Agenda

Administrative Services Committee

February 18, 2025, 5:00 p.m., <u>Legislative</u>

Chambers Livestreamed on YouTube

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (1/13/25)
- C. Privilege of the Floor
- 1. <u>Proposed Resolution Amend 2024 Budget for Year End Reconciliations Information Technology</u>
- 2. <u>Proposed Resolution Amend 2024 Budget for Year End Reconciliations County Clerk</u>
- 3. <u>Proposed Resolution</u> Amend 2024 Budget for Year End Reconciliations County Executive
- 4. <u>Proposed Resolution</u> Amend 2024 Budget for Year End Reconciliations Human Resources
- 5. Proposed Resolution Amend 2024 Budget for Year End Reconciliations Unified Courts
- 6. <u>Proposed Resolution Requesting Continuation of State Legislation Authorizing 1.0% Additional Sales Tax</u>
- 7. <u>Proposed Resolution –</u> Authorize Lease Agreement with Jamestown's Rental Properties, LLC
- 8. <u>Proposed Resolution Amend 2024 Budget for Year End Reconciliations County Attorney</u>
- 9. <u>Proposed Resolution</u> Authorize Extension of the Amended Technology Innovations and Election Resource Grant Award from the New York State Board of Elections
- 10. <u>Proposed Resolution</u> Authorize Acceptance of a 2024 General Election Grant for Board of Elections
- 11. Proposed Resolution Authorize Acceptance of Ballot by Mail Grant for Board of Election

- 12. <u>Proposed Resolution</u> Authorize Acceptance of Electronic Poll Book Grant for Board of Elections
- 13. <u>Proposed Resolution</u> Amend 2024 Budget for Year End Reconciliations Board of Elections
- 14. <u>Proposed Resolution</u> Amend 2024 Budget for Year End Reconciliations Workers Compensation Fund
- 15. <u>Proposed Resolution</u> Amend 2024 Budget for Year End Reconciliations Health Insurance Fund
- 16. <u>Proposed Resolution</u> Amend 2024 Budget for Year End Reconciliations Insurance Liability (CS Fund)
- 17. <u>Proposed Resolution</u> Amend 2024 Budget for Year End Reconciliations Department of Finance and Miscellaneous Department
- 18. <u>Proposed Resolution</u> Amend 2024 Budget for Year End Reconciliations Energy Fund
- 19. <u>Other –</u>

TITLE: Amend 2024 Budget for Year End Reconciliations –

Information Technology

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Information Technology departmental expenditures have exceeded initial budgetary estimates; and

WHEREAS, the Information Technology 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.16101	Personal Services - Office Services	\$7,647
A.16108	Employee Benefits - Office Services	\$6,484
A.16501	Personal Services - Communication System	\$1,011
A.16801	Personal Services - Information Technology	\$4,923
A.16808	Employee Benefits - Information Technology	<u>\$14,154</u>
	Total	\$34,219

<u>INCREASE REVENUE ACCOUNTS:</u>

A.1680.R222.8000	Shared Serv	ices_Chros	Information	Services	\$34.219
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TITLE: Amend 2024 Budget for Year End Reconciliations –

County Clerk

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Weights and Measures departmental expenditures 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.66101	Personal Services - Weights & Measures	\$3,199
A.66108	Employee Benefits - Weights & Measures	<u>\$1,554</u>
	Total	\$4,753
DECREASE APPR	ROPRIATION ACCOUNTS:	
A.66104	Contractual - Weights & Measures	\$4,753

APPROVED	
VETOES (VETO I	MESSAGE ATTACHED)
County Executive	Date

TITLE: Amend 2024 Budget for Year End Reconciliations –

County Executive

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr:

WHEREAS, some County Executive departmental expenditures 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1230.---.8 Employee Benefits - County Executive \$3,890

DECREASE APPROPRIATION ACCOUNTS:

