

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

- 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 and setting a Public Hearing for same.
- 3) **Referral from the Human Services Committee:**
Employment & Training Administration:
Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$691,887 to reflect receipt of Federal WIA and Summer TANF funds.
- 4) **Referral from the Public Safety Committee:**
Sheriff:
Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$4,153 to reflect receipt of revenues from the Village and Town of Lake George.
- 5) **Referrals from the Public Works Committee:**
Airport:
 - A) Authorizing the County Treasurer to close the following Capital Projects:
No. H213.9550 280-Airport Security Fence;
No. H237.9550 280-Construct Airfield Lighting;
No. H238.9550 280-Design Maintenance Hangar;
No. H239.9550 280-Airport Wildlife Project;
No. H253.9550 280-Runway 1 Safety Area Design; and
No. H256.9550 280-Airport Maintenance Hangar.**DPW:**
 - B) Renewing agreements with the Town of Bolton and the Town of Hague relative to the Fuel System location.
- 6) **Referral from the Social Services Committee:**
Youth Bureau:
Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$1,000 to reflect receipt of the Junior Tennis Foundation grant.
- 7) Request from the New York State (NYS) Canal Corporation for a resolution supporting navigational dredging of the Hudson River/Champlain Canal Corridor.

- 8) Paul Dusek, County Attorney/Administrator, has requested permission to address the Committee regarding the following:
 - A) Discussion on the Comptroller local law; and
 - B) Request for opinion by the United States Board of Geographic Names concerning summit name.
- 9) Discussion on Regional Sustainability HUD grant application.
- 10) Response to the Budget Analysis Report from the County Treasurer as prepared by JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, attached for review.
- 11) Finance Committee action is required on the following items as approved by the Personnel Committee: Item Nos. 1B, 4C and 5.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Paul Dusek, County Administrator
Name of Department

SIGNED: 

DATE: 7/7/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1671 410	Supplies	A.1671 220	Office Equip.	60.00

Please state reason for transfers requested: To provide funds for an electric stapler purchased when copier stapler was broken.

*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 Butler, Director DEPARTMENT: Parks, Recreation & Railroad

SIGNED: DATE: 6/29/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A7111.0197.410	Up Yonda Bolton Support Supplies	A7111.0197.210	Up Yonda Bolton Support Furniture and Furnishings	\$66.00

Please state reason for transfers requested: Purchasing code error. Purchased 2 sets of window blinds.

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

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REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS

Name of Department

SIGNED: *William E. Long*

DATE: 6-30-10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5010 410	County Road Admin. Supplies	D.5010 210	County Road Admin. Furniture & Furnishings	\$ 38.48
DM.5130 441	Road Machinery, Repairs & Maintenance	DM.1910 418	Road Machinery, Liability Insurance	\$ 264.14

Please state reason for transfers requested:

Amounts needed to cover Overbudget situations caused for the following reasons:

A bulletin Board was ordered from Stockroom and charged to Furniture And Furnishings. \$ 38.48

\$ 5600 was taken by Treasurers Office to cover shortage in Airport Insurance Liability Account.
This made the Road Maintenance Account over Budget \$ 264.14

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: Real Property
Name of Department

SIGNED:  DATE: June 30, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A1355 410	Supplies	A1355 220	Equipment	\$ 95.00

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

Please state reason for transfers requested: To replace color printer used for making small color maps for customers. Sold for \$2.00 each.

*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: Employment and Training
Name of Department

SIGNED:  **DATE:** 6/28/10

<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 6293.0348 110	WIA Admin Stim - Salaries-Regular	\$ 1,148

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

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: Patrick Owen

DATE: 6/25/10

FROM CODE
A.4013.410

TITLE
WIC-Supplies Expense

TO CODE
A.4013.840

TITLE
WIC-Worker's Compensation

AMOUNT
\$157.00

Total Transfers

\$157.00

Please state reason for transfers requested:

1.To transfer funds to cover expense related to Worker's compensation fees. Fully covered by WIC Grant.

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

Revenues:	<u>Code</u>	<u>Title</u>	<u>Amount</u>
	40 6293.4791	WIA	\$652,878
	40 6326.4786	Summer TANF	\$ 39,009

69.00

Appropriations:

<u>Code</u>	<u>Title</u>	<u>Amount</u>
40 6293.0300 110	WIA Adult-Salaries-regular	\$95,000
40 6293.0300 411	WIA Adult-Rent-Building/Property	15,000
40 6293.0300 433	WIA Adult-Training-Client	89,751
40 6293.0300 810	WIA Adult -Retirement	24,000
40 6293.0300 830	WIA Adult -Social Security	10,000
40 6293.0300 860	WIA Adult - Hospitalization	21,000
40 6293.0305 110	WIA DW - Salaries-regular	50,000
40 6293.0305 411	WIA DW - Rent-Building/Property	10,000
40 6293.0305 433	WIA DW - Training-Client	30,211
40 6293.0305 810	WIA DW - Retirement	15,000
40 6293.0305 830	WIA DW - Social Security	6,000
40 6293.0305 860	WIA DW - Hospitalization	11,000
40 6293.0310 110	WIA Youth-Salaries-regular	\$60,000
40 6293.0310 130	WIA Youth-Salaries-Part Time	\$52,000
40 6293.0310 411	WIA Youth-Rent-Building/Property	12,000
40 6293.0310 433	WIA Youth- Training-Client	10,000
40 6293.0310 470	WIA Youth Contract	41,628
40 6293.0310 810	WIA Youth -Retirement	11,000
40 6293.0310 830	WIA Youth - Social Security	12,000
40 6293.0310 860	WIA Youth - Hospitalization	12,000
40 6293.0313 110	WIA Admin - Salaries-regular	30,000
40 6293.0313 411	WIA Admin - Rent-Building/Property	4,000
40 6293.0313 470	WIA Admin - Contract	11,288
40 6293.0313 810	WIA Admin - Retirement	6,000
40 6293.0313 830	WIA Admin - Social Security	4,000
40 6293.0313 860	WIA Admin - Hospitalization	10,000
40 6326 110	Summer TANF- Salaries-regular	8,200
40 6326 130	Summer TANF- Salaries- Part Time	21,909
40 6326 470	Summer TANF- Contract	5,500
40 6326 830	Summer TANF- Social Security	2,500
40 6326 860	Summer TANF- Hospitalization	900

