

A G E N D A
FINANCE COMMITTEE
MARCH 10, 2010

- 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.
- 2) **Referrals from the Budget Committee:**
Administrative & Fiscal Services:
 - A) Requesting a transfer of funds in the amount of \$50,000 from the Contingent Fund A.1990 469 to increase appropriations for Cornell Cooperative Extension due to an oversight during the 2010 Budget process.
 - B) Amending the 2010 County budget to decrease estimated revenues and appropriations in the amount of \$10,000 to reflect a correction due to an oversight during the 2010 Budget process.
 - C) Amending Resolution No. 454 of 2009, to extend the contract with Integrys Energy Services of New York, Inc. from April 15, 2010 through December 31, 2011 in order to obtain a new lower rate for the remainder of 2010 and 2011.
- 3) **Referral from the Community College Committee:**
Authorizing agreement between the Board of Trustees and the Faculty Association of Adirondack Community College (ACC).
- 4) **Referrals from the County Facilities Committee:**
 - A) Amending Resolution No. 422 of 2009 to increase the contract amount from \$12,000 to \$22,255; Please note: The amount of \$10,255 will be reimbursed by NYSERDA (New York State Energy Research Development Authority).
 - B) Requesting the issuance of a serial bond prior to the bid acceptance for the demolition of the former Department of Social Services Building.
- 5) **Referrals from the County Treasurer:**
 - A) Establishing Capital Project No. H304.9550 280-Time Management System, in the amount of \$66,732 to implement a County-wide time management system, with the source of funding to be transfers from Capital Project No. H108.9550 280-Computerization Effort in the amount of \$50,000; and A.9950 910-Transfers Capital Projects in the amount of \$16,732.
 - B) Request for a new contract with Novatime for a County-wide Time and Attendance System for a term commencing May 1, 2010 and terminating December 31, 2010, for a total amount not to exceed \$86,380, with the source of funding to be as follows: \$66,732 to be transferred from Capital Project No. H304.9550 280-Time Management System; and \$19,648 to be transferred from Capital Project No. H263.9550 280-Human Services Building.

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

- A) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$14,521 to reflect a contract deficit reduction in the WIC Supplemental Foods grant funding.
- B) Amending the 2010 County Budget to increase estimated revenues and appropriations in the amount of \$51,432 to reflect receipt of Bioterrorism grant funds.

7) Referrals from the Human Services Committee:**Employment & Training Administration:**

- A) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$1,032 to reflect receipt of Federal funds.

Office for the Aging:

- B) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$9,153 to reflect receipt of 100% reimbursed funds for HIICAP (Health Insurance Information Counseling & Assistance Program).

8) Referrals from the Planning & Community Development Committee:

- A) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$300,000 to reflect receipt of amended grant award from the NYS Housing Trust Fund under the HOME Program; and establishing codes within the budget for such.
- B) Request for a new contract with Furniture Pro Corporation for the installation of bathroom partitions and countertops at the Lake Luzerne Senior Center as part of the CDBG Project, commencing March 19, 2010 and terminating September 30, 2010.
- C) Request for a new contract with Buffalo Hotel Supply, Inc. for the purchase, delivery and installation of kitchen equipment at the Lake Luzerne Senior Center as part of the CDBG Project, commencing March 19, 2010 and terminating September 30, 2010.

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

- A) Requesting a source of funding to complete the Woolen Mill and Tannery Road Bridge Projects for approximately \$1.95 million, as per the attached.
- B) Requesting a source of funding for payment of an invoice received from Siemens Building Technologies, Inc. in the amount of \$9,350 for a comprehensive energy audit, project design and contract preparation for the DPW Shop located in the Town of Warrensburg.

- C) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$448 to reflect receipt of payment from the Town of Horicon for Calcium Chloride.

- 10) **Referral from the Social Services Committee:**
Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$284,851 to reflect receipt of Homeless Prevention Rehousing Program contract funds.

- 11) **Referral from Real Property Tax Services Committee:**
Request to consider rescinding Resolution No. 172 of 2010, which rejected bids for the County Fairground property and reconsidering offer made by Mr. Emerson in the amount of \$61,500.

- 12) Paul Dusek, County Attorney, has requested to address the Committee regarding the following:
 - A) Town of Queensbury Home Development Corporation Tax PILOT and the effects on Warren County.

 - B) Town and County invoice to DPW for extra work.

 - C) Hudson River Black Water River Regulating District Assessment Challenge.

- 13) Current Aged Receivable Report, as of February 28, 2010 attached for review.

- 14) Finance Committee action is required on the following items as approved by the Personnel Committee: Item Nos. 2D, 4A, 5 and 6D.

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: 3/5/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 1450.439	Misc.	A.1450.260	Other Equipment	\$3,542.00

Please state reason for transfers requested:

Money encumbered from 2009 .439 Misc. to Pay for ADA Compliant Voting Booth purchase that is 100% reimbursable Grant Funded.

*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: BUILDINGS & GROUNDS
Name of Department

SIGNED: Paul E. Mouchawf DATE: 3/3/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620.413	REPAIR & MAINT.	A.1620.260	EQUIPMENT	3,500.00

Please state reason for transfers requested:

BLIND REPAIR & INSTALLATION TAKEN OUT OF 2 MONKEYS

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: Employment and Training
Name of Department

SIGNED: DATE: 3/4/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0345 110	WIA Adult Stim - Salaries-Regular	\$ 1,900
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0345 810	WIA Adult Stim - Retirement	\$ 100
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0345 810	WIA Adult Stim - Training-Client	\$ 6,496
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0346 110	WIA DW Stim - Salaries-Regular	\$ 7,000
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0346 433	WIA DW Stim - Training-Client	\$ 4,404
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0346 860	WIA DW Stim - Hospitalization	\$ 2,000

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

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:

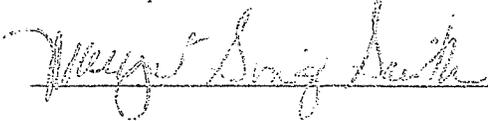
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Youth Bureau
Name of Department

SIGNED:  DATE: March 4, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7311 130	Salary - part-time	A.7311 110	Salary - regular	\$19,853.08

Please state reason for transfers requested:

The Treasurer's Budget Analysis Memo 2/24/10 notes that this transfer should be made to move funds from .130 Salary part-time to .110 Salary - regular. This is because the administrative assistant is a full time employee being shared with another department.

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

SIGNED: *Patricia A. Sady*

DATE: 3/8/10

FROM CODE
A.4189.3301

TITLE
Bioterrorism-State Revenue

TO CODE
A.4189.4401

TITLE
Bioterrorism-Federal Revenues

AMOUNT
\$103,106.00

Total Transfers

\$103,106.00

Please state reason for transfers requested:

1.To transfer funds from State Revenue to Federal Revenue for 2010 budget purposes. Grant is now under HRI (Health Research Inc) and no longer under the State as of 8/10/09. We were given final Grant approval January 2010.
This amount is the total amount budgeted for 2010 for BT revenues.

