

**A G E N D A**  
**FINANCE COMMITTEE**  
**AUGUST 11, 2010**

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meeting.
- III. **Action Agenda**
  - 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.
  - 2) **Referral from the Community College Committee:**  
Approving the tentative 2010-2011 Budget for Adirondack Community College with a zero percent increase from the 2009-2010 Operating Budget and setting a Public Hearing for same.
  - 3) **Referral from the County Treasurer:**  
Authorizing the issuance of a Revenue Anticipation Note (RAN) up to \$6 million (\$4.5 million for Social Services and \$1.5 million for Public Health) to cover delays in State reimbursement for Social Services and Public Health programs.
  - 4) **Referrals from the Health Services Committee:**  
**Westmount Health Facility:**
    - A) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$19,200 to reflect amendments to the Unrestricted Fund balance.
    - B) Awarding a new contract to the lowest responsible bidder for the design of the Sprinkler System following the results of the RFP (Request for Proposal).
  - 5) **Referral from the Public Works Committee:**  
**Sewer:**  
Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$18,000 to reflect the estimated salary for the remainder of 2010 for the newly created position of Sewer Administrator.
  - 6) **Referrals from the Support Services Committee:**  
**Board of Elections:**
    - A) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$13,381 to reflect receipt of Voter Education & Poll Worker Training grant.
    - B) Requesting a source of funding for shortfall in the amount of \$143,000 due to Primary and General Election costs. This amount was included in the 2010 Departmental budget request and subsequently removed from the 2010 budget.

- 7) Authorizing rebidding of the two County-owned parcels on the corner of Route 9 and Gurney Lane.
- 8) Extending agreement with the State of New York Unified Court System for Court cleaning and maintenance services from April 1, 2010 through March 31, 2011.
- 9) Finance Committee action is required on the following items as approved by the Personnel Committee: Item Nos. 2B, 2C, 5B and 6C.

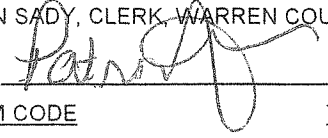
**V. Topics to be reported on/discussions/updates**

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

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

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

SIGNED: 

DATE: 7/23/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4018.0030.130	Disease Program-Part time Salaries	A.4018.0030.110	Disease Program-Regular Salaries	\$30,565.00

**Total Transfers** \$30,565.00

Please state reason for transfers requested:

1. To transfer funds to cover expense of Sr. Clerk Position that was in eliminated in error from 2010 Final Budget. (See Note below)

Per conversation regarding the budget analysis, the Preventive Program Disease Control code is at 58% of regular salaries as of 5/31/10 due to an error in the Senior clerk position that was approved but omitted in the budget line. All approvals necessary were obtained by resolution during the budget process, and the employee's name was noted with the program, but the salary did not get adjusted within the budget code. Conversations have occurred to correct this matter, and the direction was made after much dis of the situation with Paul Dusek, County Attorney/Administrator, to discuss this matter at the next Health Services Committee Meeting. For the present, we have been instructed to find the money within our budget. (see above Transfer of Funds)

**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:** WESTMOUNT HEALTH FACILITY  
Name of Department

**SIGNED:** \_\_\_\_\_

**DATE:** July 23, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.73400.6802 470	Westmount, Occupational Therapy, Contracted Services	EF.83110.600 120	Westmount, Fiscal Services Office, Clerical & Other Adm Wages – Salaries -OT	\$411.00

**Please state reason for transfers requested: Fiscal OT due to additional typing duties.**

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

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# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

**FROM:** Employment and Training  
Name of Department

**SIGNED:**  **DATE:** 7/23/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40 6293.0313 110	WIA Admin - Salaries-Regular	40 6293.0313 130	WIA Admin - Salaries-Part Time	\$ 1,000

Please state reason for transfers requested: To align budget with grant activities

### 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. 10

## Request for Transfer of Funds

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

FROM: Office for the Aging

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6788 470 EISEP Warren-Contract		A.6788 110 EISEP Warren- Salaries- Regular		\$ 5,405.00
A.6789 470 EISEP Hamilton-Contract		A.6789 110 EISEP Hamilton- Salaries- Regular		\$ 5,405.00

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

Please state reason for transfers requested: Transfer necessary to claim full amount allowed under personnel as per the Notification of Grant Award for the EISEP program.

\*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: PUBLIC WORKS  
Name of Department

SIGNED: \_\_\_\_\_ DATE: 8/3/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
H166.9950280	Lake George Basin Sewer Project	H166 631.00	Due to Other Governments	\$ 357,668.62

Please state reason for transfers requested:

Reimbursement of Unused Funds for Sewer Project to Town of Hague

CONTINGENT FUND TRANSFER REQUESTS

<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 transfer request:

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: Board of Elections  
Name of Department

SIGNED: DATE: 7/29/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A1450.439	Misc.	A1450.260	Other Equipment	\$8,225.00

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

Please state reason for transfers requested:

\*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:

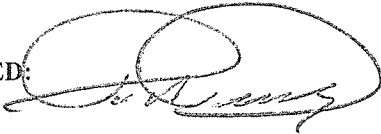
Please file original request with Clerk of the Board and retain copy for your records.

