

A G E N D A
FINANCE COMMITTEE
OCTOBER 6, 2010

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meeting.
- III. **Action Agenda**
 - 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.
 - 2) **Referrals from the County Facilities Committee:**
 - A) Authorizing the County Treasurer to close the following Capital Projects:
No. H281.9550 280 - Municipal Center Jail Study; and
No. H289.9550 280 - Old Jail Renovations.
 - B) Increasing Capital Project No. H315.9550 280 - Abatement & Demolition Co. Annex, in the amount of \$146,038, to proceed with the abatement and demolition of the County Annex Building, with the source of funding to be from the sale of Serial Bonds as authorized by Resolution No. 576 of 2010.
 - 3) **Referrals from the County Treasurer:**
 - A) Authorizing the County Treasurer to close Capital Project No. H246.9550 280 - ACC Eisenhart Hall Renovation.
 - B) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$326,000 to fund the Bond Anticipation Note principal payment made for the ACC Computer System Capital Project (No. H255.9550 280).
 - 4) **Referrals from the Criminal Justice Committee:**

District Attorney:

 - A) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$15,000 to reflect receipt of Byrne JAG grant funds.

Public Defender:

 - B) Requesting a Contingent Fund transfer in the amount of \$9,000 for the purchase and installation of the NYS Defender's Association PD Case Tracking Program.
 - 5) **Referral from the Health Services Committee:**

Health Services:

Authorizing the County Treasurer to close Capital Project No. H282.9550 280 - Point of Care.

6) Referral from the Human Services Committee:**Office for the Aging:**

Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$9,206 to reflect receipt of Year 2 MIPPA funding under the HIICAP grant.

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

A) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$16,564 to reflect receipt of SCAAP grant funds.

B) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$2,353 to reflect receipt of insurance recoveries.

C) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$15,180 to reflect receipt of grant funds to purchase bullet proof vests.

Office of Emergency Services:

D) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$846 to reflect receipt of Local Emergency Planning grant funds.

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

A) Amending the 2010 County budget to increase and decrease estimated revenues and appropriations in the amounts of \$140,000 and \$105,000, due to a shortfall.

Youth Bureau:

B) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$1,500 to reflect receipt of program fees paid by each participant of the Alive @25 young driver safety course.

9) Referrals from the Support Services Committee:**County Administrator:**

A) Authorizing the County Treasurer to close Capital Project No. H 285.9550 280 - Soil & Water Conservation Building.

B) Decreasing Capital Project No. H263.9550 280 - Design & Construction Health & Human Services Building in the amount of \$3.5 million to decrease the project to reflect actual costs and return excess funds to the debt service, reserving \$100,000 for unpaid invoices.

County Attorney:

- B)** Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$22,686 for completing abstracts for 2011 foreclosure.

10) Referral from the Tourism Committee:

Amending the 2010 County budget to decrease estimated revenues and appropriations in the amount of \$72,000 to reflect that matching funds from New York State will not be received in 2010.

- 11)** Finance Committee action is required on the following item as approved by the Personnel Committee: Item Nos. 2, 4A and 4C.

IV. Topics to be reported on/discussions/updates

- 1)** Paul Dusek, County Attorney/Administrator, has requested permission to address the Committee regarding the following:
 - A)** Support of the Navigational Dredging of the Hudson River/Champlain Canal; and
 - B)** Report on proposed cut in State funds for the Office for the Aging program.
- 2)** Response to the Budget Analysis Report from the County Treasurer as prepared by JoAnn McKinstry, Assistant to the County Administrator, attached for review.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Mary Gallagher County Auditor
Name of Department

SIGNED:  **DATE:** 9/29/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1320 110	County Auditor Salaries-Regular	A.1320 130	County Auditor Salaries-Part Time	\$ 7,000

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

Please state reason for transfers requested: To fund Part-Time Audit Clerk position.