CONTINGENT FUND TRANSFER REQUESTS

FROM CODE

TITLE

TO CODE

TITLE

AMOUNT

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: Treasurer

Name of Department

SIGNED: 

DATE: March 10, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
H108.9550 280	Computerization Effort	H304.9550 280	Time Management System	\$50,000.00

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

Please state reason for transfers requested: To fund the Time Management System Capital project (H304)

*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: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED: _____

DATE: February 26, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.60100.100 110	Westmount, Nursing Administration, Management & Super Salaries - Regular	EF.60100.100 130	Westmount, Nursing Administration, Management & Super Salaries - Part time	17,500.00
EF.73300.6802.470	Westmount, Physical Therapy, Contracted Services	EF.60100.600 120	Westmount, Nursing Administration, Management & Super Salaries - OT	500.00
EF.73300.6802.470	Westmount, Physical Therapy, Contracted Services	EF.60100.9101 426	Westmount, Nursing Administration, Other Direct Cost, Advertizing Fees	600.00
EF.74100.800 110	Westmount, Medical Staff Services, Physician, Salaries - Regular	EF.74100.800 130	Westmount, Medical Staff Services Physician, Salaries - Part time	17,228.90
EF.82100.700 120	Westmount, Dietary Services, FSH Salaries - OT	EF.82100.200 120	Westmount, Dietary Services, Cooks, Salaries - OT	2,000.00

Please state reason for transfers requested: adjustment of budgeted salaries over time, cover additional advertizing.

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

7

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>
A6774 445	SNAP- Food	A6774 260	SNAP Other Equipment	\$3500.00
A6773 445	Nutr. For Elderly Warr Cty – Foods	A6773 260	Nutr. For Elderly Warr Cty – Other Equip	\$750.00

Please state reason for transfers requested:

To replace mealsite equipment that is no longer serviceable

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: Administrative & Fiscal Services
Name of Department

SIGNED: DATE: 3/3/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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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	A.8750 470	Agriculture & Livestock Ext. Svs Contract	\$50,000

Please state reason for transfer request: To increase appropriation for Cornell Cooperative Extension due to oversight during the 2010 Budget Process

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

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: Administrative & Fiscal Services

DATE: 3/3/2010

(a) Purpose of Amendment: Request Resolution to amend budget to decrease revenue and appropriations to reflect a correction due to oversight during the 2010 Budget Process.

(b) Appropriation Code, Object Code, Full Title and Amount: A.6421 0385 470 Local Development Corp. Contract (\$10,000).

Sample: A.1010 470 Legislative Board – Contract

(c) Revenue Code (with title), and Amount: A.8021 1289 Planning & Comm Develop. Departmental Income (\$10,000).

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

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

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Administrative & Fiscal Services

DATE: 3/10/2010

- (a) Purpose of Contract Change: To extend contract for the purposes of obtaining a new lower rate for the remainder of 2010 and 2011.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 454 of 2009
- (c) Name of Contractor: Integrys Energy Services of New York, Inc.
- (d) Address of Contractor: 3558 Lake shore Road, Suite 420, Buffalo, NY 14219
- (e) Contractor's Contact Person and Telephone Number: Jeffrey Hills 703-908-2322
- (f) Commencement Date of Extension: 4/15/2010
- (g) Termination Date of Extension: 12/31/2011
- (h) Payment Provisions:
 - i) lump sum amount
 - 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. Monthly
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: No budget impact.

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx



Thank you for providing IntegrYS Energy Services of New York, Inc. the opportunity to prepare this indicative quote for your review. Here at IntegrYS NY, our corporate mission is to "provide customers with the best value in energy and related services".

If you have any questions regarding this indicative quote or wish to sign up as a customer, please contact the IntegrYS NY representative listed below.

Account Information	
Company	Warren County
Contact	Hal Payne
Phone	(518) 761-6539
Email	

Authorized Representative Information	
Company	0
Name	Jeff Hills
Phone	-
Email	jshills@integrYSenergy.com

Date Priced	2/23/2010
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Weighted Pricing Summary (\$/kWh)	
Existing Contract	\$ 0.104152
12 Month Blend	\$ 0.094098

Account #	LDC	Service Class	Zone	ICAP (kW)	Existing Contract Months Remaining	Existing Contract Price \$/kWh	Contract Exstension (Months)	New Contract Price \$/kWh	Difference (Existing - New) \$/kWh
2 Accounts	Ngrid	SC1 PAL	F	-	10	\$0.083184	12	\$0.074158	\$0.009027
13 Accounts	Ngrid	SC2D Sec	F	240	10	\$0.102473	12	\$0.091128	\$0.011345
21 Accounts	Ngrid	SC2 ND	F	13	10	\$0.109981	12	\$0.098530	\$0.011451
2343093007	Ngrid	SC3 Sec	F	513	10	\$0.104622	12	\$0.094733	\$0.009889
4 Accounts	Ngrid	SC4-TS	F	1	10	\$0.098275	12	\$0.088115	\$0.010160
3113882100	Ngrid	Street Light	F	-	10	\$0.086183	12	\$0.077020	\$0.009163
3588827108	Ngrid	SC3 Sec	F	400	10	\$0.104622	12	\$0.095935	\$0.008687
Weighted 12 Month Term					10	\$0.104152	12	\$0.094098	\$0.010053

John Hills

The information provided above is for discussion purposes only and does not include all of the terms for the related transaction. The transaction described herein is subject to further review and approval of Buyer and Seller as evidenced by the execution of a written agreement signed by both parties. Fixed prices, options, basis and index figures are based on the market conditions when prepared and are subject to change without notice.

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: BUILDINGS & GROUNDS

DATE: 3/3/10

(a) Purpose of Request: AMEND RESOLUTION # 422 OF 09
FROM \$12,000.00 TO \$27,255.00

(b) Details: \$10,000.00 PAID TO NOVUS
CONTRACT IS FOR \$27,255.00
\$10,255.00 WILL BE REIMBURSED BY NYSEKDA

(c) Previous Resolution Number: _____

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: Treasurer

DATE: March 10, 2010

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office): Time Management System, H304
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$66,732
- (e) Source of Funding (including name & title of codes, etc.): H108.9550 910 - Computerization Effort - \$50,000. A.9550 910 - Transfers - Capital Projects - \$16,732.
- (f) Purpose of Establishment: Implementation of a County-wide time management system.

***Title should reflect department if possible:**

i.e. Capital Project No. H.270 9550 280 *Air Handler Installation* would be clearer if name was listed as Westmount *Air Handler Installation*;

Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport *Replace VASI with PAPI*.

MEMO

TO: Frank E. Thomas, Personnel Chairman, Members of Personnel Committee
FROM: Francis X. O'Keefe, County Treasurer; Todd Lunt, Director of Human Resources;
DATE: March 10, 2010
SUBJECT: Time and Attendance System

Background

It has been previously determined that the County needs a County wide time management system for the following reasons:

1. Improve Efficiency and Productivity - We are currently using several time keeping systems. It is very inefficient to be using so many different systems. Each system requires information to be handled multiple times and the information from each of these systems must then be manually entered into another system. This process also increases the likelihood of human error. The manual punch time clock system is very labor intensive. Each time card ends up being reviewed multiple times by different County personnel and the employee's time must then be manually entered into another system. We need to streamline so that we have one system that will control all the different rules required of our union contracts on a consistent basis for all departments and to be fully integrated with our financial and payroll system. A time and attendance system would streamline this process, improve efficiency and allow County staff more time to work on other things.

2. Lower Payroll Error Costs - A time and attendance system would lower payroll error costs. Our payroll department deals with problems such as employees getting paid for time not worked, employees getting paid for the wrong shift and employees taking time off that they did not earn. These problems are very costly to the County and to the taxpayers. The number of errors that go undetected could be significant.

3. Lower Payroll Inflation Costs - A time and attendance system would lower payroll inflation costs. Payroll inflation occurs when employees clock in late or clock out early and "buddy punch" - punch in another employee. A County wide time and attendance system would eliminate this.

4. Provide Management Tools - A time and attendance system provides tools to allow management to better manage its employees. It allows for scheduling, job costing and produces useful reports on time management. The system is real time so that managers could track vacation, personal and sick leave.