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

FROM: Paul B. Dusek  
County Attorney - Law  
Name of Department

SIGNED: 

DATE: 7/29/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 120	Salaries/Overtime	A.1420 424	Postage	\$500.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular Sxxx.xx

Please state reason for transfers requested: To cover shortfall in Postage.

\*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.

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME:** Treasurer

**DATE:** August 11, 2010

- (a) Purpose of Request: Authorize the issuance of a Revenue Anticipation Note up to \$6.0 million (\$4.5 million for Social Services and \$1.5 million for Public Health).
  
- (b) Details: Funds needed to cover delays in State reimbursement for Social Services and Public Health programs.
  
- (c) Previous Resolution Number: None
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

**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: July 23, 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 \$19,200.00.
  
- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$19,200.00

**RESOLUTION REQUEST FORM NO. 3*****Request for New Contract***

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? YES
- (b) Purpose of Contract: DESIGN OF SPRINKLER SYSTEM
- (c) Name of Contractor: TO BE DETERMINED
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: UPON EXECUTION, MAKE A SELECTION FOR ENGINEERING FIRM
- (h) Termination Date of Contract:
- (i) Payment Provisions: i) lump sum amount - FOR DESIGN  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

CAPITAL PROJECT H 296.9550 280

*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: Sewer

DATE: August 4, 2010

- (a) Purpose of Amendment: To fund the part-time position of Sewer Administrator. Salary will be reimbursed by the LG Basin Sewer H166
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
Dept 1490 - Public Works Admin - DPW  
Code 130 - Salaries - Part-time : \$18,000 (for remainder of 2010)
  
- (c) Revenue Code (with title), and Amount:  
A.1490 2121 Administrative Charges - Capital Projects : \$18,000

*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: Board of Elections

DATE: 7/29/2010

(a) Purpose of Amendment: Amend Budget to Use Voter Education & )Poll Worker Training Grant

(b) Appropriation Code, Object Code, Full Title and Amount: A1450.470 Contracts \$4,924.00 & A1450.424 Postage \$7,509.00 A1450.260 Other Equipment \$948.00

**Sample: A.1010 470 Legislative Board – Contract**

(c) Revenue Code (with title), and Amount: A1450.405 Voter Education & Poll Worker Training Grant Reimburse \$13,381.00

**Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism**

\*Please note all amount must be in whole dollars – no cents.

# Warren County Board of Supervisors

## RESOLUTION NO. 889 OF 2009

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

**AUTHORIZING RE-BIDDING AND ADVERTISING FOR THE SALE OF TWO (2) COUNTY-OWNED PARCELS (PORTION OF TAX MAP PARCEL NO. 288.-1-49 AND TAX MAP PARCEL NO. 288.-1-62) IN THE TOWN OF QUEENSBURY AS SEPARATE BIDS, SUBJECT TO CERTAIN TERMS AND CONDITIONS - BUILDINGS & GROUNDS**

WHEREAS, Warren County owns two (2) parcels of land (Portion of Tax Map Parcel No. 288.-1-49 [consisting of approximately nine (9) acres] and Tax Map Parcel No. 288.-1-62 [consisting of approximately seven (7) acres]) located at the intersection of Gurney Lane and State Route 9 in the Town of Queensbury (hereinafter referred to as the "parcels"), and

WHEREAS, the Finance Committee has determined that the parcels are not needed for County purposes and recommended that both parcels be advertised for sale (previously authorized by Resolution Nos. 577 of 2008, 768 of 2008, and 430 of 2009; there were either no bids received or those bids received for the parcels were rejected pursuant to Resolution Nos. 38 and 572 of 2009), and

WHEREAS, the Finance Committee has again decided to advertise and re-bid the parcels upon the following terms:

1. on an "AS IS" (including but not limited to environmental condition) basis;
2. contingent upon the successful bidder obtaining, at bidder's expense, a survey of the parcels from a licensed land surveyor, certifying the survey to Warren County, and obtaining any subdivision or other governmental approvals that may be necessary for the transaction to occur;
3. title being conveyed and delivered by a Bargain & Sale Deed with Covenant Against Grantor's Acts;

4. subject to: (a) accrued tax liens, if any; (b) street or other special assessments unpaid or payable to the municipality in which the parcels are situated; and (c) any water, sewer or other governmental district charges unpaid or payable to the municipality in which the parcels are situated;
5. subject to all existing tenancies, easements, rights, licenses, privileges, and agreements, as well as any covenants, conditions, restrictions, reservations, rights of re-entry, possibilities of reverter, rights-of-way, utility or other easement agreements, or sell-offs in former deeds or other instruments of record;
6. subject to existing laws and ordinances and any state of facts an accurate survey and prudent inspection of the property would disclose;
7. the successful bidder obtaining an abstract of title and/or title insurance policy, at bidder's own expense;
8. the successful bidder being required to pay at least ten per cent (10%) of the bid price in cash or certified check at or before the time of opening, and the balance being received by the Treasurer's Office in cash or certified funds on or before tender of the deed of conveyance by the County;
9. the Board of Supervisors reserving the right to reject any and all bids at its sole discretion; and
10. Portion of Tax Map Parcel No. 288.-1-49 and Tax Map Parcel No. 288.-1-62 being sold by separate bids,

now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby determines that the parcels described in the preambles of this Resolution are no longer necessary for public use, and be it further

