM
Total		\$2,664,967	Under Budget
2018 Budgeted Use of Fund Balance		\$582,592	
Fund Balance Used (Added)		(\$2,082,375)	
Difference Between Budget and Actual		\$2,664,967	

**Cayuga County
D & DM Funds
2018 Budget Performance**

D Fund		Under/(Over) Original Budget		
Highway SNOW Revenue		5010	\$750,452	Revenue over budget due to prior year weather adjustment.
Maichinery Rental	All		\$65,369	Machinery rental to DM under budget.
Snow Removal - County Roadsd		5124	(\$121,178)	Salt expenditure over budget
Capital Improv - Contractual		5113	\$175,250	Under budget in bridge
Highway Personnel Costs		5010	\$73,017	Salaries and Fringe below budget.
		Total	\$942,910	Under Budget
2018 Budgeted Use of Fund Balance			\$553,361	
Fund Balance Used (Added)			(\$555,063)	
Budget Performance			\$1,108,424	
DM Fund		Under/(Over) Original Budget		
Highway Equipment		5130	\$90,716	Expenditures over original budget but not over modified budget. Due to encumbrances.
		Total	\$90,716	Under Budget
2018 Budgeted Use of Fund Balance			\$208,975	
Fund Balance Used (Added)			\$359,269	
Budget Performance			(\$150,294)	

CAYUGA COUNTY TREASURER'S OFFICE

JAMES H. ORMAN, CAYUGA COUNTY TREASURER

ROUTINE RESOLUTIONS

- None

RESOLUTIONS WITH BACKGROUND

- None

APPOINTMENTS

- None

POLICY MATTERS FOR COMMITTEE

- A. The County's financials for 2018 have been closed. We are now working with the auditors (Insero & Co.) to begin the annual audit. We have developed a very good working relationship with Insero & Co. and anticipate a smooth process. Mary Beth Leeson is to be commended for leading the effort to close the financials so early and leading the audit process.
- B. Melinda Kostreva has been working closely with the towns to balance first installment property taxes collected by the town. This is a tedious task but she has developed a very good working relationship with the town tax collectors.
- C. Mary Beth Leeson and Lynn Marinelli will be discussing financial reporting at this Ways & Means meeting. Also, I will be out of town so Mary Beth will be representing our office.

CAYUGA COUNTY REAL PROPERTY TAX SERVICES

KELLY ANDERSON, DIRECTOR

ROUTINE RESOLUTIONS:

- None

RESOLUTIONS WITH BACKGROUND:

- None

APPOINTMENTS

- None

POLICY MATTERS FOR COMMITTEE:

None

CAYUGA COUNTY HUMAN RESOURCES

MICHAEL T. RUSSELL, CAYUGA COUNTY HUMAN RESOURCES ADMINISTRATOR

ROUTINE RESOLUTIONS:

- None

RESOLUTIONS WITH BACKGROUND:

- None

APPOINTMENTS

- None

POLICY MATTERS FOR COMMITTEE:

None

REGULAR MONTHLY RESOLUTIONS:

Motion by Foley on 1A & 1B, 2nd by DeForest, all in favor.

- 1A. Authorizing the County Treasurer to Pay March 9 through March 22, 2019 Audit of Claims
- 1B. Authorizing the County Treasurer to Pay March 23 through April 5, 2019 Audit if Claims

COMMITTEE RESOLUTIONS:

HEALTH & HUMAN SERVICES:

Motion by DeForest to bundle HH 1-16, 2nd by Petrus, all in favor.

- 4-19-HH-1 Authorizing the Director of Community Services to fill a Caseworker vacancy in Child Welfare Unit

- 4-19-HH-2 Authorizing the Director of Community Services to fill a full-time Human Services Examiner position in the Support Collection Unit of Social Services

- 4-19-HH-3 Authorizing the County Administrator and the Director of Community Services to renew the contract with Rescue Mission for Homeless Family and Transitional Housing

- 4-19-HH-4 Authorizing the County Administrator and the Director of Community Services to enter into a contract with the Fort Hill Cemetery to provide for indigent burials

- 4-19-HH-5 **(Amended @ HHS)** Authorizing the County Legislature and the Director of Community Services to create and fill 1 part-time Case Work Aide position in the Children & Family Services Unit