A.1230.---.1 Personal Services - County Executive \$3,890

APPROVED VETOES (VETO	MESSAGE ATTACHED)
	,
County Executive	Date

TITLE: Amend 2024 Budget for Year End Reconciliations –

Human Resources

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Human Resources departmental expenditures 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1430.---.8 Employee Benefits - Human Resources \$28,509

DECREASE APPROPRIATION ACCOUNTS:

A.1430.---.1 Personal Services - Human Resources \$28,509

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County Executive	Date

TITLE: Amend 2024 Budget for Year End Reconciliations – Unified Courts

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Unified Courts departmental expenditures 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1162.1135.4	Contractual - Unified Court Costs, Supreme Court	\$5,738
A.1162.1140.4	Contractual - Unified Court Costs, Family Court	\$3,490
A.1162.1145.4	Contractual - Unified Court Costs, Surrogate Court	\$736
A.1162.1160.4	Contractual - Unified Court Costs, Court Library	<u>\$153</u>
	Total	\$10 117

DECREASE APPROPRIATION ACCOUNT:

	Contractual - Unified Court Costs, Indigent Services-Child	
A.1162.1125.4	Custody	\$10,117

APPROVEDVETOES (VETO	MESSAGE ATTACHED)
County Executive	Date

TITLE: Requesting Continuation of State Legislation Authoriz	ing
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1.0% Additional Sales Tax

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: Chairman Pierre E. Chagnon:

WHEREAS, pursuant to Chapter 252 of the Laws of 2023 adopted by the New York State Legislature, the County was authorized to continue the additional sales tax of 1% for the period of December 1, 2023 through November 30, 2025, with three-twentieths of the net collections from the additional 1% allocated to the cities, towns and villages in the county on the basis of their respective populations, and the remainder of the net collections from the additional 1% eligible to be allocated by the County as follows: (1) to pay the County's expenses for Medicaid and other expenses required by law; (2) to pay for local road and bridge projects; (3) for the purposes of capital projects and repaying any debts incurred for such capital projects that are not otherwise paid for by revenue received from the mortgage recording tax; and (4) for deposit into a reserve fund for bonded indebtedness established pursuant to the general municipal law; and

WHEREAS, it is desirable to continue the 1% additional sales tax for allocation to the cities, towns, villages, and the County as currently provided by State law; therefore be it

RESOLVED, That the County of Chautauqua requests the New York State Legislature to further amend Sections 1210 and 1262-o of the New York State Tax Law and any other applicable law to authorize the County of Chautauqua to continue to impose an additional sales tax of 1% subject to the same requirements in Chapter 252 of the Laws of 2023, to take effect on December 1, 2025, and continuing through November 30, 2027; and be it further

RESOLVED, That the Clerk of the County Legislature is directed to immediately send copies of this resolution to State Senator George M. Borrello and State Assemblyman Andrew M. Molitor.

APPROVEDVETOES (VETO	MESSAGE ATTACHED)	
County Executive	Date	
County Executive	Date	

TITLE: Authorize Lease Agreement with Jamestown's Rental Properties, LLC

BY: Public Facilities, Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, the Chautauqua County Law Department has been operating with a shortage of staff due to lack of sufficient office space to house additional employees; and

WHEREAS, it has been determined that Law Department staff will be co-located with Department of Mental Hygiene and Social Services legal staff; and

WHEREAS, there is no available space in the County's Mayville campus of sufficient size to accommodate all such personnel; and

WHEREAS, Jamestown's Rental Properties, LLC has suitable office space available in Mayville, in close proximity to the Mayville campus; and

WHEREAS, onetime costs associated with equipping the space with phone, internet and office furniture are estimated to be \$18,400; and

WHEREAS, other recurring costs are estimated to be \$1,200 per year; and

WHEREAS, the aforementioned expenses were not included in the 2025 budget; now therefore be it

RESOLVED, That the County Executive is hereby authorized and empowered to execute a lease agreement with Jamestown's Rental Properties, LLC (Owner) upon the following terms and conditions:

