

CHAPTER 3: WHAT WE DO & HOW WE COLLABORATE



2022 Warren County Mission Statement

Warren County government works for its Warren County residents; funding shall be dedicated to protecting and enhancing our residents' quality of life by providing excellent services in a cost-effective manner.

A County's structure, operations, and services are largely a function of State mandated requirements, County governmental roles and responsibilities to provide essential services, and approaches designed to respond to the specific community needs and opportunities by leveraging the unique community resources that exist in a County. Warren County also benefits from collaborations with an extensive network of community and governmental partners to extend the quality and reach of services, manage resources, and improve residents' quality of life.

This chapter provides an overview of the Warren County government structure and operations, as well as key partners and regional agencies with influence in the County. Additional information on County operations is included in **Appendix 1**.

WARREN COUNTY GOVERNMENT STRUCTURE & OPERATIONS

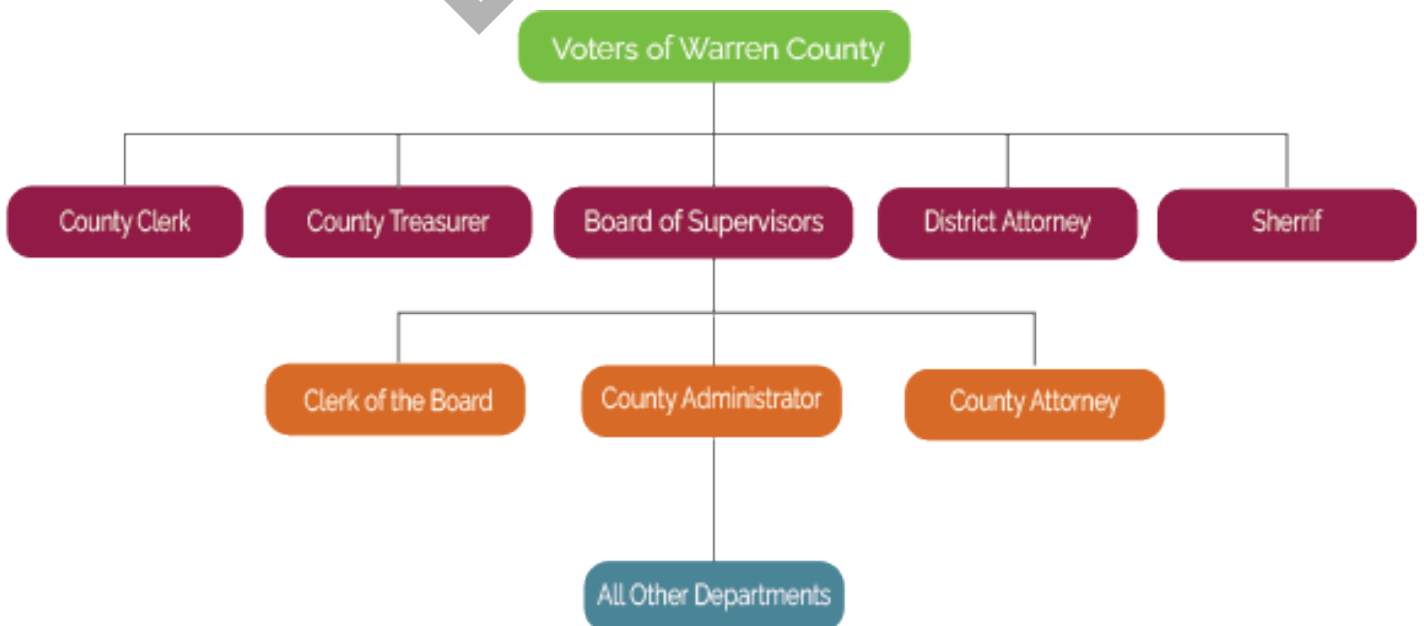
ELECTED OFFICIALS

Warren County operates under a legislative body known as the Board of Supervisors, a system in which each town and city within the county has representation. The Board of Supervisors serves as the legislative and executive body of the County, overseeing County-wide services, passing laws, and managing the County budget.

