

A G E N D A
FINANCE COMMITTEE
JULY 8, 2009

- 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.

- 2) **Referral from the County Facilities Committee:**
Increasing Capital Project No. H293.9550 280-County Center Electrical Panel Replacement, in the amount of \$20,000, due to the actual price being greater than the estimate and the construction inspection fees having been added to the project; and the source of funding shall be transferred from A9950.910-Transfers-Capital Projects.

- 3) **Referrals from the Health Services Committee:**
Westmount Health Facility:
 - A) Amending the 2009 County budget, Nursing Supervisors Appropriations, to increase estimated revenues and appropriations in the amount of \$64,558 to reflect amendments of the Unrestricted Fund Balance.

 - B) Amending the 2009 County budget, Nursing Registered Nurses II Appropriations, to increase estimated revenues and appropriations in the amount of \$1,948 to reflect amendments of the Unrestricted Fund Balance.

 - C) Amending the 2009 County budget, Nursing LPN Appropriations, to increase estimated revenues and appropriations in the amount of \$82,914 to reflect amendments of the Unrestricted Fund Balance.

 - D) Amending the 2009 County budget, Nursing CNA Appropriations, to increase estimated revenues and appropriations in the amount of \$103,132 to reflect amendments of the Unrestricted Fund Balance.

 - E) Increasing Capital Project No. H296.9550 280-Westmount Sprinkler System Project, in the amount of \$100,000, to cover the cost of determining total project cost for RFP and CON submission; and the source of funding shall be the Westmount Unrestricted Fund Balance EF.229000 909.00.

- 4) **Referrals from the Human Services Committee:**
Employment & Training Administration:
 - A) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$440,498 to reflect receipt of Federal funds.

Office for the Aging:

- B)** Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$14,344 to utilize additional funds allocated by the NYSOFA for NSIP (Nutrition Services Incentive program).
- C)** Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$35,740 to utilize additional funds allocated by the NYSOFA for SNAP (Supplemental Nutrition Assistance Program).

Youth Bureau:

- D)** Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$1,000 to reflect receipt of the Junior Tennis Foundation Grant.

5) Referral from the Public Safety Committee:**Sheriff & Communications:**

Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$298 to appropriate funds received from the Hyper Reach Call Campaign.

6) Referrals from the Public Works Committee:**DPW:**

Requesting a source of funding for the Town and Village of Lake George's portion (38%) of the Clark Patterson engineering study performed on the Gaslight Village Property for an amount of \$5,700. The 62% County share (\$9,300) was authorized to be paid out of Occupancy Tax funds by Resolution No. 765 of 2008.

7) Referral from the Community College Committee:

Approving the tentative 2009-2010 Budget for Adirondack Community College and setting a Public Hearing for same.

- 8)** Response from the Board of Elections as requested by the Finance Committee concerning exemptions to the Travel Policy as discussed at the June 10, 2009 meeting.

- 9)** Paul Dusek, County Attorney, has requested permission to address the Committee regarding the following:

- A)** Amending the Travel Policy to authorize the Deputy Fire and EMS Coordinators to use their personal vehicles for County purposes contingent on approval from the Director and/or Deputy Director of the Office of Emergency Services, as requested at the May 22, 2009 Public

Safety Committee meeting.

- B)** Referral from the June 30, 2009 Public Works Committee meeting to the County Attorney relating to property taxes on the Gaslight Village property to be discussed at the Finance Committee meeting.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Public Works
Name of Department

SIGNED: DATE: 6/29/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5020 110	County Road-Engineering-Personal Services-Regular	D.9050 850	County Road-Unemployment-	\$1791.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: to cover unemployment bill for 1st qtr.

*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

REQUEST FOR TRANSFER OF FUNDS

TO: Joan Sady, Clerk, Warren County Board of Supervisors
FROM: Office for the Aging

SIGNED: _____ DATE: _____

<u>FR CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6785 470	Gen, OFA-POE-Warr- Contract	A.6785 220	Gen, OFA-POE-Warr- Office Equip	\$200.00

Please state reason for transfers requested:

To redistribute POE monies to fund the purchase of a phone for the new POE Coordinator.

