



Tioga County Legislative Worksession Minutes **August 22, 2019 – 10:00 a.m.**

Legislators Present:

Legislator Balliet
Legislator Hollenbeck
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger (*arrived @ 10:03 a.m.*)
Legislator Sullivan
Legislator Weston

Legislators Absent:

None

Guests:

None

Staff Present:

County Attorney Peter DeWind
Legislative Clerk Maureen Dougherty
Deputy Legislative Clerk Cathy Haskell
Director of Emergency Services Mike Simmons (*departed @ 11:10 a.m.*)
Deputy Director of Emergency Services Robert Williams (*arrived @ 10:25 a.m./departed @ 11:10 a.m.*)
Treasurer Jim McFadden (*departed @ 11:10 a.m.*)
Personnel Officer Bethany O'Rourke
Chief Accountant/Budget Officer Rita Hollenbeck

Call Meeting to Order –

Chair Sauerbrey called the meeting to order at 10:01 a.m.

Executive Session –

Motion by Legislator Monell, seconded by Legislator Sullivan to move into Executive Session to discuss contract negotiations and litigation. Motion carried to go into Executive Session at 10:02 a.m. with County Attorney DeWind, County Treasurer McFadden, Director of Emergency Services Simmons, and Deputy Director of Emergency Services Williams remaining in attendance. Executive Session adjourned at 11:10 a.m. with regular worksession resuming at 11:13 a.m.



2020 Non-Union Recommendations -

Personnel Officer O'Rourke reported the Non-Union Salary Committee met twice to discuss 2020 recommendations in regards to the following:

- **Health Insurance Contributions** – Ms. O'Rourke reported the recommendation is no changes to the health insurance contributions, therefore, maintaining current levels for 2020. Furthermore, the Committee recommended the County continue to fund 100% of the deductible.
- **Salary Range Adjustments** – Ms. O'Rourke reported the salary hiring ranges pertain only during the hiring process with no impact to current employee salaries.

Ms. O'Rourke reported the Committee is recommending a 2% increase for all non-union salary ranges, with the exception of the "Secretary to" titles and approximately six other various titles, for 2020. Ms. O'Rourke reported this recommendation is in correlation with the 2018 CPI (1.9%).

For the "Secretary to" titles, Ms. O'Rourke reported the Committee is recommending an increase of \$5,500 to the current salary hiring ranges. Ms. O'Rourke reported the recommendation is based on when these positions have recently become vacant it is difficult to recruit internal candidates, as the CSEA base salary ranges for similar titles (Accounting Associate III, Executive Secretary, and Office Specialist III) are higher and, therefore, surpasses the clerical non-union ranges.

In regards to the other various titles, Ms. O'Rourke reported the Committee reviewed other non-union titles similar to the "Secretary to" titles to determine whether there was a need for possible adjustment. Ms. O'Rourke reported the Committee identified seven titles; the first of which was the Deputy Clerk to the Legislature, which the Legislature adjusted at the last worksession. Ms. O'Rourke reported the Legislature agreed to the recommended adjustment, so the new salary hiring range could be posted for the upcoming vacancy in September. The Committee is further recommending salary hiring range adjustments for the remaining six identified positions.

- **Salary Increases** – Ms. O'Rourke reported the Committee reviewed the 2018 CPI (1.9%) and the planned 2020 union increases, which include Deputies receiving a 2% increase and CSEA employees receiving a 3% increase. Ms. O'Rourke reported the Corrections 2020 increases are yet to be determined. Based on this information, the Committee is recommending a 3% increase for all full-time and part-time salaried non-union staff, with the exception of the "Secretary to" titles and the other various titles identified.



For the "Secretary to" titles, the Committee is recommending a \$5,500 increase, which correlates to the adjustment of the salary hiring range for this title. Currently, 11 employees hold this title.

In regards to the other various titles, the Committee is recommending specified amounts per title, as identified on the handouts provided. Ms. O'Rourke reported there is not an across the board percentage or amount increase for these titles. Ms. O'Rourke provided a handout identifying the current 2019 salaries and the proposed 2020 salaries for an overall range of \$2,000 - \$5,000 per title salary increase.

Ms. O'Rourke reported the cost of the adjustment to the "Secretary to" titles is \$46,849. The cost for the other various position titles is \$17,367 for an overall cost of \$64,216.

Ms. O'Rourke reported a 3% across the board increase for all full-time and part-time salaried non-union employees is \$137,708.

Overall, Ms. O'Rourke reported the total combined cost is \$201,924.

Ms. O'Rourke reported Legislators Hollenbeck, Monell, and Sauerbrey serve on the Non-Union Salary Committee along with four other non-union representatives.

Ms. O'Rourke reported there are currently 71 full-time and 13 part-time, non-union salaried employees.

Legislator Weston inquired about the tax base percentage for the non-union recommendations. Budget Officer Hollenbeck reported the non-union salary increases represent approximately 1% of the tax cap, which does not include the Deputies, CSEA, or yet-to-be determined Corrections salary increases.

Budget Update -

Budget Officer Hollenbeck distributed information regarding the outside agencies. Chair Sauerbrey recommended tabling discussion on the outside agencies to the next worksession and focus today's discussion on the current budget status. Briefly, Ms. Hollenbeck reported three outside agencies are requesting significant increases; however, her recommendation is for the Legislature to maintain the current allocation for 2020.