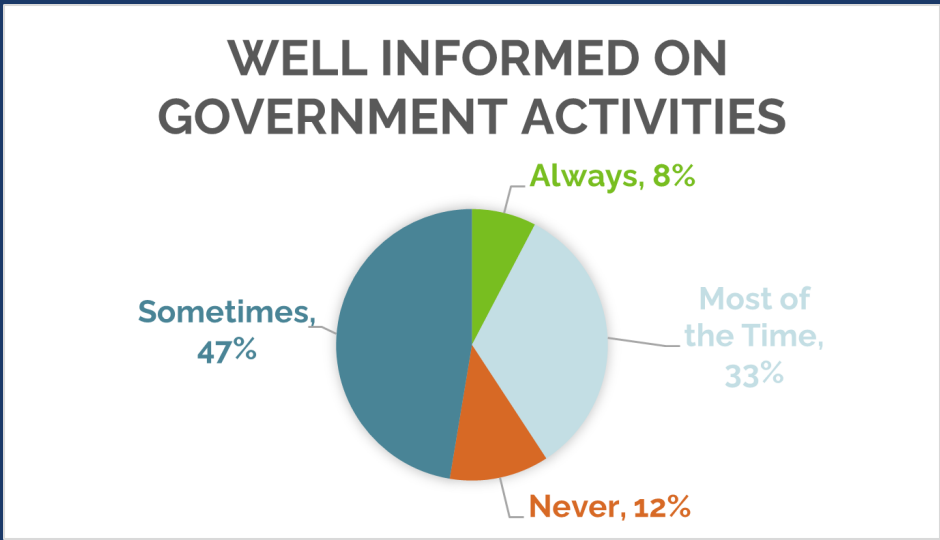
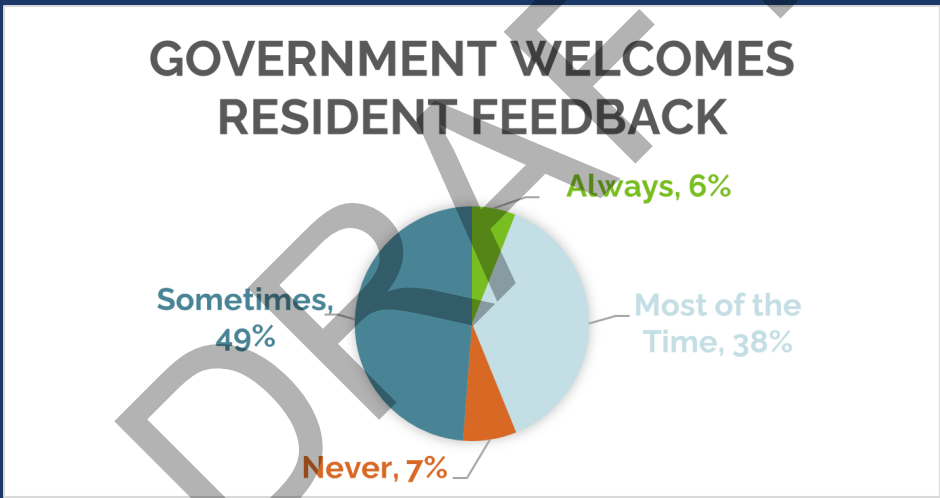
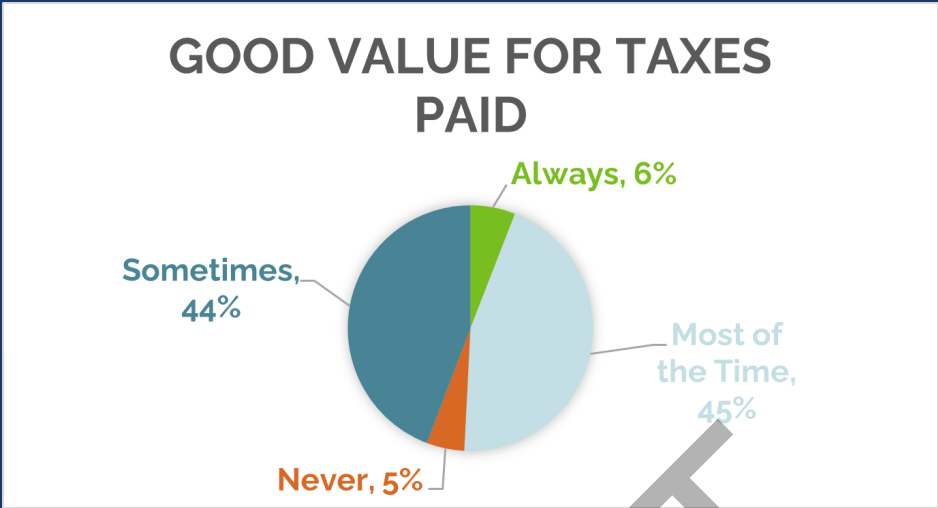
The 20-member Board of Supervisors consists of the 11 town supervisors, five city supervisors elected from the 5 wards of the City of Glens Falls, and four at-large supervisors elected by the residents of the Town of Queensbury.