*RESOLUTION NO. 889 OF 2009*

*PAGE 3 OF 3*

RESOLVED, that the Department of Public Works be, and hereby is, authorized and directed to prepare an Environmental Assessment Form regarding the sale and conveyance of the parcel(s) for the Board's consideration, and be it further

RESOLVED, that the Clerk of the Board of Supervisors, working with the County Attorney, arrange to obtain bids for the sale of the parcels, subject to the following conditions:

1. Public advertisement for bids shall occur as required by County Law §215, together with any other advertisement or notice recommended by the Clerk of the Board of Supervisors;
2. Any transaction shall be subject to and not occur until all State Environmental Quality Review Act requirements have been complied with; and
3. The County shall not be required to accept any bid (not even the highest bid) and may, upon the review of the bids, and in the sole discretion of the Board of Supervisors, reject all bids on one (1) or both parcels, decide to take the parcels off the market, not sell one (1) or both parcels, and/or re-advertise one (1) or both parcels upon different terms and conditions.

# Warren County Board of Supervisors

RESOLUTION NO. 713 OF 2009

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

## RATIFYING ACTIONS OF THE CHAIRMAN OF THE BOARD AUTHORIZING RENEWAL AGREEMENT WITH STATE OF NEW YORK UNIFIED COURT SYSTEM FOR COURT CLEANING AND MAINTENANCE SERVICES - BUILDINGS & GROUNDS

WHEREAS, the annual renewal agreement for Court cleaning and maintenance services within the Warren County Municipal Center has been received for the period of April 1, 2009 through March 31, 2010, and to expedite said agreement, the Chairman has executed and submitted the renewal, now, therefore, be it

RESOLVED, that Warren County Board of Supervisors ratifies the actions of the Chairman of the Board and authorizes the continuance of the agreement (the previous agreement having been authorized by Resolution No. 851 of 2008) with State of New York Unified Court System, 65 South Broadway, Suite 101, Saratoga Springs, New York 12866, for the renewal period of April 1, 2009 through March 31, 2010, for an amount not less than Two Hundred Twenty-Six Thousand Seven Hundred Thirty-Five Dollars (\$226,735), in a form approved by the County Attorney.

**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 July 28, 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	2,458,674	\$47,626
Health & Human Services Bldg	\$17,418,000	426,620	16,080,856	\$910,524
Point of Care	\$542,975	40,727	456,356	\$45,892
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	0	425,303	\$46,512
Bridges Rehabilitation	<u>\$500,000</u>	<u>8,936</u>	<u>190,205</u>	<u>\$300,859</u>
Total	<u>\$25,161,790</u>	<u>476,283</u>	<u>23,338,712</u>	<u>\$1,346,795</u>

*No response necessary*

Health Services

Preventive Program – Disease Control – The department is at 70% of its salary – regular budget as of June 30, 2010. Additional money will be needed if the department continues at this pace.

**This is the same issue that was noted last month due to an error in not placing the salary for an approved position in the budget.**

**We were told to find the money in the Health Services budget, which we have and did a budget transfer request at the July 23, 2010 Health Services Committee Meeting. The verbiage explaining the problem was sent in response to the June Budget Analysis Report.**

Building & Fire Code

As of June, the department has received \$44,167 in building permit fees in 2010 and \$53,390 in 2009 which is a decrease of 17%. The department is only at 39% of its budget for this account as of June 30, 2010. It was reported in last month's budget analysis that the department had a decrease in revenue of 22%, so there has been an improvement in the current month.

**The report on my department is accurate. We have been holding at a 17% decrease in revenues for 5 weeks.**

Tourism

Tourism Occupancy – The department has collected about \$16,186 more in occupancy taxes as of June 30, 2010 than we did as of June 30, 2009 which is a 3% increase. Our most recent figures through July indicate that we have collected approximately \$24,000 more than the same period in 2009.

*No response necessary*

District Attorney

The department has \$147,297 budgeted for State Aid in 2010, but has only claimed \$8,825 (6%) as of June 30, 2010. Typically, grants allow for quarterly claims to be made and an effort should be made to make quarterly claims on all grants for this department. The department did not address this issue for last two month's Budget Analysis reports.

**In regards to the revenue, we are waiting for the state budget to be passed so that we can submit vouchers.**

Sheriff

Correction Division – The department is already at 57% of its part time budget and 64% of its overtime budget as of June 30, 2010. Additional money will be needed for this account if the department continues at this pace. The Sheriff has indicated that he is tracking this account to ensure that it will not exceed the budgeted expense.