CONTINGENT FUNDS TRANSFER REQUEST

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED: _____

DATE: June 26, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.83110.8302 469	Westmount, Fiscal Service Office , Pymnt/Contribution NYS Assessment	EF.83100.600 120	Westmount, Fiscal Service Office, Clerical & Other Amin Wages - Salaries OT	3,500.00
EF.72100.6201 470	Westmount, Nursing – Lab Services Medical PS Lab – Contract	EF.60100.600 120	Westmount, Nursing Admin, Clerical Other Admin Wages – Salaries OT	700.00


Please state reason for transfers requested: Cover Salary OT

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: 

DATE: 6/26/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A:4010.110	CHHA-Regular Salaries	A.4010.469	CHHA-Other payments	\$20,000.00
A.4016.110	CHHA-Regular Salaries	A.4016.469	LTC -Other payments	\$1,000.00
A.4018.002.110	Family Health-Regular Salaries	A.4016.469	LTC -Other payments	\$5,000.00
A.4018.0040.110	Health Education-Regular Salaries	A.4010.469	CHHA-Other payments	\$500.00
A.4054.110	Preschool-Regular Salaries	A.4016.469	LTC -Other payments	\$500.00

Total Transfers \$27,000.00

Please state reason for transfers requested:

1.-5. To transfer funds from the Full time Salaries Expense, that are affiliated with the Meal reimbursements, to Other Payment Expense to cover the Cash Health Assessment Expense for CHHA and LTC. NY State reinstated this assessment effective 4/1/09. Estimated approximately \$3000 /month for 9 months.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

Please file original request with Clerk of the Board and retain copy for your records

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Office of Community Services, Robert York, Director
Name of Department

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4310.110	Salaries-Regular	A.4310.130	Salaries-Part Time	\$7,475.00

Please state reason for transfers requested:
Move \$7,475.00 for the estimated additional payroll amount needed for Part Time Help through December 2009. This has been authorized by the Warren County Community Services Board.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 9

Request to Increase *Existing* Capital Project

*If this is the result of a grant award, also complete and submit Form No. 5 or 6

DEPARTMENT NAME: Public Works

DATE: June 30, 2009

(a) Exact Title and Number of Project*: H 293.9550 280
County Center Electrical Panel Replacement

*Please specify whether this is a Capital Project or a Capital Reserve Project

(b) Amount of Increase (if applicable): 20,000.00

(c) Amount of Decrease (if applicable): _____

(d) Source of Funding (if increase) (include name & title of codes, etc.): _____
A9950.910 Transfers-Capital Projects

(e) Changes in Funding (if Amendment): _____

(f) Purpose of Increase or Decrease or Amendment: Actual price is greater than estimate
and construction inspection fees have been added to project

RESOLUTION REQUEST FORM NO. 7

*Request to Amend County Budget**

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: June 26, 2009

- (a) Purpose of Amendment: To Amend 2009 Nursing Supervisor Appropriations by Amending the Unrestricted Fund Balance.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.60200.100 130 Westmount, Nursing - Nurses' Stations - Management & Supervisors - Salaries - P/T \$64,557.54.

- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$64,557.54

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: June 26, 2009

- (a) Purpose of Amendment: To Amend 2009 Nursing Registered Nurses II Appropriations by Amending the Unrestricted Fund Balance.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.60200.300 130 Westmount, Nursing - Nurses' Stations - Registered Nurses Wages - Salaries - P/T \$1,947.21.

- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$1,947.21.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: June 26, 2009

- (a) Purpose of Amendment: To Amend 2009 Nursing LPN Appropriations by Amending the Unrestricted Fund Balance.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.60200.400 130 Westmount, Nursing - Nurses' Stations - LPN & Activities Director wages - Salaries - P/T \$82,913.73.

- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$82,913.73

7

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: June 26, 2009

- (a) Purpose of Amendment: To Amend 2009 Nursing CNA Appropriations by Amending the Unrestricted Fund Balance.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.60200.500 130 Westmount, Nursing - Nurses' Stations, Aides, Orderlies, Assistants - Salaries - P/T \$103,131.63.

- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$103,131.63

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: June 26, 2009

- (a) Exact Title and Number of Project*: Westmount Sprinkler System Project
H296.9550 280
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable): \$100,000.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
Unrestricted Fund Balance EF.229000 909.00
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To cover cost of determining
total project cost for RFP and CON submission.

Warren County Board of Supervisors

RESOLUTION NO. 233 OF 2009

Resolution introduced by Supervisors Stec, Belden, O'Connor, Bentley, Tessier, Taylor, VanNess, Kenny and Merlino

**ESTABLISHING CAPITAL PROJECT NO. H296.9550 280 WESTMOUNT
SPRINKLER SYSTEM PROJECT; AUTHORIZING TRANSFER OF
FUNDS AND AMENDING WARREN COUNTY BUDGET FOR 2009
- WESTMOUNT HEALTH FACILITY**

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H296.9550 280 Westmount Sprinkler System Project as follows:

1. Capital Project No. H296.9550 280 Westmount Sprinkler System Project is hereby established.

2. The estimated cost of such Capital Project is the amount of Five Thousand Dollars (\$5,000).

3. The proposed method of financing such Capital Project consists of the following:

- a. Funding in the amount of Five Thousand Dollars (\$5,000) shall be transferred from Budget Code EF.229000 909.00 Westmount Unrestricted Fund Balance; and be it further

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized and directed to transfer funds in the amount of Five Thousand Dollars (\$5,000) from Budget Code EF.229000 909.00 Westmount Unrestricted Fund Balance into Capital Project No. H296.9550 280 Westmount Sprinkler System Project, and be it further

RESOLVED, that the Warren County Budget for 2009 is hereby amended accordingly.

**WARREN COUNTY
EMPLOYMENT & TRAINING ADMINISTRATION**

William F. Resse
Director

Northway Plaza Suite 13C-1
PO Box 4393
Queensbury, NY 12804

Telephone (518) 743-0925
Fax (518) 743-0828

**Human Services Committee
Employment & Training Agenda
7/1/09**

1. Request resolution to add the following additional federal funds to the county budget

Revenues:	<u>Code</u>	<u>Title</u>	<u>Amount</u>
	40 6293.4791	WIA	\$440,498

Appropriations:

	<u>Code</u>	<u>Title</u>	<u>Amount</u>
	40 6293.0300 110	WIA Adult-Salaries-regular	\$60,419
	40 6293.0300 411	WIA Adult Rent-Building/Property	15,000
	40 6293.0300 433	WIA Adult Training-Client	10,000
	40 6293.0300 810	WIA Adult -Retirement	10,000
	40 6293.0300 860	WIA Adult - Hospitalization	16,000
	40 6293.0305 110	WIA DW - Salaries-regular	80,000
	40 6293.0305 411	WIA DW - Rent-Building/Property	12,000
	40 6293.0305 433	WIA DW - Training-Client	25,083
	40 6293.0305 810	WIA DW - Retirement	10,000
	40 6293.0305 860	WIA DW - Hospitalization	28,000
	40 6293.0310 110	WIA Youth-Salaries-regular	\$45,000
	40 6293.0310 130	WIA Youth-Salaries-Part Time	\$20,000
	40 6293.0310 411	WIA Youth Rent-Building/Property	11,746
	40 6293.0310 434	WIA Youth Allowances	5,000
	40 6293.0310 470	WIA Youth Contract	8,000
	40 6293.0310 810	WIA Youth -Retirement	12,000
	40 6293.0310 860	WIA Youth - Hospitalization	12,000
	40 6293.0313 110	WIA Admin - Salaries-regular	20,000
	40 6293.0313 411	WIA Admin - Rent-Building/Property	5,000
	40 6293.0313 470	WIA Admin - Contract	5,250
	40 6293.0313 810	WIA Admin - Retirement	6,000
	40 6293.0313 860	WIA Admin - Hospitalization	6,000
	40 6293.0342 433	WIA Regional Trans.- Training-Client	18,000

