

A G E N D A
FINANCE COMMITTEE
APRIL 7, 2010

- 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:**
Amending Resolution No. 560 of 2009 to correct the Capital Project No. to H315.9550 280 - Abatement and Demolition of Annex Building #10.

- 3) **Referrals from the Health Services Committee:**
Health Services:
 - A) Amending the 2010 County budget to decrease estimated revenues in the amount of \$18,750 to reflect the termination of the EISEP contract with OFA which ends on March 31, 2010. Please note: it is not necessary to reduce appropriations as the employee associated with the program retired in January and the salary had not been included in the 2010 Budget.
Westmount Health Facility:
 - B) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$4,000 to amend the Unrestricted Fund Balance for professional services relating to the February 25, 2010 Department of Health violation.
 - C) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$7,000 to amend the Unrestricted Fund Balance for payment of Civil Money Penalty resulting from the February 25, 2010 Department of Health violation.

- 4) **Referrals from the Planning & Community Development Committee:**
 - A) Establishing Capital Project No. H312.9550 280 - First Wilderness 2008 Building the Future, in the amount of \$268,270, to administer the grant award under the LWRP (Local Waterfront Revitalization Program) with the source of funding to be grants from local governments in the amount of \$258,270 and an Interfund transfer from A.8029 470 in the amount of \$10,000.
 - B) Establishing Capital Project No. H313.9550 280 - First Wilderness 2009 Hamlet Enhancement, in the amount of \$419,056, to administer the grant award under the LWRP with the source of funding to be grants from local governments in the amount of \$410,006 and an Interfund transfer from A.8029 470 in the amount of \$9,050.
 - C) Establishing Capital Project No. H314.9550 280 - First Wilderness Scenic Byway, in the amount of \$59,026, to administer the grant award under the Scenic Byway Program with the source of funding to be grants from local governments in the amount of \$59,026.

5) Referrals from the Public Safety Committee:

Sheriff & Communications:

- A) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$62,884 to reflect receipt of various grant funds.
- B) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$686 to reflect receipt of insurance recovery check from Old Dominion Insurance Company for damage to a patrol vehicle.
- C) Request for a new contract with New England Police Vehicle Leasing Corporation for the lease of two patrol motorcycles, commencing May 1, 2010 and terminating April 30, 2011 for a one time payment of \$7,800.

6) Referrals from the Public Works Committee:

Airport:

- A) Establishing Capital Project No. H308.9550 280 - Airport Painting & Pavement Markings, in the amount of \$35,300, to provide construction and engineering services for Airport painting/pavement markings, as required by the FAA by Fall of 2010. The source of funding shall be 95% FAA Federal Grant in the amount of \$33,535; 2.5% NYS DOT Grant in the amount of \$883; and 2.5% County funding in the amount of \$883 to be transferred from Transfers-Capital Projects A.9950 910.
- B) Establishing Capital Project No. H309.9550 280 - Runway 1 RSA Wetland Mitigation Site Monitoring, in the amount of \$34,391, to provide four year wetland site monitoring services, as required, on a parcel of improved wetlands in the Warren/Washington IDA. The source of funding shall be 95% FAA Federal Grant in the amount of \$32,672; 2.5% NYS DOT Grant in the amount of \$860; and 2.5% County funding in the amount of \$860 to be transferred from Transfers-Capital Projects A.9950 910.
- C) Establishing Capital Project No. H310.9550 280 - Airport Fire Truck & Snow Blower, in the amount of \$1,230,000, to purchase a fire truck and snow blower. The source of funding shall be 95% FAA Federal Grant in the amount of \$1,168,500; 2.5% NYS DOT Grant in the amount of \$30,750; and 2.5% County funding in the amount of \$30,750 to be short term borrowing, subject to recommendation of the Treasurer.
- D) Establishing Capital Project No. H311.9550 280 - PAPI Installation Runway 12-30 Design, in the amount of \$28,000, to design the installation of PAPI's for Runway 12-30. The source of funding shall be 95% FAA Federal Grant in the amount of \$26,600; 2.5% NYS DOT Grant in the amount of \$700; and 2.5% County funding in the amount of \$700 to be transferred from Transfers-Capital Projects A.9950 910.