*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: Pamela J. Vogel

Name of Department County Clerk/DMV

SIGNED:  DATE: 9/29/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410.410	Supplies	A.1410.220	Office Equipment	\$ 500.00
A.1410.421	Equip Rental	A.1410.220	Office Equipment	300.00
A.1410.424	Postage	A.1410.220	Office Equipment	300.00
A.1410.425	Reproduction	A.1410.220	Office Equipment	500.00
A.1410.426	Subscriptions	A.1410.220	Office Equipment	100.00
A.1410.427	Memberships	A.1410.220	Office Equipment	50.00
A.1410.439	Miscellaneous Fees	A.1410.220	Office Equipment	13.00
A.1665.410	Supplies	A.1410.220	Office Equipment	337.00

Please state reason for transfers requested:

To balance equipment account to accommodate purchase secure, locking cabinet for Pistol Permit case files in accordance with standard Rec. Mgt Procedures and Penal Code. Anticipate meeting office needs/growth: 5-7 years. Budget Committee/Officer recommended purchasing in 2010, from available funds as described above.

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:

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 S. 4574 CLERK WARREN COUNTY BOARD OF SUPERVISORS

FROM: BUILDINGS & GROUNDS
Name of Department

SIGNED: Frank E. Monahan DATE: 9/28/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 1620.413	REPAIR MAINTENANCE	A 1620.260	OTHER EQUIPMENT	\$ 1,240.00

Please state reason for transfers requested:
PURCHASE OF MAIL BOXES FOR NEW MAIL ROOM

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:

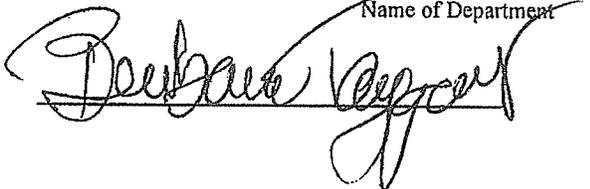
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED: 

DATE: September 24, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.60100.100 110	Westmount, Nursing Admin, Management & Supervision, Salaries – Regular	EF.60100.100 130	Westmount, Nursing Admin, Management & Supervision, Salaries – Part Time	12,410.00
EF.83110.5500 410	Westmount, Fiscal Services, Office Supplies	EF.83110.5830 220	Westmount, Fiscal Services, Office Equipment	\$45.00

Please state reason for transfers requested: Wages for Interim DON, Fiscal Calculator

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

2

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: EMPLOYMENT AND TRAINING ADMINISTRATION
Name of Department

SIGNED: *Chris A. Hunsing* DATE: 9/27/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
Workforce Investment Adult 40 6293.0300 110	Salaries – Regular	40 6293.0300 130	Salaries – Part Time	\$178
WIA Adult Stimulus 40 6293.0345 433	Training – Client	40 6293.0345 110	Salaries - Regular	\$2,351
WIA Youth Stimulus 40 6293.0347 470	Contract	40 6293.0347 110	Salaries – Regular	\$1,000
WIA Administration Stimulus 40 6293.0343 110	Salaries - Regular	40 6293.0348 130	Salaries – Part Time	\$1,058
Summer TANF 40 6326. 110	Salaries - Regular	40 6326. 130	Salaries – Part Time	\$774

Please state reason for transfers requested: To align budget with grant activities and to cover unanticipated part-time salaries.

*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.

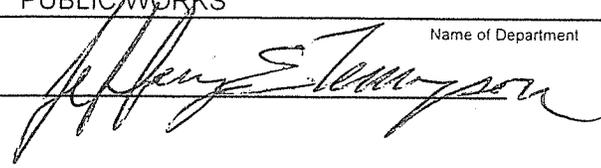
NOTE: All requests involve federal grant funds; no local county funds are included.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS

Name of Department

SIGNED:  DATE: 9/27/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5020 110	Engineering, Salaries	A.1490 110	DPW Admin. Salaries	\$ 33,000.00

Please state reason for transfers requested:

Amount needed to replace DPW Superintendent's retirement payment and pay salaries of new Superintendent for the remainder of the year.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfer request:

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS
Name of Department

SIGNED: _____ DATE: 9/28/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5110 110	County Road Salaries	D.9050 850	County Road Unemployment	\$ 680.00

Please state reason for transfers requested:

Amount needed to pay unemployment on W.A. Thomas Unemployment 2nd Qtr.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

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: Social Services, Countryside
Name of Department

SIGNED: DATE: 9/23/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030 110 Equipment	Salaries \$30,000.00	A.6030 230	Automotive	

Please state reason for transfers requested: We need to purchase a van for transporting residents

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: BOARD OF SUPERVISORS
Name of Department

SIGNED: *Joan Sady* DATE: *Oct. 4, 2010*

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DM9901-0181.910	Transfers-Transfer- Debt Service- Interfund Transfer	A.1185 435	Medical Examiner & Coroners- Medical Fees	\$13,424.