20,000

10,000

21,000

6,000

2,500

6,000

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: Sheriff

DATE: June 25, 2010

(a) Purpose of Amendment: To amend the County Budget to receive revenues from the Village & Town of Lake George

(b) Appropriation Code, Object Code, Full Title and Amount: A.3110 120
Law Enforcement Overtime

Sample: A.1010 470 Legislative Board – Contract

(c) Revenue Code (with title), and Amount: A.3110 2262 Law Enforcement Village of Lake George. \$4,153.00

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

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

RESOLUTION REQUEST FORM NO. 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 - Airport

DATE: June 23, 2010

(a) Purpose of Request: Close-Out the following Capital Projects.

(b) Details: Close-out the following projects and return any unused funds to its appropriate source. H213 - Airport Security Fence, H237 - Construct Airfield Lighting, H238 - Design Maintenance Hangar, H239 - Airport Wildlife Project, H253 - Runway 1 Safety Area Design, H256 - Airport Maintenance Hangar.

(c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 7/1/10

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Inter-municipal agreements with Towns of Bolton and Hague relative to the location of County motor fuel tank systems
- (c) Name of Contractor: Town of Bolton, Town of Hague
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number: Supervisors Conover and Belden
- (f) Has or will the Contract be provided, if so, please attach: No change to prior agreement
- (g) Commencement Date of Contract: August 1, 2010
- (h) Termination Date of Contract: July 31, 2015
- (i) 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. NA
- (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: NA

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Youth Bureau

DATE: June 24, 2010

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

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

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

RESOLUTION 137 - 06

Introduced by Supervisors Barrett, DeCerce, Hargrave, A. Johnson, M. Johnson, Peck and Wood

RECOMMENDING THAT NAVIGATIONAL DREDGING OF THE HUDSON RIVER/CHAMPLAIN CANAL CHANNEL BE CONDUCTED CONCURRENTLY WITH PCB REMEDIATION DREDGING

WHEREAS, the USEPA issued a Record of Decision (ROD) in February of 2002 which requires the General Electric Company to dredge PCB-contaminated sediments from a 40 mile stretch of the Hudson River, and

WHEREAS, there is an identified need to dredge several areas of the Hudson River/Champlain Canal channel to a depth of 12 feet for navigational purposes within the aforementioned Hudson River remediation area which is beyond the scope of the PCB remediation action, and

WHEREAS, the removal of these materials in the navigation channel has, heretofore, been unable to be conducted due to PCB contamination overlying these sediments and its completion is imperative to the restoration of safe boating on the Hudson River/Champlain Canal, and

WHEREAS, the NYS Canal Corporation does not have environmental dredging equipment and/or disposal sites available which will accommodate the removal of PCB-contaminated sediments from certain portions of the Hudson River/Champlain Canal's navigational channel, and

WHEREAS, the Saratoga County Board of Supervisors believes that it is appropriate and cost-effective to the citizens of New York State to address Hudson River/Champlain Canal navigational dredging needs which are identified in certain areas within the proposed federal PCB remediation action concurrently with said remediation action to assure the timely restoration of safe boat navigation on the upper Hudson River area, now, therefore, be it

RESOLVED that the Saratoga County Board of Supervisors recommends that a technical and economic evaluation be completed to identify the portions of the Hudson River/Champlain Canal's navigational channel which need to be dredged to restore safe boating, and be it further

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 June 25, 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	2,456,274	\$50,026
Health & Human Services Bldg	\$17,418,000	453,317	16,017,809	\$946,874
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	1,036	423,805	\$46,974
Bridges Rehabilitation	<u>\$500,000</u>	<u>13,085</u>	<u>186,566</u>	<u>\$300,349</u>
Total	<u>\$25,161,790</u>	<u>508,165</u>	<u>23,268,128</u>	<u>\$1,385,497</u>

No response necessary

Health Services

Preventive Program – Disease Control – The department is at 58% of its salary – regular budget as of May 31, 2010. Additional money will be needed if the department continues at this pace.

The Preventive Program Disease Control code is at 58% of regular salaries as of 5/31/10 due to an error in a 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 put into the budget code. Conversations have occurred to correct this matter, and per your direction after discussion of the situation with Paul Dusek, County Attorney/Administrator, we will discuss at the next Health Services Committee Meeting. For the present, we have been instructed to find the money within our budget.

Emergency Medical Service

The department is already at 50% of its salaries – part time budget as of May 31, 2010. It appears to be caused by the computer software error during the processing of the 2010 budget that has affected other

departments. A budget transfer in the amount of \$8,219 from Contingency was approved at the June Board meeting to cover the balance of the year with no affect on the total budget.
No response necessary

Building & Fire Code

As of May, the department has received \$32,555 in building permit fees in 2010 and \$41,859 in 2009 which is a decrease of 22%. The department is only at 29% of its budget for this account as of May 31, 2010. It was reported in last month's budget analysis that the department had a decrease in revenue of 26%, so there has been an improvement in the current month.