DPW:

- E)** Bill Lamy, DPW Superintendent, to address the committee concerning the State instituting a construction funding freeze which impacts highway project funding.

- 7)** Response to the Budget Analysis Report from the County Treasurer as prepared by JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, attached for review.

- 8)** Paul Dusek, Commissioner of Administrative & Fiscal Services, has requested to address the Committee regarding the issue of whether to hire or use County workers to move voting machines from the Municipal Center Building to the new Human Services Building.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Probation Department

SIGNED: 

DATE: March 22, 2010

<u>CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140.110	Salaries- Regular	A.3144.110	Salaries-Regular	\$47,874

Please state reason for transfers requested: Probation Officer Kathleen Johnston's position was transferred from the Probation Budget to the Probation Day Reporting Budget.

*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.

Warren County Board of Supervisors

RESOLUTION NO. 560 OF 2009

Resolution introduced by Supervisors Thomas, O'Connor, Champagne, VanNess, Girard, Goodspeed and Pitkin

**AUTHORIZING CLARK PATTERSON LEE AND BOVIS LEND LEASE, LMB
TO WORK WITH THE PURCHASING AGENT TO PREPARE BID
DOCUMENTS/REQUEST FOR PROPOSALS FOR THE ABATEMENT AND
DEMOLITION OF THE COUNTY ANNEX BUILDING - BUILDINGS & GROUNDS**

RESOLVED, that upon the recommendation of the County Facilities Committee, the Warren County Board of Supervisors hereby authorizes Clark Patterson Lee and Bovis Lend Lease, LMB to work with the Purchasing Agent to prepare bid documents/Request for Proposals for the abatement and demolition of the County Annex Building, for total amounts not to exceed those already budgeted for and included in Clark Patterson Lee's and Bovis Lend Lease, LMB's agreements with the County, and be it further

RESOLVED, that the funds for the above-described services shall be expended from Capital Project No. H263.9550 280 - Design & Construction of Health & Human Services Building.

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 Health Services-Disease Program

DATE: March 26, 2010

(a) **Purpose of Amendment:** To amend the 2010 budget to reduce the revenues for the EISEP contract with OFA(Office for the Aging) which ends 3/31/10. Total revenue was \$25,000 for the year and we have billed the 1st quarter of 2010 for \$6,250. The nurse that was associated with this program retired in January and no longer remains in budget under Regular Salaries. Therefore no expense has to be adjusted, only the revenue amount that was initially budgeted.

(b) **Appropriation Code (with title), Object Code (with title) and Amount:**

Revenue Code (with title), and Amount: CHHA- EISEP Revenue A.4010.1618 (\$18,750.00).

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: WESTMOUNT HEALTH FACILITY

DATE: March 25, 2010

- (a) Purpose of Amendment: To Amend 2010 Administration Contracted Services Appropriations by Amending the Unrestricted Fund Balance.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.83500.6822 470 Westmount, Administrative Services, Contracted Services \$4,000.00.

- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$4,000.00

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: WESTMOUNT HEALTH FACILITY

DATE: March 26, 2010

- (a) Purpose of Amendment: To Amend 2010 Fiscal Services Office, Misc Fees & Expense - Licenses Other Payments/Contributions Appropriations by Amending the Unrestricted Fund Balance for payment of Civil Money Penalty resulting from February 25, 2010 Survey.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.83110.8303 469 Westmount, Fiscal Services Office, Misc Fees & Expense - Licenses Other Payments/Contribution \$7,000.00.

- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$7,000.00

RESOLUTION REQUEST FORM NO. 8

Request to *Establish* 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: Planning and Community Development

DATE: 26 March 2010

(a) Exact Title and Number of Project* (**must be obtained from Treasurer's Office**): Capital Project - First Wilderness ²⁰⁰⁸ Building the Future/ H312.9550 280
Please specify whether this is a Capital Project or a Capital Reserve Project.