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

Please state reason for transfers requested:

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

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Nathan H. York

Sheriff
Name of Department

SIGNED:



DATE:

10/5/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 110	Law Enforcement Reg. Salaries	A.3110 120	Law Enforcement Overtime	\$50,000.00
A.3150 110	Corrections Reg. Salaries	A.3150 120	Corrections/Overtime	\$65,000.00
A.3150 110	Corrections Reg. Salaries	A.3150 130	Corrections/Part Time	\$15,000.00



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

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

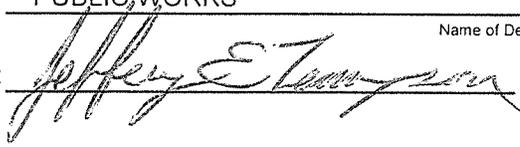
Please file original request with Clerk of the Board and retain copy for your records.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS

Name of Department

SIGNED:  DATE: 10/5/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5148 110	Services to Other Govern. Overtime	D.5148 120	Services To Other Govern. Salaries	\$ 11,000.00

Please state reason for transfers requested:

To eliminate a negative balance in Overtime Account In Services to Other Governments.
The services were for Paving.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfer request:

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

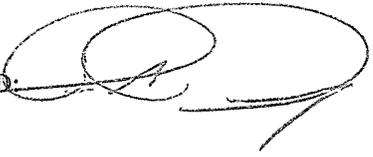
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: COUNTY ATTORNEY - LAW

Name of Department

SIGNED: 

DATE: 10/5/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 120	Salaries – Overtime	A.1420 424	Postage	\$200.00
A.1420 140	Salaries – Sick Leave Incentive	A.1420 424	Postage	\$400.00

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

Please state reason for transfers requested: To cover postage for the remainder of the year

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

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS*

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

DEPARTMENT NAME: BUILDINGS & GROUNDS

DATE: 9/28/10

(a) Purpose of Request: CLOSE CAPITAL PROJECT H-281
OLD JAIL STUDY

(b) Details: _____

(c) Previous Resolution Number: _____

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: 9/28/10

(a) Purpose of Request: CLOSE CAPITAL PROJECT H-289
OLD TAIL RENOVATION

(b) Details: _____

(c) Previous Resolution Number: _____

RESOLUTION REQUEST FORM NO. 9

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

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

DEPARTMENT NAME: County Facilities

DATE: 10/6/10

- (a) Exact Title and Number of Project*: H315 9550 280 Abatement & Demolition Co. Annex
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$146,038.
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): Sale of Serial Bonds as authorized by Resolution #576 of 2010.
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To increase project in the amount of additional Serial Bonds authorized by Resolution #576 of 2010 and to proceed with the abatement and demolition of the Co. Annex.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Treasurer

DATE: September 28, 2010

- (a) Purpose of Request: To close capital project H246.9550 280 ACC Eisenhart Hall Renovation.

- (b) Details: ACC has notified the County that the project is complete. The unused funds need to be returned to the General Fund.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

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

*** as listed in budget and LOGOS**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Treasurer

DATE: September 28, 2010

- (a) Purpose of Amendment: To fund Bond Anticipation Note principal payment made for the ACC Computer System capital project (H255).

- (b) Appropriation Code, Object Code, Full Title and Amount: A.9730 610 - Bond Anticipation Note Principal, \$326,000

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.1325 2392 - Debt Service, Other Governments, \$326,000

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

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

RESOLUTION REQUEST FORM NO. 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: ADistrict Attorney

DATE: September 20, 2010

- (a) Purpose of Amendment: To accept \$15,000.00 from the Byrne JAG Grant.

