

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **BUDGET**

DATE: **JULY 11, 2012**

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
 TAYLOR
 KENNY
 MERLINO
 CONOVER
 MONROE
 MASON
 WESTCOTT
 GIRARD

OTHERS PRESENT:

DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
SUPERVISORS BENTLEY
 FRASIER
 MCDEVITT
 STRAINER
 THOMAS
 VANSELOW
 WOOD

MIKE SWAN, COUNTY TREASURER
ROB LYNCH, DEPUTY TREASURER
BUD YORK, SHERIFF
ROBERT SWAN, UNDERSHERIFF
MICHAEL GATES, CAPTAIN OF CORRECTIONS
C. SHAWN LAMOUREE, MAJOR, SHERIFF'S OFFICE
LARRY JEFFORDS, COMMUNICATIONS SUPERVISOR
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK

Mr. Geraghty called the meeting of the Budget Committee to order at 11:00 a.m.

Motion was made by Mr. Conover, seconded by Mr. Merlino and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the agenda were distributed to the Committee members; *a copy of same is on file with the minutes*. Mr. Geraghty noted the purpose of the meeting was to discuss the overtime usage of the larger Departments, such as the Sheriff's Office and the Department of Public Works (DPW).

Privilege of the floor was extended to Bud York, Sheriff, who provided a Power Point Presentation pertaining to an analysis of overtime usage in the Sheriff's Office; *a copy of the Power Point Presentation is on file with the minutes*.

Sheriff York advised that Mr. Geraghty and Paul Dusek, County Administrator, had requested information on overtime usage in the Sheriff's Office. He said he had requested his Supervisors to compile the information via the Logos Computer System.

Sheriff York noted the average annual overtime usage between 2003 and 2011 in the Law Enforcement Division was approximately \$293,250; the 911 Communications Center for the same time period was approximately \$37,137; and the Corrections Division for 2005-2011 was approximately \$343,914.

C. Shawn Lamouree, Major for the Sheriff's Office, reviewed the Overtime Analysis for the Law Enforcement Division for 2003 through 2012 in detail and noted a slight increase in overtime usage in 2011 was attributed to a request from Robert Blais, Mayor of the Village of Lake George, for foot patrols during key events. He added the Village of Lake George had reimbursed the County for the overtime expenditures incurred. He pointed out the actual amount listed for 2012 was a year-to-date total which was currently \$145,801.02. Pertaining to the chart entitled, Warren County Sheriff's Office Law Enforcement Salary vs. Overtime 2003-2012, Sheriff York noted the percentage of overtime compared to regular salaries had decreased significantly between 2003 and 2007 and had remained steady for 2008 through 2012.

Mr. Kenny asked if information regarding the 2013 budget was available and Sheriff York replied in the negative. Mr. Westcott inquired about the 2012 salaries and overtime and Major Lamouree replied that year-to-date salaries totaled \$2,601,303.77 and overtime totaled \$145,801.02, reflecting 5.6% of the salaries expenditure. Major Lamouree stated that of the \$348,970.01 expended on overtime in 2011, \$131,662.59 had been reimbursed through various revenue streams. Sheriff York noted the actual expenditure for overtime in 2011 was \$217,307.42 of which approximately \$100,000 was attributed to special details for events. Mr. Strainer asked if the figures pertained to just Patrol Officers and Sheriff York replied affirmatively. Mr. Strainer asked if the number of Patrol Officers had been increased and Sheriff York responded they had actually decreased the numbers by six Patrol Officers and one Sergeant. A brief discussion ensued.

Mr. Geraghty asked if any of the overtime for the Law Enforcement Division was the result of short staffing and Sheriff York replied affirmatively adding that in 2011 there were four Patrol Officers out on disability. Mr. Dusek said a significant amount of overtime costs were attributed to special event coverage and Sheriff York reiterated the amount attributed to special patrols in 2011 was approximately \$100,000. Sheriff York reviewed several reasons for overtime usage by Patrol Officers, such as court subpoenas, traffic incidents involving a fatality, etc. Sheriff York announced that the Drug Unit was initiated in 2008 and in four years had seized at least 25 cars and over \$1 million in cash, some of which was used to purchase computers and fund the K9 Unit. He noted some Patrol Officers were removed from the Road Patrol in order to staff the Drug Unit. Mr. Dusek stated the overtime was driven in part by the special details which would not be corrected by the hiring of additional employees. He opined the overtime usage for the Law Enforcement Division was within a reasonable amount as a large portion of it was driven by special details. He commented that the County could look into the possibility of recouping some of the expense for special patrols, especially those necessitated by special events. He noted this could be a counterbalancing argument due to the additional sales and occupancy tax revenue generated by the County from the special events. Sheriff York agreed that the Board should look into ways to recoup the expense. He mentioned the Centurion Cycling Event had been successful this year with 700 riders and they were anticipating 2,000 to 5,000 riders for the 2013 event. He noted the promoters of the Centurion Cycling Event had been charged for the additional patrols necessary during the event. He commented that a lot of manpower was needed to cover the special events. Mr. Monroe suggested overtime could be reduced during special events by utilizing part-time and retired employees and Sheriff York responded that was a possibility if the part-time budget was increased.