The information for my department is accurate. At the current rate of revenues, I don't think we will meet our projected yearly revenue. I think we may fall short by roughly \$6,500 to \$7,000.

Tourism

Tourism Occupancy – We have collected about \$791 less in occupancy taxes as of May 31, 2010 than we did as of May 31, 2009 which is a .3% decrease. Our most recent figures for June indicate that we have collected approximately \$47,000 more than the same period in 2009.

No response necessary

County Attorney

The department has overspent its postage budget by \$354 as of May 31, 2010. Additional money is needed to be transferred to cover this deficit and for anticipated costs for the remainder of the year.

District Attorney

The department has \$147,297 budgeted for State Aid in 2010, but has only claimed \$8,825 (6%) as of May 31, 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 month's Budget Analysis report.

Narcotics Control – The department has spent \$3,970 on part time salaries as of May 31, 2010 without any budget in place.

The Narcotics Control part time salary issue has been corrected with a 426 filed in the treasurers office. I am not sure why this is still showing up on the report. The revenue claims remain waiting on the passing of the New York State Budget.

Sheriff

Correction Division – The department is already at 47% of its part time budget and 53% of its overtime budget as of May 31, 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 \$266,492 in Jail Services, Other Government revenue as of May 31, 2010 compared to \$142,909 as of May 31, 2009 which is an increase of 86%. It should be noted that the 2010 amount is through April and is at 46% 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 has \$181,268 budgeted for Other Sheriff's State Aid in 2010, but has only claimed \$4,466 (2%) as of May 31, 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.

RE: State Aid other: Requests for reimbursements have been sent in within last few weeks.

Mental Health

Mental Health Programs – It was reported in the previous month's Budget Analysis report that seven of the mental health agencies have not submitted their first quarter expense reports to the County which were due May 15, 2010. We have since received all seven expense reports.

Mental Health Administration – The department has spent \$216 for dental insurance without any budget in place as of May 31, 2010. A budget transfer is needed to cover the deficit and the remainder of the year.

Completion of the appropriate budget transfer forms is in process to cover our error in budgeting for dental expenses. It will be budget neutral, as these funds were inadvertently budgeted in our health insurance line. This is expected to be completed within the next month's cycle of committee meetings.

Social Services

The department has received approximately \$1.1 million less in State reimbursement as of May 31, 2010 than it did for the same period last year. \$750,000 of this decrease is attributable to May alone. The State is slowing up reimbursements which may cause the County to have to borrow additional money if it continues.

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 52% of its overtime budget as of May 31, 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 52%, 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 May 31, the department has received \$398,709 in County Clerk Fees in 2009 and \$426,480 in 2010 which is an increase of 7%. It should be noted that the 2010 amount is through April and is at 33% of the budget for this account, so the actual revenue amount received is on target with the budget.

As of May 31, the department has received \$573,376 in Mortgage Tax in 2009 and \$490,562 in 2010 which is a decrease of 14%. It should be noted that the 2010 amount is through April and is only at 23% of the budget for this account, so the actual revenue amount received is lagging behind the budget.

Clerk ok...and Mtg continues to lag but given what is coming in I am not surprised. I will be very interested to see what really happens with the RE reports that appear in the press. I note that the state has sent the county the first check for MV Use tax...mid June; we can anticipate these monthly. Rick provided me a copy of the notice, so all appears to be in line with how the procedure was expected to play out. Collection for May and June are on original registrations only; come July 1...the fee will be collected on all original and renewals. I expect it will take us well into the fall to make any year end projections on all revenues.

Mail Room

The department is already at 61% of its salary budget as of May 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. 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 June 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.

Print Shop

The department has spent \$58 on office equipment without any budget in place as of May 31, 2010. A budget transfer is needed to cover the deficit.

A transfer will be provided at the Finance Committee Meeting.

Planning

The department has spent \$679 on part time wages as of May 31, 2010 without any budget in place. A budget transfer is needed to cover the deficit and any anticipated costs in the future.

The Budget Analysis Report indicates that the Planning Code reflects part-time wages that need to be appropriately coded to the capital account H292.9550 280 (titled Making the Connection) thru a revised Form 426 and past adjustments of \$679 to be made through a management letter to the Treasurer's Office.

Office for the Aging

The following Office for the Aging sub-departments have potential budget problems with their salary – regular accounts as of May 31, 2010:

Long Term Care Ombudsman – have already spent 51% of budget

SNAP – have already spent 46% of budget

Community Service Elderly – Warren – have already spent 82% of budget

Point of Entry - Warren – have already spent 44% of budget

EISEP – Warren – have already spent 48% of budget

EISEP – Hamilton – have already spent 48% of budget

Title III E – OFA – have already spent 46% of budget

Title VII Elder Abuse Prev – have already spent 48% of budget

HIICAP – have already spent 81% of budget

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

No response necessary

Treasurer

Sales Tax – It has been noted that we have collected \$423,919 more in sales taxes through May 31, 2010 than we did through May 31, 2009. This does not include the final payment for May which will be received on June 30, 2010. This represents a 2.8% increase from prior year.

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. The department needs to issue a corrected bill as soon as possible so that the County can receive reimbursement.

We are currently reviewing the Maintenance in Lieu of Rent. In the past we have always billed based upon the previous years expenses. In this case it is an estimate. I recommend that we discuss this issue with you and the Co Administrator.

