

FINANCE COMMITTEE SUMMARY – DECEMBER 11, 2014

1. Second reading of Ordinance 152, amending Article II, Section 5 (IV)(4) of the Administrative Code of Erie County previously amended by Ordinance 56, 2014. Safety Director Grappy wishes to create a Public Safety Advisory Committee comprised of members from police, fire, EMS, townships, boroughs, LEPC, and Neighborhood Watch among others. Council discussions have led to the addition of a Millcreek Township Police and Fire Representative to the Committee bringing the total number to 15. The ordinance will need to be amended on the floor Tuesday night to accommodate the aforementioned changes. **Page 3**
2. First reading of an ordinance, General Fund Budget supplemental appropriation of \$435,000 for retirees hospitalization insurance. The amount budgeted for retirees insurance this year was similar to what was budgeted for 2013. Claims, however, for 2014 far outpaced the expected total. A second reading is being requested for obvious reasons. **Page 24**
3. First reading of an ordinance, General Fund Budget supplemental appropriation of \$16,000 for Constable Fees. The amount budgeted for Constable Fees is nearly exhausted. This appropriation will cover the rest of 2014. A second reading is being requested. **Page 29**
4. First reading of an ordinance, Public Safety Fund Budget supplemental appropriation of \$51,980 and creation of line items for *Hazardous Materials Response Fund* Grant. The bulk of this grant is being spent on a new truck for Public Safety. Safety would like to take possession of the vehicle in January so a second reading is being requested. **Page 33**
5. First reading of an ordinance, General Fund Budget supplemental appropriation of \$5,165 and creation of line item for Pro-Rata 2014 Credit Enhancement Fee from ECCCA. The County's guarantee of the ECCCA hotel bonds included a provision for the payment of \$65,000 per year to the County to cover some lost tax revenue on the property. This is the pro-rata share for 2014; a second reading is being requested. **Page 40**
6. First reading of an ordinance, General Fund Budget supplemental appropriation of \$65,000 and creation of line items for Credit Enhancement Fee from ECCCA. This is the 2015 fee discussed above. These ordinances place the fee in a restricted account for future use toward a "special project". Council will have to remove the restriction for the money to be used (at a future time). A second reading is being requested. **Page 43**
7. First reading of an ordinance, Public Safety Fund Budget supplemental appropriation of donated \$6,260 Chemical Analyzer Kit from NWPA Emergency Response Group. This donation exceeds \$1,000 in value so it must be appropriated by Council. A second reading is being requested. **Page 47**
8. First reading of an ordinance, General Fund Budget supplemental appropriation of \$23,200 for County Record Improvement Fund Expenditures. This supplemental is needed to cover projects already approved, and executed by the Record Improvement Committee and the specific departments respectively. The funding comes from a restricted account for record improvement. The money is generated by a special fee on real estate transactions. Council is represented on the Committee by the County Clerk. **Page 52**

9. Resolution approving the 2015 Solicitor contract for the Office of the Controller. The contract for Mr. Cooper allows for his payment only when his services are utilized. The Controller has been very judicious in her use of those services having spent less than \$300 during 2014. **Page 56**
10. Resolution approving the 2015 Solicitor contract for the Office of the Sheriff. Attorney Sala has served the Sheriff for many years and is well versed in the intricacies involved especially as it relates to real estate. The contract is for \$11,040, a fee which has remained flat for at least three years. **Page 60**
11. First reading of an ordinance, General Fund Budget revised expenditures of \$3,931 and creation of new lines for DA *Operation Stonegarden* Grant. Unspent money in the grant from Erie County and other agencies is being used to cover overtime expenses for the County. A second reading is being requested. **Page 64**
12. Resolution to approve the Annual Budget of the Erie Area Council of Governments for the calendar year ending December 31, 2015. All member municipalities must approve the budget by rule. **Page 68**
13. Analysis of General Fund Unassigned Fund Balance. An updated version of this analysis is being provided at the meeting. It takes into account personnel ordinances which weren't part of the original calculations. **Page 73**

PERSONNEL COMMITTEE SUMMARY – DECEMBER 11, 2014

The salaries of Appointed Officials in items 1 thru 10 represent a 3% increase from last year.