Ms. Hollenbeck reviewed the following handouts:

- **Fund Balance Analysis** – Ms. Hollenbeck reported overall at year-end 2018 there was \$39 million in the fund balance noting \$23.8 million of these funds



were in the general operating fund. Of the \$39 million fund balance, Ms. Hollenbeck noted some funds are restricted and in reserves. Ms. Hollenbeck reported the cash accounts represented \$32 million at year-end 2018. Ms. Hollenbeck reported 17% of the \$39 million is receivable due for taxes, overdue taxes, and Federal and State funds due equating to approximately \$6.5 million at year-end 2018.

From a budgetary versus actual standpoint, Ms. Hollenbeck reported with all of the revisions done on top of the 2019 budget, the \$39 million fund balance at year-end 2018 would decrease by \$6 million by year-end 2019. Ms. Hollenbeck reported the general operating fund at year-end 2019 would be over a \$3.5 million decrease for a total of \$20 million, which includes restricted funds.

Legislator Monell reported last year the County appropriated \$1.5 million of the fund balance in order to stay under the tax cap leaving a projected balance of \$19.5 million. Ms. Hollenbeck clarified in 2015 and 2016 the County appropriated funds from fund balance, however, did not use the funds. The revenues exceeded the expenses, therefore, actually increased the fund balance. However, Ms. Hollenbeck reported 2017 was the first year, followed by 2018 where the County used approximately \$1.5 million of the fund balance. Legislator Monell reported year-end 2019 fund balance projection is \$20 million, which is slightly higher than last year's projection.

Ms. Hollenbeck reviewed the handout noting the revised budget figure includes all re-established projects and grants, as well as the 2019 budget appropriations. By year-end 2019, Ms. Hollenbeck is projecting \$20 million for the fund balance just in general operating and \$7.5 million in the capital fund.

- **2020 Preliminary Budget Summary** – Ms. Hollenbeck reported this document is the first pass and does not include salary increases or fringe. Ms. Hollenbeck reported \$73 million for appropriations, \$48 million revenue, \$1.8 million fund balance appropriation, and the tax cap formula allowing for \$24.6 million, therefore a variance of \$541,000. Ms. Hollenbeck reported the County's reliance on fund balance increased approximately \$1.5 million between general operating fund and capital fund.

Ms. Hollenbeck reported last year's budget summary represented fund balance reliance of \$2.9 million from the 2019 budget and \$580,000 from the capital fund for a total of \$3.5 million. The fund balance reliance this year between the capital fund and general operating fund without unknown



salary increases is currently \$4.6 million. Ms. Hollenbeck reported by year-end 2019, the County would need to appropriate at least \$2.8 million from the fund balance.

Ms. Hollenbeck reported the Legislature adopted a resolution at the beginning of the year appropriating fund balance for the 2019 budget, as well as re-establish projects and grants of approximately \$3 million. Ms. Hollenbeck reported these obligated funds carried forward from the prior year's budget, which are included in these preliminary projections.

Ms. Hollenbeck estimated one to two years for sustainability, but anything beyond that the County will be moving into the low end of the fund balance policy.

Ms. Hollenbeck reported when she did the first five-year financial plan, she based this on the previous five years. However, the first two years did not work as she anticipated due to the closeout of the consolidated health fund and influx of casino revenues. Ms. Hollenbeck reported long-term sustainability would not occur with staff increases, salary and fringe increases, and not reducing departmental budgets.

Ms. Hollenbeck recommended the Legislature take a more conservative approach.

Ms. Hollenbeck reported she would like a decision on the non-union salary increases, as well as the outside agencies as soon as possible.

Ms. Hollenbeck provided a preliminary update on the capital fund noting her projection of \$7.5 million by year-end 2019. Based on the 2020 budget and the offsetting revenue, Ms. Hollenbeck projected the capital fund to decrease to \$5.2 million by year-end 2020. Ms. Hollenbeck reported the Commissioner of Public Works is presenting the five-year capital plan at the next worksession. Ms. Hollenbeck reported a possible transfer of funds from the general operating fund might be necessary to sustain the five-year capital plan.

Legislator Weston inquired as to whether the restricted funds remain stable. From year-to-year, Ms. Hollenbeck reported reserve funds are primarily used for equipment purchases. Ms. Hollenbeck reported the reserves in the "A" fund generally increase, whereas STOP-DWI and Tourism decrease yearly. Ms. Hollenbeck further reported the E-911 reserve no longer exists as funds have been expended. Ms. Hollenbeck reported the capital fund (public



improvement bond) would be expended by year-end 2019 if all projects are completed or by early next year at the latest. Ms. Hollenbeck reported the software/hardware reserve and the public land fund continues to decrease. Ms. Hollenbeck reported the only reserve that appears to increase is the Workman's Comp because the Benefits Manager has had a disparity between the expense and revenue every year and has been able transfer \$500,000 from the regular fund balance to the reserve. Ms. O'Rourke reported these yearly transfers were intentional and approved by the Council of Governments.

Chair Sauerbrey suggested Legislators review the outside agencies information provided today for future discussion at the next worksession.

Approval of Worksession Minutes – August 8, 2019 -

Legislator Monell motioned to approve the August 8, 2019 Legislative Worksession minutes as written, seconded by Legislator Sullivan with Legislators Balliet, Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standing, Sullivan, and Weston voting yes. Motion carried.

Action Items -

Currently, there are no action items.

Other – None

Executive Session –

Motion by Legislator Sullivan, seconded by Legislator Monell to move into Executive Session to discuss corrections negotiations and litigation. Motion carried to go into Executive Session at 11:42 a.m. with County Attorney DeWind and Personnel Officer O'Rourke remaining in attendance.

Executive Session adjourned at 12:01 p.m.

Meeting adjourned at 12:01 p.m.

Next worksession scheduled for Thursday, September 5, 2019, at 1:00 p.m.

Respectfully submitted,

Cathy Haskell

Deputy Legislative Clerk