The Board of Supervisors had given us the directive to request proposals for a time and attendance system which provide a cost for a County wide system (including all departments) and a cost for a system for just the Human Services building. We have since issued the request for proposals and received proposals from six vendors.

Enc:
Cc: Finance Committee

The Process

We formed an evaluation team consisting of representatives from the Treasurer, Human Resources, Administrative and Fiscal Services, Information Technology, Sheriff, DPW and Westmount departments to evaluate the proposals and the vendor system demonstrations. We eliminated two of the six vendors based on the excessively high price, review of the RFP and discussions with other users of the systems.

A point system was created to evaluate the four remaining vendors based on the following criteria: functional requirement satisfaction, market share (NYS presence), technology, references, price, user rankings and support and rated each vendor accordingly. A substantial amount of time was spent evaluating each criteria in order to reach a decision on the best time and attendance system for the County.

Recommendation

Based on the scoring of each of the review criteria, it was determined that Novatime (the second lowest bidder) offers the best system for the County. It is recommended that the County purchase the Novatime system on a County wide basis including all departments instead of just for the Human Services building. It would be more beneficial to the County to implement the system on a County wide basis instead of adding yet another different system to our mix of many. As noted in the attached price analysis, it would cost more per employee to implement a system for just the Human Services building than it would if we were to implement it for the entire County.

The low bidder, Qqest was rated the lowest overall in our review process. The vendor did not meet many of the functional requirements that we determined to be essential. The vendor also had very little presence in New York State. The users also ranked this system with the lowest score because of a lack of features and the difficulty of use. The County needs a system that will be easy to use for the end users. If a system is complicated then the implementation and success of the project will be jeopardized. Qqest was approximately \$21,000 cheaper than the second lowest bidder (Novatime), but it should be noted that Novatime has offered to lower the cost for its system and service agreement and as a result the initial savings of \$21,000 for the low bidder will be erased within an approximate period of a little more than 4 years. Please see attached price analysis for details.

All participants involved in this evaluation will be available for additional information or questions.

Warren County
Time Management
Price Analysis

<u>County Wide System (1,000 employees)</u>	<u>Qquest</u>	<u>Novatime</u>	<u>Andrews Tech</u>	<u>Kronos</u>
System Cost	63,215.00 *	89,780.00 **	91,840.00	128,364.00
Service Agreement	9,380.00	4,200.00	13,155.00	18,650.00
Total Vendor Cost	72,595.00	93,980.00	104,995.00	147,014.00
Estimated Hardware Cost (Servers) ***	37,550.00	16,650.00	16,650.00	16,650.00
Total Project Cost	110,145.00	110,630.00	121,645.00	163,664.00
Cost per Employee	110.15	110.63	121.65	163.66
 <u>Human Services Building (200 employees)</u>				
System Cost	18,612.00	18,080.00	21,700.00	61,916.00
Service Agreement	2,620.00	1,568.00	3,295.00	7,450.00
Total Vendor Cost	21,232.00	19,648.00	24,995.00	69,366.00
Estimated Hardware Cost (Servers) ***	37,550.00	16,650.00	16,650.00	16,650.00
Total Project Cost	58,782.00	36,298.00	41,645.00	86,016.00
Cost per Employee	293.91	181.49	208.23	430.08

Note: The cost per employee is greater if we only select the time management system for the Human Services Building and go county wide at a later date. There would be a cost benefit to implementing the time management system on a county wide basis.

* - Qquest did not include job cost tracking in their RFP. There will be an additional cost of \$695 for the job tracking module for 100 employees. Each employee costs \$5 if we want additional ones.

** - Novatime has offered to reduce the system cost by \$3,400 to a total cost of \$86,380 and they have offered to waive their software service agreement charge of \$4,200 for the first year (hardware maintenance was waived for first year in original proposal) for a total savings of \$7,600. The annual support fee for software and hardware for year two will be a total of \$5,554 which is about \$3,800 less than the annual support fee for the low bidder. If you take the proposed savings for the first year of \$7,600 and factor in an annual service agreement savings of about \$3,800 per year, the savings from the low bidder will be erased in an approximate period of a little more than 4 years. After this period, the County will be saving money in future years because of the lower annual service agreement of Novatime. The following is a projection of the annual service agreement costs between Qquest and Novatime, assuming that the annual costs for both systems remain constant:

	<u>Qquest</u>	<u>Novatime</u>	<u>Difference</u>
Projected 5 Year Maintenance Cost	46,900.00	22,216.00	24,684.00
Projected 10 Year Maintenance Cost	93,800.00	55,540.00	38,260.00

If the County accepts Novatime's proposal to reduce the cost then the total project cost will be \$103,030.

*** - The County IT Department estimated the costs for the server hardware that are needed to run each vendor's proposed system. The costs were based on the system requirements outlined in each vendor's RFP.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Treasurer

DATE: March 10, 2010

- (a) Is this a Result of a Bid or Request for Proposal? RFP - WC 104-09 (Please see attached Memo for documentation of vendor selection)

- (b) Purpose of Contract: Time and Attendance System - County Wide

- (c) Name of Contractor: Novatime

- (d) Address of Contractor: 1255 Corporate Center Drive, Suite 307, Monterey Park, CA 91754

- (e) Contractor's Contact Person and Telephone Number: Scott Rose, (323) 980-1858

- (f) Has or will the Contract be provided, if so, please attach: Will be provided

- (g) Commencement Date of Contract: 05/01/2010

- (h) Termination Date of Contract: 12/31/2010

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$86,380
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Upon Completion

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: H304.9550 280, Time Management System, \$66,732; H263.9550 280 Human Services Building, \$19,648

Sample: A.1010 470 Legislative Board – Contract Sxx.xx

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: Health Services

DATE: February 26, 2010

- (a) Purpose of Amendment: To amend 2010 WIC Budget to reflect a contract deficit reduction in the amount of \$14,521.00
- (b) Appropriation Code (with title), Object Code (with title) and Amount: A4013.410 WIC Supplies Expense
- (c) Revenue Code (with title), and Amount: A4013.4403 WIC Federal Grant Revenue

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: February 26, 2010

(a) **Purpose of Amendment:** To amend the 2010 budget for the current Bioterrorism Grant for \$51,432. Authorizing Resolution 615/2009 with Health Research Inc. Total Grant is for \$201,934 and final approval from state was received January 2010. This grant does cover in full salaries that were utilized during H1N1 and Flu season. Both part time staff and overtime for input by clerical staff are fully covered and therefore those salary lines need to reflect these expenses in the current budget.

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

Bioterrorism- Overtime Salaries	A.4189.120	\$3,000.00.
Bioterrorism -Part Time Salaries	A.4189.130	\$8,000.00
Bioterrorism -Other Equipment	A.4189.260	\$15,000.00
Bioterrorism-Supplies	A.4189.410	\$13,000.00
Bioterrorism-Telephone Exp.	A.4189.423	\$5,000.00
Bioterrorism- Medical Supplies	A.4189.435	\$5,432.00
Bioterrorism-Advertising	A.4189.436	\$1,000.00
Bioterrorism -Contract Expense	A.4189.470	\$1,000.00

Revenue Code (with title), and Amount: Bioterrorism Grant Revenue A.4189.4401 \$51,432.00.