(b) Amount of Project: \$268,270

(c) Source of Funding (include name & title of codes, ,etc.)H312.9550 2703 Grants from local governments \$258,270; Interfund transfer 8029.470 - \$10,000

(d) Purpose of Establishment: Administer grant award under LWRP program

Notes:

RESOLUTION REQUEST FORM NO. 8

Request to *Establish* 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: Planning and Community Development

DATE: 26 March 2010

- (a) Exact Title and Number of Project* (**must be obtained from Treasurer's Office**): Capital Project - First Wilderness 2009-Hamlet Enhancement/ H313.9550 280
Please specify whether this is a Capital Project or a Capital Reserve Project.
- (b) Amount of Project: \$419,056
- (c) Source of Funding (include name & title of codes, ,etc.)H313.9550 2703 Grants
from local governments \$410,006; Interfund transfer 8029.470 - \$9,050
- (d) Purpose of Establishment: Administer grant award under LWRP program

Notes:

RESOLUTION REQUEST FORM NO. 8

Request to *Establish* 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: Planning and Community Development

DATE: 26 March 2010

- (a) Exact Title and Number of Project* (must be obtained from Treasurer's Office): Capital Project - First Wilderness Scenic Byway H314.9550 280
Please specify whether this is a Capital Project or a Capital *Reserve* Project.
- (b) Amount of Project: \$59,026
- (c) Source of Funding (include name & title of codes, ,etc.)H314.9550 4597 Grants from local governments \$59,026
- (d) Purpose of Establishment: Administer grant award under Scenic Byway program

Notes:

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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: 03-12-10

(a) Purpose of Amendment: To move money received as revenues from the following 2010 grants:

- Buckle Up NY \$9,976
- Child Passenger Safety \$4,208
- Motorcycle Safety Initiative \$30,000
- Selective Traffic Enforcement Program (STEP) \$18,700

(b) Appropriation Code (with title), Object Code (with title) and Amount:

Grant Title	Appropriations & Object	Code Title	Amount
Buckle Up NY	A.3110 120	Sheriff's Law Enforcement Salaries-Overtime	\$9,976
Child Passenger Safety	A.3110 410	Sheriff's Law Enforcement Supplies	\$3,608
Child Passenger Safety	A.3110 444	Sheriff's Law Enforcement Travel/Education/Conference	\$600
Motorcycle Safety	A.3110 120	Sheriff's Law Enforcement Salaries - Overtime	\$20,500
Motorcycle Safety	A.3110 220	Sheriff's Law Enforcement Office Equipment	\$600
Motorcycle Safety	A.3110 410	Sheriff's Law Enforcement Supplies	\$500
Motorcycle Safety	A.3110 421	Sheriff's Law Enforcement Equipment Rental	\$7,800
Motorcycle Safety	A.3110 441	Sheriff's Law Enforcement Automotive Service & Repair	\$600
STEP	A.3110 250	Sheriff's Law Enforcement Technical Equipment	\$1500
STEP	A.3110 120	Sheriff's Law Enforcement Salaries-Overtime	\$17,200
Total			\$62,884.00

(c) Revenue Code (with title), and Amount: A.3110.3384 – Sheriff's Law Enforcement Other Sheriff's State Aid, \$62,884.

Note: All of the above grants are approve via Resolution 299-2009.

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: 04 -02-2010

- (a) Purpose of Amendment: To move monies received as an insurance settlement.
- (b) Appropriation Code (with title), Object Code (with title) and Amount: A.3110 2680, Sheriff's Law Enforcement Insurance Recoveries, \$686.00
- (c) Revenue Code (with title), and Amount: A.3110 441 Sheriff's Law Enforcement, Auto Supplies and Repair, \$686.00

RESOLUTION REQUEST FORM NO. 3
Request for New Contract

DEPARTMENT NAME: Sheriff's Office

DATE: **03-20-2010**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Lease of two (2) patrol motorcycles**
- (c) Name of Contractor: **New England Police Vehicle Leasing Corp.**
- (d) Address of Contractor: **17 Lafayette Rd North Hampton, NH 03862**
- (e) Contact Person & Telephone No.: **Phil Miles 603-964-9959**
- (f) Has or will the Contract be provided, if so, please attach: **Lease attached**
- (g) Commencement Date of Contract: **May 1, 2010**
- (h) Termination Date of Contract: **April 30, 2011**
- (i) Payment Provisions: **\$7,800.00 One time payment of total lease**
- (j) Where are the Funds?: **A.3110-421 Sheriff's Law Enforcement-Equipment Rental**