2. Discussion - Stimulus activities: summer youth employment, etc.

Note: all requests involve only federal grant funds for said purpose. No local county funds are requested.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit Form No. 5 or 6.**

DEPARTMENT NAME: Office for the Aging

DATE: July 1, 2009

- (a) Purpose of Amendment: To increase the budget in order to utilize additional funds allocated by NYSOFA for NSIP
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.6777 445 (General, Commodity Foods - Foods) Warren County \$ 14,344
- (c) Revenue Code (with title), and Amount: **A.6777 4778 (General, Commodity Foods - OFA USDA Comm. Foods) \$ 14,344**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit Form No. 5 or 6.**

DEPARTMENT NAME: **Office for the Aging**

DATE: **July 1, 2009**

- (a) Purpose of Amendment: To increase the budget in order to utilize increase in funds allocated by NYSOFA for SNAP
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.6774 445 (General, S.N.A.P. - Foods) \$ 35,740.00
- (c) Revenue Code (with title), and Amount: **A.6774 3774 (General, S.N.A.P. - Nutrition/Elderly (SNAP) \$ 35,740.00**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

*If this is the result of a grant award, also complete and submit
Form No. 5 or 6

DEPARTMENT NAME: Warren County Youth Bureau

DATE: July 1, 2009

(a) Purpose of Amendment: To amend Warren County Adopted Budget in A.7311 Youth Bureau revenues and appropriations in the amount of \$1,000 from Junior Tennis Foundation Grant.

(b) Appropriation Code (with title), Object Code (with title) and Amount:
A.7311 470 Contracts \$1,000

(c) Revenue Code (with title), and Amount:
A.7311 2705 Gifts & Donations \$1,000

RESOLUTION REQUEST FORM NO. 7
Request to Amend County Budget*

*If this is the result of a grant award, complete and submit Form No. 5 or 6

DEPARTMENT NAME: Sheriff's Office

DATE: 05-18-09

- (a) Purpose of Amendment: To move money received as revenues from a Hyper Reach Call Campaign.
- (b) Appropriation Code (with title), Object Code (with title) and Amount: A.3020 423, Telephones, ~~\$297.60~~ ^{\$298.}
- (c) Revenue Code (with title), and Amount: A.3020 1141 Sheriff's 911 Center, Hyper Reach Call Campaign, ~~\$297.60~~

^{\$298.}

WARREN COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 765 OF 2008

Resolution introduced by Supervisors Stec, Belden, O'Connor, Bentley, Tessier, Champagne, VanNess, Kenny and Merlino

AUTHORIZING NECESSARY ENGINEERING SERVICES RELATIVE TO EVALUATION OF THE OPERA HOUSE AND CAVALCADE OF CARS BUILDINGS ON THE GASLIGHT VILLAGE/WAXLIFE USA MUSEUM PROPERTY

WHEREAS, the Superintendent of Public Works was requested to obtain the cost for engineering services to evaluate, the condition and cost of repair of the Opera House and Cavalcade of Cars buildings on the Gaslight Village/Waxlife USA Museum Property (hereinafter the "Gaslight Property"), and

WHEREAS, the Superintendent has advised that if the County uses the engineers already under contract to perform the services, the proposed engineering cost is Fifteen Thousand Dollars (\$15,000), now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the retention of Clark Patterson Lee to evaluate the Opera House and Cavalcade of Cars buildings on the Gaslight Property at an amount not to exceed \$15,000, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement and/or any other documentation necessary to effectuate the above-described engineering services, and be it further

RESOLVED, that the above authority is given with the understanding that the County's share of the total engineering costs in the amount of Nine Thousand Three Hundred Dollars (\$9,300) [$\$15,000 \times 62\%$] will be paid out of Occupancy Tax funds, and that the Town and Village shall pay the remaining costs of Two Thousand Eight Hundred Fifty Dollars ($\$2,850$) [$\$15,000 \times 19\%$] each, respectively.