Supervisors are elected officials responsible for both their respective municipality and the County as a whole. Supervisors from each municipality are elected to serve two-year terms (or four years in the case of the Town of Chester and the Town of Warrensburg), and the number of votes each supervisor holds on the board is weighted based on the population of their respective town or city. This system ensures that more populous areas, such as Glens Falls, have greater influence in County decisions, while smaller towns also maintain representation.

The Chairperson of the Board of Supervisors is elected annually by board members and plays a leadership role in managing board meetings and guiding the legislative process. The chairperson represents the county in various capacities and is often the face of the County government in public matters. In addition to the Board of Supervisors, Warren County residents elect the following County positions: County Clerk, County Treasurer, District Attorney, and Sheriff.



The Warren County 2040 survey asked several questions about County government. Feedback on good government questions is generally positive, but indicate some room for improvement.



COMMITTEES

In Warren County, strong emphasis is placed on the committee system, and each committee exercises a certain amount of supervisory authority on behalf of the legislative body over the operational arrangements for the provision of specific services or activities. Nearly 95% of the resolutions enacted by the Board of Supervisors originate through one or more of its standing committees or special committees. There are currently 11 Standing Committees, and two Special Committees. Committees are tasked with oversight of different aspects of County operations, such as economic growth and development; health services; tourism and occupancy tax coordination; County facilities; and finance and budget. These committees review proposals, make recommendations, and work closely with the County's departments to ensure that County services are functioning effectively.

DEPARTMENTS & STAFF

The County's staff are divided into 30 departments, with a combined staff of 825. Each department is managed by a department head who reports to the County Administrator, who, in turn, along with the Clerk of the Board and County Attorney, report to the Board of Supervisors. The largest departments at the County – in terms of staffing levels – are the Sheriff's Office (217), Social Services (150), Public Works (119), and Health Services (73). Brief description of each of the County departments are provided below:

Administrator: The County Administrator is appointed by the Board of Supervisors to manage the day-to-day affairs of the County. The Administrator serves as the liaison between the departments and the Board.

Assigned Counsel: Assigned Counsel provides legal counsel to the indigent under County Law in both Criminal and Contested Family Court matters. Assigned Counsel represents clients when they are identified as having a conflict with the Public Defender's Office.

Auditor: The Auditor is an official appointed by the County Legislature that is responsible for reviewing all payments made by the County and ensuring that they comply with contracts and procedures.

Building & Fire Code Enforcement: The Fire Prevention and Building Code Enforcement Department is responsible for the enforcement and administration of the New York State Uniform Code and the Energy Conservation Construction Code in Warren County (except in the Town of Queensbury and City of Glens Falls).

Clerk of the Warren County Board of Supervisors: The clerk keeps a record of all acts and proceedings of the board of supervisors and is the custodian of the records, vouchers and other papers required or authorized by law to be deposited in the clerk's office.

Community Services (Mental Health): The Office of Community Services for Warren and Washington Counties is a shared administrative office between the two counties responsible for planning, oversight and coordination of a wide range of services for individuals and families impacted by mental illness, intellectual/developmental, and addiction issues. The office provides no direct care but instead works with a variety of partner agencies to ensure services are available to residents.

Countryside Adult Home: The Countryside Adult Home is a 48-bed residential care facility providing long-term residential care and short-term respite care to adult residents of Warren County who do not require twenty-four (24) hour skilled nursing services.

County Attorney: The County Attorney's Office provides legal advice and representation for all civil law matters to Warren County's municipal government including elected officials and County departments.

County Clerk: The Warren County Clerk's Office serves County residents by recording, filing and maintaining a diversity of court, land and other public records.

Coroners: Warren County is served by four elected coroners and a coroner's physician. The role of the coroner is to investigate any death that occurs outside of a hospital.