Note: **This is a continuation of the lease with NEPVL Corp under the Motorcycle Safety Initiative grant with the Governor's Traffic Safety Committee.**

RESOLUTION REQUEST FORM NO. 8

Request to Establish 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: DPW-Airport

DATE: March 9, 2010

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Airport Painting & Pavement Markings H 308 9550 280
- (b) Is this a Capital Project? YES
- (c) Is this a Capital Reserve Project? NO
- (d) Amount of Project: \$35,300 = (\$27,300 construction + \$8,000 engin.)
- (e) Source of Funding (including name & title of codes, etc.): 95% FAA Federal Grant -\$33,535; 2.5% NYS-DOT Grant - \$883; 2.5% County Funding - \$883 - Transfer funds from (General Fund).
- (f) Purpose of Establishment: - To provide construction and engineering services for airport painting/pavement markings, as required by the FAA by Fall of 2010.

RESOLUTION REQUEST FORM NO. 8

Request to Establish 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: DPW-Airport

DATE: March 15, 2010

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Rwy 1 RSA Wetland Mitigation Site Monitoring H 309 9550 280
- (b) Is this a Capital Project? YES
- (c) Is this a Capital Reserve Project? NO
- (d) Amount of Project: \$34,391
- (e) Source of Funding (including name & title of codes, etc.): 95% FAA Federal Grant -\$32,672; 2.5% NYS-DOT Grant - \$860; 2.5% County Funding - \$860 - Short Term Borrowing, Subject to Recommendation of Treasurer.
- (f) Purpose of Establishment: - To provide 4 year wetland site monitoring services, as required, on a parcel of improved wetlands in the W/W IDA.

RESOLUTION REQUEST FORM NO. 8

Request to Establish 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: DPW-Airport

DATE: March 15, 2010

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Airport Fire Truck & Snow Blower - H 310 9550 280
- (b) Is this a Capital Project? YES
- (c) Is this a Capital Reserve Project? NO
- (d) Amount of Project: \$680,000 - Fire Truck & \$550,000 Snow Blower = \$1,230,000
- (e) Source of Funding (including name & title of codes, etc.): =95% FAA Federal Grant -\$1,168,500; 2.5% NYS-DOT Grant - \$30,750; 2.5% County Funding - \$30,750 -Short Term Borrowing, Subject to Recommendation of Treasurer.
- (f) Purpose of Establishment: - To purchase a Fire Truck and a Snow Blower, to replace existing equipment.

RESOLUTION REQUEST FORM NO. 8

Request to Establish 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: DPW-Airport

DATE: March 15, 2010

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): PAPI Installation Rwy 12-30 Design - H 311 9550 280
- (b) Is this a Capital Project? YES
- (c) Is this a Capital Reserve Project? NO
- (d) Amount of Project: \$28,000
- (e) Source of Funding (including name & title of codes, etc.): =95% FAA Federal Grant -\$26,600; 2.5% NYS-DOT Grant - \$700; 2.5% County Funding - \$700 - Short Term Borrowing, Subject to Recommendation of Treasurer.
- (f) Purpose of Establishment: - To design the installation of PAPI's for Rwy 12/30.

WARREN COUNTY
DEPARTMENT OF ADMINISTRATIVE AND FISCAL SERVICES

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803

Paul Dusek, Commissioner
Administrative & Fiscal Services

Telephone 518-761-6463
Fax: 518-761-6377

County Treasurer's Budget Analysis Report
Department Head Responses
Department Head Responses are in bold.

Note: Except for the department head responses, information on this report was reproduced from the County Treasurer's memo dated March 26, 2010.

2009

Health Services

Health Services – The previous Budget Analysis reported that the department was delinquent in their revenue submissions to the Treasurer's Office for December revenues. We have since received these revenue submissions.

No response necessary.

Mental Health

Mental Health Programs – The previous Budget Analysis reported that three of the Mental Health agencies have not submitted their fourth quarter expense reports to the County which were due February 15, 2010. We have since received fourth quarter expense reports from two of these agencies. We record the quarterly departmental revenue based on these reports so it is important that they are received timely. We can not close the year without these reports.

