

Agenda

Administrative Services Committee

Tuesday, February 20, 2018, 5:00 p.m., Room 331

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (1/16/18)
- C. Privilege of the Floor
 1. Proposed Local Law Intro. 2-18 - A Local Law Amending Local Law 7-90 Providing for a Management Salary Plan for County Offices and Employees (Re: Deputy County Executive for Economic Development and Director of Planning and Community Development

(See also letter amending Administrative Code from County Executive Borrello)
 2. Proposed Resolution – Amend 2018 Budget Appropriations – Real Property Tax Office
 3. Proposed Resolution – Amend 2017 Budget for Year End Reconciliations – Clerk, Legislative Board
 4. Proposed Resolution - Amend 2017 Budget for Year End Reconciliations – County Clerk
 5. Proposed Resolution - Amend 2017 Budget for Year End Reconciliations – Board of Elections
 6. Proposed Resolution – Amend 2017 Budget for Year End Reconciliations – Information Technology Services
 7. Proposed Resolution – Amend 2017 Budget for Year End Reconciliations – Finance
 8. Proposed Resolution – Amend 2018 Budget to Consolidate Costs Associated with Health Insurance Administration
 9. Discussion - Minda Rae Amiran – Charter Revision Commission-Redistricting Committee
 10. Discussion – Land Bank – Jim Caflisch – Real Property Tax Director
 11. Other

LOCAL LAW
INTRODUCTORY NO. 2-18
CHAUTAUQUA COUNTY

A LOCAL LAW AMENDING LOCAL LAW 7-90 PROVIDING FOR A MANAGEMENT
SALARY PLAN FOR COUNTY OFFICERS AND EMPLOYEES
(RE: DEPUTY COUNTY EXECUTIVE FOR ECONOMIC DEVELOPMENT and
DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT)

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

Section 1. Purpose.

In conjunction with contemporaneous amendments to the Chautauqua County Administrative Code, the purpose of this Local Law is to establish the new titles of “Deputy County Executive for Economic Development” and “Director of Planning and Community Development.”

It is appropriate that County government have an economic development management title at the level of Deputy County Executive to lead all of County government’s efforts to enhance the economy of Chautauqua County, as the work of almost all County departments impacts the County’s economic health. The Deputy County Executive for Economic Development shall also serve as chief administrative officer of the County of Chautauqua Industrial Development Agency.

The Director of Planning and Community Development will lead a newly titled “Department of Planning and Community Development,” whose focus will be planning and community development activities to position Chautauqua County now and in the future as an ideal place to live, work, do business, and recreate.

Section 2. Salary Levels.

The titles of Deputy County Executive for Economic Development and Director of Planning and Community Development shall be placed in Range 10 (\$66,277 to \$101,807) of the 2018 Management Salary Plan.

Section 3. Effective Date.

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



GEORGE M. BORRELLO
County Executive

**CHAUTAUQUA COUNTY
OFFICE OF THE COUNTY EXECUTIVE**

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February 14, 2018

Ms. Katherine K. Tampio
Clerk of the Chautauqua County Legislature
3 North Erie Street, GOB
Mayville, New York 14757

Re: Amendment to Chautauqua County Administrative Code

Dear Ms. Tampio:

Set forth below is a new Section 2.09 of the Chautauqua County Administrative Code that I am promulgating pursuant to Section 3.02(b) of the Chautauqua County Charter, which will take effect thirty (30) days after receipt of this letter by the County Legislature, unless rejected by a 2/3rds majority of the County Legislature. In addition, I am promulgating under the same Charter timeframe an amended Article 6 of the Chautauqua County Administrative Code, as also set forth below:

[NEW] Section 2.09 Deputy County Executive for Economic Development

There may be a Deputy County Executive for Economic Development who serves as a member of the County Executive's Cabinet, oversees the economic development efforts of the County across all County agencies and departments, coordinates economic development efforts with economic entities across the County, consults with and advises the County Executive on policies and decisions relative to all facets of the County's economy, including, but not limited to, agriculture, tourism, and industry, and performs such other duties as delegated by the County Executive. The Deputy County Executive for Economic Development shall be appointed by the County Executive and serve at his or her pleasure, and may also serve as chief administrative officer of the County of Chautauqua Industrial Development Agency and shall have all the powers and duties prescribed for such an officer by Article 18A of the General Municipal Law.