Warren County Board of Supervisors

RESOLUTION NO. 520 OF 2008

Resolution introduced by Supervisors Champagne, Stec, Tessier, Simmes and Taylor

APPROVING TENTATIVE BUDGET FOR ADIRONDACK COMMUNITY COLLEGE AND PROVIDING FOR PUBLIC HEARING

WHEREAS, the Trustees of Adirondack Community College have presented to the Board of Supervisors a tentative operating budget for the college fiscal year from September 1, 200⁹~~8~~ to August 31, 200¹⁰~~9~~, in the gross amount of Twenty-Two Million Seven Hundred Fifty-Three Thousand Five Hundred Dollars (~~\$22,753,500~~), which, if adopted by the Board of Supervisors, would require the sum of One Million Six Hundred Ninety Seven Thousand Two Hundred Seventy-Four Dollars (~~\$1,697,274~~ ^{1,782,672}) as that portion to be raised by taxation in the County of Warren for the year 200⁹~~8~~-200¹⁰~~9~~ for the operational costs to pay Warren County's share as one of the sponsors of Adirondack Community College, and

WHEREAS, the Community College Committee has explained the details of the tentative operating budget to the Finance Committee, and both recommend that such tentative budget be approved and a public hearing be held thereon, now, therefore, be it

RESOLVED, that the tentative budget of Adirondack Community College for fiscal year September 1, 200⁹~~8~~ to August 31, 200¹⁰~~9~~, as prepared and submitted by the Trustees, be, and the same hereby is, approved, and be it further

RESOLVED, that the Board of Supervisors hold a public hearing on said tentative operating budget of Adirondack Community College at the Board Room in the Warren County Municipal Center on the 15th day of August, 200⁹~~8~~, at 10:00 a.m., at which

RESOLUTION NO. 520 OF 2008

Page 2, Continued

time and place all persons interested in said tentative Community College budget will be heard, and that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give due public notice of such hearing as required by law.

CORRECTED

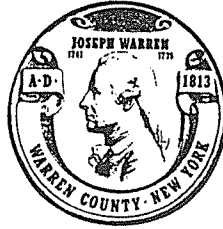
SPONSORS' CASH 2009-2010

	Warren	Washington	Total
FY2008-2009			
Sponsors' Cash 2008-2009	\$1,663,827	\$1,307,293	\$2,971,120
FY2009-2010			
Enrollment by Credit Hour			
Fall 2008	12,444	8,388	20,832
<u>CASH WITH NO INCREASE</u>			
Sponsors' Cash 2009-2010 (assumes no increase)	\$1,782,672	\$1,188,448	\$2,971,120
Change to contribution	\$118,845	-\$118,845	\$0
<u>CASH WITH 3% INCREASE</u>			
Sponsors' Cash 2009-2010 (with proposed 3% increase)	\$1,836,152	\$1,224,102	\$3,060,254
Proposed Change to contribution	\$172,325	-\$83,191	\$89,134

WARREN COUNTY BOARD OF ELECTIONS

1340 STATE ROUTE 9
LAKE GEORGE, NY 12845
FAX: (518) 761-6480

MARY BETH CASEY
REPUBLICAN COMMISSIONER
TEL: (518) 761-6458



WM. A. MONTFORT
DEMOCRATIC COMMISSIONER
TEL: (518) 761-6459

06/18/09

Joan Sady, Clerk of the Board
Hal Payne, Commissioner of Administrative Services
Daniel Stec, Finance Committee Chairman

Per the memo from Ms. Sady dated 06-17-09:

The Board of Elections, when discussing the Travel Policy in 2005 and forward has explained to our Committee the reasons we requested that The Board of Elections and its' staff to be exempt from the Travel Policy.

The Board of Elections is mandated to send staff to Nursing Homes/Skilled Care Facilities to conduct Absentee Voting in multiple locations throughout the county, these are sometimes set up or changed at the last minute and county vehicles are not always available.

The Voting Machine Custodians will often times when setting voting machines in the evening pick up supplies at the BOE, set the machines and hold the Public Viewing and return to their homes directly from the set up location because it is closer to their home. This process saves the BOE the extra payment for travel to return the vehicle and clock out. Last minute ballot changes could result in the Machine Custodians and/or Commissioners having to make changes to machines with minimal notice and they must travel all over the county to accomplish this task. Approximately two weeks before the election we send out 5 two person teams to complete machine set up and Public Viewing for all 11 Towns and the City of Glens Falls (70) machines.