The Glens Falls Hospital submitted their fourth quarter expense report to this office on March 25th. I have a call in to Rob Lynch to confirm receipt at the Treasurer's Office. They were the last agency overdue for this submission, so our agencies should now be up to date with 2009 reporting.

Tourism

Tourism Occupancy – We have collected about \$357,921 less in occupancy taxes through March 19, 2010 for 2009 than we did through March 19, 2009 for 2008. This represents an 11% reduction. We will be collecting through March 31, 2010 for 2009 occupancy tax revenue.

No response necessary.

Taxes

Unpaid taxes increased from \$11.6 million in 2008 to \$13.0 million in 2009 which is a 12% increase. Tax installment agreements have increased from \$.5 million in 2008 to \$.9 million in 2009 which is an 80% increase.

No response necessary.

2010

Status of 2009 Public Improvement Bond Moneys

Additional money will be required to be transferred to the Purchase of DPW Equipment and Gaslight Village capital projects to cover the deficits and the projects then need to be closed. The Point of Care and Soil & Water projects should be reviewed for possible closure with any excess funds transferred to debt service.

	<u>Appropriations</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Balance</u>
Railroad Stations	\$2,506,300	0	2,458,238	\$48,062
Health & Human Services Bldg	\$17,418,000	1,348,396	15,931,201	\$138,403
Point of Care	\$542,975	44,152	456,356	\$42,467
Purchase of DPW Equipment	\$2,495,225	0	2,497,461	\$(2,236)
Gaslight Village	\$1,227,475	0	1,229,857	\$(2,382)
Soil & Water	\$471,815	856	422,781	\$48,178
Bridges Rehabilitation	<u>\$500,000</u>	<u>51,425</u>	<u>177,726</u>	<u>\$270,849</u>
Total	<u>\$25,161,790</u>	<u>1,444,829</u>	<u>23,173,620</u>	<u>\$543,341</u>

No response necessary.

Health Services

Health Services – The department is delinquent in their revenue submissions to the Treasurer’s Office for February, 2010 revenues. This has been a recurring problem throughout the previous year. It is important that revenues be reported to the Treasurer’s Office on a monthly basis so that we can have a clearer picture of the County’s financial position.

The department is at 21% of its overtime budget as of February 28, 2010. Additional money will be needed if the department continues at this pace.

Long Term Home Health Care – The department is at 24% of its overtime budget as of February 28, 2010. Additional money will be needed if the department continues at this pace.

Preventive Program – Disease Control – The department is at 24% of its salary – regular budget as of February 28, 2010. Additional money will be needed if the department continues at this pace.

Bio Terrorism – The January Budget Analysis reported that the department has spent \$1,569 on overtime as of January 31, 2010 without any budget in place. A budget transfer should be made to cover the deficit. A budget amendment was requested and approved at the March Board meeting to cover the deficit and additional over time costs for the remainder of the year.

Tawn plans to submit February 2010 Revenues to the Treasurer's Office April 2, 2010.

Regarding overtime costs for various departments, we will continue to watch these expenses carefully, but we need to meet patient care demands seven days a week. As noted at our March 26th Health Services Committee meeting, overtime expenses compared to last year are down overall 11.91%. It should also be noted that when patient care demands are up, so are revenues. There is some degree of unpredictability of service needs just by nature of the health care business. As well, during the 2010 budget process the amount requested for overtime for the year was decreased from what was predicted to be needed.

Emergency Medical Service

The department is already at 52% of its telephone budget as of February 28, 2010. Additional money will be needed if the department continues at this pace.

There is a large one bill that hits us early in the year. There should be enough money in that code for the rest of the year.

Narcotics Control – DA

The department is already at 22% of its salary – regular budget as of February 28, 2010. Additional money will be needed if the department continues at this pace.

We will be replenishing our investigator salary line with asset forfeiture moneys quarterly.

County Attorney

The department is already at 89% of its consulting fees budget as of February 28, 2010. Additional money will be needed if the department continues at this pace.

The 89% use of the Consulting Fees budget represents the amount expended for abstracts for the 2010 foreclosure. This reflects a greater number and higher cost of abstracts. However, revenue should be received to offset most of this cost from delinquent taxpayers. It will be necessary to discuss payment of the abstracts for the 2011 foreclosure at some point and time.