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: Employment and Training

DATE: 3/4/10

- (a) Purpose of Amendment: Add federal funds to county budget

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
40 6293.0351 433 WIA Adult Incentive-- Training-Client \$1,032.00

- (c) Revenue Code (with title), and Amount: 40 6293.4791 WIA \$1,032.00

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: Office for the Aging

DATE: March 4, 2010

(a) Purpose of Amendment: To increase budget to provide for increase in (100% reimbursed) funds for HIICAP

(b) Appropriation Code, Object Code, Full Title and Amount: A.6988 470 (HIICAP-OFA - Contract) \$9,153.00

Sample: A.1010 470 Legislative Board – Contract

(c) Revenue Code (with title), and Amount: A.6988 4781 (OFA HIICAP - OFA - HIICAP) \$9,153.00

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

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

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: Planning and Community Development

DATE: 1 March 2010

(a) Purpose of Amendment: establish codes for amended grant award

(b) Appropriation Code (with title), Object Code (with title) and Amount:
66 8668 437 consulting \$20,000.00; 66 8668 470 Contracts \$260,000.00; 66 8686 437 consulting \$10,000.00; 66 8686 410 supplies \$6,000.00; 66 8686 442 gas and oil \$4,000.00

(c) Revenue Code (with title), and Amount: 66 4910 Community Development \$300,000.00

Notes:

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Planning and Community Development

DATE: March 8, 2010

- (a) Is this a Result of a Bid or Request for Proposal? Bid

- (b) Purpose of Contract: CDBG Project: Lake Luzerne Senior Center. Installation of bathroom partitions and countertops.

- (c) Name of Contractor: Furniture Pro Corporation

- (d) Address of Contractor: 6 Wayne Road, Spring Valley, N.Y. 10977

- (e) Contractor's Contact Person and Telephone Number: Daniel Razak, 854.362.2061

- (f) Has or will the Contract be provided, if so, please attach: Will be provided.

- (g) Commencement Date of Contract: March 19, 2010

- (h) Termination Date of Contract: September 30, 2010

- (i) Payment Provisions:
 - i) lump sum amount (xxx)
 - 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, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: CD69-8662-470 \$5,226.00

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Planning and Community Development

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? Bid
- (b) Purpose of Contract: Purchase, Delivery and Installation of kitchen equipment at the Lake Luzerne Senior Center
- (c) Name of Contractor: Buffalo Hotel Supply, Inc.
- (d) Address of Contractor: 2 Charles Blvd., Guiderland, N.Y. 12804
- (e) Contractor's Contact Person and Telephone Number: Carl Petrone,862-2096
- (f) Has or will the Contract be provided, if so, please attach: Will be provided.
- (g) Commencement Date of Contract: March 19, 2010
- (h) Termination Date of Contract: September 30, 2010
- (i) Payment Provisions:
 - i) lump sum amount (xxx)
 - 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, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: CD69-8662-470 \$61,321.00

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

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: DPW

DATE: 3/2/10

(a) Purpose of Request: To request funding to complete the Woolen Mill and Tannery Rd Bridges

(b) Details: The County has entered into Grant Agreements for the replacement of the Woolen Mill and Tannery Rd Bridges. The Grants are funded from Federal and State shares on a reimbursement basis. DPW will seek grant reimbursement as funds are expended, however, reimbursement could take 2-3 months in some cases. Funding needs are as follows:

Woolen Mill Bridge: \$3,023,243.97 (Total Construction and C.I.)
consists of: \$2,418,595.18 Federal
\$453,486.60 State
\$151,162.20 Local (Already Funded)
Approximate Float Needed:\$1.35M

Tannery Rd Bridge: \$1,458,009.50 (Total Construction and C.I., \$140k already expended)
consists of 100% Federal Grant
Approximate Float Needed: \$600k

(c) Previous Resolution Number: 568 of 2009, 236 of 2009

Cust PO No
LOI

Cust PO Date
10/30/2007

Quotation No

Invoice No
5441507907

Date
01/07/2010

Sales Order No
3001268063

Sales Ord Date
11/21/2007

Project No
44OP-028875

Customer No
30064943

Page 1 of 2

WARREN COUNTY
1340 STATE RTE 9
LAKE GEORGE NY 12845

WARREN COUNTY
1840 STATE RTE 9
LAKE GEORGE NY 12845

WARREN COUNTY
1340 STATE RTE 9
LAKE GEORGE NY 12845

Siemens Industry, Inc.
% Bank of America
7850 Collections Center Drive
Chicago IL 60693

Bank of America
100 West 33rd St.
New York, NY 10001
ABA# 026009693 SWIFT Code: BOFAUS3N
Account# 8188511042
For Credit to Siemens Industry, Inc.
Bank Code 4433
Payment for Invoice # 5441507907

Bank of America
231 S. LaSalle Street
Chicago, IL 60697
ABA# 071000039
Account# 8188511042
For Credit to Siemens Industry, Inc.
Bank Code 4433
Payment for Invoice # 5441507907

Delivery#:

Ship Date:

Freight Terms: Prepaid and Add
Fed Cont #:

Carrier/Route: Best Way

Tracking No:

Contract Summary

Base Contract Amount	9,350.00
Total Extras To Date	0.00
Revised Contract Amount	9,350.00

Invoice For Work Completed

Invoice for Work Performed On The Installation Of
D1 ALB ESS WARREN COUNTY DPW.

1. Total Work Completed To Date	100%	9,350.00
2. Total Retention	%	0.00
3. Total Earned Less Retention		9,350.00
4. Less Prior Requisitions		0.00
5. Amount of Requisition (Before Tax)		9,350.00
State Taxes		0.00
Total Taxes		0.00

Contact : Brash, Robert
Siemens Industry, Inc.
Syracuse Sales Office
6075 E. Molloy Rd.
Suite 4 Rodax Comm Park
SYRACUSE NY 13211
USA

Currency: USD

Invoice Total

9,350.00

*We accept Visa, MasterCard and American Express. Please contact your local office for details.

Payment Terms: Net Due 30 Days

Net Due By: 02/06/2010

We hereby certify these goods were produced in compliance with all applicable requirements of Sect. 6.7 and 12 of the Fair Labor Standards Act, as amended, and regulations and orders of the United States Department of Labor issued under Sect. 14, thereof. If this invoice or packing list represents an export transaction, then these commodities, technology or software (items) were exported from the United States in accordance with the Export Administration Regulations. In all cases, diversion contrary to U.S. law is prohibited. These items are not to be used, directly, in prohibited nuclear, chemical/biological or missile weapons activities. This is to certify that the information on this invoice or packing list is true and correct and that the contents of this shipment are as stated thereon. For shipment to California "Displays exceeding 4" include the e-Waste recycle fee up to \$10 per item.

Warren County – Purchasing Department
1340 State Route 9
Lake George, NY 12845

October 30, 2007

Siemens Building Technologies Inc.
6 British American Blvd.
Latham, New York 12110

By this Letter Of Intent (“LOI”), we have selected Siemens Building Technologies, Inc. (“Siemens”) to provide a design, implementation, and service support program that will lead to needed facilities and operational improvements. Siemens is authorized to proceed with a comprehensive energy audit, project design, and contract preparation (collectively the “Program”), including the following, on the County Department of Public Works Shop located in Warrensburg.:

1. With assistance from *Warren County*, Siemens shall investigate and solicit financing on our behalf for the Program that meets the following financial requirements:
 - *Financing term shall not exceed the period of probable usefulness assigned by the Local Finance Law of the State of New York*
 - *Cashflow shall be at least revenue neutral on an annual basis*
2. Within 60 days of acceptance of this LOI, Siemens shall perform and deliver to us a comprehensive energy audit for the facility in compliance with all currently applicable national, state, and local codes. The energy audit shall include the following:
 - A description of the proposed project including, the associated costs for individual energy conservation measures.
 - Projected cost avoidance associated with each energy conservation measure identified.
 - Financial analysis projecting costs, payments and energy savings on an annual basis during the proposed term.
3. Siemens will investigate the availability of grants or other financial aid programs and assist us in the preparation and processing of the appropriate applications.
4. Obtain satisfactory recovery of capital costs associated with this project over the term of the agreement which term will not exceed the period of probable usefulness assigned by the Local Finance Law of the State of New York.