The Commissioners/staff conduct Inspector Classes in the Towns in the evening and return home from those locations because it is closer than driving back to the Municipal Center to return a vehicle. The Board of Elections reimburses Election Inspectors who return the Election Day bags to the BOE from the Towns the day after the election.

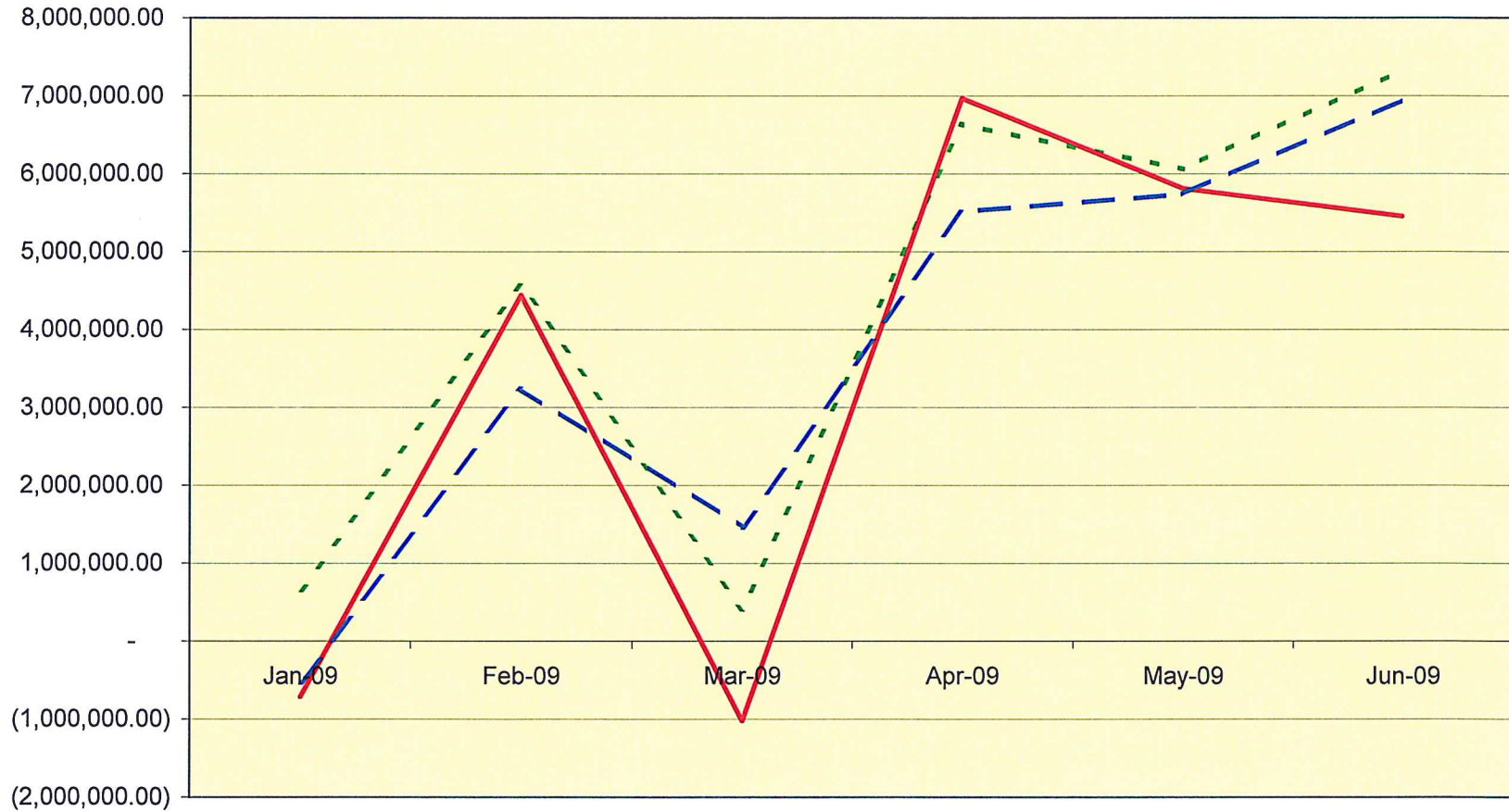
With the "roll out" of new voting systems we will need to have inspectors and technicians going throughout the county doing voter education, we will need to reimburse for mileage as there wouldn't be enough vehicles for all of the staff needed for the a county wide "mock election" that we would anticipate conducting on a Saturday two months prior to its' introduction.