The department has received only \$30,906 for its 1st quarter Unified Court – Building Renovation State Aid claim which projects to approximately \$124,000 for the year. The department budgeted \$226,735 for this revenue code in 2010, so there is a projected shortfall of \$102,735. The 2009 actual revenue for this account was under budget by \$121,000. The 2011 budget for this account should be closely reviewed so that it more closely reflects what is anticipated to be received.

The money from the Court is pass through. If we spend it we submit for reimbursement. If we don't spend it we don't have any reimbursement. Frank suggested a few years ago that this may fit better in a capital project.

Health & Human Services Building – The department is already at 81% of its electricity budget as of May 31, 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.

I discussed the electric bill at the new building with the Co Administrator and we decided to wait until we had a couple of summer months to more accurately evaluate the cost.

County Road - Highway Administration – The January Budget Analysis reported that the department had spent \$38 on furniture/furnishings as of January 31, 2010 without any budget in place. A budget transfer should be made to cover the deficit. The necessary budget transfer had not been made as of May 31, 2010.

Requests for budget transfers are being processed to address the minor amounts in the other codes.

Road Machinery – The February Budget Analysis reported that the department has overspent its Insurance-General Liability budget by \$264 as of February 28, 2010. The necessary budget transfer had not been made as of May 31, 2010.

Requests for budget transfers are being processed to address the minor amounts in the other codes.

Waste Management – The department is at 61% of its budget for its contract expenditure code as of May 31, 2010 with a total amount expended of \$2,052,322 which is 17% higher than the amount of \$1,754,168 as of May 31, 2009. If this trend continues for the remainder of the year, the department would be \$.9 million over budget for its contract expenditure code.

Solid Waste is evaluated every month.

Westmount

Nursing Administration – Management and Supervision - The department is already at 98% of its part time budget as May 31, 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 53% of its part time budget as of May 31, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Dietary Service – Cook & Social Worker Wages - The department is already at 123% of its over time budget as of May 31, 2010 with an overexpended amount of \$450. A budget transfer in the amount of \$744 was approved at the June Board meeting.

Dietary Service – FSH HK LL Maintenance – The department is already at 58% of its over time budget as of May 31, 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 127% of its over time budget with an over-expended amount of \$440 as of May 31, 2010. A budget transfer in the amount of \$257 was approved at the June Board meeting which isn't enough to cover the deficit. Additional money will be needed to be transferred to cover the deficit and for anticipated costs for the remainder of the year.

Fiscal Services Office – Clerical & Other Admin Wages – will cover the deficit at the July 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 May 31 of each year:

	<u>5/31/2008</u>	<u>5/31/2009</u>	<u>5/31/2010</u>
Tax Levy Uncollected Taxes	30,400,250.00	31,795,003.00	36,129,044.35
% Uncollected	18.0%	19.8%	18.8%

As noted above, the percent of uncollected taxes has declined as of May 31, 2010 compared to prior year, which may be an indicative of an improvement in the economy.

No response necessary

Health Insurance – County Wide

The following table shows the change in the cost for health insurance for the County as of May 31 of each year:

	<u>5/31/2008</u>	<u>5/31/2009</u>	<u>% Change</u>	<u>5/31/2010</u>	<u>% Change</u>
Health	3,305,669.00	3,412,557.00	3.2%	3,468,727.00	1.7%

The County is at 40% of its health insurance budget as of May 31, 2010 which is on target with where we should be at this time of year.

No response necessary

Over time – County Wide

The following table shows the change in the cost of over time for the County as of May 31 of each year:

	<u>5/31/2008</u>	<u>5/31/2009</u>	<u>% Change</u>	<u>5/31/2010</u>	<u>% Change</u>
Over time % of Budget	692,204.00	609,644.00	-11.9%	451,594.00	-25.9%
	44%	39%		37%	

As noted above, the County is spending less for over time as of May 31, 2010 than the previous two years and has a 25.9% reduction from May 31, 2009. The County is at 37% of its over time budget as of May 31, 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 appears that no one is monitoring this contract.

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.

Certain County policies regarding time and attendance need to be adopted prior to the completion of the project which were 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 May 31, 2010. This is a new section of our budget analysis which we will report on each month.

<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>
Serial Bonds				
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
Capital Leases				
Westmount Co-Generation Plant				

	2,419,243.00	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	42,680,967.00	2,154,849.86	1,857,628.46	4,012,478.32
<u>Short Term Debt</u>				
Budget Note				
Waste Management Fund Deficit	1,300,000.00	1,300,000.00	21,450.00	1,321,450.00
Bond Anticipation Notes				
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	8,133,333.00	7,049,667.00	95,857.01	7,145,524.01
<u>Debt Issued in 2010</u>				
Tax Anticipation Note	6,500,000.00	6,500,000.00	86,450.00	6,586,450.00
Statutory Installment Bond - Airport Hangar	800,000.00	-	-	-
Bond Anticipation Note - Abatement & Demo	577,148.00	-	-	-
Total Debt Issued in 2010	7,877,148.00	6,500,000.00	86,450.00	6,586,450.00
Total 2010 Debt Service		15,704,516.86	2,039,935.47	17,744,452.33

Outstanding Debt as of May 31, 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 2,363,172.55

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

Tax Anticipation Note 2,500,000.00

Budget Note 1,300,000.00

Total Outstanding 49,770,586.56

Respectfully Submitted,

JoAnn McKinstry, Deputy Commissioner
Administrative & Fiscal Services

A G E N D A
PERSONNEL COMMITTEE
JULY 7, 2010

1) Referrals from the Health Services Committee:
Health Services:

A) Request to fill the vacant position of Community Health Nurse, base salary of \$42,082, Grade 20, Employee No. 10841, due to resignation. The position is not mandated and is reimbursed at varying percentages depending on patient pay or sources. This position is revenue generating, with a conservative estimate of approximately \$144,000 in revenue per year. The Notice of Intent to Fill Vacant Position is attached.