- 4-19-HH-6 Authorizing the County Administrator and the Director of Community Services to enter into a contract with Chapel House for provision of a Supportive Case Manager

- 4-19-HH-7 Authorize the filling of a full-time Code and Billing Specialist position at the Community Mental Health Center of Cayuga County due to resignation

- 4-19-HH-8 Authorize the filling of one full-time Heath Home Care Manager and abolishing one Social Work Assistant position at the Community Mental Health Center of Cayuga County

- 4-19-HH-9 Authorize the Director of Community Services to fill a Principal Account Clerk vacancy

- 4-19-HH-10 Authorizing the County Administrator and the Director of Community Services to enter into a contract with Hillside Children's Center for the recruitment, training and retention of foster parents

- 4-19-HH-11 Authorizing the Chairman of the County Legislature and the Public Health Director to enter into a memorandum of understanding with various colleges and universities to allow for nursing students and public health interns at the Health Department

- 4-19-HH-12 Authorizing the Chairman of the Legislature and the Public Health Director to enter into a 3-year agreement with the NYS Department of Health to allow the Health Department continued participation in the Zoonoses (Rabies) Program

- 4-19-HH-13 Authorizing the Chairman of the Legislature and the Public Health Director to enter into a one year extension with NYSDOH for the Healthy Neighborhoods Program and accept funding associated with the extension
- 4-19-HH-14 Authorizing the Chairman of the Legislature and the Public Health Director to enter into a contract with East Hill Family Medical, Inc. & Finger Lakes Community Health for the provision of STD services
- 4-19-HH-15 Authorizing the Cayuga County Administrator and the Director of the Office for the Aging to sign an agreement with Elderchoice for meal service
- 4-19-HH-16 Authorization to fill a part-time Aging Services Specialist in the Office for the Aging

GOVERNMENT OPERATIONS:

- 4-19-GO-1 **(Revised to fix Public Hearing time)** Fixing day and notice of Public Hearing on a Local Law amending Local Law No. 4 of 1992 changing the term of office from four years to two years for Cayuga County Legislator's running for the term beginning January 1, 2022 and changing the term limit for Legislator's from three terms to fourteen years. **Motion by Daly, 2nd by Petrus.**

Discussion:

Motion by Daly to change to three full four year terms and remove the language that says all service prior to 2022, 2nd by Pinckney.

Daly withdraws amendment

Motion by Foley that no person shall serve as a Cayuga County Legislator for more than three full terms or a maximum of 14 years, 2nd by Petrus, all in favor except Pinckney and Bennett.

Motion by Daly to strike the reset in Section 2.3 that says, "Service as a Cayuga County Legislator prior to January 1, 2022 shall not be considered for the purposes this term limit calculation", 2nd by Foley, all in favor except Pinckney and Bennett.

GO-1 as amended, all in favor except Pinckney and Bennett.

- 4-19-GO-2 Adopting a County Flag Guideline Policy. **Motion by Pinckney, 2nd by Foley.**

Discussion:

Bennett states that he is 100 percent for the flag, the United States Government, and the military, but he does not think the policy is necessary. He says in 1942 the Federal Government passed a policy of their own and they have a hard time enforcing it or following it themselves. He would like to know who or what entity will enforce this county policy and why we have to have it. He says almost every United States flag that is purchased comes with rules and regulations on how to fly it. He does not know why the county needs to get involved in this.

Woods says this came up when someone in the Sheriff's Office passed away and the question came up if we could lower the flag to honor them. He says the only person who can order for the flag to be lowered to half-staff at present is the President or the Governor. He says if there is a County Flag Policy then the Chairman of the Legislature can decide to lower the flag to honor someone at the County level.

DeForest calls vote, all in favor except Bennett.

4-19-GO-3 A Resolution to Establish the Cayuga County Veterans Services Advisory Board. **Motion by Foley, 2nd by Daly, all in favor.**

PLANNING:

Motion by Petrus to bundle PL 1-3, 2nd by Foley, all in favor.