Discussion ensued pertaining to overtime for special events.

Mr. Mason pointed out a significant increase in regular salaries between 2003 and 2011 and Sheriff York attributed this to salary increases resultant of Union negotiated contracts. Mr. Dusek said multiple contracts had been negotiated during that time period. Mr. Mason noted the salaries had leveled off substantially since 2008 and Mr. Geraghty pointed out that the last negotiated contract was in 2007. Mr. Dusek stated the goal of the County was to be as conservative as possible during

contract negotiations and to control costs as much as possible. He noted the last contract had expired on December 31, 2011 and he could not guarantee a particular result for the 2012, 2013 and 2014 salaries until the new contract was negotiated. Mr. Monroe reiterated that the Road Patrol had been decreased by six Patrol Officers and one Sergeant in 2009. Mr. Mason questioned the percentage of salary increase between 2003 and 2011 noting there was an average of 9% increase per year. Mr. Dusek responded he was unsure of the reason for the significant salary increase between 2003 and 2007 and would research same.

Larry Jeffords, Communications Supervisor, reviewed the Overtime Analysis for the 911 Communications Center for 2003 through 2012 in detail and commented that although they had consistently been over the \$23,593 budgeted each year for the Communications Center, no increase to that budgeted amount had ever been made. Sheriff York agreed and suggested the average amount of overtime between 2003 and 2011 of approximately \$37,000 was a more reasonable amount to be budgeted. Mr. Taylor asked if absorbing the City of Glens Falls Communications staff had affected the level of overtime and Mr. Jeffords responded the change had increased the 911 Communications Center employees by four Dispatchers, three of whom had two weeks of accumulated vacation each and one of whom had one week of accumulated vacation. Mr. Jeffords added the employees also had personal and sick time and 13 holidays allotted to full-time employees. He said that although the Communications Center had increased the number of employees by four, they also needed to cover the shifts of those four employees during vacation, personal and sick time usage. Mr. McDevitt commented that the combined dispatching services were successful and efficient. Sheriff York stated he and Mr. Jeffords had been pleased with the four employees who had transferred from the City of Glens Falls who had been required to increase their dispatching knowledge to include fire and emergency services.

Mr. Monroe asked if there were terms in the agreement with the City of Glens Falls which could decrease the expense of the overtime usage and Sheriff York replied the City of Glens Falls was currently contributing \$145,000 per year towards the combined services and the total cost of salaries for the four employees was approximately \$250,000. Mr. Geraghty noted the agreement with the City of Glens Falls was for eight years. Mr. Geraghty attributed the amount of overtime usage to having too few employees prior to combining services with the City of Glens Falls and to training time. Mr. Jeffords noted it took 16 weeks to train a dispatcher and explained there had been employees who did not complete the full training making it necessary to hire a new employee and start over. He noted it took over a year to successfully fill the position. Mr. Dusek stated that the multi-year budget plan for consolidation of communications services with the City of Glens Falls included overtime costs. A brief discussion ensued.

Michael Gates, Captain of Corrections, reviewed the Overtime Analysis for the Corrections Division for 2005 through 2012 in detail. He noted the first full year of operations of the Correctional Facility was 2005. He added the actual average overtime usage from 2005 through 2011 was approximately \$342,000, although the maximum amount budgeted had been \$220,000. Mr. Dusek asked for an explanation on the cause of overtime usage and Captain Gates replied the staffing levels were driven by a minimum staffing level determined by the New York State Commission of Corrections. He continued that the Commission had completed an analysis in 2003 which resulted in a determination that the Corrections Facility required a minimum 74.96 full time positions in order to operate. He said the overtime usage was increased due to suicide watches, hospital watches, court transportation, out-of-County court transportation and medical treatment for drug addicted convicts. Mr. Dusek opined there were events that happened which were difficult to predict and increased overtime usage. Mr. Conover questioned the significant increase in overtime between 2010 and 2011 and Captain Gates replied that in 2011 there were 46 shifts of medical watches, 627 shifts of

suicide watches, 206 shifts of hospital watches and a significant increase in the number of required court transportations. Captain Gates added that in 2011 there were also 230 days of 207C (work related injuries), 420 sick leave days and 540 shifts of other leave time usage, such as FMLA (Family Medical Leave Act), light duty and Military Leave. He added there was also coverage needed in 2011 for contractual obligations, such as vacation (1,136 hours), DLO Holidays (570 shifts), personal time (226 days) and bereavement leaves (36 days). Sheriff York requested an explanation of DLO Holidays and Captain Gates explained that the Sheriff's Alliance contract allowed employees 12 paid holidays and if the employee worked on the holiday they were given the option of an additional day off or receiving 8 hours of overtime pay. He added that in 2011, 856 hours of overtime were attributed to the DLO Holiday benefit.