1. First reading of an ordinance, Appointed Official's Salary – County Clerk \$64,593. **Page 3**
2. First reading of an ordinance, Appointed Official's Salary – County Council Solicitor's Retainer \$38,112. **Page 4**
3. Resolution for an increase of fees (3%) for services for County Council Certified Public Accounting Firm. **Page 5**
4. First reading of an ordinance, Appointed Official's Salary – Director of Personnel \$65,718. **Page 6**
5. First reading of an ordinance, Appointed Official's Salary – Director of Finance \$77,549. **Page 7**
6. First reading of an ordinance, Appointed Official's Salary – Director of Administration \$72,105. **Page 8**
7. First reading of an ordinance, Appointed Official's Salary – County Solicitor \$43,815. **Page 9**
8. First reading of an ordinance, Appointed Official's Salary – Assistant County Solicitors – 4 at \$29,052.50 each. **Page 10**
9. First reading of an ordinance, Appointed Official's Salary – Public Defender \$87,631. **Page 11**
10. First reading of an ordinance, Appointed Official's Salary – Full Time and Part Time Assistant Public Defenders. **Page 12**

11. First reading of an ordinance, General Fund Budget supplemental appropriation of \$519 from change in salary for Director of Procurement Position. The administration has been unable to fill the position at the previous salary. This action raises it to \$58,000 from the previous \$51,500. Due to the 90 day waiting period for benefits, the supplemental figure has been reduced to \$519. **Page 14**
12. First reading of an ordinance, Domestic Relations Fund Budget supplemental appropriation of \$16,432 for 2015 merit increases for supervisors. Each of the positions (listed on Exhibit B) received a \$2,000 increase. **Page 18**
13. First reading of an ordinance, General Fund Budget supplemental appropriation of \$5,912 for transfer to Domestic Relations Fund for supervisor merit increases. Companion item to previous ordinance. **Page 22**
14. First reading of an ordinance, General Fund Budget supplemental appropriation of \$16,432 for 2015 merit increases for Adult Probation supervisors. Each of the positions (listed on Exhibit B) received a \$2,000 increase. **Page 25**
15. First reading of an ordinance, General Fund Budget supplemental appropriation of \$16,434 for 2015 merit increases for Juvenile Probation supervisors. Each of the positions (listed on Exhibit B) received a \$2,000 increase. **Page 29**
16. First reading of an ordinance, General Fund Budget supplemental appropriation of \$51,322 for 2015 merit increases for Court Administration and Computer Personnel. The positions listed on Exhibit B of this ordinance received raises in varying amounts. Most were \$1,000 to \$2,000. **Page 33**
17. First reading of an ordinance, General Fund Budget supplemental appropriation of \$942 for upgrade of Election Clerk I to Election Clerk II in Voter Registration. The positions in items 17, 18, and 19 are for persons doing the same work as others graded higher in their respective offices. Upgrades were sought previously but not received. The upgrades would bring continuity to the existing grades in those offices. **Page 37**
18. First reading of an ordinance, General Fund Budget supplemental appropriation of \$324 for upgrade of Account Clerk I Position in Assessment to Account Clerk II. **Page 41**
19. First reading of an ordinance, General Fund Budget supplemental appropriation of \$1,101 for upgrade of Account Clerk I Position in Tax Claim to Account Clerk II. **Page 45**
20. First reading of an ordinance, General Fund Budget supplemental appropriation of \$42,659 and creation of *Poundage Fees* line item for upgrade of positions in Clerk of Records Department. While the court-related ordinances provided merit increases, this ordinance provides for upgrades for positions in the Clerk of Records. Those at 116 changed to 117. Those at 113 changed to 116 and those at 110 changed to 113. **Page 49**
21. First reading of an ordinance, for approval of 2015 Non-Bargaining Employees Pay Plan. The Non-Bargaining Pay Plan provides for a 3% raise for non-bargaining employees in 2015. It also increases the starting and maximum pay numbers 3%. **Page 54**

22. First reading of an ordinance, for approval of Agreement between the County of Erie and Clerical and Professional Units of AFSCME Local 2666. The contract proposal was approved last night. The major changes are detailed on the Exhibit on page 58 of the Finance Agenda. **Page 57**

They include:

- 3% Increase
- 4-year contract 2015 thru 2018
- County has discretion to choose the insurance provider
- Employees share of their insurance premium will increase from 4 to 5% with monthly caps of \$60, \$65, \$70, \$75 during the life of the contract
- Deductables of \$100 in 2016 and 2017 and \$200 in 2018 have been established.
- Copayments have also increased
- Jobs for persons on extended sick leave (non-work related) will be held open for one year instead of two.
- Compensatory time will be granted in increments of one hour or more. Periods less than one hour will be paid in overtime. This will mean a great savings in time for the payroll staff who have had to process the smaller increments. The payment of overtime will help managers discern staffing issues more quickly.
- Employees will receive a fifth personal day.