
MEMORANDUM

TO: DISSOLUTION COMMITTEE
FROM: ADMINISTRATION SUB-COMMITTEE
SUBJECT: FIRST RUN ON IDEAS FOR DISSOLUTION
DATE: 9/18/2009

Our sub-committee was charged with addressing the following as pertaining to potential village dissolution:

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| a. Budget | d. Retirees | g. Tax collections and billing |
| b. Agreements | e. Insurance | h. Registrar |
| c. Administrative personnel | f. Fund balances | |

In order to address these matters as thoroughly as possible in the short time allotted, the Committee has met with Village and Town officials; obtained and reviewed several reports, budgets, job descriptions, and agreements; reviewed the CGR November 2008 report titled “Final Report on Strategic Alternatives for the Village & Town of Seneca Falls, NY – Considerations for a New Governance Model”; and read the CGR February 2008 report titled “Village of Speculator – Dissolution Plan and Options for Shared Services – Findings and Alternatives.”

The following are our draft proposals for the Committee as a whole (by area):

Budget: Our sub-committee worked directly with CGR to develop a consolidated Town budget. The other sub-committee’s recommendations, as approved by the Committee as a whole, were incorporated into the model. The preliminary report of anticipated changes in tax rates will be presented separately.

Agreements: A sample of various agreement types were selected for review by the Village attorney to determine whether there were any issues with respect to the Town assuming the Village’s responsibilities under the agreements. No issues were identified by the Village attorney. Some contracts may require re-negotiation which will be under the prevue of the Town Board. Many of the Village agreements were easements, releases and purchases. However, there were several service agreements that would require the Town to perform some level of service as stipulated under the agreements.

Administrative personnel: We reviewed the general fund functions performed by the Village Treasurer/Clerk/Administrator (0.70 FTE), Senior Account Clerk (0.70 FTE), Water/ Sewer Program Specialist (0.10 FTE) and Account Clerk (0.33 FTE). We also reviewed the functions performed by the Town Clerk/ Tax Collector, Deputy Clerk and Accounting/ Payroll Clerk. The following is an overview of the duties performed by Village administrative personnel and their potential assignment to Town personnel:

Duty	Village Position
Registrar	Deputy Treasurer
Notary Public	Deputy Treasurer
Officer manager	Deputy Treasurer
Human resources (payroll; employee matters; retirement reporting; etc.)	Deputy Treasurer
Property tax bill processing	Deputy Treasurer
Cemetery	Deputy Treasurer
Record management	Deputy Treasurer
Code updates/legal filings	Deputy Treasurer
Minutes for village meetings	Deputy Treasurer
Bank reconciliations, transfers	Deputy Treasurer
Capital project accounting	Deputy Treasurer
Administrative tasks for Zoning Board of Appeals, Historic Preservation	Deputy Treasurer
Compiles fiscal reports	Deputy Treasurer
Project management	Village Treasurer/Clerk/Administrator
Village resident interaction	Village Treasurer/Clerk/Administrator
Development of budgets	Village Treasurer/Clerk/Administrator
Monthly fiscal analysis	Village Treasurer/Clerk/Administrator
Grants coordination / administration	Village Treasurer/Clerk/Administrator
Legal matter coordination	Village Treasurer/Clerk/Administrator
Contract negotiations	Village Treasurer/Clerk/Administrator
Interaction with State agencies	Village Treasurer/Clerk/Administrator
Vendor contact	Village Treasurer/Clerk/Administrator
Board meeting preparation	Village Treasurer/Clerk/Administrator
Media contact	Village Treasurer/Clerk/Administrator
Insurance contact/liaison	Village Treasurer/Clerk/Administrator
Policy development/administration	Village Treasurer/Clerk/Administrator
Accounts payable/voucher bookkeeping	Senior Account Clerk
Journal posting	Senior Account Clerk
Review vouchers/reports for accuracy	Senior Account Clerk
Petty cash management/bookkeeping	Senior Account Clerk
Compilation of data for reports/analysis	Senior Account Clerk
Preparation of detail support for budget	Senior Account Clerk
All administrative functions for water/ sewer budgets	Water/Sewer Program Specialist
Various office tasks (covering lunches, filing, clerical tasks, etc.)	Water/Sewer Program Specialist

We believe the following arrangement should be implemented upon the Village's dissolution:

The Village's Water/ Sewer Program Specialist position could be transferred to the Town as it is today with 90% of the Specialist's time dedicated to the Water/ Sewer Fund and 10% to the General Fund.

The duties performed by the Village Treasurer/ Clerk/ Administrator, Senior Account Clerk and Account Clerk account for 1.73 FTE's in the general fund. The Town could increase their FTE's by

1.50 in the general fund and activate a currently vacant position (0.25 FTE's) to absorb the additional duties required if the Village is dissolved. The 1.50 FTE's would include 60 new hours per week which is approximately \$60,000 annually. A total cost savings of approximately \$29,000 could be realized through this transition.

Note: The Town has provided for a second part-time Deputy Town Clerk (10 hours per week) in its current budget, but the position is vacant.

Retirees: There are nineteen retirees receiving health benefits from the Village (annual cost of \$174,000 of which \$20,000 is processed through the Water/Sewer Budgets). Many of these individuals are retired union workers, and whether these benefits can be changed is a question for the attorney. Just recently, the Village approved contracts that indicate that non-union retirees are entitled to the same health insurance plan as the current active employees until 65 years of age, and then Medicare is primary.

For purposes of the dissolution study, we recommend that no change be made to retiree benefits.

Insurance: The Town will assume all insurance for former Village properties. We anticipate a 20% savings on the property and liability insurance. Workers' Compensation cost is not likely to change. Health insurance will require renegotiation upon implementation of the dissolution plan.

Fund balances: We will address the fund balances for the Village and the Town as part of the budget process.

Tax collections and billing: See the Administrative personnel section regarding this subject.

Registrar: See the Administrative personnel section regarding this subject.