Westmount Health Facility:

B) Creating the position of CNA (Certified Nursing Assistant), base salary of \$24,908, Grade 4, in an attempt to reduce the amount of Per Diems used and reducing the amount of overtime used; thereby amending the Department's Table of Organization.

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

A) Request to fill the vacant position of Director, base salary range of \$50,000 to \$60,000, due to retirement. This position is not mandated and is 100% reimbursed. The Notice of Intent to Fill Vacant Position is attached.

Veterans' Services:

B) Request for a temporary, part-time position to cover the Veterans' Office during the period of August 2 through August 13, 2010 while the Director is attending mandated Army National Guard Training.

3) Referral from the Public Safety Committee:
Office of Emergency Services:

Request to fill the vacant position of 2nd Deputy EMS Coordinator, base salary of \$2,999, Employee No. 10500, due to resignation. This position is not mandated or reimbursable. The salary is included in the 2010 budget and the impact to such is minimal. The Notice of Intent to Fill Vacant Position is attached.

4) Referrals from the Social Services Committee:
Social Services:

A) Request to fill the vacant position of Caseworker #4, base salary of \$34,776, Grade 14, Employee No. 8448, due to resignation. This position is mandated and is 75% reimbursed. The salary is included in the 2010 budget. The Notice of Intent to Fill Vacant Position is attached.

B) Request to fill the vacant position of Caseworker #20, base salary of \$34,776, Grade 14, Employee No. 11719, due to resignation. This position is mandated and is 75% reimbursed. The salary is included in the 2010 budget. The Notice of Intent to Fill Vacant Position is attached.

Countryside Adult Home:

- C) Changing the title from the former title of Director of Residential Hall to the current title of Director of Countryside Adult Home; thereby amending the Department's Table of Organization.

5) Referral from the Support Services Committee:

Auditor:

Creating the part-time position of Audit Clerk, up to 25 hours per week, base salary of \$24,908 (pro-rated to \$11.97 per hour), Grade 4, and deleting the position of Deputy County Auditor/Principal Account Clerk, base salary of \$36,226, Grade 10, due to promotion; thereby amending the Department's Table of Organization.

- 6) Discussion of the vacant DPW positions: Deputy Superintendent; Sr. Engineer; Engineer #1; and Assistant Engineer #1.
- 7) Todd Lunt, Director, Human Resources, has requested permission to address the Committee regarding amending Section 1 of Resolution No. 308 of 1996 relative to the hours of appointed officials as set forth in Resolution No. 439 of 2010 which approved the standard work day and time reporting resolution for all elected and appointed officials for retirement purposes.
- 8) Paul Dusek, County Attorney/Administrator, has requested permission to address the Committee regarding the following:
 - A) Department Head vacation allowance;
 - B) "Retirement Incentive Legislation"; and
 - C) Executive session to discuss collective bargaining negotiations.

Warren County Board of Supervisors

RESOLUTION NO. ____ OF 2010

Resolution introduced by Supervisors Stec, Goodspeed, Belden, Bentley, Taylor, VanNess, Kenny, Merlino and Conover

INTRODUCING PROPOSED LOCAL LAW NO. 5 OF 2010 AND AUTHORIZING PUBLIC HEARING THEREON

RESOLVED, that proposed Local Law No. 5 of 2010 titled "A Local Law Establishing the Position of Director of Finance for the County of Warren", attached hereto and made a part hereof, be, and the same is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisors shall hold a public hearing at the Supervisors' Rooms in the Warren County Municipal Center on the ____ day of _____, 2010, at 10:15 a.m. on the matter of the adoption of said proposed Local Law No. 5 of 2010, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

**ROUGH DRAFT
SUBJECT TO REVISION**

COUNTY OF WARREN

PROPOSED LOCAL LAW NO. 5 OF 2010

A LOCAL LAW ESTABLISHING THE POSITION OF DIRECTOR OF FINANCE AND
ABOLISHING THE POSITION OF ELECTED COUNTY TREASURER
FOR THE COUNTY OF WARREN

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York,

as follows:

SECTION 1. Legislative Intent.

SECTION 2. Department of finance. There is hereby established within the county government a new department of finance.

SECTION 3. Director of finance. The head of the finance department shall be the director of finance who shall be a resident of Warren County and who shall be appointed by the Warren County Board of Supervisors, by majority vote, at such salary as the Board shall determine and for a term of office not exceeding that for which the then members of such board were appointed, except that the director may hold over until such time as a successor is appointed.

SECTION 4. Appointment; Qualifications of Director of Finance. The director of finance should, at the time of appointment, be a certified public accountant and possess a masters in accounting, business administration or public administration or an equivalent or related masters and have at least five years experience as a certified public accountant, county finance director or deputy director or equivalent experience in Federal, State, local government or a private sector comparable position, or may have such other comparable educational training or professional experience or a combination thereof, and shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office. The person so appointed shall take the prescribed oath of office and furnish any required official undertaking.

SECTION 5. Powers and Duties of the Director of Finance. The director of finance shall be responsible for the overall financial affairs of County Government and shall provide and coordinate financial services to the Board of Supervisors, Chairman of the Board and its Committees. The director shall perform all the duties now and hereafter conferred or imposed upon the office by law and directed by the Board of Supervisors and shall have all powers and perform all the duties necessarily implied or incidental thereto.

