



Tioga County Legislative Worksession Minutes **June 6, 2019 – 1:00 p.m.**

Legislators Present:

Legislator Balliet
Legislator Hollenbeck
Legislator Roberts
Legislator Standinger
Legislator Sullivan
Legislator Weston

Legislators Absent:

Legislator Monell
Legislator Mullen
Chair/Legislator Sauerbrey

Guests:

None

Staff Present:

County Attorney Peter DeWind
Legislative Clerk Maureen Dougherty
Deputy Legislative Clerk Cathy Haskell
Personnel Officer Bethany O'Rourke (*arrived @ 1:13 p.m.*)
Chief Accountant/Budget Officer Rita Hollenbeck
ED&P Director LeeAnn Tinney

Call Meeting to Order –

Deputy Chair Hollenbeck called the meeting to order at 1:00 p.m.

Budget Discussion –

Budget Directives/Budget Committee:

Budget Officer Hollenbeck distributed copies of the 2019 Departmental Budget Directives, budget calendar, and additional instructions, as established last year by the Budget Committee. Ms. Hollenbeck reported last year the Legislature chose to establish a Budget Committee comprised of Legislators Monell, Mullen, Sauerbrey, and Standinger, as well as Ms. Hollenbeck and Accountant, Jackson Bailey. This year, Ms. Hollenbeck recommended disbanding the Budget Committee due to redundancy in the Budget Committee and Legislative Worksessions. Legislator Sullivan was agreeable to this recommendation unless the Legislature reaches a



point in the budget process that warrants committee re-establishment. Ms. Hollenbeck reported decisions regarding the budget directives for the 2020 budget process do not need to be determined today, however, requested Legislature input via email prior to the June 20, 2019 Legislative Worksession where she intends to provide finalized budget directives for Legislature approval. Ms. Hollenbeck recommended moving forward with directives similar to the 2019 established directives.

Ms. Hollenbeck reported past practice has shown where some Departments follow the directives and others have not. In light of this, Legislator Sullivan recommended Ms. Hollenbeck attend the August committee meetings where Departments are first presenting their budgets to bring awareness of non-compliance to the respective Committee Chairs.

In recent committee meetings, Ms. Hollenbeck reported discussion has already occurred regarding the possibility for additional staff in the 2020 budget. Ms. Hollenbeck reported last year the directive was no new positions, however, position re-classifications and new positions received Legislature approval following completion of last year's budget process.

Legislator Sullivan reported these are guidelines and there are going to be exceptions and at this point in the process it is difficult to forecast such exceptions. Legislator Sullivan reported it is critical for Departments to be aware the process includes going through their respective committees.

Legislator Sullivan reported last year was the first year we started using this type of approach and it worked better than prior budget years although still not perfect, as several Departments were not presenting their budgets to their respective committees. Legislator Sullivan reported the expectation is for all Department Heads to present their budgets to their respective committees in August.

Legislator Sullivan recommended the following budget directive change listed on the Additional Budget Instruction document:

- **#5 – Personnel Changes** – In addition to Departments notifying and reviewing with Personnel and Budget Officer, this document should also include notifying and reviewing with their respective Committee Chairs. Legislator Standinger further suggested modifying the document to include exemptions only considered with prior committee approval.



Specialized Budget Requests: In regards to specialized requests, Ms. Hollenbeck reported the following expectations:

- ✓ Capital Requests – Departments expected to review all capital requests (vehicles and equipment) with Commissioner of Public Works Hammond and be included in the County's 5-Year Capital Plan.
- ✓ IT Requests – Departments expected to review all computer equipment and technology requests (hardware and software) with Chief Information Officer Camin and be included in the County's 5-Year IT Plan.
- ✓ Staffing Changes – Departments expected to review any staff/title changes with Personnel Officer O'Rourke. As noted above, this will also include respective Legislative Committee Chairs.

Ms. Hollenbeck reported she would inquire as to whether all specialized requests have been discussed with the respective departments and Legislative Committee Chairs prior to the Departments presenting their budgets during their August committee meetings. Ms. Hollenbeck reported this process was not in full compliance during the 2019 budget process.

Legislator Roberts inquired as to whether this information would be sent to the Department Heads as guidelines or directives, as this will potentially make a difference in level of compliance.