The projected annual energy savings will be guaranteed by Siemens subject to specified assumptions, such as energy price levels. *Warren County* will assist the Siemens staff and team members with the audit and design by providing historical energy records, financial statements, full access to building equipment, accurate occupancy levels, building operating schedules and any other information reasonably necessary to conduct the energy audit and project design.

Upon receipt from Siemens of a project proposal that meets the above criteria, *Warren County* shall either:

- A) Commence good faith negotiations with Siemens to enter into, within 90 days, a Performance Contracting agreement for the proposed project. All costs incurred to date with respect to the energy audit and development of the proposal will be included in the final agreement; or
- B) Elect not to enter into a Performance Contracting agreement with Siemens and agree to pay Siemens the amount of \$9,350 within 30 days of receipt of the proposal for the time and expense incurred during the facilities audit and design; or
- C) **If the project proposal does not or can not meet the requirements detailed in Items 1 through 4, the parties may continue discussions of alternative projects or terminate the discussions and in the event of such termination, Warren County will have no financial obligation to Siemens.**

The terms of this LOI, any proposal and audit submitted by Siemens pursuant to this LOI and any subsequent agreements relating to the same project or activities, shall not be disclosed by either party, or their respective employees, agents or assigns, unless and to the extent prior written approval for such disclosure has been received from an authorized representative of the other party or parties.

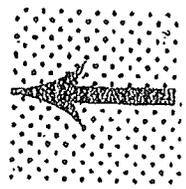
Client name WARREN COUNTY
William H. Thomas
 Approved By William H. Thomas
Chairman, Board of Supv.
 Title
11/1/07
 Date

Approved as to Form:
[Signature]
 Warren County Attorney

Accepted by
 Siemens Building Technologies, Inc.
[Signature] 11/8/07
 Name

 Title

 Date



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: Public Works

DATE: 2-Mar-10

(a) Purpose of Amendment: Increase budget in the amount of \$447.60 for
payment of Calcium Chloride by the Town of Horicon.

(b) Appropriation Code (with title), Object Code (with title) and Amount:
D5142.410 Supplies Snow Removal

(c) Revenue Code (with title), and Amount: \$447.60
D5142.2306 Road and Bridge Charges, Snow Removal

VOUCHER # V00101		CHECK # 2343			DATE 02/19/10				
CODE	DESCRIPTION	INVOICE #	PO #	AMOUNT	CODE	DESCRIPTION	INVOICE #	PO #	AMOUNT
D5142.4	CALCIUM CHLORIDE	36		447.60					
DESCRIPTION VENDOR 1359 CALCICIUM CHLORIDE WAR. CO. DEPT. OF PUBLIC WORKS 4028 MAIN STREET WARRENSBURG NY 12885							TOTAL		447.60

39



TOWN OF HORICON
 HIGHWAY ACCOUNT
 P.O. BOX 90
 BRANT LAKE, NY 12815



Banknorth
 New York
 50-256/213

2343

PLEASE PAY AND CHARGE
 TO THE ACCOUNT OF THE
 ABOVE DISTRICT

DATE
02/19/10

*****447Dollars and 60Cents

AMOUNT OF CHECK
\$447.60

PAY TO THE ORDER OF
 1359
 WAR. CO. DEPT. OF PUBLIC WORKS
 4028 MAIN STREET
 WARRENSBURG NY 12885

[Handwritten Signature]
 AUTHORIZED SIGNATURE

⑈002343⑈ ⑈021302567⑈ 0905411995⑈

Details on back FD

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: Social Services

DATE: 2/24/10

- (a) Purpose of Amendment: Increase appropriations and revenue

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.6140.0175, General, Home relief, Homeless Prevention Rehousing
.470 contract \$284,851.00

- (c) Revenue Code (with title), and Amount: A.6140.0175 4640 \$284,851.00

Warren County Board of Supervisors

RESOLUTION NO. 172 OF 2010

Resolution introduced by Supervisors Girard and Stec

REJECTING OF BIDS RECEIVED FROM EPIC DEVELOPMENT AND DARREN AND LISA TRACY FOR PURCHASE OF THE FAIRGROUNDS PROPERTY (A PORTION OF TAX MAP PARCEL NO. 198.-1-4) IN THE TOWN OF WARRENSBURG

WHEREAS, by Resolution No. 890 of 2009, land owned by Warren County known as the Warren County Fairgrounds Property (portion of Tax Map Parcel No. 198.-1-4) consisting of approximately twenty-five (25) acres located on Schroon River Road in the Town of Warrensburg, hereinafter referred to as the "Fairgrounds" was advertised for sale subject to certain terms and conditions with a bidding deadline of February 10, 2010, and

WHEREAS, two bids were received, one by Epic Development in the amount of \$61,500, and one bid by Darren and Lisa Tracy in the amount of \$10,000, and after consideration by the Warren County Board of Supervisors, it has been determined that the County should reject both bids, now, therefore, be it

RESOLVED, that after due consideration, the Warren County Board of Supervisors hereby rejects the bids received from 1) Epic Development and 2) Darren and Lisa Tracy for the Fairgrounds property (portion of Tax Map Parcel No. 198.-1-4) consisting of approximately twenty-five (25) acres located on Schroon River Road in the Town of Warrensburg.

Warren County
 Current Aged Receivable Report - as of 2/28/10
 General Fund State & Federal Aid
 March 8, 2010

Receivable Name	Under 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 240 Days	241 to 300 Days	301 to 360 Days	360 + Days	Total Receivable
GENERAL FUND:									
Civil Defense	\$ 3,225.75	\$ -	\$ 9,449.50	\$ 6,519.50	\$ -	\$ 13,039.00		\$ 6,519.50	\$ 38,753.25
District Attorney	59,204.57	-	-	-	-	-	-	-	\$ 59,204.57
Office for the Aging	265,156.90	-	-	-	-	-	-	-	\$ 265,156.90
Probation	77,770.26	-	-	-	-	-	-	-	\$ 77,770.26
Public Health	324,571.65		(5,055.00)					0.72	\$ 319,517.37
Public Health Education of Physically Handicapped	3,518.23	-	529,256.39	34,618.36	16,181.96	-	-	-	\$ 583,574.94
Public Health Early Intervention	79,916.97	-	69,003.20	19,235.24	-	-	-	-	\$ 168,155.41
Sheriff	-	-	-	-	34,733.01	-	-	3,789.86	\$ 38,522.87
Sheriff Federally Forfeited Assets	12,851.24	-	10,644.98	8,885.61	49,974.28	3,082.23	3,052.58	1,569.47	\$ 90,060.39
Youth Bureau	12,012.71	-	-	-	-	-	-	-	\$ 12,012.71
TOTAL GENERAL FUND	\$ 838,228.28	\$ -	\$ 613,299.07	\$ 69,258.71	\$ 100,889.25	\$ 16,121.23	\$ 3,052.58	\$ 11,879.55	\$ 1,652,728.67

A G E N D A
PERSONNEL COMMITTEE
MARCH 10, 2010

1) Referral from the Criminal Justice Committee:

Public Defender:

Request to fill the vacant position of 4th Assistant Public Defender, base salary of \$47,610, Employee No. 11480, due to retirement. The position is not mandated and there is no State or Federal reimbursement. There is no impact on the 2010 Budget. The Notice of Intent to Fill Vacant Position is attached.