The Correction Division has recognized \$339,291 in Jail Services, Other Government revenue as of June 30, 2010 compared to \$207,494 as of June 30, 2009 which is an increase of 64%. It should be noted that the 2010 amount is through May and is at 59% of the budget for this account, so the actual revenue amount received is projected to exceed the budget at this point in time.

Law Enforcement – The department is already at 60% of its over time budget as of June 30, 2010. Additional money will be needed for this account if the department continues at this pace.

Law Enforcement – The department has \$181,268 budgeted for Other Sheriff's State Aid in 2010, but has only claimed \$4,466 (2%) as of June 30, 2010. Typically, grants allow for quarterly claims to be made and an effort should be made to make quarterly claims on all grants for this department. The Sheriff had indicated in his response to last month's budget analysis that requests for reimbursements have been submitted, but those requests were for a federal revenue account and not the Other Sheriff's State Aid account.

**Corrections Division – still monitoring not to exceed**

**Law Enforcement- OT budget – we are at 60%. We did not budget enough in this code**

**Law Enforcement-State Aid-will be vouchering the State the last quarter for approximately \$100,000.00**

Social Services

The department has received approximately \$2.1 million less in State reimbursement as of June 30, 2010 than it did for the same period last year. The State is slowing up reimbursements which will likely cause the County to have to borrow additional money next month for cash flow.

**We have been very forthright with the fact that revenues are slow in coming in. This is not within our Department's control and we don't expect it to improve any time soon.**

## Countryside Adult Home

The department is now at 69% of its overtime budget as of June 30, 2010. Additional money will be needed to be transferred if the department continues at this pace.

**We are aware that the overtime budget is at 69%, we had requested a transfer previously but were told to wait until it was necessary. We have it on our agenda to implement in the future.**

## County Clerk

As of June 30, the department has received \$518,938 in County Clerk Fees in 2009 and \$532,462 in 2010 which is an increase of 3%. It should be noted that the 2010 amount is through April and is at 41% of the budget for this account, so the actual revenue amount received is on target with the budget.

As of June 30, the department has received \$729,525 in Mortgage Tax in 2009 and \$606,166 in 2010 which is a decrease of 17%. It should be noted that the 2010 amount is through April and is only at 28% of the budget for this account, so the actual revenue amount received is significantly lagging behind the budget. If this trend continues for the remainder of the year, the department would be \$.5 million under budget for this revenue account.

**I continue to check projections, still to early to tell on Mtg tax - 1256 and as well 1255. Should know better on MV fee in another month or two. Just need to wait and see!**

## Historian

The department has overspent its subscriptions budget by \$20 as of June 30, 2010. A budget transfer is needed to cover the deficit.

**I thought a transfer had been requested however it does not appear that it ever "took" so to speak. Will address.**

## Mail Room

The department is already at 66% of its salary budget as of June 30, 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. This issue was reported in previous Budget Analysis reports and should be addressed on a timely basis. The department did not request a budget transfer for the July 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.**

## Planning

The department has spent \$1,677 on part time wages as of June 30, 2010 without any budget in place. The department has indicated that the employee should be charged to a capital project in their response to the budget analysis report and that a revised 426 form would be prepared to charge the employee to the proper account. We have not received the revised 426 form to date in order to make the necessary changes.

**The 426 Forms are complete and an accompanying management letter is in draft form. Anticipate that the letter and attached forms will be sent to the Treasurer by Friday August 5th.**

## Office for the Aging

The following Office for the Aging sub-departments has potential budget problems with their salary – regular accounts as of June 30, 2010:

SNAP – have already spent 55% of budget

Community Service Elderly – Warren – have already spent 86% of budget

HIICAP – have already spent 89% of budget

The department is working on realigning the salaries that are charged to each program.

**I submitted a new payroll distribution that decreased the distribution to the listed codes so that the current budget will hold through the end of 2010.**

#### Treasurer

Sales Tax – It has been noted that we have collected \$36,448 less in sales taxes through June 30, 2010 than we did through June 30, 2009 which is a .2% decrease.

*No response necessary*

#### Department of Public Works

Buildings – The department has submitted a bill to Social Services for rental of real property, but it is not for the correct amount since it doesn't factor in the new Human Services building. A corrected estimated bill has not currently been submitted to the Social Services department. The Buildings department needs to issue a corrected bill as soon as possible so that the County can receive reimbursement.

**Buildings – HS Building estimated rental bill: Frank Morehouse will be working with the Treasurer's office to establish a new rate for this year and next. In the past, this rate was established based in part on actual expense. Of course the building is new and we are working off estimates in the near term.**

Health & Human Services Building – The department is already at 91% of its electricity budget as of June 30, 2010. A budget transfer is needed to cover the expected deficit for the remainder of the year. This issue has been reported in past Budget Analysis reports. It is projected that an additional \$32,000 may be needed to cover the balance of the year.