Among such powers and duties, but not by way of limitation, are:

- (a) the administrative direction and superintendence of the department of finance;
- (b) have general superintendence over the fiscal affairs of the county and perform the duties prescribed by law as the chief fiscal officer of the county;
- (c) audit all claims, accounts and demands that are lawful county charges with the same effect as if audited and directed to be paid by the Board of Supervisors;
- (d) keep books and records at the expense of the county showing all appropriations, funds and expenditures together with the name of the claimant and the amounts and nature thereof;
- (e) keep and preserve all claims, accounts and demands, number them consecutively and endorse thereon their allowance or disallowance in whole or in part;
- (f) keep a separate account with each county officer or department and special funds;
- (g) keep and preserve all contracts for the furnishing of heat, light, telephone, supplies or other services;
- (h) keep a record of all bonded indebtedness and other loans and conduct the sale of all bonds pursuant to the provisions of the local finance law;
- (i) procure bank statements from depositaries of county funds at least once a month and reconcile them with his books and that of the county treasurer;

RESOLUTION NO. ____ OF 2010

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- (j) subject to the provisions of the civil service law, certify the correctness of payrolls for the payment of salaries of officers and employees paid from county funds and deliver a certified transcript to the county treasurer as authorization for payment; provided that if the Board of Supervisors enters into a contract pursuant to subdivision six of section five hundred fifty of this chapter such certified transcript shall be delivered to the appropriate bank or trust company;
- (k) at least once a year review all books and records, vouchers and other papers pertaining to the money, funds and property of the county and render a report thereon to the Board of Supervisors as to whether proper books and records have been kept and all moneys and property of the county accounted for;
- (l) cause to be printed within thirty days after the close of the fiscal year for distribution to the Board of Supervisors, county officers and the public, a verified statement in summary form showing the receipts of money from all sources, the expenditures and balances by funds, and bonded indebtedness together with the terms of payment and the balance unpaid and such other information as may be deemed property or directed by the Board of Supervisors;
- (m) submit reports to the county Board of Supervisors in such form and detail and such times as may be prescribed by the County Board;
- (n) have oversight of the payment for all contracts, purchase or debts and other documents by which the county incurs financial obligations have the responsibility to ascertain that monies have been duly appropriated or provided for and allotted to meet such obligations and will be available when such obligations shall have become

- due and payable and record such obligations and encumbrances of the respective appropriations from which such obligations are to be paid;
- (o) prescribe such methods of accounting for the county and its administrative units and agencies as may be deemed necessary, provided the same shall have been approved by the County Administrator and State Comptroller;
 - (p) manage the county debt program;
 - (q) monitor and analyze the county adopted budget and county fund position;
 - (r) determine and report to the Board of Supervisors the financial and budgeted impact of all proposed county policy decisions;
 - (s) monitor and report on the impact of federal and state charges that affect county finances;
 - (t) manage the county credit rating;
 - (u) monitor and analyze county sales tax;
 - (v) assist in fiscal matters of all county departments;
 - (w) have budget officer responsibilities unless a different person is appointed by the Board of Supervisors to hold this position;
 - (x) collect, receive, have custody of deposit and disburse all fees, revenues and other funds of the County and fees which the County is responsible;
 - (y) manage and invest county funds;
 - (z) prepare county payroll;
 - (aa) On or before the first day of March in each year the Director of Finance shall furnish a statement of and pay over to the state comptroller all penalties or moneys belonging to the state. Any state tax levied as part of the county tax shall be paid to the state

RESOLUTION NO. _____ OF 2010

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comptroller on or before the fifteenth day of May in each year. The Director of Finance, the county and the surety or sureties on the official undertaking of such Director of Finance shall be liable to the state for all moneys collected and belonging to the state and for any state tax levied as a part of the county tax together with interest not exceeding ten per centum per annum, to reimburse the state for any borrowing occasioned by any failure to pay the same to the state;

(bb) On or before the tenth day of January in each year, the Director of Finance shall transmit to the town clerk of each town within his county a statement of all moneys paid by said Director of Finance to the supervisor of the town during the preceding year;

(cc) The Director of Finance shall disburse all moneys received from the fish and wildlife service of the United States department of the interior pursuant to section seven hundred fifteen-s of the migratory bird conservation act on a proportional basis to those units of local government, including, but not limited to school districts and the county itself in appropriate cases, which have incurred the loss or reduction of real property tax revenues by reason of the existence of such areas. Where such moneys are to be paid to the supervisors of towns, in a case where any such wildlife refuge lands are located wholly within the boundaries of an incorporated village, such moneys shall be paid to the board of trustees of such village. Such moneys shall be used exclusively for town or village highway purposes, as the case may be. Where such moneys are paid to treasurers or other fiscal officers of a school district, such moneys shall be used exclusively for public school purposes. Upon request, a district

superintendent of schools shall furnish to the county treasurer such data as he may require to effectuate the disbursement of moneys under this subdivision;

- (dd) be responsible for court and trust funds pursuant to County Law §551;
- (ee) be a trustee of cemetery lots to the extent provided for under County Law §553;
- (ff) estate administration on request pursuant to Surrogate Court Procedure Act;
- (gg) administration, collection and enforcement of the collection of real property taxes on real property;
- (hh) administration of occupancy tax collections and enforcement;
- (ii) issue certificates of residency as may be required by the Education Law of the State of New York;
- (jj) All warrants directed to the Director of Finance for payment shall state the fund upon which it is chargeable. No fund shall be overdrawn nor shall any claim be charged to any other fund;
- (kk) All vouchers shall be verified or certified as required by section three hundred sixty-nine of this chapter and approved by the county officer or head of the department incurring same;
- (ll) The Director of Finance may require any county officer or head of a department to furnish an inventory of supplies and equipment on hand and any necessary purchases contracted for or contemplated; and
- (mm) perform such additional and related duties as may be prescribed by law or directed by the Board of Supervisors.