District Attorney: The District Attorney (DA) is an independently elected official responsible for responding to all allegations of criminal activity in the County. The District Attorney oversees an office that prosecutes cases in every town, city, county and state court in Warren County.

Elections: The Warren County Board of Elections (BOE) is one of 62 County Election Boards in New York State charged constitutionally and by Statute with administering the election process for Warren County residents.

Emergency Services/Fire/EMS: The Office of Emergency Services contains three main foci: emergency preparedness, emergency medical services and fire coordination. Its main roles are support and planning, it does not provide actual response services.

Health Services: Health Services provides public health services ranging from disease prevention to direct patient care through its homecare operations.

Historian: The Warren County Historian's Office preserves, interprets and promotes the history of Warren County and serves as an umbrella entity for the network of 11 town and village historian offices throughout the County.

Human Resources: Warren County Department of Human Resources (HR) is responsible for HR management, employee relations, and benefits administration. The Department also administers Civil Service Law and Rules for classified employees in the County, Towns, City, Village, School Districts, College, Libraries and other special districts within the County.

Information Technology: The Information Technology Department is responsible for all the County owned computers and operating the phone system. There are a few systems, such as those in the Department of Social Services and the DMV computers that are maintained by the State, but the County IT will assist with those as well where appropriate.

Planning & Community Development: The Warren County Planning & Community Development Department identifies and plans for the use of the County's natural resources and built environment to enhance the quality of life for current and future generations.

Probation: The Warren County Probation Department provides professional, cost-effective intervention and service to adult and juvenile offenders that enable judicial systems to offer a community based rehabilitative program as an alternative to confinement.

Warren County has 671 full-time employees, or 10.2 per 1,000 residents. This is comparable to nearby Clinton and Washington Counties, but lower than the state which has 11.4 full-time employees per 1,000 residents.

Public Defender: The Warren County Public Defender's Office provides legal representation to individuals who cannot afford an attorney for criminal court, family court, appearance at arraignments and parole violation hearings.

Public Works: The Department of Public Works provides several essential services including the maintenance of County roads, bridges and culverts. Other major divisions include the Floyd Bennett Airport, Fleet and Automotive Repair, Facilities, Parks and Recreation and Solid Waste.

Purchasing: Warren County Purchasing Department is responsible for the purchase of materials, supplies and services for all County departments.

Real Property Tax Service Agency: The Real Property Tax Service Agency manages property assessments, tax rolls, and tax bills for the County, local municipalities, school districts, and public taxpayers.

Sheriffs: The Sheriff's Office is led by an elected sheriff and provides comprehensive portfolio of law enforcement and correctional services to the County. The department is also responsible for the operation of the sole answering point for 911 calls in the County and dispatches most of the public safety agencies.

Social Services: The Department of Social Services (DSS) works to provide the assistance and services necessary to sustain dependent and disabled persons, protect children and adults from abuse and neglect, and to assist applicants and recipients in achieving the greatest degree of independence possible. Broadly, the department has five primary units: Fiscal, Legal, Countryside Home (discussed elsewhere), Eligibility, and Human Services.

Tourism: The Tourism Department promotes and supports the tourism industry in the Lake George Area through marketing, collaboration and communication with regional tourism partners and visitors.

Treasurer: The Treasurer of Warren County is a separately elected position. This office is responsible for collecting County Taxes, administering payroll and the accounting of the County's books.

Weights & Measures: The Weights & Measures Department is responsible for assuring measurement and pricing accuracy in the marketplace.

Veterans' Services: The Warren County Veterans Services Office advocates on behalf of all Warren County veterans or their surviving spouse to ensure they receive the maximum benefits to which they deserve under federal, state and local laws.

Youth Bureau: The Bureau partners with schools, and community and County service providers to plan, coordinate, advocate, fund and monitor programs and services. The goal of the department is to prevent delinquency through positive youth development.