[AMENDED BY SUBSTITUTION]

Article 6

PLANNING AND COMMUNITY DEVELOPMENT

There may be a member of the County Executive's Cabinet from the Planning and Community Development branch of County government. Such Cabinet member shall be responsible for the oversight of the Department of Planning and Community Development and shall perform such other and related duties required by the County Executive.

Section 6.00 Department of Planning and Community Development

Section 6.01 Powers and Duties

Section 6.02 County of Chautauqua Industrial Development Agency

Section 6.03 Planning Board

Section 6.04 Environmental Management Council

Section 6.00 Department of Planning and Community Development

There may be a Department of Planning and Community Development. Its Director shall be appointed by the County Executive. The Director shall serve at the pleasure of the County Executive and shall have the power to appoint such deputies, assistants and employees of the department as may be necessary to implement the duties of the office, and as shall be authorized by the County Executive. Wherever the appointment of a deputy is authorized, such deputy is hereby authorized to act generally for and in place of the Director. The Director may designate a deputy to also serve as an administrative officer of the Chautauqua County Land Bank Corporation.

Section 6.01 Powers and Duties

The activities of the Department of Planning and Community Development may include some or all of the following:

(a) Originate programs and activities to improve the community, economy and quality of life in Chautauqua County by working with private interests and public agencies to develop and market Chautauqua County as an ideal place to live, work, do business, and recreate.

(b) Conduct research into business and economic conditions in the county and the municipal subdivisions thereof, and seek to cooperate with official and unofficial bodies organized for such purposes.

(c) Collect and distribute, or cause to be collected and distributed, information relative to regional and community planning and zoning in Chautauqua County.

(d) Coordinate the County's development and planning efforts so that they are directed in a unified manner.

(e) Make recommendations concerning special permits, variances, or adoption or amendment of zoning regulations, upon referral from municipalities pursuant to Section 239-m of the General Municipal Law.

(f) Assist the County Executive in executive planning, including planning for the capital budget and capital improvement program and the preparation of all County plans, and supervise the writing of all planning reports.

(g) Maintain strong relationships with municipalities, promoting inter-municipal cooperation and partnerships and make available to cities, towns, and villages in Chautauqua County, at their request, advice and assistance on matters relating to the planning function.

(h) Coordinate watershed related activities across Chautauqua County to preserve and improve water quality, recreational value and the local environment.

(i) Make surveys, analyses and/or reports of County departments as requested by the County Executive, and assist all other County departments and agencies in their long range planning efforts.

(j) Perform research concerning County programs with a view to obtaining all financial and technical assistance available through local state, federal or other revenue sources.

(k) Coordinate the overall physical development of the County by working with all other governmental entities to ensure economically, aesthetically and environmentally sound growth.

(l) Prepare and update periodically, in consultation with the County Planning Board, a comprehensive master plan for the development of Chautauqua County, which shall include the highways, parks, parkways and sites for public buildings or works including subservice facilities, in the acquisition, financing or construction of which the county has participated or may be called upon to participate, acquire, finance or construct. Such plan shall be submitted for approval to the County Legislature in the manner provided by Section 239-d (2) of the General Municipal Law.

(m) Provide staff assistance for the Planning Board, Environmental Management Council, and Farmland Protection Board.

(n) Perform such other and related duties as shall be required or delegated to such Director by the County Executive.