- 4-19-PL-1 Authorizing submittal of a grant application and funding request to the New York State Department of State Local Waterfront Revitalization Program (LWRP) by the Cayuga County Department of Planning and Economic Development on behalf of the Town of Sterling and the Village of Fair Haven to prepare a joint Local Waterfront Revitalization Program.
- 4-19-PL-2 Authorizing Cayuga County to accept Lead Applicant Responsibility for Erie Canal Re-Watering and Trail Grant.
- 4-19-PL-3 **(Added 4/12/19)** Authorization to fill the position of Director of Employment and Training

PUBLIC WORKS:

Motion by Bennett to bundle PW 1-3, 2nd by Pinckney, all in favor.

- 4-19-PW-1 Authorization for Director of Public Works to fill an Auto Mechanic Diesel position within the Highway Division.
- 4-19-PW-2 Authorizing an agreement with Auburn YMCA-WEIU allowing for the operation of Auburn Little League at Emerson Park
- 4-19-PW-3 **(Added 4/12/19)** Authorization for the County Administrator to accept the lowest bid for road salt for the 2019-2020 winter season or reject all bids in favor of utilizing OGS pricing

JUDICIAL & PUBLIC SAFETY:

Motion by DeForest to bundle JP 1-8, 2nd by Pinckney, all in favor.

- 4-19-JP-1 Authorization to fill one vacant Emergency Services Dispatcher position due to a vacancy.
- 4-19-JP-2 Authorizing the Chairperson of the Legislature to sign a two year renewal with Penn Power Systems for the Maintenance of the generators at all of the tower sites maintaining the Cayuga County Emergency Communications System.
- 4-19-JP-3 Authorizing the Sheriff to fill three vacant Sheriff Custody Officer Positions in the Custody Division of the Cayuga County Sheriff's Office

- 4-19-JP-4 Authorizing the Chairman of the Cayuga County Legislature and the Sheriff of Cayuga County to enter into an agreement with Schuyler County and the Schuyler County Sheriff's Office permitting the Cayuga County Sheriff's Office to respond to mutual aid requests made by Schuyler County.
- 4-19-JP-5 Authorizing and supporting the adoption of a Centralized Off-Hour Arraignment Plan (CAP) to provide for arraignment of defendants at a centralized location outside normal court hours, to provide legal counsel to defendants after hours, on weekends, and on holidays as well as a provision for an on-call Judge to be available for all arraignments.
- 4-19-JP-6 Authorization to fill two vacant Deputy County Fire Coordinator positions to provide administrative and technical support in the Cayuga County Emergency Management Office due to vacancies in the department
- 4-19-JP-7 Authorizing the Cayuga District Attorney to Transfer Funds due to a long term vacancy.
- 4-19-JP-8 Authorize the Sheriff to fill one vacant Deputy Sheriff Position in the Law Enforcement Division of the Cayuga County Sheriff's Office

LEGISLATURE:

4-19-LEG-1 Authorizing the County Administrator to fill New Purchasing Director Position. **Motion by DeForest, 2nd by Daly.**

Discussion:

Foley says his concern is that this is part of an overall finance department that would be a long term goal, but the legislature does not have any information on that. He says he would like to see specifically where it would fit in that structure even if it is not going to be moved forward for some time. He would hope that at some point they can have that information and see how it fits within that scope of the entire county. He thinks there needs to be more information provided before the full legislature meeting.

Woods ask what kind of information. Foley asks if Woods has an organization chart for the finance department that he hoped this position would fit into. Woods says he has not proposed a finance department, but have just talked conceptually about what CGR recommended and he thinks it is a good idea. He says he has not proposed it because there have been many moving parts the past year and he got the sense organizationally the amount of change needed to slow down. He does think a finance department is a good idea and if he is asked by the legislature to present a plan for creating one he is happy to do it. He says there is an immediate need that is not being met in our purchasing capacity. He says we do not have sufficient staff to manage and oversee, hold our process accountable to seek the type of financial efficiency that we should in overseeing our procurement processes. He says we have both a consulting study and independent state comptroller audit that has highlighted serious opportunity for improvement and significant problem in our procurement process. He thinks both of those will be advanced by adding this position.

All in favor of LEG-1.

Motion by Deorest to adjourn at 7:35PM, 2nd by Pinckney, all in favor.