- (b) Appropriation Code, Object Code, Full Title and Amount: A. 1164 220 Asset Forfeiture Office Equipment \$15,000.00

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A. 1164 Asset Forfeiture \$15,000.00

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

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

RESOLUTION REQUEST FORM NO. 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:** 09/08/2010

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 439	Contingent Fund - \$9,000 <i>Other Requested Contribution</i>	439	Miscellaneous Expenses	449,600

Please state reason for transfer request: Purchase and Installation of NYS Defender's Association PD Case Tracking Program.

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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS*

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

DEPARTMENT NAME: Health Services

DATE: September 23, 2010

- (a) Purpose of Request: To authorize Warren County Treasurer's to close Capital Project for Point of Care in the amount of \$45,891.83
- (b) Details: Project is substantially complete; Capital Project #H282.9550280 Point of Care-Health Services
- (c) Previous Resolution Number: n/a

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: OFA

DATE: 9/30/10

(a) Purpose of Amendment: To appropriate year 2 MIPPA funding under the HIICAP grant

(b) Appropriation Code, Object Code, Full Title and Amount: A6988 470 OFA HIICAP- Contract \$9,206

Sample: A.1010 470 Legislative Board – Contract

(c) Revenue Code (with title), and Amount: A6988 4781 OFA HIICAP Fed Aid \$ 9,206

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: Sheriff-Correction Division

DATE: 09-24-2010

A. Purpose of Amendment:

To amend the current budget to reflect the use SCAAP Grant funding to purchase a transport vehicle and previous training as directed by the Treasurer's Office.

B. Appropriation Code, Object Code, Full Title and Amount:

A.3150 230 Sheriff-Correction Division Automotive Equipment (\$15,635.00)

A.3150 444 Sheriff-Correction Division Training & Education (929.00)

Sample: A.1010 470 Legislative Board – Contract

C. Revenue Code (with title), and Amount:

A.3150 4379 Sheriff-Correction Division State Crim. Alien Assist. (16,564.00)

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: Sheriff

DATE: September 7, 2010

- (a) Purpose of Amendment: Amend the County Budget to increase revenue to reflect insurance recoveries.

- (b) Appropriation Code, Object Code, Full Title and Amount: A.3020 422 Sheriff's 911 Center Equipment Repair for \$1817.00. A.3110 220 Law Enforcement Office Equipment for \$536.00.

- (c) Revenue Code (with title), and Amount: A.3110 2680 Law Enforcement Insurance Revenues. Total of \$2353.00.

*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: Sheriff

DATE: September 7, 2010

- (a) Purpose of Amendment: Amend the County Budget to increase revenue to reflect grant monies received to purchase bullet proof vests.
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3110 455
Law Enforcement Safety Equipment for \$15,180.00
- (c) Revenue Code (with title), and Amount: A.3110 2626 Law Enforcement Forfeiture/Crime Proceeds. Total of \$15,180.00.

*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: Office of Emergency Services

DATE: October 15, 2010

- (a) Purpose of Amendment: Increase both sides of budget

- (b) Appropriation Code, Object Code, Full Title and Amount: A.3641 Local
Emergency Planning .410 Supplies - \$846

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3641 4306 Local Emergency
Planning - Federal Aid - \$846

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: Social Services

DATE: 9/13/2010

(a) Purpose of Amendment: Lack of funds

(b) Appropriation Code, Object Code, Full Title and Amount:

Increase	A.6070	470	Services for Recipient	\$100,000.00
Increase	A.6010	230	Automotive Equipment	\$ 40,000.00
Decrease	A.6109	470	Aid to Dependent Children	(\$140,000.00)

Sample: A.1010 470 Legislative Board – Contract

(c) Revenue Code (with title), and Amount:

Increase	A.6070	4670	Federal Aid	Services for Recipients	75,000.00
Increase	A.6010	3610	State Aid	Social Services Admin	10,000.00
Increase	A.6010	4610	Federal Aid	Social Services Admin	20,000.00
Decrease	A.6109	3609	State Aid	Aid for Family Assistance	(35,000.00)
Decrease	A.6109	4609	Federal Aid	Aid for Dependent Children	(70,000.00)

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

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: September 24, 2010

(a) Purpose of Amendment: To amend Warren County Adopted Budget in A.7311 Youth Bureau revenues and appropriations in the amount of \$1500 for the Alive at 25® young driver safety course.