SECTION 6. Deputy Director of Finance. The director of finance within 10 days after entering upon the duties of his office shall appoint a deputy director of finance. Such deputy shall have the same

RESOLUTION NO. _____ OF 2010

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qualifications as the director except that the deputy need only have at least 2 years of experience. The appointment of a deputy shall be in writing and be filed and recorded in the office of clerk with a copy to be also be filed with the clerk of the county board of supervisors. The person so appointed shall take the prescribed oath of office and furnish any required official undertaking. Any such appointment may be revoked by the director of finance at any time by filing a written revocation in the office of the county clerk. The deputy shall perform such duties as may be assigned by the director of finance and during the temporary absence of the director, the deputy shall act as the director and in the event of a vacancy in the office, the deputy shall continue to act as such director until a successor is appointed.

SECTION 7. Department of Finance Staff. The staff of the department of finance shall include the director, the deputy director and such personnel as may be authorized from time to time by the Board of Supervisors, including but not limited to the present staff of the County Treasurer, transferred to department of finance by the terms and provisions of this local law. The right and power is retained to the county board of supervisors to abolish any positions from time to time authorized or transferred.

SECTION 8. Office of Elected County Treasurer and Deputy Treasurer abolished.

The office of county treasurer is hereby abolished effective midnight December 31, 2011. The deputy treasurer position is likewise abolished.

SECTION 9. Matters relating to the transfer of County Treasurer functions, employees, and records to the department of finance and continuity of authority and rules/regulations, unfinished business, terms in law, contracts, documents, pending proceedings, rights and remedies and appropriations.

- A. Transfer of functions. Effective upon the abolishment of the position of County Treasurer and Deputy County Treasurer, all of the functions and powers possessed by and all the obligations and duties of the County Treasurer are hereby transferred

and assigned to, assumed by and devolved upon the Director of Finance and the Department of Finance.

- B. Transfer of employees. Upon the transfer of functions to the Department of Finance pursuant to this Local Law, the officers and employees of the County Treasurer's office shall be transferred to the Department of Finance. Employees so transferred shall be transferred without further examination or qualification and shall retain their respective civil service classification and status. Any such employee who, at the time of such transfer, has a temporary or provisional appointment shall be transferred subject to the same right of removal, examination or termination as though such transfer had not been made. Transfer of employees pursuant to this Local Law shall be governed solely and exclusively by the provisions of this section notwithstanding other provisions of law.
- C. Transfer of records. The County Treasurer shall deliver to the Director of Finance all books, papers, records and property of the Office of Treasurer pertaining to the functions transferred and assigned to the respective offices pursuant to the Local Law.
- D. Continuity of authority. For the purpose of succession to all functions, powers, duties, and obligations transferred and assigned to, devolved upon and assumed by them, pursuant to this Local Law, the Department of Finance established pursuant to this Local Law shall be deemed and held to constitute the continuation of the Office of Treasurer, with respect to the functions and powers herein transferred.
- E. Completion of unfinished business. Any business or other matters undertaken or commenced by the County Treasurer pertaining to or connected with the functions,

powers, obligations and duties hereby transferred and assigned to the offices of the Department of Finance and pending on the effective date of this act, may be conducted and completed by such offices in the same manner and under the same terms and conditions and with the same effect as if conducted and completed by the County Treasurer.

- F. Continuation of rules and regulations. All rules, regulations, acts, orders, determinations and decisions of the County Treasurer , in force at the time of transfer, assignment, assumption or devolution of the functions and powers herein transferred and assigned to the Department of Finance, shall continue in force and effect as rules, regulations, acts, orders, determinations and decisions of the Department of Finance until duly modified or abrogated by such office or their respective commissioners.
- G. Terms occurring in laws, contracts and documents. Whenever the County Treasurer is referred to or designated in any law, contract, or document pertaining to the functions, powers, obligations and duties hereby transferred to the offices of the department, such reference or designation shall be deemed to refer to the office of the department to which such functions, powers, obligations and duties have been transferred, as the context may require.
- H. Existing rights and remedies provided. No existing right or remedy of any character shall be lost, impaired or affected by reason of this Local Law.
- I. Pending actions and proceedings. No action pending at the time when this Local Law shall take effect, brought by or against the County Treasurer or the officer or employees thereof shall be affected by any provision of this Local Law, but the same

may be prosecuted or defended in the name of the office or offices of the department or of the Director thereof to which have been assigned the functions which are the subject matter of the action, and the proper party or parties shall, upon application to the court, be substituted as a party or parties.

- J. Transfer of appropriations heretofore made. All appropriations or reappropriations for the functions, powers and duties herein transferred heretofore made to the County Treasurer, or segregated pursuant to law, to the extent of remaining unexpended or unencumbered balances thereof, whether allocated or unallocated and whether obligated or unobligated, are, subject to the approval of the County Board of Supervisors, hereby transferred to and made available for use and expenditure by the offices of the department established pursuant to this Local law for the same purposes for which originally appropriated or reappropriated, appropriating as modified as necessary to account for the transfer of functions to the Director and Department of Finance and shall be payable on vouchers certified or approved by the Director of Finance on audit and warrant. Payments for liabilities for expenses of personal service, maintenance and operation heretofore incurred by the County Treasurer in connection with the functions herein transferred, and for liabilities incurred and to be incurred in completing its affairs in relation to the functions transferred herein shall also be made on vouchers or certificates approved by the appropriate Director on audit and warrant.