The Travel Policy requires that only county employees are allowed to drive or be a passenger in a county vehicle for insurance purposes. The Board of Elections on many occasions "car pool" with other counties to Albany, Lake Placid and other locations to attend meetings for election related functions. We have saved the county travel expenses by using personal vehicles and traveling with Commissioners and office staff from other counties.

Warren County
Cash Flow - General Fund
3 Month Projection
June 30, 2009

	Actual January, 2009	Actual February, 2009	Actual March, 2009	Actual April, 2009	Actual May, 2009	Actual June, 2009	Projected July, 2009	Projected August, 2009	Projected September, 2009
Beginning Cash Before Borrowing	2,011,631.00	(714,721.00)	4,441,997.00	(1,024,565.00)	6,967,063.00	5,811,626.00	5,451,258.00	341,304.00	(1,078,952.00)
Receipts									
State/Federal Aid	950,506.00	1,746,099.00	3,340,553.00	387,083.00	1,596,942.00	1,759,266.00	855,286.00	191,744.00	1,617,813.00
Sales Tax	2,398,951.00	2,660,438.00	2,864,433.00	3,729,596.00	2,753,063.00	3,403,931.00	4,000,000.00	5,200,000.00	4,300,000.00
Town Payments on Taxes	700,000.00	11,367,803.00	2,800,369.00	9,631,569.00	-	-	-	-	-
All Other Revenue	3,775,822.00	6,651,445.00	3,381,501.00	11,950,428.00	3,913,388.00	3,217,008.00	5,383,707.00	3,606,934.00	3,802,056.00
Total Receipts	7,825,279.00	22,425,785.00	12,386,856.00	25,698,676.00	8,263,393.00	8,380,205.00	10,238,993.00	8,998,678.00	9,719,869.00
Disbursements									
Payroll	2,337,559.00	2,334,086.00	3,511,200.00	2,312,730.00	2,609,532.00	2,330,674.00	2,325,748.00	3,468,519.00	2,330,775.00
Employee Benefits	863,630.00	567,816.00	677,451.00	784,755.00	650,846.00	760,181.00	642,900.00	646,400.00	642,900.00
Debt Service	358,560.00	78,031.00	-	250,066.00	8,387.00	10,392.00	1,498,594.00	478,947.00	223,000.00
All Other Disbursements	6,991,882.00	14,289,134.00	13,664,767.00	14,359,497.00	6,150,065.00	5,639,326.00	10,881,705.00	5,825,068.00	3,869,512.00
Total Disbursements	10,551,631.00	17,269,067.00	17,853,418.00	17,707,048.00	9,418,830.00	8,740,573.00	15,348,947.00	10,418,934.00	7,066,187.00
Ending Cash Before Borrowing	(714,721.00)	4,441,997.00	(1,024,565.00)	6,967,063.00	5,811,626.00	5,451,258.00	341,304.00	(1,078,952.00)	1,574,730.00
Short Term Borrowing									
Proceeds Outstanding	-	4,500,000.00	4,500,000.00	4,500,000.00	-	-	-	-	-
Repayments	-	-	-	(4,500,000.00)	-	-	-	-	-
Net Short Term Borrowing	-	4,500,000.00	4,500,000.00	-	-	-	-	-	-
Ending Cash After Borrowing	(714,721.00)	8,941,997.00	3,475,435.00	6,967,063.00	5,811,626.00	5,451,258.00	341,304.00	(1,078,952.00)	1,574,730.00

General Fund Cash Flow (Without Borrowing)