Civil Service

The department is already at 41% of its salaries – regular budget as of February 28, 2010 which relates to a retirement cash out. Additional money will be needed to be transferred to cover salary costs for the remainder of the year. The department is also at 26% of its overtime budget as of February 28, 2010 and additional money will have to be transferred if the department continues at this pace.

It appears we will need an additional \$7-8000 on top of the \$15,000 that we already knew about because an audit discovered an error in Rich's final payout. I want it to be noted that our original budget for 2010 should have shown a full year's salary for the Personnel Officer but it only had enough to pay Rich through January and partially cover his final check. I believe the full salary should have been budgeted, and then when Rich retired and the base salary for Personnel Officer was lowered the budget would have shown a savings, not a shortage.

Our overtime should be fine. January was an unusually high month and was overtime for two employees. For the remainder of the year we only have one employee eligible for overtime and we are trying to keep that as low as possible.

Tourism

Tourism Occupancy – We have collected about \$16,877 more in occupancy taxes as of February 28, 2010 than we did as of February 28, 2009.

The department is already at 31% of its overtime budget as of February 28, 2010. Additional money will be needed to be transferred if the department continues at this pace.

This is common, as most of our consumer shows take place between January and March. We do not expect to be transferring additional funds into OT at this time.

Sheriff

Correction Division – The department is already at 20% of its part time budget as of February 28, 2010. Additional money will be needed for this account if the department continues at this pace.

The Correction Division has recognized \$57,076 in Jail Services, Other Government revenue as of February 28, 2010 compared to \$54,087 as of February 28, 2009 which is an increase of 5%. It should be noted that the 2010 amount is through January and is at 10% of the budget for this account, so the actual revenue amount received is projected to exceed the budget at this point in time.

We are tracking this and will be sure not to exceed the budgeted expense.

Social Services

Social Service Claims – The department has not submitted February claims to the Treasurer's Office so that the revenue could be recorded. We just received the January claims this week. It is important that the monthly State Aid claims be submitted to the Treasurer's Office on a monthly basis so that revenues are properly recorded.

Social Services generally submit their claims timely. During January and February we were down 50% of our staff in that unit.

Countryside Adult Home

The January Budget Analysis reported that the department is already at 22% of its overtime budget as of January 31, 2010. The department is now at 42% of its overtime budget as of February 28, 2010. Additional money will be needed to be transferred if the department continues at this pace. The department did not request a budget transfer for the March Board meeting.

Countryside Adult Home's overtime was not being utilized effectively. Now it is being reviewed and adjusted. There will be a transfer request in the future.

County Clerk

As of February 28, the department has received \$81,756 in County Clerk Fees in 2009 and \$101,685 in 2010 which is an increase of 24%. It should be noted that the 2010 amount is through January and is at 8% of the budget for this account, so the actual revenue amount received is on target with the budget.

As of February 28, the department has received \$130,749 in Mortgage Tax in 2009 and \$151,769 in 2010 which is an increase of 16%. It should be noted that the 2010 amount is through January and is at 7% of the budget for this account, so the actual revenue amount received is on target with the budget.

No response necessary.

Mail Room

The January Budget Analysis reported that the department is already at 38% of its salary budget as of January 31, 2010. This is the result of the retirement cash pay out for the messenger. Additional money will be needed to be transferred to cover salary costs for the entire year. The department did not request a budget transfer for the March Board meeting.

When transferring information from the Budget Officer's Recommendation to the Tentative and Adopted Budget, the computer changed the amount posted. It appears it was a glitch in the computer software. The budgeted amount should have been \$8,395 more than what was actually recorded. Funds will be transferred by the end of the year to cover any shortfall.

Probation

The January Budget Analysis reported that the Day Reporting department has spent \$3,861 on salaries - regular as of January 31, 2010 without any budget in place. It has been noted that the budget for one employee (Kathleen Johnston) is in the Probation – Pretrial department and should be transferred to Day Reporting. The department did not request a budget transfer for the March Board meeting.

With respect to the Budget Analysis Memo from the County Treasurer dated March 26, 2010 regarding the Probation Department, please note that at the last Criminal Justice Meeting on March 25, 2010 we submitted a resolution request to transfer funds from A.3140. 110 to A.3143.110 to address the issue of spending money on salaries while not having a budget in place for the Day Reporting Budget. I believe this resolution request will go to the full Board on April 16, 2010.