- 1) <u>Premises</u>. The office building situated at 95 East Chautauqua Street in Mayville, New York, consisting of approximately 7,500 square feet;
- 2) <u>Term.</u> Ten (10) years, with approximate dates of April 1, 2025 through March 30, 2030;
- 3) Rent. \$14.00 per square foot per year, equaling approximately \$8,750 per month;
- 4) <u>Utilities</u>. Owner shall be responsible for all utilities, including heat and electric, and cleaning, and County is responsible for the cost of phone and internet service, including installation fees; and
- 5) Other. As negotiated by the County Executive;

and be it further

RESOLVED, That the A Fund be appropriated as follows:

INCREASE THE USE OF FUND BALANCE:

A.----.917.0000 Fund Balance – Unassigned Fund Balance

\$124,600

; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following change to the 2025 Adopted Budget:

ESTABLISH AND INCREASE APPROPRIATION ACCOUNT:

A.14204	Contractual – County Attorney		\$ 1,200
A.1620.7050.2	Equipment – 95 East Chautauqua Street		4,500
A.1620.7050.4	Contractual – 95 East Chautauqua Street		<u>118,900</u>
		Total	\$124,600

APPROVED VETOES (VETO MESS	SACE ATTACHED)
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County Executive	Date

TITLE: Amend 2024 Budget for Year End Reconciliations –

County Attorney

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some County Attorney departmental expenditures 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1420.---.4 Contractual - County Attorney \$5,540

DECREASE APPROPRIATION ACCOUNTS:

A.1420.---.1 Personnel Services - County Attorney \$5,540

APPROVED	MESSAGE ATTACHED)
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County Executive	Date

	<u> </u>
TITLE:	Authorize Extension of the Amended Technology Innovations and Election Resource Grant Award from the New York State Board of Elections
BY:	Administrative Services and Audit & Control Committees:
AT THE RE	EQUEST OF: County Executive Paul M. Wendel, Jr.:
of Elections	REAS, pursuant to Resolutions 186-23 and 130-24, the Chautauqua County Board contracted with the State of New York consistent with notice that the New York of Elections amended the Technology Innovations and Election Resource Grant; and
	REAS, the New York State Board of Elections has offered an extension of contract 04349-1110000 for the performance period through 3/31/2025; and
	REAS, revenue associated with the grant extension will be accrued to offset he amount of \$104,015 incurred in 2024; now therefore be it
	DLVED, That the County Executive is hereby authorized to execute a contract the New York State Board of Elections.
	PROVED FOES (VETO MESSAGE ATTACHED)
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Date

CHAUTAUQUA COUNTY	
RESOLUTION NO.	

TITLE:	Authorize Acceptance of a 2024 General Election Grant for Board of Elections
BY:	Administrative Services and Audit & Control Committees:
AT THE REC	QUEST OF: County Executive Paul M. Wendel, Jr.:
	REAS, the Chautauqua County Department of Board of Elections received notice of the New York State Board of Elections under the 2024 General Election Grant
	REAS, the New York State Board of Elections will provide funding in the amount to reimburse County Boards of Elections for local dollars spent to administer the Election; and
WHER Operating Bud	REAS, expenses related to the 2024 General Election were incurred in the 2024 dget; and
amount that ca	REAS, since these expenses are currently under review to determine the total an be claimed for reimbursement, a revenue adjustment will be made to the 2024 his review is concluded; now therefore be it
	LVED, That the Chautauqua County Legislature accepts the grant of \$38,073.29 or as is claimable, from the New York State Board of Elections; and be it further
	LVED, That the County Executive is hereby authorized to execute a contract with State Board of Elections for purposes of receiving the grant funds.
	ROVED OES (VETO MESSAGE ATTACHED)