Section 6.02 County of Chautauqua Industrial Development Agency

In accordance with Resolution 122-72, there shall be a County of Chautauqua Industrial Development Agency. It shall function as prescribed by this law and Sections 856 and 895-h of the New York State Industrial Development Agency Act, and its membership shall consist of not fewer than three (3) nor more than nine (9) members as follows: the chairman of the Chautauqua County Legislature committee that has primary responsibility for dealing with the economic welfare of the County, who shall serve as an ex officio member with full voting powers; one member appointed by the County Legislature, subject to the County Executive's approval or veto and County legislative reconsideration, as provided in the Chautauqua County Charter; and up to seven (7) members appointed by the County Executive, subject to confirmation by the County Legislature.

In addition to the powers defined in the New York State Act, its principal purpose shall be to borrow money and issue bonds to underwrite undertakings fostered by the Economic Development Advisory Council recommendations and/or Chautauqua County. It shall have all the powers and duties of a County Industrial Development Agency, heretofore or hereafter lawfully granted or imposed by the County Charter, this Code, local law, ordinance or resolution of the Legislature, order or direction of the County Executive, or by any applicable provision of any act of the State Legislature not inconsistent with the County Charter or this Code.

Section 6.03 Planning Board

There shall be a Planning Board composed of eleven (11) members, each serving a term of three (3) years. The Director of Public Facilities and the Director of Finance shall serve as ex-officio, non-voting members of the Planning Board.

The members of such Board shall receive no salary or compensation for their services as members of such Board, but shall, within the appropriations provided therefore, be entitled to the actual and necessary expenses incurred in performing the duties of their office.

The Planning Board shall have all the powers and authority established by Section 239-d of the General Municipal Law. The Director of Planning and Community Development shall advise and guide the Board in its operation, and shall act as its agent in performing the planning function.

Section 6.04 Environmental Management Council

There may be an Environmental Management Council comprised of nine (9) citizen members appointed by the County Executive subject to confirmation by the County Legislature. The Environmental Management Council shall be staffed by the Department of Planning and Community Development and shall have the following powers and duties:

1. The Council may advise the County Executive, the Legislature and the appropriate agencies on all matters affecting the preservation, conservation and ecologically suitable use of the natural and man-made resources of the County.
2. The Council may be responsible for ensuring that the various County departments and agencies be responsible for environmental matters and coordinate their activities and resources.
3. The Council may review the state of the County environment as a whole, and may prepare and submit an annual report of its findings and recommendations to the County Legislature and the County Executive. This report also shall include an account of the Council's activities and accomplishments which shall be based on accurate records of its meetings and other works. Said report may be submitted no later than February 1st of each year.
4. The Council, in cooperation with the Department of Planning and ~~Economic~~ Community Development and other appropriate departments and agencies, may prepare and revise a plan for the protection of the County's Environment and the management of its natural and man-made resources, and may transmit it to the County Legislature and the County Executive at regular intervals as necessary, but not greater than three (3) years. In addition, the Council may obtain from the Department of Environmental Conservation a copy of the state environmental plan. To the extent practicable, the preparations, content and subsequent revision, if any, of the County environmental plan shall be coordinated with the State Environmental plan and a copy of said County plan and any subsequent revision shall be filed with the State Commissioner of Environmental Conservation.
5. The Council may investigate and recommend to the County Executive and the County Legislature ecologically sound methods of planning and the use of the County's departments and activities.
6. The Council may keep an index of all open areas within the County, with the plan of obtaining information pertinent to sound ecological utilization of such areas including land owned by

a municipality within the County. It may keep an index of all open marshlands, swamps, and all other wetlands in a like manner, and may recommend a program for their ecologically suitable utilization.

7. The Council may develop and maintain an inventory of natural and man-made resources within the County and such other environmental information as may be appropriate. Said inventory may include wetlands and open spaces and may include, but not be limited to, factors relating to geology, soils, slope, water resources, vegetation, wildlife habitat, unique natural areas, and scenic, historic and archaeological sites.