Pre Trial – It has been noted that the budget for one employee (Corin Kelley) is in the Probation department and should be transferred to Pre Trial. The department did not request a budget transfer for the March Board meeting.

Concerning the issue of budget transfer for employee Corin Kelley regarding the Pre-Trial Budget, I spoke with Rick Murphy from the Treasure's Office about this matter. Mr. Murphy checked into this issue and indicated that Ms. Kelley was in the Pre-Trial Budget and was being paid from funds contained in this budget.

The Treasurer's Office has been working with the Probation Department to set up a credit card payment system. If approved by the Committee and Board of Supervisors, it should solve the problem with DWI delinquency fine payments.

Stop DWI Program

The January Budget Analysis reported that the Department has spent \$15 on salaries – regular as of January 31, 2010 without any budget in place. A budget transfer should be made to cover the deficit. The department did not request a budget transfer for the March Board meeting.

For STOP DWI issue regarding pay I will be presenting resolution request for transfer of funds at my April 12, 2010 meeting to make the needed adjustment.

Office for the Aging

The January Budget Analysis reported that the Nutrition for Elderly – Warren County department had spent \$74 on postage as of January 31, 2010 without any budget in place. A budget transfer was made in February to cover the deficit, but the postage account is once again over budget as of February 28, 2010 by \$7. Additional money will have to be transferred to this account to cover the deficit and enough money should be transferred to cover the remainder of the year.

The following Office for the Aging sub-departments has potential budget problems with their salary – regular accounts as of February 28, 2010:

Long Term Care Ombudsman – have already spent 50% of budget
Community Service Elderly – Warren – have already spent 32% of budget
Home Energy Assist. Program – have already spent 24% of budget
EISEP – Warren – have already spent 39% of budget
EISEP – Hamilton – have already spent 39% of budget
Weather Referral & Pack Prog – have already spent 24% of budget
Title III E – have already spent 37% of budget
Title VII Elder Abuse Prev – have already spent 41% of budget

I have done a \$100 funds transfer journal entry to cover the \$7.47 postage overage. The salary budget conditions are due to Candy's retirement pay-out, her salary was spread across most of the programs. I have a call in to Rob Lynch about what the easiest way to re-distribute the payroll would be in this new system

Youth Bureau

The January Budget Analysis reported that the department had spent \$1,604 on salaries – regular as of January 31, 2010 without any budget in place. This is the result of an employee who is a full time employee, but is being shared with another department. This employee's salary is being properly charged to the salaries – regular account, but the budget is recorded in the salaries – part time account. A budget amendment was approved at the March Board meeting to cover the deficit and salary costs for the remainder of the year.

No response necessary.

Historian

The January Budget Analysis reported that the department had overspent its supplies budget by \$12 as of January 31, 2010. A budget transfer should be made to cover the deficit. The department has not made the necessary budget transfer to cover the deficit as of February 28, 2010.

Have made the necessary transfer of funds to balance this account.

Treasurer

Sales Tax – It has been noted that we have collected \$40,741 less in sales taxes through February 28, 2010 than we did through February 28, 2009. This represents a .7% reduction from prior year. We did see a 3.0% increase in collections for the month of February over prior year.

No response necessary.

Department of Public Works

Buildings – The department is already at 28% of its overtime budget as of February 28, 2010. Additional money will be needed if the department continues at this pace.

Airport – The department is already at 28% of its overtime budget as of February 28, 2010. Additional money will be needed if the department continues at this pace.

County Road - Highway Administration – The January Budget Analysis reported that the department had spent \$38 on furniture/furnishings as of January 31, 2010 without any budget in place. A budget transfer

should be made to cover the deficit. The necessary budget transfer had not been made as of February 28, 2010.

Road Machinery – The department has overspent its Insurance-General Liability budget by \$264 as of February 28, 2010. A budget transfer needs to be made to cover the deficit.

Up Yonda Farm – The department has overspent its supplies budget by \$30 as of February 28, 2010. A budget transfer will be needed to cover the deficit and any additional anticipated supplies for the remainder of the year.