2) Referrals from the Human Services Committee:

Office for the Aging:

- A)** Authorizing the appointment of Christie Sabo as Director of Office for the Aging, effective March 1, 2010, to serve at the pleasure of the Board, base salary of \$52,000, due to retirement. In order to administer the federal and state programs, a Director of OFA is mandated. There is reimbursement for the position and the cost to the County is approximately \$5,900. The impact on the 2010 Budget is a savings of approximately \$11,000.
- B)** Request to fill the vacant position of Fiscal Manager, base salary of \$47,935, Employee No. 11112, due to promotion. The Fiscal Manager position is not mandated; the salary is reimbursed throughout several programs and the cost to the County is approximately \$4,085. The impact on the 2010 Budget is a savings in longevity of approximately \$1,050. The Notice of Intent to Fill Vacant Position is attached.
- C)** Authorizing the Director of Office for the Aging to retain the services of Candace Kelly as Office for the Aging Consultant on an hourly per diem basis for the month of March 2010.

Veterans' Services

- D)** Creating the position of Keyboard Specialist, part-time not to exceed 20 hours per week, Grade 3, annual base salary \$23,390; thereby amending the Department's Table of Organization. A source of funding is requested. There will be an additional cost to the County of \$11,695. A copy of the Request to Create New Position is attached.

3) Referral from the Planning & Community Development Committee:
Planning & Community Development:

Creating a temporary part-time position of Event Facilitator and Technical Assistance Provider, annual salary not to exceed \$12,763 with funding from the NYS Dept. Of State Local Waterfront Revitalization Program at no cost to the County.

4) Referrals from the Public Safety Committee:**Sheriff & Communications:**

- A) Request to delete funding for Patrol Sergeant #5 and increase funding for Patrol Officer #19, thereby amending the Department's Table of Organization. The impact on the 2010 Budget is a savings of \$6,985.
- B) Request to fill vacant position of Patrol Officer #19, base salary of \$32,670, due to retirement. The Notice of Intent to Fill Vacant Position is attached.

5) Referral from the Public Works Committee:**DPW:**

Request to change the title of Deputy Superintendent of Environmental & Engineering Services to that of Deputy Superintendent of Public Works and transfer the base salary accordingly; thereby amending the Department's Table of Organization. There will be no impact on the 2010 Budget.

6) Referrals from the Social Services Committee:**Countryside Adult Home:**

- A) Appointing Deanna Park as Interim Director of Countryside Adult Home, effective March 10, 2010, base salary of \$43,750. This position is not mandated and is reimbursed at 50%. The impact on the 2010 Budget is a savings of approximately \$12,900.
- B) Abolishing the position of Food Service Helper, Grade 2, base salary of \$23,298. This position is not mandated and is reimbursed at 50%.
- C) Creating a position of Cook, Full-Time, Grade 4, base salary of \$24,908 plus longevity. This position is not mandated and is reimbursed at 50%.

Social Services:

- D) Abolishing the position of Caseworker in the Adult Protective Services Unit, due to retirement; transferring a Caseworker from Dept. 40.01 (Adult Protective) to Dept. 40.03 (CASA-Medicaid Unit); thereby amending the Department's Table of Organization.
- E) Request to fill vacant position of Sr. Account Clerk, Grade 7, base salary of \$28,532, due to termination. This position is not mandated, and is reimbursed at 75%. The impact on the 2010 Budget will be a minimal savings in longevity. The Notice of Intent to Fill Vacant Position is attached.
- F) Request to fill vacant position of Social Welfare Examiner, Grade 8, base salary of \$29,710, due to resignation; transferring the position from Dept. 40.11 (Employment Unit) to 40.06 (Food Stamps), thereby amending the

Department's Table of Organization. This program is mandated, and is reimbursed at 78%. The impact on the 2010 Budget will be a savings in longevity. The Notice of Intent to Fill Vacant Position is attached.

- G) Request to fill vacant position of Keyboard Specialist, Grade 3, base salary of \$23,799, due to termination. This position is not mandated, and is reimbursed at 50%. The impact on the 2010 Budget will be a savings in longevity. The Notice of Intent to Fill Vacant Position is attached.
- 7) Todd Lunt, Director of Human Resources, has requested to address the Committee regarding the following items:
- A) Request for authorization to attend Capital Region H.R. Association Annual Conference on March 25, 2010 at the Holiday Inn, Albany. Cost of the conference is \$160 and is included in the departmental budget.
 - B) Amending Resolution No. 52 of 2010 to correct the annual salary for the Personnel Officer.
 - C) Committee requested additional information regarding the 1/2 hour lunch.
 - D) We received an inquiry regarding the possibility of employee's organizing group bus trips and other functions. This would not be an official County government function, nor would it be sponsored, endorsed or promoted by the County Board or Management. No approval is necessary - this is for informational purposes only.
- 8) Rob Lynch, Deputy Treasurer and Todd Lunt, Director of Human Resources, would like to address the Committee to provide a recommendation for the time and attendance system.
- 9) Chairman Monroe has requested to address the Committee regarding the following:
- A) Attendance by Department Heads/staff at Board Meetings.
 - B) Recommendation to reduce the hourly salary for the Storekeeper to \$16 per hour.
 - C) Recommendation of compensation for the administrative and fiscal duties for both the Clerk of the Board and the Deputy Commissioner of Administrative & Fiscal Services.
 - D) Discussion on the parameters for salary recommendations to the Labor Management Committee.

- 10)** Paul Dusek, County Attorney, has requested to address the committee regarding the following items:
- A)** An ambiguity concerning retirement health insurance service qualifications.
 - B)** A proposed executive session to discuss the employment history of a particular person.

ACC - Faculty Association
 Salary and Health Insurance Settlement
February 25, 2010

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Wages	\$5,028,690	\$5,174,522	\$5,324,583	\$5,478,996
Rank Differential	\$196,700	\$202,400	\$208,270	\$214,315
Longevity	\$66,195	\$68,115	\$70,090	\$72,125
Division Chair	\$33,900	\$34,883	\$35,895	\$36,936
Doctorate	<u>\$5,750</u>	<u>\$5,917</u>	<u>\$6,088</u>	<u>\$6,265</u>
Total	\$5,331,235	\$5,485,837	\$5,644,926	\$5,808,637
		(2.9%)	(2.9%)	(2.9%)

Salary Analysis

	<u>Mandated Wage Increment</u>	<u>Additional Wage Increase</u>	<u>Total Wage Increase</u>
2009-10	1.85%	1.05%	2.90%
2010-11	1.85%	1.05%	2.90%
2011-12	1.85%	1.05%	2.90%

Health Insurance

The employees will be contributing 21% of the individual health insurance premium, 29% of the 2 person health insurance premium, and 30% of the family health insurance premium, plus 25% of any increases in the health insurance premiums.

**WARREN COUNTY
DEPARTMENT OF ADMINISTRATIVE AND FISCAL SERVICES**

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

JoAnn McKinstry, Deputy Commissioner

*Telephone 518-761-7655
Fax: 518-761-7652*

TO: Members of the Board of Supervisors
FROM: JoAnn McKinstry, Deputy Commissioner
DATE: March 10, 2010
RE: Response to the Budget Analysis Report from the County Treasurer

At the request of Finance Chairman, Supervisor Stec, attached are the responses from Department Heads regarding the Budget Analysis Report from Francis X. O'Keefe, County Treasurer.

Please let me know if you have any questions or would like this procedure changed in any way.

Department Head responses are in bold.

