

**Erie County Charter Revision Commission
Fiscal Affairs Committee
Agenda**

January 4, 2006

I. Old Business

1. Article III of the Charter, Section 302

- h. – Sureties and bonds – hold for discussion with county attorney

2. Article III of the Charter, Section 305 – Division of budget and management

3. Article 3 of the Administrative Code – duties of the budget director

- BMRs to the county executive

4. Article IV of the Charter (Finance Department)

- 401 – there shall be a commissioner

Treasury functions:

- 402a – Collect, receive revenues; daily reports to comptroller
- b – County’s vendor bank account
- c – Tax collection
- h – Report daily transactions to comptroller
- i – Review comptroller’s annual investment plan
- j – Submit reports

Real property functions:

- d – Extension of taxes; issue tax bills
- e – Record of transfer of title
- f – Advisory services to local assessors

5. Article 4 of the Administrative Code

- 4.01 – Commissioner; treasury division; real property tax division
- 4.02a – Duties
- b – deputy

Real property functions:

- 4.02c – inventory of property and custody of bonds, deed, etc.
- 4.05a – Division of real property tax; deputy commissioner
- b – duties – (1) record of transfers; (2) assessing consultation; (3) tax maps
- 4.05c – (1) Prepare tax bills; (2) prepare school tax bills; (3) assist with local assessment rolls
- 4.04 – Treasury division duties
- 4.06 – seal of the department

6. Article XII of the Charter (Comptroller)

- Section 1201 – election of comptroller
- Section 1202 – Powers and duties
 - e. Conduct of financial and compliance audits -- Gach
 - i. Provide various periodic reports on expenditures and revenues -- Poloncarz
 - k. Prepare bond resolutions, sell bonds, report on same, release funds from bond sales – consider bonding limits
 - n. Assist with matters concerning budget preparation – consider revenue estimates
 - o. Transfer cash – who requests?

7. Article 12 of the Administrative Code

- Section 12.04 – bond of the comptroller – discuss with county attorney
- Section 12.06 – depository undertakings – hold paragraph b

II. New Business

8. Article XVIII of the Charter

- Section 1801 –fiscal year
- 1802 – Tentative budget and capital program
- 1803 – Adoption of budget
- 1804 – Levy of taxes
- 1805 – Appropriations – supplemental and emergency
- 1806 – Appropriations – reductions and transfers
- 1807 – Executive vetos
- 1808 – Obligations prohibited
- 1809 – budget act repealed
- 1810
- 1811 – limitations on real estate taxes
- 1812 – new taxes and fees
- 1813 – Audit Committee
- 1814 – Budget Review Commission

9. Article 18 of the Administrative Code

- Section 18.01 – Fiscal year
- 18.02 – Preparation of proposed tentative operating and maintenance budget
- 18.03 – Preparation of capital budget
- 18.04 – Tentative budget and capital program
- 18.05 – Budget controls
- 18.06 – Contingent funds
- 18.07 – Departmental and administrative unit accounting responsibilities

10. Article 19 of the Administrative Code

- Section 19.02 – Compensation of boards
- 19.03 – Compensation of officers
- 19.04 – Expenses

- 19.08 – Professional, technical consultant services

III. Next meeting – Wednesday, January 11, 8 am
Charlie Rech will attend meeting on Jan. 11 to discuss technology applications

IV. Adjourn