

## Agenda

Administrative Services Committee

**March 18, 2019, 5:00 p.m., Room 331**

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (02/19/19)
- C. Privilege of the Floor
  - 1. Proposed Local Law Intro. 1-19- A Local Law Amending Local Law 7-90 Providing for a Management Salary Plan for County Officers and Employees (Re: Probation Department)
  - 2. Proposed Resolution- Amend 2019 Budget for Vehicle Replacement – Information Technology Services – Office Services
  - 3. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Health Insurance Fund
  - 4. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Liability Insurance Accounts
  - 5. Other-

**LOCAL LAW  
INTRODUCTORY NO. 1-19  
CHAUTAUQUA COUNTY**

**A LOCAL LAW AMENDING LOCAL LAW 7-90 PROVIDING FOR A MANAGEMENT  
SALARY PLAN FOR COUNTY OFFICERS AND EMPLOYEES  
(re: PROBATION DEPARTMENT)**

BE IT ENACTED, by the County Legislature of the County of Chautauqua, New York, as follows:

**Section 1.**     Purpose.

The purpose of this Local Law is to amend the Management Salary Plan set forth in Local Law 7-90, and as amended, to set the salary ranges for three new titles for Probation Department Management positions: Probation Supervisor 1; Deputy Probation Director (Group B); and Probation Director (Group B). The titles above for which salary ranges are proposed shall replace the current titles of Probation Supervisor, Deputy Probation Director II, and Probation Director II at the same salary ranges as currently adopted in the Management Salary Plan. This amendment is necessary due to the adoption of changes to the New York Codes, Rules and Regulations, Title 9, Appendix H-10 entitled *Standard Specifications for Professional Probation Positions*, to become effective May 28, 2019.

**Section 2.**     Salary Levels.

The titles and salary ranges of the 2019 Management Salary Plan shall be amended on May 28, 2019 as follows:

Probation Supervisor 1 shall be placed in Range 4 (\$47,144 to \$72,198) of the 2019 Management Salary Plan, and the title of Probation Supervisor eliminated from the Management Salary Plan.

Deputy Probation Director (Group B) shall be placed in Range 6 (\$53,522 to \$82,068) of the 2019 Management Salary Plan, and the title of Deputy Probation Director II eliminated from the Management Salary Plan.

Probation Director (Group B) shall be placed in Range 10 (\$66,277 to \$101,807) of the 2019 Management Salary Plan, and the title of Probation Director II eliminated from the Management Salary Plan.

**Section 3.**     Effective Date.

This Local Law shall become effective upon filing with the Secretary of State.

Sponsor: Legislator Bob Scudder

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>JD 2/28/2019</b>
<b>ABC 2/28/19</b>
<b>SMA 2/28/19</b>
<b>KMD 3/1/19</b>
<b>KLC 3/1/19</b>
<b>GMB 3/6/19</b>

**TITLE:** Amend 2019 Budget for Vehicle Replacement – Information Technology Services – Office Services

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, the 2019 Budget includes appropriations for the replacement of one vehicle for the department of Information Technology Services, and the cost of this vehicle was less than expected; and

WHEREAS, a second vehicle utilized by the Chautauqua County Courier was damaged beyond repair in an accident and needs to be replaced, and this unexpected expense was not budgeted; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2019 Budget:

INCREASE APPROPRIATION ACCOUNT:

A.1610.----.2	Equipment - Office Services	\$22,549
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DECREASE APPROPRIATION ACCOUNTS:

A.1610.----.4	Contractual - Office Services	\$744
H.1610.999.4	Contractual - Office Services, Vehicle Replacement (Annual)	\$6,683
A.9950.----.9	Interfund Transfers - Transfer to Capital	<u>\$6,683</u>
	Total	\$14,110

INCREASE REVENUE ACCOUNT:

A.1610.----.R268.0000	Sale of Property/Compsa-Insurance Recoveries	\$15,122
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DECREASE REVENUE ACCOUNT:

H.1610.999.R221.0VEH	Shared Services-Shared Services Vehicles	\$6,683
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
**County Executive**

\_\_\_\_\_  
**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>KLC 2/25/19</b>
<b>KMW 2.25.19</b>
<b>SMA 2/25/19</b>
<b>KMD 2/27/19</b>
<b>GMB 3/6/19</b>

**TITLE:** Amend 2018 Budget for Year End Reconciliations – Health Insurance Fund

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some Health Insurance Fund expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Health Insurance Fund has received revenues in excess of budget; now therefore be it

RESOLVED, That M Fund Balance is appropriated as follows:

INCREASE THE USE OF FUND BALANCE:

M.----.----.924.0	Net Assets--Unrestricted (Deficit)	\$295,240
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RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNTS:

M.1930.----.4	Contractual - Judgements & Claims	\$382,422
M.9089.8000.8	Employee Benefits - Undistributed Benefits	<u>\$ 9,285</u>
	Total	\$391,707

DECREASE APPROPRIATION ACCOUNTS:

M.9089.8000.4	Contractual - Undistributed Benefits	\$ 72,745
M.1910.----.4	Contractual - Administration	<u>\$ 9,301</u>
	Total	\$ 82,046

INCREASE REVENUE ACCOUNTS:

M.9089.8000.R270.9004	Departmental Income-Retiree Contributions	\$ 14,421
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
**County Executive**

\_\_\_\_\_  
**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>KLC 3/1/19 KMW 3.4.19 SMA 3/4/19 KMD 3/4/19 GMB 3/6/19</b>
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**TITLE:** Amend 2018 Budget for Year End Reconciliations – Liability Insurance Accounts

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some Insurance department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNT:

CS.1710.----.4 Contractual - Insurance Administration	\$4,344
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DECREASE APPROPRIATION ACCOUNT:

CS.1930.----.4 Contractual - Judgements & Claims	\$4,344
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
**County Executive**

\_\_\_\_\_  
**Date**