2009

Health Services

Health Services – The department is delinquent in their revenue submissions to the Treasurer’s Office for December revenues. This has been a recurring problem throughout the 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 previous budget analysis report noted that the department was also delinquent in the submission of the third quarter claim for the General Public Health Works State aid claim. We have since received that claim.

With regard to revenue submissions, we realize this has been an ongoing issue, and we are working hard to improve in this regard with our 2010 Financial Goals for the department. We will be tracking and reporting our progress and issues that arise on all goals we have set in writing on a quarterly basis to the Health Services and Budget Committees. The 2009 December revenues were submitted on March 5, 2010. As you are aware, we have been in the process of converting systems and wanted to make sure all information was complete. We anticipate closing January by the end of this week.

Sheriff

The Correction Division has currently recognized \$613,827 in Jail Services, Other Government revenue as of December 31, 2009 compared to \$489,295 as of December 31, 2008. The department has exceeded its budgeted revenue for 2009 by \$163,827.

Mental Health

Mental Health Programs –The previous Budget Analysis reported that one of the mental health agencies has not submitted its second quarter expense report to the County which was due August 14, 2009 and its third quarter expense report which was due November 14, 2009. We have since received these reports. It has been noted 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 record the quarterly departmental revenue based on these reports so it is important that they are received timely.

In regard to late Glens Falls Hospital fiscal reporting, Pam Kaiser from my office has spoken with Dave Alloy, Ph.D., Executive Director for the Behavioral Health Services of the Glens Falls Hospital, and has been assured that she will have this information by Thursday of this week, and possible today or tomorrow

Tourism

Tourism Occupancy –We have collected about \$356,913 less in occupancy taxes through February 19, 2010 for 2009 than we did through February 19, 2009 for 2008. This represents an 11% reduction. We will be collecting through March 31, 2010 for 2009 occupancy tax revenue.

District Attorney

The department has \$197,000 budgeted for State Aid in 2009 and \$128,944 (65%) has been currently claimed as of December 31, 2009. The previous Budget Analysis reported that the department’s Aid to Prosecution grant had only been claimed through the second quarter. We have since received the third and fourth quarter claims for that grant. The department is working on getting the balance of the claims for 2009 submitted.

Automotive Gas

For 2009 the County has finished the year spending \$352,854 less on automotive gas than it did in 2008, which is a savings of 42%. The 2009 amount spent represents 67% of the amended budget.

Overspent Line Items

Attached is an updated spreadsheet detailing the current amount of overspent line items. As of the date of this report, the County has overspent \$322,367 of its budget in individual line items. Please note that newly added items to the spreadsheet are denoted with an asterisk. There may be other changes as the result of the year end closing process.

See attached

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.

	<u>Appropriations</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Balance</u>
Railroad Stations	\$2,506,300	15,679	2,440,595	\$50,026
Health & Human Services Bldg	\$17,418,000	721,834	15,684,994	\$1,011,172
Point of Care	\$542,975	37,302	456,356	\$49,317
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	2,765	419,282	\$49,768
Bridges Rehabilitation	<u>\$500,000</u>	<u>29,500</u>	<u>169,894</u>	<u>\$300,606</u>
Total	<u>\$25,161,790</u>	<u>807,080</u>	<u>22,898,439</u>	<u>\$1,456,271</u>

Health Services

Health Services – The department is delinquent in their revenue submissions to the Treasurer’s Office for January, 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.

With regard to revenue submissions, we realize this has been an ongoing issue, and we are working hard to improve in this regard with our 2010 Financial Goals for the department. We will be tracking and reporting our progress and issues that arise on all goals we have set in writing on a quarterly basis to the Health Services and Budget Committees. The 2009 December revenues were submitted on March 5, 2010. As you are aware, we have been in the process of converting systems and wanted to make sure all information was complete. We anticipate closing January by the end of this week.

Bio Terrorism – 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 at the February 26 Health Services Committee Meeting to amend the BT Budget to reflect and cover the overtime for the H1N1 clinic activities. These expenses are 100% reimbursed by the Emergency Preparedness Grants.

Mail Room

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.

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 \$88,395 more than what was actually recorded. Funds will be transferred by the end of the year to cover any shortfall.

Probation

Day Reporting – The 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.

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.

We did a resolution to this effect in December 2009 with an effective date of January 1, 2010. We should now have everyone in the correct codes.

Stop DWI Program

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.

Countryside Adult Home

The department is already at 22% of its overtime budget as of January 31, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Office for the Aging

Nutrition for Elderly – Warren County – The department has spent \$74 on postage as of January 31, 2010 without any budget in place. A budget transfer should be made to cover the deficit.

Youth Bureau

The department has 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 transfer should be made to cover the deficit.

On March 4th, the Human Services Committee approved the Youth Bureau budget transfer as noted below for referral to the Finance Committee.

Historian

The department has overspent its supplies budget by \$12 as of January 31, 2010. A budget transfer should be made to cover the deficit.

County Road

Highway Administration – The department has 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.

Westmount

Nursing Administration – The department is already at 131% of its over time budget as of January 31, 2010 with an over budget amount of \$80. A budget transfer should be made to cover the deficit. The department

is already at 50% of its part time budget. Additional money will need to be transferred to this account if the department continues at this pace.

Nurses Stations – The department is already at 18% of its over time budget as of January 31, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Medical Staff Service – The department has spent \$1,988 on part time wages as of January 31, 2010 without any budget in place. A budget transfer should be made to cover the deficit.

Dietary Service – The department is already at 22% of its over time budget as of January 31, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Housekeeping Service – The department is already at 22% of its over time budget as of January 31, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Laundry and Linen Service – The department is already at 34% of its over time budget as of January 31, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Town Payments on Taxes

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

<u>Town</u>	<u>2009</u>	<u>2010</u>	<u>Difference</u>
Bolton	\$0	\$3,046,900	\$3,046,900
Chester	\$1,250,000	\$1,000,000	(\$250,000)
Hague	\$700,000	\$800,000	\$100,000
Horicon	\$1,500,000	\$1,800,000	\$300,000
Johnsburg	\$200,000	\$400,000	\$200,000
Lake George	\$500,000	\$2,000,000	\$1,500,000
Lake Luzerne	\$300,000	\$525,000	\$225,000
Queensbury	\$7,134,805	\$7,921,286	\$786,481
Warrensburg	<u>\$482,999</u>	<u>\$580,798</u>	<u>\$97,799</u>
Total	<u>\$12,067,804</u>	<u>\$18,073,984</u>	<u>\$6,006,180</u>

The County has collected \$6 million more in Town payments on taxes in 2010 than in 2009, which significantly helps the County's cash flow.

Again, we invite comments from Supervisors and department heads to expand this into a more useful management tool in these critical financial times. We are in the process of reviewing the format of the monthly reports and changes may be forthcoming in next month's budget analysis report.