**HS Building Electric Bill: Our Buildings personnel estimate that \$50,000 to \$70,000 will be needed to pay the electric bill for the remainder of the year. The 2010 Budget was based estimated utility costs. Actual utility costs have been significantly higher.**

County Road - Services to Other Governments – The department has spent \$740 on over time as of June 30, 2010 without any budget in place. A budget amendment is needed to cover the deficit and any additional anticipated costs for the remainder of the year.

**County Road – Services to Other Gov't Over-time expenses: These over-time expenses are billed to the town's as part of their project cost. We will need to do a budget amendment raising both the expense side and revenue side to accurately reflect the flow of funds. We are working on an amendment request to present at the Sept 1 DPW Committee.**

Road Machinery – The department has not issued bills for May and June gasoline usage. It is important that bills be sent out on a timely basis so that they are recorded in the proper period and also be claimed for state aid by certain departments.

**Road Machinery – Fuel Bills: Bills to users of the County Fuel system will continue to lag 30-45 days after the end of the billing period under normal circumstances. The May bills were delayed**

further due to transaction errors that required manual correction. The May bill was sent August 5th. DPW staff has begun processing the June bill and expect completion within 1-2 weeks.

Waste Management – The department is at 71% of its budget for its contract expenditure code as of June 30, 2010 with a total amount expended of \$2,367,544 which is 15% higher than the amount of \$2,060,795 as of June 30, 2009. If this trend continues for the remainder of the year, the department would be \$.9 million over budget for its contract expenditure code.

Westmount

Nursing Administration – Management and Supervision - The department is already at 98% of its part time budget as June 30, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Nurses Stations – Management and Supervision - The department is already at 60% of its part time budget as of June 30, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Activities Program – LPN & Activities Director Wages – The department has spent \$26 on over time without any budget in place. A budget transfer is needed to cover the deficit and any additional anticipated costs for the remainder of the year.

Dietary Service – Cook & Social Worker Wages - The department is already at 108% of it’s over time budget as of June 30, 2010 with an over expended amount of \$229. A budget transfer will be needed to cover the deficit and any additional costs anticipated for the remainder of the year.

Dietary Service – FSH HK LL Maintenance – The department is already at 77% of it’s over time budget as of June 30, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Fiscal Services Office – Clerical & Other Admin Wages – The department is already at 116% of it’s over time budget with an over expended amount of \$311 as of June 30, 2010. Additional money will be needed to be transferred to cover the deficit and for anticipated costs for the remainder of the year.

IGT – Supplemental Medicaid Upper Payment Limit – The department has not yet received their IGT money from the State. The prior year amount was received on April 30, 2009. The department has budgeted to receive \$1.8 million for this revenue in 2010.

**Activities Program – OT wages will be addressed at 8/20 committee meeting.**  
**Dietary Service – Cook’s OT wages will be addressed at 8/20 committee meeting.**  
**Fiscal Services Office – Clerical OT wages was covered at 7/23 committee meeting.**  
**Will continue to monitor all other areas listed and adjust when needed.**

Tax Levy Collections

The following table shows the percent of uncollected taxes as of June 30 of each year:

	<u>6/30/2008</u>	<u>6/30/2009</u>	<u>6/30/2010</u>
Tax Levy Uncollected	30,400,250.00	31,795,003.00	36,129,044.35

Taxes	5,079,688.00	5,907,112.00	6,245,200.00
% Uncollected	16.7%	18.6%	17.3%

As noted above, the percent of uncollected taxes has declined as of June 30, 2010 compared to prior year, which may be an indicative of an improvement in the economy.

*No response necessary*

Over time – County Wide

The following table shows the change in the cost of over time for the County as of June 30 of each year:

	<u>6/30/2008</u>	<u>6/30/2009</u>	<u>% Change</u>	<u>6/30/2010</u>	<u>% Change</u>
Over time	807,012.00	725,160.00	-10.1%	571,384.00	-21.2%
% of Budget	51%	47%		46%	

As noted above, the County is spending less for over time as of June 30, 2010 than the previous two years and has a 21.2% reduction from June 30, 2009. The County is at 46% of it's over time budget as of June 30, 2010 so we may realize savings at the end of the year if we continue at this pace.

*No response necessary*

Siemens

We currently owe approximately \$5.0 million in lease principal for the three energy projects with Siemens. With the current low interest rates, we need to determine if the County can refinance these leases at lower interest. We have submitted a request to the County Attorney to determine if the County is allowed to refinance the leases and are currently waiting for a response. This is an opportunity to save the taxpayers a significant amount of money and it should be given a high priority.

We have paid Performance Assurance fees over a two year period totaling \$12,354 to Siemens for the Municipal Center Energy Project and we have yet to see a Performance Assurance Report as required in the contract. It has been noted that the County Administrator will be meeting with Siemens in the near future to discuss report.