Timeline:

- ✓ June 2019 - Ms. Hollenbeck will provide 2020 budget directives to the Departments at the end of June 2019. This will include the timeline and departmental expectations.
- ✓ July 2019 – Ms. Hollenbeck will distribute budget worksheets to Departments during the first week in July and they will have the entire month of July to prepare their budgets and review all specialized requests with respective Department Heads and Legislative Committee Chairs. The budgets sent to the Departments will be the same exact budget as 2019 as their starting point. During this timeframe, Departments will be discussing their budgets with Ms. Hollenbeck prior to committee presentation. Legislator Sullivan reported discussion with the Committee Chairs should also occur during this process to eliminate any surprises at time of committee presentation. Ms. Hollenbeck reported the Legislature delegated this responsibility to her as Budget Officer. Legislator Sullivan reported Ms. Hollenbeck can advise the departments financially, but the departments need the Legislature to approve their budgets. Legislator Sullivan reported she does not want to hear of any significant changes to the budget for the first time at time of August committee budget presentations.

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- ✓ August 2019 – Departments will present their budgets to their respective committees noting any specific changes. Ms. Hollenbeck will formulate all countywide staffing and equipment budget requests for presentation to the Legislature between the end of August and end of September. Ms. Hollenbeck will present the first draft of the budget to the Legislature at the August 22, 2019 Legislative Worksession and begin the discussion of outside agencies. Based on this timeline, Legislator Sullivan reported she would like time to review budgets from time of committee presentations to when Ms. Hollenbeck rolls out the first budget draft.

✓ **Budget Books:** Ms. Hollenbeck reported she spoke with Chair Sauerbrey earlier this year regarding the establishment of budget books for each Legislator. The budget book would include 2019 budget information such as capital requests, outside agency funding/requests, and overall staff changes, as well as 2020 budget updates for purpose of comparison and trend information. All Legislators were in favor.

Comments:

In regards to the Public Works budget, Legislator Roberts reported this department has refrained from equipment purchases for several years and does not believe this will be the case for the 2020 budget, therefore, as a whole the Legislature may not want to consider any new staffing requests.

Based on recently adopted school budgets, Ms. Hollenbeck reported she does not believe the County will have a great deal of leverage from year to year; estimating \$300,000 - \$400,000 to stay within the 2% tax cap. Ms. Hollenbeck reported this amount alone is usually dedicated to contractual increases, therefore, any additional increases such as health insurance and additional staffing will need to be funded through the general operating fund. Ms. Hollenbeck reported fund balance is the only resource unless the Legislature chooses to reduce expenditures or increase revenue. Ms. Hollenbeck reported she has addressed sustainability in every year's budget message noting the County cannot sustain this practice for more than five years. Ms. Hollenbeck reported the County is doing very well with sales tax and casino revenue. Ms. Hollenbeck reported the County took \$1.5 million from fund balance last year and forecasts this trend will continue to move in this direction.

In anticipation of continuing this trend in the next five years, Legislator Sullivan reported the County's fund balance is going to reach a point where it is not a viable resource, therefore, would be more inclined to cut non-County expenses versus County expenses such as outside agency funding.

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Legislator Roberts reported he does not believe the outside agency funding is the issue, as we have not granted any increases in at least five years. Legislator Roberts reported increasing headcount is the primary reason for increased overhead. This fixed cost continues for the duration of their employment. In regards to outside agencies, Ms. Hollenbeck reported most of their funding is connected to Federal funding, which requires county funding as a match. In addition, if some of these agencies were not providing their services it would fall on the County's responsibility to do so.

In addition, Ms. Hollenbeck reported there has been no review on sales tax distribution and now we have the State mandate to use the County's Internet sales tax funds to offset local AIM funding. Since this is a new mandate, there is no way to measure or determine this amount at this time. Ms. Hollenbeck reported there are budgetary impact mandates coming from the State that will greatly impact the County's budget.

This week in the HHS Committee, Legislator Sullivan reported there is proposed State legislation in regards to lead levels and effects on early childhood (under age 6). Ms. Sullivan reported this legislation would force counties to vastly increase their resources. Legislator Standing reported this would require certification for all buildings built prior to 1978. The onus of this will fall on local code enforcement.

Ms. Hollenbeck reported 98% of the County's budget is State mandated. Ms. Hollenbeck reported Departments should start getting more creative with existing staff and shared services resources versus increasing headcount.

Legislator Sullivan reported the Legislature does have the ability and authority to determine the allocation of sales tax distribution, however, recognizes the municipalities shortfalls will just fall back on the overall tax base.

Legislator Standing inquired as to the approximate monetary value of the 2% tax cap. Ms. Hollenbeck reported the 2% over last year and based on the preliminary information this year should be no more than a \$400,000 increase. However, Ms. Hollenbeck anticipates all of the estimated \$400,000 will be for salaries. Ms. Hollenbeck reported the 2019 budget was \$1.5 million - \$2 million from the operating fund, therefore, anticipates this number or potentially higher for 2020 budget.

Legislator Sullivan suggested the Legislature request Departments to provide a list of non-mandated departmental services for Legislature review for possible expenditure cuts.