COUNTY BUDGET

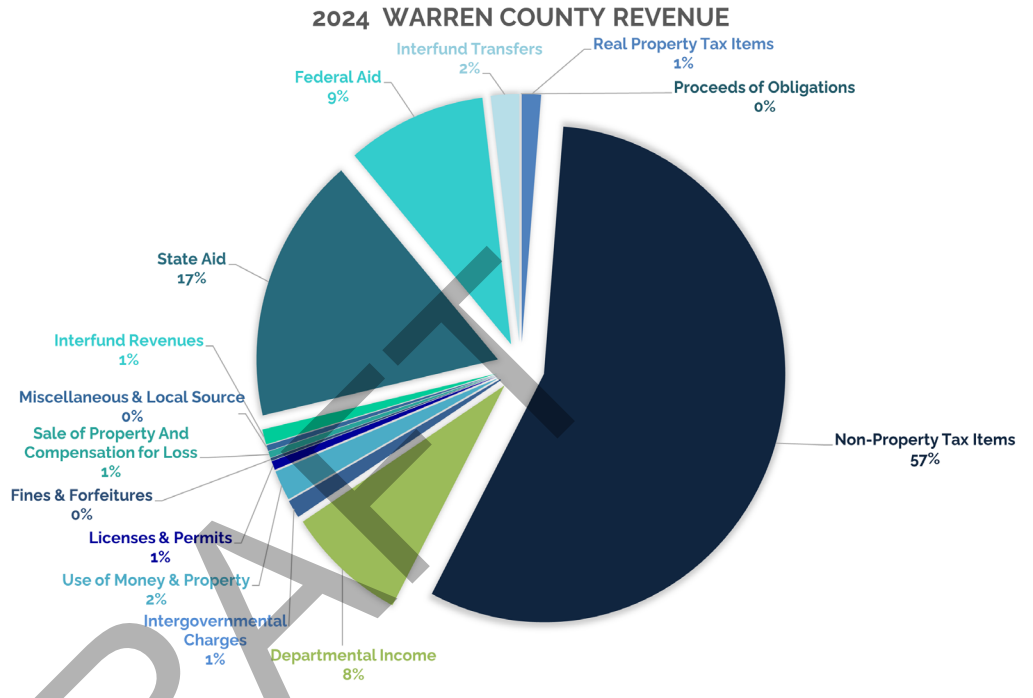
Warren County's operating budget and fiscal year is based on a calendar year, beginning on January 1 and ending on December 31 of each year. The budget development process begins in July with the Budget Officer meeting with the Department Heads to outline the status of the County finances and items to keep into consideration for the upcoming year. Between August and September, department budgets are refined through meetings with the Budget team (consisting of the Budget Officer and Committee Chair), as well

as representatives from the County Administrator and Treasurers offices, and review by each Department's respective Oversight Committee. Throughout the month of October, the Budget Officer, with input from the Budget committee, reviews the departmental requests, and develops a Budget Officer recommendation, which is presented to the Board of Supervisors in early November. The Board of Supervisors typically adopts the tentative budget in November and schedules a Public Hearing on the budget in order to solicit input from the public on the proposed budget.

After the public hearings, the Board of Supervisors may propose modifications to the budget prior to its final adoption by the Board of Supervisors. The County must adopt a budget by December 15th.

Warren County generates about \$11,500 per resident in visitor revenue, which is higher than the State average (\$2,620) but less than nearby Essex (\$20,300) and Hamilton (\$19,000) Counties.

The 2024 Adopted Budget was set at \$192,837,622 with a total amount to be raised by taxes of \$49,816,409. This represented an increase of 2.49% over 2023 and was under the tax cap allowance of \$2.64%. A breakdown of the sources of the 2024 budget can be found in the chart to the right; the largest revenue sources are non-property tax items (56%) and state aid (17%). Sales and use tax is 89% of the non-property tax item budget category; hotel room tax (occupancy tax) is 9%. More information on the County's budget, revenue, and expenditures can be found on the Digital Budget Book, launched by Warren County in 2024 to increase transparency.