Waste Management – The department is at 26% of its budget for contractual expenditures as of February 28, 2010 with a total amount expended of \$851,642 which is 10% higher than the amount of \$771,124 as of February 28, 2009. If this trend continues for the remainder of the year, the department would be \$.7 million over budget for its contractual expenditures.

It would appear that the treasurer has looked at a straight line accumulation of overtime. Most of the overtime is related to snow and ice and that normally is reduced to zero for May, June, July, Aug and Sept. One person plowing has saved \$11,000 for Jan, Feb and March. Actually we are in good shape and with the light winter.

Westmount

Nursing Administration – The January Budget Analysis reported that the department is already at 131% of it's over time budget as of January 31, 2010 with an over budget amount of \$80. The department is now \$218 over it's over time budget as of February 28, 2010. A budget transfer was not requested at the March Board meeting. The January Budget Analysis reported that the department is already at 50% of its part time budget. A budget transfer was approved at the March Board meeting to cover the anticipated part time expenditures for the remainder of the year.

Nurses Stations – Management and Supervision - The January Budget Analysis reported that the department is already at 18% of it's over time budget as of January 31, 2010. The department is now at 32% of it's over time budget as of February 28, 2010. Additional money will need to be transferred to this account if the department continues at this pace. The necessary budget transfer had not been made as of February 28, 2010.

Nurses Stations – Registered Nurses Wages – The department is already at 40% of it's over time budget and 30% of its part time budget as of February 28, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Nurses Stations – LPN & Activities Director Wages – The department is already at 41% of it's over time budget and 67% of its part time budget as of February 28, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Nurses Stations – Aides, Orderlies, Assistants – The department is already at 26% of it's over time budget as of February 28, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Medical Staff Service – The January Budget Analysis reported that the department has spent \$1,988 on part time wages as of January 31, 2010 without any budget in place. A budget amendment was approved at the March Board meeting to cover the deficit and anticipated costs for the remainder of the year.

Dietary Service – Cook & Social Worker Wages - The January Budget Analysis reported that the department is already at 22% of it's over time budget as of January 31, 2010. A budget amendment was approved at the March Board meeting to cover the deficit and anticipated costs for the remainder of the year.

Dietary Service – FSH HK LL Maintenance – The department is already at 31% of it's over time budget as of February 28, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Housekeeping Service – The January Budget Analysis reported that the department is already at 22% of it's over time budget as of January 31, 2010. The department is now at 33% of it's over time budget as of February 28, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Laundry and Linen Service – FSH HK LL Maintenance – The January Budget Analysis reported that the department is already at 34% of it's over time budget as of January 31, 2010. The department is now at 41% of it's over time budget as of February 28, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Fiscal Services Office – Clerical & Other Admin Wages – The department is already at 88% of it's over time budget as of February 28, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Will address all areas of the Nurses Stations over time and part time budget in the April 23rd Committee Meeting due to a year-end Logos problem. Will continue to monitor all other areas listed and adjust when needed.

Town Payments on Taxes

The following table shows the collections of Town payments on taxes as of March 19th of each year:

<u>Town</u>	<u>2009</u>	<u>2010</u>	<u>Difference</u>
Bolton	\$0	\$3,965,900	\$3,965,900
Chester	\$1,750,000	\$2,000,000	\$250,000
Hague	\$1,200,000	\$1,800,000	\$600,000
Horicon	\$1,500,000	\$1,800,000	\$300,000
Johnsburg	\$300,000	\$775,000	\$475,000
Lake George	\$500,000	\$2,000,000	\$1,500,000
Lake Luzerne	\$300,000	\$665,000	\$365,000
Queensbury	\$7,134,805	\$10,351,467	\$3,216,662
Warrensburg	<u>\$590,468</u>	<u>\$778,142</u>	<u>\$187,674</u>
Total	<u>\$13,275,273</u>	<u>\$24,149,909</u>	<u>\$10,874,636</u>

The County has collected \$10.8 million more in Town payments on taxes in 2010 than in 2009, which significantly helps the County's cash flow.

No response necessary.

Respectfully Submitted,

JoAnn McKinstry, Deputy Commissioner
Administrative & Fiscal Services