SECTION 10. Saving Clause. Nothing contained in this Local Law or any Local Law amendatory thereto shall affect or impair the validity of any Local Law done or right accruing, accrued or acquired, or

RESOLUTION NO. _____ OF 2010

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any order, judgment, or status established prior to the enactment of this Local Law or prior to the enactment of any Local Law amendatory thereof.

SECTION 11. Separability Clause. If any clause, sentence, paragraph, section, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 12. This Local Law shall take effect on the first day of January next succeeding the date upon which it shall have become a law, provided, however, the County Treasurer is hereby authorized and directed to take such actions as are necessary and proper to prepare for an orderly transition of the functions, powers and duties as herein provided including the preparation and submission of budget requests for the department as established by this Local Law.

SECTION 13. This local law shall be subject to a mandatory referendum pursuant to New York State Municipal Home Rule Law §23. A copy of such local law duly certified by the Clerk of the Board shall be filed forthwith with the Board of Elections of the county which shall cause the proposition to be submitted at the next general election occurring not less than sixty days after the local law is filed with the Board. The proposition shall be substantially in the following form: "Shall proposed Local Law No. 5 of 2010 be made effective which provides for the abolishment of the elected office of County Treasurer and the establishment of the position of Director of Finance to be appointed by the County Board of Supervisors for a term not exceeding the term of office of the Board and which Director shall head the Department of Finance to which all functions, operations and employees of the Treasurer's Office shall be transferred." The proposition shall be submitted to the electors of the county in the manner provided by this chapter for the submission of a mandatory referendum.

SECTION 14. This Local law shall be filed with the Secretary of State and shall take effect January 1, 2012, but shall be conditioned upon the outcome of the enforced mandatory referendum.



FACT SHEET on HUD's Sustainable Communities Regional Planning Grant Program

The FY2010 Consolidated Appropriations Act (Public Law 111-117) provided \$100 million to the U.S. Department of Housing and Urban Development (HUD) for a new Sustainable Communities Regional Planning Grant program, of which \$2 million will be reserved for capacity support grants distributed separately, and not less than \$25 million will be awarded to regions with populations of less than 500,000. HUD announced the availability of funding for this program on June 24, 2010. To view the announcement visit www.hud.gov/sustainability

The Sustainable Communities Regional Planning Grant Program will support regional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of economic competitiveness and revitalization; social equity, inclusion, and access to opportunity; energy use and climate change; and, public health and environmental impacts. The program will place a priority on investing in partnerships, including nontraditional partnerships (e.g., arts and culture, philanthropy, etc.) and bringing new voices to the regional planning process.

The grant program is a centerpiece of the Interagency Partnership for Sustainable Communities, a joint effort between HUD, the US Department of Transportation, and the US Environmental Protection Agency to leverage long-term development and reinvestment that advances improved environmental and economic sustainability and to engage stakeholders and citizens in meaningful decision-making roles. HUD has chosen to make the Partnership's six Livability Principles central to the program outcomes discussed in the NOFA:

1. *Provide More Transportation Choices.*
2. *Promote Equitable, Affordable Housing.*
3. *Enhance Economic Competitiveness.*
4. *Support Existing Communities.*
5. *Coordinate Policies and Leverage Investment.*
6. *Value Communities and Neighborhoods.*

The Sustainable Communities Regional Planning Grant Program will support a number of activities related to the development and implementation of integrated long-range regional plans such as, but not limited to,

- A) identifying affordable housing, transportation investment, water infrastructure, economic development, land use planning, environmental conservation, energy system, open space, and other infrastructure priorities for the region;
- B) establishing performance goals and measures;
- C) providing detailed plans, policies, and implementation strategies to be implemented by all participating jurisdictions over time to meet planning goals; and,
- D) engaging residents and stakeholders substantively and meaningfully in the development of the shared vision and its implementation. For a full list of eligible activities please refer to the published NOFA.

Recognizing that areas are in different stages of achieving sustainability, HUD established two funding categories for the Sustainable Communities Regional Planning Grant program.

- Category 1 Funds can be used to support the preparation of Regional Plans for Sustainable Development.
- Category 2 Funds can be used to support efforts to fine-tune existing regional plans so that they address the Partnership's Livability Principles, to prepare more detailed execution plans for an adopted Regional Plan for Sustainable Development, and limited predevelopment planning activities for catalytic project/projects.

Grants will be made to regional consortia consisting of local governments, metropolitan planning organizations, educational institutions and non-profit organizations. The end product of a regional planning initiative will be a Regional Plan for Sustainable Development or a Detailed Execution Plan and Program for a Regional Plan for Sustainable Development that will provide a blueprint for investment decisions, both public and private, that will support a more sustainable future for a region. The size of awarded grant amounts is determined by the whether the applicant represents a large metropolitan region, a medium-sized region, or a small-sized region, rural communities or small towns areas.

Grant applications are due August 23, 2010. Applicants for funding should carefully review the requirements described in the NOFA and HUD's General Section.

Specific questions regarding the Sustainable Communities Regional Planning Grant Program requirements should be directed to: sustainablecommunities@hud.gov or may be submitted through the www.hud.gov/sustainability website.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: WARREN CO. PUBLIC DEFENDER
Name of Department

SIGNED: John P.M. Wappett **DATE:** 07/07/2010

FROM CODE **TITLE** **TO CODE** **TITLE** **AMOUNT**

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 ⁴⁶⁹ 439	Contingent Fund	<i>All 71 Public Defender</i> 439-Misc Fees and Expenses		\$3,000

Please state reason for transfer request: Unanticipated cost of expert, forensic computer analysts for possession of child pornography case. Bill attached.

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