8. The Council may cooperate with and assist such other governmental or non-governmental boards or organizations in the preparation of plans or reports or the review of proposals or applications as the County may direct.

9. The Council may also conduct research into the land area of the County and may seek to coordinate the activities of unofficial bodies organized for similar purposes. It may advertise, prepare, print and distribute books, maps, charts and pamphlets, if in its judgment it deems them necessary for its work, to the extent funds have been appropriated for such purposes by the County Legislature.

10. When authorized by resolution of the County Legislature, the Council may accept by gift, grant, bequest or otherwise, money or other personal property in the name of the County for use in the furtherance of the provisions of this article.

11. The Council may act as an advocate for the County, when appropriate and when authorized by the County Legislature, in all areas having a bearing on the County and environmental quality.

12. The Council may develop and, after receiving general approval by resolution of the County Legislature, conduct a program of public information in the County which shall be designed to foster increased understanding of the nature of environmental problems and issues and support for their solutions.

13. The Council may encourage the establishment of commissions for conservation of the environment in cities, towns, and villages within the County, advise and assist them in developing their own programs, and foster an effective interchange between the Council and such agencies.

14. The members of the Council, including ex officio members, shall receive no compensation for their services as members thereof but may be reimbursed for reasonable and necessary expenses incurred in the performance of their duties within appropriations made available by the County Legislature.

Sincerely,



George M. Borrello
Chautauqua County Executive

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

PMW 2/2/18
SMA 2/2/18
KMD 2/2/18
KLC 2/5/18
GMB 2/6/18

TITLE: Amend 2017 Budget for Year End Reconciliations – Clerk,
Legislative Board

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello and Legislature Chairman
Paul M. Wendel:

WHEREAS, some Clerk, Legislative Board 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 2017 budget:

INCREASE APPROPRIATION ACCOUNT:

A.1040.4 Contractual - Clerk, Legislative Board	\$355
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DECREASE APPROPRIATION ACCOUNT:

A.1040.8 Employee Benefits – Clerk, Legislative Board	\$355
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

LB 2/1/18
KDG 2/2/18
SMA 2/2/18
KMD 2/2/18
KLC 2/5/18
GMB 2/6/18

TITLE: Amend 2017 Budget for Year End Reconciliation – County Clerk

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some County Clerk 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 2017 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1410.----.1	Personal Services--County Clerk	\$ 831
A.1410.1411.8	Employee Benefits--County Clerk-Motor Vehicles	\$7,521
A.1460.----.8	Employee Benefits--Records Management	\$ 345
A.6610.----.8	Employee Benefits--Weights & Measures	<u>\$ 879</u>
	TOTAL	<u>\$9,576</u>

DECREASE APPROPRIATION ACCOUNTS:

A.1410.----.4	Contractual--County Clerk	\$ 831
A.1410.1411.1	Personal Services--County Clerk-Motor Vehicles	\$7,521
A.1460.----.4	Contractual--Records Management	\$ 345
A.6610.----.4	Contractual--Weights & Measures	<u>\$ 879</u>
	TOTAL	<u>\$9,576</u>

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

BA/NG 2/1/2018
KDG 2/2/18
SMA 2/2/18
KMD 2/5/18
KLC 2/5/18
GMB 2/6/18

TITLE: Amend 2017 Budget for Year End Reconciliation – Board of Elections

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Board of Elections 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 2017 budget:

INCREASE APPROPRIATION ACCOUNT:

A.1450.----.1 Personal Services—Board of Elections	\$9,362
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DECREASE APPROPRIATION ACCOUNT:

A.1450.----.4 Contractual – Board of Elections	\$9,362
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

JD 2/5/2018
ABC 2/5/18
SMA 2/5/18
KMD 2/5/18
KLC 2/6/18
GMB 2/13/18

TITLE: Amend 2017 Budget for Year End Reconciliations – Information Technology Services