Date

RESOLUTION NO				
TITLE:	Authorize Acc	ceptance of Ballot by	Mail Grant for Board of	f Election
BY:	Administrative	e Services and Audit	& Control Committees:	
AT THE RE	EQUEST OF:	County Executive	Paul M. Wendel, Jr.:	
	·		•	lections received notice of Iail Grant Program; and
of \$55,378.7	5 to reimburse (County Boards of El	ections for local dollars	e funding in the amount s spent to provide pre- ns and other related costs;
WHI	·	evenue and expendition ow there for be it	tures associated with th	is grant were included in
	·	ne Chautauqua Cour ections; and be it fu	nty Legislature accept the	ne \$55,378.75 from the
	·	ne County Executive of Elections; and be i	•	execute a contract with
	•	ne Director of Finan 25 Adopted Budget:	ce is hereby authorized	and directed to make the
INCREASE A.1450		ION ACCOUNT: Contractual-Board	l of Elections	\$23,724
<u>INCREASE</u> A.1450	<u>REVENUE AC</u> R308.9007		Aid: Election Grant	\$23,724
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Date

CHAUTAUOUA COUNTY

RESOLUTION NO. TITLE: Authorize Acceptance of Electronic Poll Book Grant for Board of Elections Administrative Services and Audit & Control Committees: BY: AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.: WHEREAS, the Chautauqua County Department of Board of Elections received notice of funding from the New York State Board of Elections of the Electronic Poll Book Program; and WHEREAS, the New York State Board of Elections will provide funding in the amount of \$100,244.74 to reimburse County Boards of Elections for local dollars spent to further implement the purchase of E-Poll Books and associated software, on-demand ballot printers and related cyber security software; and WHEREAS, a portion of the grant offer will be accrued to offset expenses in the amount of \$26,180 incurred in 2024 and the balance will be applied to the 2025 Adopted Budget; and WHEREAS, revenue and expenditures associated with this grant were not included in the 2025 Adopted Budget; now there for be it RESOLVED, That the Chautauqua County Legislature accept the \$100,244.74 from the New York State Board of Elections; and be it further RESOLVED, That the County Executive is hereby authorized to execute a contract with the New York State Board of Elections; and be it further RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2025 Adopted Budget: **INCREASE APPROPRIATION ACCOUNT:** A.1450. ---.4 Contractual-Board of Elections \$74,064 INCREASE REVENUE ACCOUNT A.1450. ----.R308.9007 NYS Aid-other St Aid: Election Grant \$74,064 **APPROVED VETOES (VETO MESSAGE ATTACHED)**

Date

TITLE: Amend 2024 Budget for Year End Reconciliations –

Board of Elections

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Board of Elections departmental expenditures have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, Board of Elections 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.14501	Personal Services - Board of Elections		\$24,260
A.14508	Employee Benefits - Board of Election	ıs	\$2,545
		Total	\$26,805
DECREASE APPE	ROPRIATION ACCOUNTS:		
A.14502	Equipment - Board of Elections		\$3,076
A.14504	Contractual - Board of Elections		\$5,900
		Total	\$8,976
INCREASE REVE	ENUE ACCOUNTS:		
A.1450R308.9	Oth St Aid: Elections Grant		\$17,829

APPROVED	
VETOES (VETO I	MESSAGE ATTACHED)
County Executive	Date

TITLE: Amend 2024 Budget for Year End Reconciliations –

Workers Compensation Fund

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Workers Compensation Fund expenditures have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Workers Compensation Fund 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

MS.1720.---.4 Contractual - Benefits & Awards \$364,170

DECREASE APPROPRIATION ACCOUNTS:

MS.1710.---.4 Contractual - Insurance Administration \$296,904

INCREASE REVENUE ACCOUNTS:

MS.1720.9999.R270.1000 Miscellaneous-Refunds: Prior Year Exp \$ 67,266

APPROVED	
VETOES (VETO N	MESSAGE ATTACHED)
County Executive	Date

TITLE: Amend 2024 Budget for Year End Reconciliations –

Health Insurance Fund

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Health Insurance Fund expenditures 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

M.19104	Contractual - Administration	\$ 1,730
M.9089.8000.4	Contractual - Undistributed Benefits- Benefit Surcharge	226,157
M.9089.8000.8	Employee Benefits - Undistributed Benefits- Benefit Surchg	<u>5,271</u>
	Total	\$233,158