*No response necessary*

Time and Attendance Project Update

The proposed contract with NOVAtime was sent to the County Attorney's office for review and approval on April 5, 2010 and we have since received a completed contract. A project kickoff meeting was held with NOVAtime on June 23, 2010 and we have started the planning phase of the project. The project is moving along as scheduled.

Certain County policies regarding time and attendance need to be adopted prior to the completion of the project which was outlined in an April 6, 2010 memo to the Commissioner of Administrative and Fiscal Services, Chairman of the Board and the Personnel Chairman. The time and attendance issue must be addressed before we can fully implement the new Time and Attendance system. These policies are currently being reviewed and will be submitted to the Board for approval in the near future.

*No response necessary*

## County Debt

The following shows the County's current debt service for 2010 including the outstanding debt as of June 30, 2010. On July 29, 2010, we will be renewing the \$2.5 million Tax Anticipation Note currently outstanding and we will be issuing a \$3.0 million Bond Anticipation Note for the Corinth Road project for cash flow purposes. We will likely need to borrow additional money in August for the General Fund due to the State withholding State aid payments (including Federal pass through funds).

<u>Debt Service</u>	<u>Principal Balance 1/1/2010</u>	<u>Principal Payable in 2010</u>	<u>Interest Payable in 2010</u>	<u>Total Debt Service in 2010</u>
<b>Serial Bonds</b>				
Public Safety Bldg & Commun Upgrade Bond	16,100,000.00	1,150,000.00	651,188.00	1,801,188.00
Recovery Act Bonds, Various Projects	21,480,000.00	515,000.00	998,855.60	1,513,855.60
<b>Capital Leases</b>				
Westmount Co-Generation Plant	2,479,243.00	384,402.72	102,266.05	486,668.77
Municipal Center Energy Project	2,327,572.00	97,134.61	86,086.46	183,221.07
Countryside Adult Home Energy Project	294,152.00	8,312.53	19,232.35	27,544.88
Total Long Term Debt	<u>42,680,967.00</u>	<u>2,154,849.86</u>	<u>1,857,628.46</u>	<u>4,012,478.32</u>
<b>Short Term Debt</b>				
<b>Budget Note</b>				
Waste Management Fund Deficit	1,300,000.00	1,300,000.00	21,450.00	1,321,450.00
<b>Bond Anticipation Notes</b>				
June 2005 Flood Damage	1,633,333.00	816,667.00	30,217.00	846,884.00
Airport Maintenance Hangar	800,000.00	800,000.00	15,556.67	815,556.67
Human Services Building	4,000,000.00	4,000,000.00	20,833.34	4,020,833.34
Purchase of Gaslight Village	400,000.00	133,000.00	7,800.00	140,800.00
Total Short Term Debt	<u>8,133,333.00</u>	<u>7,049,667.00</u>	<u>95,857.01</u>	<u>7,145,524.01</u>
<b>Debt Issued in 2010</b>				
Tax Anticipation Note				

Statutory Installment Bond - Airport Hangar	6,500,000.00	6,500,000.00	86,450.00	6,586,450.00
Bond Anticipation Note - Abatement & Demo	800,000.00	-	-	-
	<u>577,148.00</u>	-	-	-
Total Debt Issued in 2010	<u>7,877,148.00</u>	<u>6,500,000.00</u>	<u>86,450.00</u>	<u>6,586,450.00</u>
Total 2010 Debt Service		<u>15,704,516.86</u>	<u>2,039,935.47</u>	<u>17,744,452.33</u>

Outstanding Debt as of June 30, 2010

**Bonds**

Public Safety Bldg & Commun Upgrade Bond	16,100,000.00
Recovery Act Bonds, Various Projects	21,480,000.00
Statutory Installment Bond - Airport Hangar	800,000.00

**Capital Leases**

Westmount Co-Generation Plant	2,339,705.49
Municipal Center Energy Project	2,327,571.70
Countryside Adult Home Energy Project	289,361.31

**Bond Anticipation Notes**

June 2005 Flood Damage	1,633,333.00
Purchase of Gaslight Village	400,000.00
Bond Anticipation Note - Abatement & Demo	577,148.00

<b>Tax Anticipation Note</b>	2,500,000.00
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<b>Budget Note</b>	<u>1,300,000.00</u>
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Total Outstanding	<u><u>49,747,119.50</u></u>
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General Fund – Three Largest Departments

The following summarizes the expenditure activity for the General Fund's three largest departments – Social Services (including Countryside), Health Services and Sheriff as of June 30, 2010. It should be noted that the full employee benefit costs are reflected in Social Services while only workers compensation is reflected in Health Services and Sheriff. For the 2011 budget, we will be reflecting the

full employee benefit costs for all departments so that there is a better picture of the true cost of each department.