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Information Technology Services 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 2017 Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1610.----.1	Personal Services - OFFICE SERVICES	\$3,073
A.1670.----.1	Personal Services - PRINT SHOP	\$785
A.1670.----.1	Employee Benefits - PRINT SHOP	\$51
A.1670.----.1	Contractual - PRINT SHOP	\$9,474
	Employee Benefits - INFORMATION TECHNOLOGY	
A.1680.----.8	TECHNOLOGY	\$16,481
	Personal Services - INFORMATION TECHNOLOGY, Geographic Info System	
A.1680.GIS.1	TECHNOLOGY, Geographic Info System	<u>\$125</u>
	- Total	\$29,989

DECREASE APPROPRIATION ACCOUNT:

A.1610.----.4	Contractual - OFFICE SERVICES	\$29,989
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KLC 2/7/18 KMW 2.7.18 SMA 2/7/18 KMD 2/8/18 GMB 2-13-18
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TITLE: Amend 2017 Budget for Year End Reconciliations – Finance

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Finance Department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Finance Department has received revenues in excess of budget; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2017 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1310.----.1	Personal Services – Department of Finance	\$ 4,054
A.1355.----.4	Contractual - Tax Assessment	\$ 13,963
A.1362.----.2	Equipment - Tax Advertising & Expense	\$ 590
A.9730.----.6	Principal - Debt Service	\$ 40,000
A.9730.----.7	Interest - Debt Service	\$ 31,181
A.1985.----.4	Contractual - Municipal Sales Tax	<u>\$280,929</u>
	Total	\$370,717

DECREASE APPROPRIATION ACCOUNT:

A.1310.----.4	Contractual – Department of Finance	\$18,607
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INCREASE REVENUE ACCOUNTS:

A.1985.----.R111.0MUN	Non Property Tax Items— Sales Tax-Muni Make Whole	\$280,929
A.9730.----.R118.9000	Non Property Tax Items—Mortgage Tax	<u>\$ 71,181</u>
	Total	\$352,110

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KLC 2/7/18 KMW 2.8.18 SMA 2/8/18 KMD 2/8/18 GMB 2/13/18
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TITLE: Amend 2018 Budget to Consolidate Costs Associated with Health Insurance Administration

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the costs associated with the administration of Health Insurance Benefits are currently budgeted in multiple accounts; and

WHEREAS, it would be advantageous to consolidate the expenses into one account; 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 ACCOUNTS:

A.1430.BENE.1	Personal Services-Human Resources - Health Ins. Benefits	\$105,032
A.1430.BENE.4	Contractual-Human Resources - Health Ins. Benefits	\$ 8,831
A.1430.BENE.8	Employee Benefits-Human Resources - Health Ins. Benefits	\$ 77,008
A.1310.----.1	Personal Services - Finance	\$ 26,896
A.1310.----.8	Employee Benefits - Finance	<u>\$ 10,222</u>
	Total	\$227,989

DECREASE APPROPRIATION ACCOUNTS:

A.1710.----.1	Personal Services - Insurance Administration	\$ 72,162
A.1710.----.4	Contractual - Insurance Administration	\$ 11,437
A.1710.----.8	Employee Benefits - Insurance Administration	\$ 36,919
A.1430.----.1	Personal Services - Human Resources	\$ 89,167
A.1430.----.8	Employee Benefits - Human Resources	\$ 39,203
M.1910.----.4	Contractual - Administration	<u>\$ 20,899</u>
	Total	\$269,787

INCREASE REVENUE ACCOUNTS:

A.1430.BENE.R221.0ADM	Shared Services--Shared Services Ins Adm	\$190,871
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DECREASE REVENUE ACCOUNTS:

A.1710.----.R221.0ADM	Shared Services--Shared Services Ins Adm	\$ 83,400
A.1430.----.R221.0ADM	Shared Services--Shared Services Ins Adm	<u>\$128,370</u>
	Total	\$211,770

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date