DECREASE APPROPRIATION ACCOUNTS:

M.19304	Contractual - Judgements & Claims	\$233,158
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TITLE: Amend 2024 Budget for Year End Reconciliations –

Insurance Liability (CS Fund)

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Insurance Liability Fund departmental expenditures have exceeded initial budgetary estimates; and

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

RESOLVED That CS Fund Balance is appropriated as follows:

INCREASE THE USE OF APPROPRIATED FUND BALANCE:

CS.----.863.0000 Fund Balance, Reserved Fund Bal – Insurance Reserve \$18,024

; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

CS.19304	Contractual - Judgements and Claims	\$ 70,995
CS.19314	Contractual - Property Loss	4,725
CS.19894	Contractual - Other General Govt Suppt-Ins Admin	151,239
	Total Total	\$226,959

INCREASE REVENUE ACCOUNTS:

CS.1989R270.9000	Miscellaneous-Participant Assessments		\$178,936
CS.1989.9999.R240.1000	Use of Money & Property-Interest Earnings		29,999
		Total	\$208,935

APPROVED	
VETOES (VETO I	MESSAGE ATTACHED)
County Executive	Date

TITLE: Amend 2024 Budget for Year End Reconciliations – Department of Finance and Miscellaneous Department

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, some Finance and Miscellaneous departmental expenditures have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Department of Finance and Miscellaneous Department have 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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.13101	Personal Services – Department of Finance	\$152,377
A.13102	Equipment - Department of Finance	1,920
A.13304	Contractual - Real Property Tax	52,541
A.1330.ROLL.1	Personal Services - RPTX - Oth Tax Rolls Maint & Process	s 336
A.1330.ROLL.8	Employee Benefits - RPTX - Oth Tax Rolls Maint & Proce	ss 264
A.1430.COEM.1	Personal Services - HR - County Wide Employee Expense	9,099
A.1430.COEM.4	Contractual - HR - County Wide Employee Expense	2
A.1430.COEM.8	Employee Benefits - HR - County Wide Employee Expense	e 4,419
A.19891	Personal Services - Oth Gen Govt Support - Ins Admin	7,306
A.19898	Employee Benefits - Oth Gen Govt Support - Ins Admin	2,825
A.24904	Contractual - Community College Tuition	<u>14,110</u>
	Total	\$245,199

DECREASE APPROPRIATION ACCOUNTS:

A.13104	Contractual - Department of Finance	\$ 12,328
A.13108	Employee Benefits - Department of Finance	24,324
A.1330.ROLL.4	Contractual - RPTX - Oth Tax Rolls Maint & Process	23,570
A.13554	Contractual - Tax Assessment	15,000
A.13624	Contractual - Tax Advertising & Expense	14,571
A.19894	Contractual - Other General Govt Support - Ins Admin	724
A.67721	Personal Services - Office for Aging Services	117,645
	Total	\$208,162

INCREASE REVENUE ACCOUNTS:

A.1989R221.0CAS	Shared Services-Shared Services, Casualty Adm	\$ 9,407
A.1310.9999.R115.0000	Non Property Tax Items-Off Track Betting	27,630
	Total	\$ 37,037

APPROVED	
VETOES (VETO	MESSAGE ATTACH
County Executive	Date

TITLE: Amend 2024 Budget for Year End Reconciliations -**Energy Fund** BY: Administrative Services and Audit & Control Committees: **AT THE REQUEST OF:** County Executive Paul M. Wendel, Jr.: WHEREAS, some Energy Fund expenditures have exceeded initial budgetary estimates; and WHEREAS, the Energy Fund 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 2024 Adopted Budget: **INCREASE APPROPRIATION ACCOUNTS:** EE.8410.---.4 Contractual - Energy Generation \$12,690 **INCREASE REVENUE ACCOUNTS:** EE.8410.---.R240.1000 Use of Money & Property-Interest & Earnings \$12,690 **APPROVED VETOES (VETO MESSAGE ATTACHED)**

Date