(b) Appropriation Code (with title), Object Code (with title) and Amount:
A.7311 Youth Bureau 470 Contracts \$1500

(c) Revenue Code (with title), and Amount:
A.7311 2006 Youth-Alive at 25 \$1500

Note: Funds will come from program fee of \$50. paid by each participant upon attendance. The instructor is paid \$20 per participant. The Youth Bureau receives revenue of \$30 per participant.

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: Office of the County Administrator

DATE: 10/6/10

- (a) Purpose of Request: Authorize County Treasurer to close Capital Project H285 9550 280 Soil & Water Conservation Building.

- (b) Details: The Soil & Water Conservation Building has been completed and the Capital Project can be closed.

- (c) Previous Resolution Number: 2010 of 2008

RESOLUTION REQUEST FORM NO. 9

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

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

DEPARTMENT NAME: Office of the Administrator

DATE: 10/6/10

- (a) Exact Title and Number of Project*: H263 9550 280 Design & Construction Health & Human Services Building
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
- (e) Amount of Decrease (if applicable): \$3,500,000
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): H263 9550 280 Design and Construction Health & Human Services Building Project.
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To decrease project to reflect actual costs and return excess funds to debt service reserving \$100,000 for unpaid invoices.

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: COUNTY ATTORNEY - LAW

DATE: September 14, 2010

- (a) Purpose of Amendment: Completing Abstracts for 2011 foreclosure

- (b) Appropriation Code, Object Code, Full Title and Amount: A.1420.437 - Consulting Fees - \$22,686.00

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.1420. 1265 - Attorneys Fees - \$22,686.00

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: Tourism

DATE: 9/30/10

- (a) Purpose of Amendment: to decrease revenues and appropriations to show that Tourism will not be receiving Matching Funds in 2010 from New York State.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: 1) A.6417 (Tourism); 481 (Contract) \$59,880.00; 424 (Postage) \$12,120.00.

- (c) Revenue Code (with title), and Amount: 1)A. 6417 3715 - Tourism Promotion \$72,000.00

WARREN COUNTY
DEPARTMENT OF ADMINISTRATIVE AND FISCAL SERVICES

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

*Paul B. Dusek, Administrator
JoAnn McKinstry, Assistant
Richard Murphy, Fiscal Assistant*

*Telephone 518-761-6463
Fax: 518-761-7652*

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 September 24, 2010.

Status of 2009 Public Improvement Bond Moneys

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

	<u>Appropriations</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Balance</u>
Railroad Stations	\$2,506,300	0	2,458,674	\$47,626
Health & Human Services Bldg	\$17,418,000	428,255	16,086,529	\$903,216
Point of Care	\$542,975	38,827	458,256	\$45,892
Purchase of DPW Equipment	\$2,495,225	0	2,497,461	\$(2,236)
Gaslight Village	\$1,227,475	0	1,229,857	\$(2,382)
Soil & Water	\$471,815	0	426,901	\$44,914
Bridges Rehabilitation	\$500,000	110,585	213,602	\$175,813
Total	\$25,161,790	577,667	23,371,280	\$1,212,843

Tourism

Tourism Occupancy – The department has collected about \$162,010 more in occupancy taxes as of August 31, 2010 than we did as of August 31, 2009 which is a 16% increase. Our most recent figures through September indicate that we have collected approximately \$188,306 more than the same period in 2009.

No response necessary

District Attorney

The department has \$147,297 budgeted for State Aid in 2010 and has claimed \$59,825 (41%) as of August 31, 2010. The department has two grants totaling \$58,625 where they have not submitted any claims for 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 has spent \$3,771 on part time salaries as of August 31, 2010 without any budget in place. A budget transfer is needed to cover the deficit. If this employee should be charged to a different department then a form 426 needs to be completed.

We are submitting \$11,650.00 for claims in November. I have spoken with the Treasurer's Department regarding the \$3,771.00 negative balance and they are going to get back to me with an explanation. I do not come up with that negative figure in our account.