Mr. Westcott requested an explanation of the 75 full time positions and Captain Gates explained the New York State Commission of Corrections reviewed each post. Captain Gates said each pod was one post which required manning 24 hours a day, seven days a week. He stated the Commission determined that on a three shift basis, each officer worked 2,080 hours per year and received vacation, personal and sick time. He added this information was used by the Commission to determine the full time equivalent. He stated every post in the Corrections Facility required 2.55 employees in order to cover them 24 hours a day, seven days a week. Mr. Geraghty asked how many Corrections Officers were scheduled per shift for each pod and Captain Gates replied one Officer, per pod, per shift. Captain Gates further explained there were 17 employees assigned to the midnight shift and minimum staffing was one Sergeant and ten Corrections Officers.

Mr. Monroe asked about video conferencing capabilities for court appearance and Captain Gates replied the inmate had to agree to participate and most inmates wanted the opportunity to leave the Facility to appear in court. Sheriff York said the Sheriff's Association was lobbying State Legislatures to force inmates to utilize the video conferencing for court appearances.

Mr. Strainer inquired about the capacity and current census of the Corrections Facility and Captain Gates informed the capacity was 186 inmates and the current census was 164 inmates. Mr. Strainer asked at what capacity would it be possible to close one of the four pods and reduce staffing levels and Captain Gates replied there were many factors to consider such as the age and sex of the inmates. Mr. Strainer asked if the Facility was boarding many out-of-County inmates and Captain Gates replied that as of today there were 25 out-of-County inmates boarding at the Corrections Facility which generated approximately \$1,890 per day.

Discussion ensued pertaining to the boarding of inmates.

Mr. Monroe commented that prior to the construction of the New Jail, Warren County was expending in excess of \$1.5 million per year to board our inmates in other Facilities. He said the benefit of having our own Facility was the savings from the boarding costs plus the opportunity to board inmates from other Counties. Mr. Conover suggested further review of the pod structure and boarding rates and Captain Gates responded that the boarding of out-of-County residents did not cost the County anything. He noted if a boarded inmate required a suicide watch, the home County was requested to retrieve their inmate. Sheriff York pointed out that if Warren County was required to place an out-of-County inmate on suicide watch, the home County reimbursed the expense. Mr. Geraghty commented that management of the pods was determined by the rules imposed by the New York State Commission of Corrections. Captain Gates mentioned that currently a minor for the purpose of Corrections was between 16 and 19 years of age and Legislative measures have been taken to attempt to change the classification of minors to be between 16 and 18 years which would increase the population of adult inmates and allow Corrections Facilities to better utilize the facilities

for housing. Mr. Bentley inquired about out-of-State inmate boarding and Captain Gates replied the Legislation had been passed but the Commission of Corrections was still determining the standards. Mr. McDevitt asked if there would be any benefit to the New York State Commission of Corrections completing another analysis of the staffing requirements for the Facility. Sheriff York responded that the Commission had indicated they would complete another analysis which was anticipated for 2014. Sheriff York commented that the staff analysis could increase the required minimum staffing levels of the Facility.

Captain Gates reviewed a comparison of the percentage of overtime budgeted versus the amount of overtime in Warren County and neighboring counties. He noted Warren County only budgeted 5.8% of the salary budget for overtime for 2012 and the other counties budgeted 10% or more of their salary budgets. A brief discussion ensued.

Privilege of the floor was extended to Jeffery Tennyson, Superintendent of the DPW, who distributed copies of the agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Mr. Dusek stated that when they had handed out the documentation for the multi-year budget plan, the amount budgeted for the County Roads and Machinery line items was the same as in 2011. He said he had advised the Budget Committee that Mr. Tennyson had requested a significant increase to the budgeted amounts for both County Roads and Machinery. He noted the increase would require the Committee to determine a source of funding over and above the amount available in the surplus accounts. He said even if Mr. Tennyson had not requested an increase, they would begin to see deficits in both accounts in 2013. He stated it was important to allow Mr. Tennyson an opportunity to justify the reason for an increase in the budgeted amount for County Roads and Machinery.