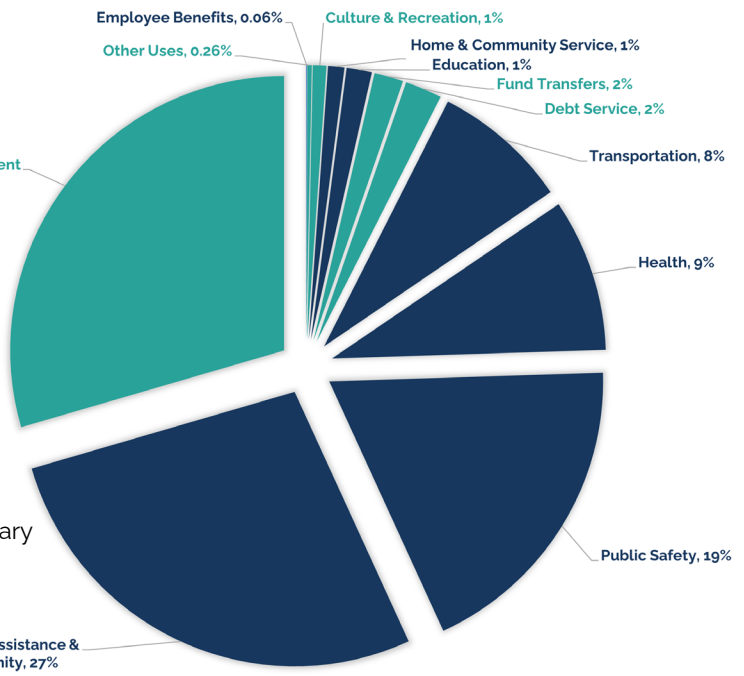


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2024 WARREN COUNTY BUDGET EXPENDITURES

LEGEND

- Mandated
- Discretionary



On the expenditure side of the budget, Warren County approved \$192 million in total expenditures in the 2024 budget. General Government Support and Economic Assistance comprised the majority of the County's 2024 budget at \$56 million and \$52 million respectively. Roughly 66% of all 2024 expenditures fell into categories mandated by the State of NY.

REGIONAL AGENCIES WITH INFLUENCE IN WARREN COUNTY

Warren County is influenced by a diverse network of regional entities, each playing a critical role in shaping the County's development, environment, economy, and infrastructure. These organizations help Warren County navigate complex challenges like balancing conservation with development, addressing the County's housing crisis, and promoting sustainable economic growth in a largely rural setting. Each of these regional partners contributes to the County's broader planning efforts, helping align local priorities with larger state and regional goals.

- Adirondack Park Agency (APA):** Covering 94% of Warren County, the APA regulates land use within the Adirondack Park to balance conservation and development. Established in 1971, it ensures that the park's natural, scenic, and recreational resources are preserved while guiding responsible growth. The APA works closely with local governments, including Warren County, to manage development pressures in the region.
- Lake Champlain-Lake George Regional Planning Board (LCLGRP):** Representing five counties, including Warren, LCLGRP provides regional planning, economic development, and environmental services. It supports projects like watershed planning, drinking water protection, pollution reduction, and economic resilience and offers ongoing resources to local governments and businesses for sustainable development.
- Capital Region Economic Development Council (REDC):** As one of New York's ten REDCs, this council coordinates state-supported economic development efforts across eight counties, including Warren. Composed of community leaders, businesses, and public representatives, the REDC identifies local priorities for job creation and economic growth. Warren County benefits from REDC's strategic investment to strengthen the regional economy.
- Warren-Washington IDA:** This public benefit corporation promotes industrial and commercial development in Warren and Washington Counties. It provides tax incentives and financial support for new and expanding businesses, managing projects like the Airport Industrial Park. The IDA's initiatives stimulate job growth, improve local infrastructure, and enhance regional competitiveness.
- Warren County EDC:** A 501(c)(3) organization, the EDC attracts new businesses and supports existing ones, working with local governments to boost Warren County's economy. It offers expertise in areas like site selection, workforce data, and funding opportunities. With several revolving loan programs, the EDC helps bridge financing gaps for business retention and expansion projects.
- Adirondack/Glens Falls Transportation Council (A/GFTC):** The designated MPO responsible for regional transportation planning and federal funding allocation. Their planning principles are to strengthen and support regional character and economic vitality, integrate all transportation modes, balance system maintenance and expansion, protect the environment, and to adapt to innovation.
- Warren County Soil and Water Conservation District (WCSWCD):** A local arm of State government, WCSWCD provides technical conservation services to residents and municipalities in Warren County. It addresses stormwater management, erosion control, and natural resource conservation, enhancing land and water quality. WCSWCD works with landowners and communities in the County to sustain natural resources and support long-term environmental health.
- Saratoga, Warren, & Washington County Workforce Development Board:** Formed under the Workforce Innovation and Opportunity Act (WIOA), this board connects job seekers with training and employment opportunities across three counties. It collaborates with Warren County's Workforce Development Department to align workforce readiness programs with local business needs. The board plays a key role in supporting regional economic growth by enhancing labor force skills and access to employment.