	1/31/2009	2/28/2009	3/31/2009	4/30/2009	5/31/2009	6/30/2009
- - - 2008 Actual	659,842.00	4,567,276.00	412,839.00	6,633,280.00	6,058,824.00	7,326,875.00
— 2009 Actual	(714,721.00)	4,441,997.00	(1,024,565.00)	6,967,063.00	5,811,626.00	5,451,258.00
- - - 2009 Projected	(523,357.00)	3,236,723.00	1,463,897.00	5,514,675.00	5,737,635.00	6,944,078.00

Warren County
DPW Capital Project State and Federal Claims

<u>2008 Expenses</u>	<u>State</u>	<u>Federal</u>	<u>Total</u>	<u>Status</u>
196 Chester Creek Bridge	3,244.00	18,927.00	22,171.00	No claim submitted
199 Corinth Road Reconst	40,977.00	282,803.00	323,780.00	\$236,018.89 Claim Submitted 7/7/09
212 Qsby Avenue Rd Impr	28,766.00	57,742.00	86,508.00	No claim submitted
214 Woolen Mill Bridge	7,577.00	72,528.00	80,105.00	\$72,528.00 Claim Submitted 7/7/09
236 Const Starbuckville & Chester Creek	15,423.00	108,078.00	123,501.00	No claim submitted
240 Airport Environment Assessment	647.00	-	647.00	No claim submitted
257 Padanarum Road Bridge	-	2,956.00	2,956.00	No claim submitted
258 Tannery Bridge	2,644.00	63,312.00	65,956.00	No claim submitted
259 Grist Mill Road	-	49,775.00	49,775.00	No claim submitted
260 Alder Brook Bridge	-	12,240.00	12,240.00	No claim submitted
265 Design Snow Removal Equip	58.00	2,210.00	2,268.00	No claim submitted
271 Feeder Canal Community Connect	-	1,494.00	1,494.00	No claim submitted
278 Middleton Bridge	2,712.00	14,464.00	17,176.00	No claim submitted
Total	<u>102,048.00</u>	<u>686,529.00</u>	<u>788,577.00</u>	
<u>1-3/09 Expenses</u>				
220 Railroad Stations/Improvements	-	81,598.00	81,598.00	No claim submitted
260 Alder Brook Bridge over Trout Bridge	-	7,972.00	7,972.00	No claim submitted
272 Harrington Road Bridge	-	8,084.00	8,084.00	No claim submitted
278 Middleton Bridge	352.00	1,879.00	2,231.00	No claim submitted
199 Corinth Road Reconstruction	14,044.00	74,900.00	88,944.00	No claim submitted
Total	<u>14,396.00</u>	<u>174,433.00</u>	<u>188,829.00</u>	
Grand Total	<u>116,444.00</u>	<u>860,962.00</u>	<u>977,406.00</u>	

If we had submitted state and federal aid claims for these projects in a timely manner, we would have received the money by now and our cash flow position would be improved. We had notified Bill Lamy about this problem in a memo dated 6/3/09 and have since submitted only two claims. We had also included an attachment to our last cash flow outlining the state and federal claims not completed for 2008 and submitted it to the finance committee in May.

We have a critical cash flow problem and it is important that all state and federal claims be submitted on a timely basis. If possible, claims should be submitted on a monthly basis.

Warren County
Proposed Bonding

The following is a list of projects previously approved for bonding:

<u>Project</u>	<u>Bond Resolution Date</u>	<u>Project Amount</u>
Health & Human Services Bldg	5/16/2008	16,750,000.00
Point of Care	3/21/2008	542,975.00
Soil & Water Conservation Bldg	7/18/2008	451,815.00
Railroad Station Improvements	6/20/2008	429,000.00
Airport Maintenance Hangar	9/23/2005	800,000.00
Gaslight Village Property	1/18/2008	1,200,000.00
Purchase of DPW Equipment	5/16/2008	2,495,225.00
Bridge Rehabilitation	5/14/2009	500,000.00
Total		<u>23,169,015.00</u>

We will be starting the bonding process on 7/17 and will be issuing bonds for the total amount.