Salaries:

Legislator Weston reported there was never a year where the non-union staff did not receive a salary increase. Ms. O'Rourke reported there was at least one if not two years where the non-union staff did not receive salary increases. Legislator Hollenbeck concurred. Years later, Legislator Sullivan reported the non-union staff received a significant increase to offset no growth for the prior years. Ms. O'Rourke will create a chart identifying each employment group's salary increases for the past 10 years for Legislature review.

Approval of Worksession Minutes – May 23, 2019 -

Legislator Standinger motioned to approve the May 23, 2019 Legislative Worksession minutes as written, seconded by Legislator Sullivan with Legislators Balliet, Hollenbeck, Roberts, Standinger, Sullivan, and Weston voting yes with Legislators Monell, Mullen, and Sauerbrey being absent. Motion carried.

Action Items -

Currently, there are no action items.

Legislative Support – Legislative Clerk Dougherty -

Approval of Legislative Support Committee Minutes – May 9, 2019:

Legislator Sullivan motioned to approve the May 9, 2019 Legislative Support Committee minutes as written, seconded by Legislator Standinger with Legislators Balliet, Hollenbeck, Roberts, Standinger, Sullivan, and Weston voting yes with Legislators Monell, Mullen, and Sauerbrey being absent. Motion carried.

Legislative Clerk Dougherty reported the following:

- The June Legislative Meeting is Tuesday, June 11, 2019, at 6:00 p.m. in the Hubbard Auditorium. Finance/Legal Committee will meet at 4:30 p.m. in the Legislative Conference Room.
- Legislator Mullen will do the prayer, pledge, and start the voting process at the June 11, 2019 Legislature meeting.
- Attended Department Head meeting.
- Budget is tracking well.

Recognition Resolution (1) –

- ✓ **Authorize Recognition Event for Tioga County Election Inspectors** – Legislative Clerk Dougherty reported there was some confusion regarding the need to do a recognition resolution this month when the Board of Elections intends to do a proclamation at the July meeting. With that said, Ms. Dougherty suggested pulling this resolution and proceeding with the proclamation for Legislator Balliet to read and present at the July Legislative meeting.



Legislators were agreeable to this and Legislator Balliet will notify the Board of Elections Commissioners of this decision.

Resolution was pulled and will not be presented for Legislature consideration at the June 11, 2019 Legislature meeting with the understanding that a proclamation is forthcoming for the July 9, 2019 Legislature meeting.

Proclamations (2) –

- ✓ **Plastic Free Day** – Legislator Roberts will read and present at the June 11, 2019 Legislature meeting.
- ✓ **Vector-Borne Diseases** – Legislator Standinger will read and present at the June 11, 2019 Legislature meeting.

Resolutions – All resolutions were reviewed for Legislature consideration at the June 11, 2019 Legislature meeting and discussion occurred on the following:

- ▶ **Hire Outside Counsel** – Personnel Officer O’Rourke recommended changing the language to better clarify the position is contractual and not being added to the County’s staff headcount. County Attorney DeWind, Ms. O’Rourke, and Ms. Dougherty will revise and finalize resolution following today’s Legislative Worksession.
- ▶ **Appoint Member to the Tioga County Industrial Development Agency (TCIDA)** – ED&P Director Tinney reported the Tioga County IDA Governance Committee met and interviewed two candidates to present to the Tioga County IDA Board to fill a recent vacancy. The Tioga County IDA Board is recommending Mr. Knolles to fill the current vacancy. Question raised regarding Mr. Knolles residency. Ms. Tinney reported Mr. Knolles is in the process of building a home and residing in Waverly, NY.
- ▶ **Amend Resolution 50-94 as Amended By Resolution 361-01, as Amended By Resolution 260-09, as Amended By Resolution 186-10, as Amended by Resolution 223-13: Retiree Health Insurance Contributions** – This resolution represents eligible retirees be required to pay 2% of the monthly premium of individual coverage or family coverage effective January 1, 2020. Ms. O’Rourke reported Personnel met with the Retiree Association Board and they were agreeable to this resolution.
- ▶ **Amend Resolution 277-13: Retiree Health Plans** - This resolution represents the elimination of one of the retiree health plans for non-Medicare eligible retirees effective January 1, 2020 thus only having the option of one plan. Currently, Ms. O’Rourke reported there are only seven retirees enrolled in this plan. Ms. O’Rourke reported Personnel met with the Retiree Association board and they were agreeable to this resolution.

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Late-File Resolutions – Ms. Dougherty reported she is unaware of any late-file resolutions at this time.

Other – None.

Executive Session –

With no confidential topics for discussion, an Executive Session was not necessary.

Meeting adjourned at 2:00 p.m.

Next worksession scheduled for Thursday, June 20, 2019, at 10:00 a.m.

Respectfully submitted,

Cathy Haskell

Deputy Legislative Clerk