Mr. Tennyson said page 1 of the agenda contained a list of highway projects for 2013. He explained the DPW completed a pavement analysis yearly to grade the County roadways on a scale of 1 through 10, with 10 being the best. He added they used the grading system to determine the best course of action for road repairs. He explained an ESL (estimated service life) analysis was completed on each road to determine the expected life of the treatment for repair of the road. He mentioned the County had 247 miles of road and each year the 247 miles aged by one calendar year and in order to keep the roads serviceable at the current pavement grades, the DPW was required to complete repairs on 247 ESL miles per year. Mr. Tennyson expounded that the first table on page 1 of the agenda packet detailed the County roads scheduled for treatment in 2012 under the County Highway Repair and Rehabilitation Program (CHRRP) at a total estimated cost of \$2,684,000 which would result in 247 ESL miles for the year. He noted the 247 ESL miles was the break even point for DPW's maintenance of County roads at the current pavement grades. In answer to an inquiry, Mr. Tennyson said the amount of CHIPS (Consolidated Highway Improvement Program) funding received per year was \$1,384,000 for the last four to five years.

Mr. Tennyson apprised that when he first joined the County DPW in 2007, the Department was expending in excess of \$2 million on County roads with slightly more than \$1 million in CHIPS funding. He said they had been doing a good job of maintaining the pavement grades but had fallen slightly behind in the last four years. In 2012, he continued, the DPW was completing approximately \$2 million in road repair projects which would result in falling below the 247 ESL miles for the year. He stated that in 2008, 2009 and 2010, no County funds were utilized for County road projects, as only CHIPS funding had been utilized. He added in those three years the DPW maintained 130 to

140 ESL miles per year which resulted in a decline in the pavement grade levels. As a consequence, he continued, they now needed to look at ways to recoup the infrastructure and build the pavement grades of the roads back up to where they had been in 2007. He opined the only way to accomplish that was to exceed the minimum 247 ESL miles per year. He noted the second table on page 1 of the agenda packet detailed the additional 87 ESL miles to be maintained in 2013 under the County Highway Enhanced Maintenance Program (CHEMP), in order to exceed the 247 ESL mile minimum and improve the current pavement grades.

Mr. Dusek stated it was important to note that the \$2,684,000 from the first table was \$684,000 more than the amount budgeted in 2012. He said that even without completing the CHEMP at an additional expense of \$1,034,500, the amount needed to complete the CHRRP would require an additional \$684,000 in order to maintain the current pavement levels. He informed that the additional \$684,000 was not included in the projections of the multi-year budget plan which had been distributed.

Mr. Tennyson distributed copies of the Warren County Pavement Report for County Roads for 2012 (draft) to the Committee members and reviewed the document in detail; *a copy of same is on file with the minutes.*

Mr. Tennyson stated the DPW had been deferring projects due to lack of funds which had created a back log of projects and if the County was to improve the current pavement grades it would be necessary to begin completing some of the road projects. He noted if the Board and the public were content with the current pavement grade levels, the goal should be to find the necessary funds to sustain the pavement levels by completing 247 ESL miles per year.

Discussion ensued.

Referring back to page 1 of the agenda packet, Mr. Tennyson stated the minimum necessary to maintain the County roads at the current pavement grades was approximately \$2,684,000 and the additional amount necessary to begin to enhance the pavement grades was approximately \$1,034,500.

Mr. Tennyson apprised page 2 of the agenda packet pertained to the proposed 2013 Local Bridge Program. He noted the funding for the Local Bridge Program had been improved over the last few years at approximately \$250,000 per year. He said the proposed estimated expenditure of \$170,000 for 2013 was all in-house work with very little contract work being completed. He stated the majority of the funds would cover the cost of materials. He apprised the Bridge Crew had been formed using members of other DPW crews and they completed all of the bridge washing and sealing projects. He said the available funds were used to maintain County bridges which did not qualify for Federal Aid Programs. He noted his request of \$170,000 for 2013 was a decrease of \$80,000 from the amount budgeted in 2012. A brief discussion ensued.

Mr. Geraghty stated there was still a lot of line items to review with Mr. Tennyson and given the lateness of the hour, he suggested the meeting be adjourned and reconvened at another date to finish the DPW budget review. He asked the Committee if there were other Departments that they wanted to review in more detail. Mr. Taylor opined there was too much detail being presented on the process and not enough discussion on the necessary funding. Mr. Girard stated he would like the Committee to look at other options for health care coverage. Mr. Geraghty suggested a meeting with the County's Health Insurance Broker to discuss the available options. Following a brief

discussion, it was the consensus of the Committee that the next meeting would be to finish the review of the DPW budget and discuss health insurance options.

Mr. Geraghty announced the next Budget Committee meeting would be Wednesday, July 18, 2012 at 10:00 a.m. in the Committee Room and noted the meeting should not exceed two hours.

There being no further business to come before the Budget Committee, on motion made by Mr. Girard and seconded by Mr. Merlino, Mr. Geraghty adjourned the meeting at 12:58 p.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk
(As typed by Charlene DiResta, Senior Legislative Office Specialist)