Fund/Department	Budget	Actual	Difference	Department Head Comments - New items are in Bold
Warren County Overspent Line Items 12/31/2009				
General Fund				
Legislative Board				
Salaries - Regular	374,708.00	376,187.66	(1,479.66)	See note
District Attorney				
Salaries - Regular	627,755.00	663,844.36	(36,089.36)	I am writing regarding the overspent line item memo. I wanted to explain our A.1165 110 full time salaries negative dollar amount of \$36,089.36 is actually due to two salary positions not being taken out of the correct code. We have an overage in our A.1165 130 part time salaries account in the amount of \$35,885.99. Therefore, we would only be short in the amount of \$203.37. This will be corrected in the coming year so that this discrepancy does not happen again in 2010.
Crime Victims Adv				
Salaries - Regular	50,353.00	54,167.33	(3,814.33)	Hours were increased due to new grant. 100% funded.
Subscriptions	285.00	484.00	(199.00)	
Legal Defense				
Salaries - Regular	39,604.00	39,756.31	(152.31)	See note
Public Defender				
Furniture/Furnishings	-	149.95	(149.95)	Please accept this note as my written reply to your inquiry. The overspent Furniture (\$149.95) line was the result of the only furniture purchase we have made in the last few years, namely a chair for Assistant Public Defender Kilburn. You may recall that he is a rather large fellow, and the available second-hand chairs were too narrow.
Justices & Constables				
Legal/Transcript Fees	2,000.00	2,140.00	(140.00)	Charged from the State. Appropriation was under budgeted for the past four years Appropriation in this code should be increased
Medical Examiner & Coroner				
Medical Fees	94,975.00	96,494.00	(1,519.00)	This expenditure is for autopsies performed in Warren County. There is no way to determine how many autopsies will be billed in a given year.
County Auditor				
Salaries - Regular	95,652.00	96,019.82	(367.82)	See note
Purchasing				
Salaries - Regular	98,278.00	98,655.92	(377.92)	See note

Warren County Overspent Line Items 12/31/2009	Budget	Actual	Difference	Department Head Comments - New items are in Bold
Fund/Department County Attorney				
Salaries - Regular	309,068.00	309,554.83	(486.83)	Per Rob's request I am advising that I read over the Budget reports and it appears that the small overrun on salaries in the County Attorney's office was due to hours calculation as set forth in the footnote. I did not find any other overruns.
Personnel				
Salaries - Regular	157,282.00	157,784.72	(502.72)	See note
Subscriptions	-	63.00	(63.00)	Even though the subscription line was overspent, the total overall budget for Personnel was only 96% expended.
Board of Elections				
Office Equipment	-	179.98	(179.98)	The \$179.98 was part of a supplies order from the "Stockroom" and we recorded in our books under .410. It was part of a \$553.46 supply order that was required by New NYSBOE #6210 Regulations for Retention of New Machine Inventory, Maintenance and Security seals used in our election process. That part of the order was later changed in the Treasurer office by Kristen Shaw to Office Equipment without our knowledge. Had we known of the change we would have requested a transfer from some of the unspent \$62,085.50.
Building #11				
Salaries - Overtime	1,126.00	1,371.78	(245.78)	See note for County Road
Health & Human Svcs Bldg				
Gas-Natural	-	1,909.46	(1,909.46) *	
Electricity	-	11,132.23	(11,132.23) *	
Central Storeroom				
Salaries - Regular	41,823.00	53,083.11	(11,260.11)	The additional amount of \$11,260.11 represents the amount paid out for unused sick leave upon Marna's retirement. Since the retirement was not a planned event and only happened due to the fact that the position was made part-time during the 2010 budget process, there was no way for me to anticipate the need for this funding.
Print Shop				
Other Equipment	-	25.00	(25.00)	Supplies sometimes fall under the equipment line item. This item was purchased in December and the transfer could not be made without Finance Committee approval.
Information Technology				
Supplies	7,937.00	7,992.89	(55.89)	A late invoice from County stockroom. Have the money in other 400 accounts to cover shortfall
Telecommunications				
Salaries - Regular	50,642.00	50,836.79	(194.79)	See note

Warren County									
Overspent Line Items									
12/31/2009									
Fund/Department	Budget	Actual	Difference	Department Head Comments - New items are in Bold					
911 Center									
Salaries - Overtime	33,830.00	37,311.91	(3,481.91)	In the 911 center the overtime and part time salaries were over by \$3,481.91 and \$524.70 respectively due to the fact that one of our long time communications officers had been out with a terminal illness and eventually passed away. We covered her time off with overtime and part time salaries. It should also be noted that the Warren County Sheriff's Office regular salaries for the 911 center was \$12,081.00 in the black.					
Salaries - Part time	6,063.00	6,587.70	(524.70)						
Law Enforcement				In the law enforcement electricity we were \$11,303.23 in the red. We pay NationalGrid for delivery of electricity but our electricity is supplied by INTEGRYS Energy Service of New York. This is billed directly to the County Treasurer and the treasurer automatically debits our account with no notice of the transaction. The last transaction was at the end of the year and gave us no time to transfer funds to cover the unknown cost. Also, it is a guessing game when we try to budget for how much electricity we will need for the entire complex for a full year. We obviously did not budget enough in this code.					
Electricity	315,000.00	326,303.23	(11,303.23)						
Probation				In the Corrections overtime and part time salaries we were in the red by \$5,3525.91 and \$2,458.12 respectively because we were not at full staff and covered the time with overtime and part time officers. It should be noted that the Warren County Sheriff's Office regular salaries for Corrections was \$52,000.00 in the black.					
Salaries - Sick Leave	4,000.00	4,800.00	(800.00)						
Probation - Pre Trial				See note					
Salaries - Regular	46,187.00	46,364.56	(177.56)						
Corrections				In the Corrections overtime and part time salaries we were in the red by \$5,3525.91 and \$2,458.12 respectively because we were not at full staff and covered the time with overtime and part time officers. It should be noted that the Warren County Sheriff's Office regular salaries for Corrections was \$52,000.00 in the black.					
Salaries - Overtime	365,000.00	370,325.91	(5,325.91)						
Salaries - Part time	83,500.00	85,958.12	(2,458.12)						
Traffic Safety Board				All overspent line items have been corrected in OES, other than the small salary differences that have already been explained by Rob Lynch.					
Supplies	1,619.00	1,679.94	(60.94)						
Fire Prevention & Control				All overspent line items have been corrected in OES, other than the small salary differences that have already been explained by Rob Lynch.					
Salaries - Part time	-	456.13	(456.13)						
Civil Defense									
Salaries - Regular	34,189.00	34,221.69	(32.69)						
Salaries - Part time	11,831.00	11,867.23	(36.23)						

Warren County									
Overspent Line Items									
12/31/2009									
Fund/Department	Budget	Actual	Difference	Department Head Comments - New items are in Bold					
Activities Program									
Salaries - Regular	37,831.00	37,976.55	(145.55)	Accrd wages/split PR 12/31					
Physical Therapy									
Salaries - Overtime	-	9.84	(9.84)	Unbudgeted OT					
Social Services									
Salaries - Regular	40,171.00	40,325.55	(154.55)	Accrd wages/split PR 12/31					
Housekeeping Service									
Salaries - Overtime	3,411.00	3,530.96	(119.96)	unbudgeted OT					
Laundry & Linen Service									
Salaries - Regular	77,028.00	78,195.73	(1,167.73)	Accrd wages/split PR 12/31					
Salaries - Overtime	1,136.00	1,395.15	(259.15)	unbudgeted OT					
Fiscal Services									
Salaries - Regular	155,284.00	159,795.95	(4,511.95)	Replaced within facility Sr. Acct Clerk at hirer salary Accrd wages/split PR 12/31					
Administrative Services									
Salaries - Regular	80,654.00	80,964.29	(310.29)	Accrd wages/split PR 12/31					
Other Payments/Contrib	250,000.00	283,867.00	(33,867.00)	Indirect cost allocation adjustment a wash with revenue					
Total Westmount	1,242,239.00	1,343,001.36	(100,762.36)						
Grand Total	7,729,246.00	8,051,613.07	(322,367.07)						
<p>Note: The small amounts of overexpended Salaries - Regular line items are the result of the difference in how salaries are budgeted and how they are paid. Salaries are budeted based on an employee working 2,080 hours a year in accordance to union contract. In years in which the standard number of hours worked is more than 2,080, employees are paid in excess of their budgeted amount, thus resulting in an overexpenditure of the salary budget line.</p>									