	Amended Budget	2010 YTD Actual	Percent Used	2009 YTD Actual	\$ Change 2010 - 2009 Actual	% Change 2010 - 2009 Actual
<u>Social Services</u>						
Personal Services	5,875,286.30	2,596,299.36	44%	2,746,467.16	(150,167.80)	-5%
Equipment Contractual Expenses	7,823.54	437.94	6%	6,751.30	(6,313.36)	-94%
	22,944,838.70	9,154,080.47	40%	10,510,669.36	(1,356,588.89)	-13%
Employee Benefits	2,795,528.00	1,100,421.89	39%	1,253,066.00	(152,644.11)	-12%
	31,623,476.54	12,851,239.66	41%	14,516,953.82	(1,665,714.16)	-11%
<u>Health Services</u>						
Personal Services	3,585,727.21	1,525,492.83	43%	1,647,981.42	(122,488.59)	-7%
Equipment Contractual Expenses	87,800.00	4,447.43	5%	1,327.63	3,119.80	235%
	10,466,083.00	3,458,405.30	33%	4,035,487.62	(577,082.32)	-14%
Employee Benefits	38,845.00	35,015.66	90%	59,556.83	(24,541.17)	-41%
	14,178,455.21	5,023,361.22	35%	5,744,353.50	(720,992.28)	-13%
<u>Sheriff</u>						
Personal Services	10,548,479.60	4,930,353.42	47%	4,919,402.51	10,950.91	0%
Equipment Contractual Expenses	77,748.45	32,213.66	41%	36,612.06	(4,398.40)	-12%
	3,117,579.77	1,499,298.95	48%	1,493,443.19	5,855.76	0%
Employee Benefits	34,100.00	34,070.67	100%	65,181.25	(31,110.58)	-48%
	13,777,907.82	6,495,936.70	47%	6,514,639.01	(18,702.31)	0%

Respectfully Submitted,

JoAnn McKinstry, Assistant County Administrator  
Administrative & Fiscal Services

**A G E N D A**  
**PERSONNEL COMMITTEE**  
**AUGUST 11, 2010**

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meeting.
- III. **Action Agenda**
  - 1) **Referral from the County Clerk-Motor Vehicles Committee:**  
Request to fill the vacant position of County Historian, base salary of \$10,716, Employee No. 11257, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
  - 2) **Referrals from the Health Services Committee:**  
**Health Services:**
    - A) Request to fill the vacant position of Principal Clerk, base salary of \$28,532, Grade 7, Employee No. 11350, due to resignation. This position is not mandated and is 36% reimbursed. The Notice of Intent to Fill Vacant Position is attached.**Westmount Health Facility:**
    - B) Creating the position of Register Practical Nurse (RPN) Trainee, base salary of \$39,479, Grade 18; thereby amending the Department's Table of Organization. This will allow the Administrator of Westmount Health Facility to fill this position in the event an RPN or RPN II is unable to be hired due to recruitment difficulties.
    - C) Creating the position of Graduate Practical Nurse (GPN), base salary of \$30,751, Grade 9; thereby amending the Department's Table of Organization. This will allow the Administrator of Westmount Health Facility to fill this position in the event a Licensed Practical Nurse (LPN) is unable to be hired due to recruitment difficulties.
  - 3) **Referral from the Human Services Committee:**  
**Veterans' Services:**  
Amending Resolution No. 237 of 2010 to change the effective date for the temporary part-time Keyboard Specialist to April 12, 2010 through October 13, 2010.
  - 4) **Referral from the Public Safety Committee:**  
**Sheriff:**  
Request for a Correction Officer to enroll in seven job related courses through the University of Phoenix, at a cost of \$1,675 per course, all relating to the Criminal Justice System and Public Safety.

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**5) Referrals from the Public Works Committee:**

**DPW:**

- A) Request to fill the vacant position of Auto Mechanic, base salary to be determined. This request was approved at the June Board meeting and rescinded at the July Board meeting. The Public Works Committee approved the request to fill again at the July 27, 2010 Committee meeting, pending review and approval by the County Administrator.

**Sewer:**

- B) Creating the temporary part-time position of Sewer Administrator, at a pay rate of \$40 per hour, effective August 23, 2010; thereby amending the Department's Table of Organization.
- C) Request to fill the vacant temporary part-time position of Sewer Administrator, at a pay rate of \$40 per hour, due to creation. This position is not mandated and is 100% reimbursed. The Notice of Intent to Fill Vacant Position is attached.

**6) Referrals from the Social Services Committee:**

**Social Services:**

- A) Request to fill the vacant position of Caseworker #22, base salary of \$34,776, Grade 14, Employee No. 11479, due to a lateral transfer. This position is mandated and is 100% reimbursed. The Notice of Intent to Fill Vacant Position is attached.
- B) Request to fill the vacant position of Caseworker #32, base salary of \$34,776, Grade 14, Employee No. 10202, due to a lateral transfer. This position is mandated and is 75% reimbursed. The Notice of Intent to Fill Vacant Position is attached.

**Countryside Adult Home:**

- C) Abolishing the position of Building Maintenance Worker, base salary of \$27,023, Grade 6; thereby amending the Department's Table of Organization.
- D) Request to fill the vacant position of Cleaner, base salary of \$23,298, Grade 2, Employee No. 10007, due to resignation. This position is mandated and is 50% reimbursed. The Notice of Intent to Fill Vacant Position is attached.

**7) Referrals from the Support Services Committee:**

**County Administrator:**

- A) Request for the Assistant to the County Administrator to enroll in a job related course entitled "Public Finance and Budgeting" through Empire State College, at a cost of \$565.50.

- B)** Amending the Department's Table of Organization to reflect the following changes in titles:  
Commissioner of Administrative & Fiscal Services to County Administrator;  
Deputy Commissioner of Administrative & Fiscal Services to Assistant to the County Administrator;  
Deputy Commissioner of Fiscal Services to Fiscal Assistant to the County Administrator; and  
Adding the position of Confidential Secretary to the County Administrator, unfunded.
- C)** Amending Local Law No. 3 of 2010 entitled "A Local Law Establishing the Position of County Administrator for the County of Warren", to add a new section creating the Office of County Administrator and repealing Local Law No. 5 of 1976.

**A D D E N D U M**  
**FINANCE COMMITTEE**  
**AUGUST 11, 2010**

1) **Referral from the Planning & Community Development Committee:**

**Planning & Community Development:**

Authorizing submission of an FY 2010 Sustainable Communities Regional Planning Grant application to the United States Department of Housing and Urban Development (HUD), participation in a Regional Consortium and authorizing the Chairman of the Board of Supervisors to sign required certifications.

## RESOLUTION

### **Authorizing Submission of an FY 2010 Sustainable Communities Regional Planning Grant Application to the U.S. Department of Housing and Urban Development (HUD), Participation in a Regional Consortium and Authorizing the Chairman of the Warren County Board of Supervisors to Sign Required Certifications**

**WHEREAS**, the U.S. Department of Housing and Community Development (HUD) has issued a notice of funding availability (NOFA) under the HUD Sustainable Communities Regional Planning Grant Program; and

**WHEREAS**, the Program provides grant assistance to support metropolitan and multijurisdictional efforts that integrate housing, land use, economic and workforce development, transportation and infrastructure investments; and

**WHEREAS**, Warren County and its participating communities may use these funds to identify priorities in these planning items for the region; and

**WHEREAS**, Warren County has reviewed its community development problems and needs; and

**WHEREAS**, the geographic boundaries of the jurisdiction includes the same boundaries of the Adirondack / Glens Falls Transportation Council (AGFTC); and

**WHEREAS**, to be eligible to apply, a consortium is formed consisting of the City of Glens Falls, the AGFTC, a municipality representing 50% or more of the population in the Glens Falls SMSA, one or more non-profit organizations, and additional units of local government to ensure representation of at least 50% of the population in the region; and

**WHEREAS**, the grant, upon award, requires a 20% leverage of cash and/or in-kind services; and

**WHEREAS**, Warren County is located in the geographic jurisdiction described above and desires to participate in the consortium; and

**WHEREAS**, the City of Glens Falls desires to be the lead applicant and also desires to administer the Program upon award; and

**WHEREAS**, the grant application deadline is August 23, 2010; and

## Mail Pickup and Sorting Services 2010

	Messenger Salary & Fringe	Vehicle Gas & Maintenance	Postage Meter and/or Equipment	Postage for 182,993 First Class Letters	Postage for First Class Flats 48,185	Actual cost for Misc. mail (16,584/pc)	Pick up Fee (\$25/week)	Sort Fee	Seal & Apply Postage	Automated Sort Fee		Software Fee for sorting	Add'l Staffing	Total Average Cost
In-house	\$ 33,497.00	\$ 450.00	\$ 7,160.00	\$ 80,517.00 (.44/oz)	\$ 85,769.30 (1.78/avg. 6 oz)	\$ 42,052.00								\$ 249,445.30
Mailing Made Easy (Automation)	\$ 33,497.00	\$ 450.00	\$ 5,000.00 Sealer	\$ 61,303.00 (.335/oz.)	\$ 59,267.55 (1.23/6 oz)	\$ 42,052.00 plus sort fee	\$ 1,300.00	\$ 995.04 (.06/pc)	\$ 4,623.56 (.02/pc)	\$ 2,311.78 \$ 14,564.21	Min. (.01/pc) Max. (.063/pc)			\$ 210,799.93 \$ 223,052.36
Automation requires typed, labeled or computer generated addresses.														
Mailings Made Easy (without Automation)	\$ 33,497.00	\$ 450.00	\$ 5,000.00 Sealer	\$ 75,759.00 (.414/oz.)	\$ 77,433.30 (1.607/6 oz.)	\$ 42,052.00	\$ 1,300.00	\$ 14,865.72 (.06/pc)						\$ 250,357.02
Pitney Bowes* (no software)	\$ 33,497.00	\$ 450.00	\$ 7,160.00	\$ 75,759.00 (.414/oz)	\$ 77,433.30 (1.607/6 oz.)	\$ 42,052.00								\$ 236,351.30
* Need a minimum of 500 pieces to get discounted rate														