Medical Examiner & Coroners

The department is already at 122% of its medical fees budget with an over expended amount of \$13,424 as of August 31, 2010. A budget transfer is needed to cover the deficit and anticipated costs for the remainder of the year. This account is routinely over budget each year and the budget should be adjusted to better reflect actual expenditures in future years.

A transfer of funds to cover the over expended amount was included on today's Finance Agenda. This account is difficult to project; however, we have requested to increase the budget for 2011 by \$40,000, based on the past five years average expenditures.

Mental Health

Two of the Mental Health Agencies have not submitted their second quarter expense reports to the County which were due August 15, 2010. We record the quarterly departmental revenue based on these reports so it is important that they are received timely.

We have requested and received the 2nd Q report from Community, Work, and Independence, Inc. (CWI). We have requested and not yet received the 2nd Q report from Glens Falls Hospital. We will ask the hospital again for this report and remind them of the need for timely submission of future fiscal reports.

Board of Elections

The department has spent \$64 on office equipment without any budget in place as of August 31, 2010. A budget transfer is needed to cover the deficit.

Sheriff

Correction Division – The department is already at 78% of its part time budget and 93% of its overtime budget as of August 31, 2010. Additional money will be needed for this account if the department continues at this pace.

The Correction Division has recognized \$490,768 in Jail Services, Other Government revenue as of August 31, 2010 compared to \$338,386 as of August 31, 2009 which is an increase of 45%. It should be noted that the 2010 amount is through July and is at 85% of the budget for this account, so the actual revenue amount received is projected to exceed the budget at this point in time.

Law Enforcement – The department is already at 84% of its over time budget as of August 31, 2010. Additional money will be needed for this account if the department continues at this pace.

Law Enforcement – The department has \$181,268 budgeted for Other Sheriff's State Aid in 2010, but has only claimed \$10,235 (6%) as of August 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 Sheriff had indicated in his response to last month's budget analysis that the department will be claiming approximately \$100,000 in State Aid. As of the current date, we have received one claim from the Sheriff for \$30,091.

We will be over on our Law Enforcement budget by end of this week and we are approaching going over in the Corrections as well. These are the two lines which the budget committee cut considerably in this year's budget. We will have more than needed in regular salaries for corrections so we can transfer safely to the OT code. Not sure in Law Enforcement as yet where to transfer from, but we will work on it. As far as the State Aid grants, Major Shine will be billing the State next week but what they send is a guess.

Social Services

The department has received approximately \$2.7 million less in State reimbursement as of August 31, 2010 than it did for the same period last year. The State had slowed up reimbursements and had indicated that they will start reimbursing by the end of August. The County received a total of \$2.3 million during the first two days of September for prior periods. The Board had approved the issuance of a \$6 million revenue anticipation note (of which \$4.5 million is for Social Services) in response to the delays in State payments and we have not had to issue this note at the current time.

We have been very forthright with the fact that revenues are slow in coming in. This is not within our Department's control however as noted we have seen some revenue starting to come in.

Countryside Adult Home

The department is now at 90% of its overtime budget as of August 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 91%, we requested a transfer for \$10,000.00 at August Committee meeting.

County Clerk

As of August 31, the department has received \$769,849 in County Clerk Fees in 2009 and \$756,918 in 2010 which is a decrease of 2%. It should be noted that the 2010 amount is through July and is at 58% of the budget for this account, so the actual revenue amount received is on target with the budget.

As of August 31, the department has received \$1,121,558 in Mortgage Tax in 2009 and \$877,784 in 2010 which is a decrease of 22%. It should be noted that the 2010 amount is through July and is only at 41% of the budget for this account, so the actual revenue amount received is significantly lagging behind the budget. If this trend continues for the remainder of the year, the department would be \$.6 million under budget for this revenue account.

No response necessary

Historian

The department has overspent its subscriptions budget by \$20 as of August 31, 2010. A budget transfer is needed to cover the deficit.

Mail Room

The department is already at 77% of its salary budget as of August 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 September 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. Based on the current situation in the mailroom, I believe the Salary code will be sufficient through the end of 2010. A transfer will not be made until funds are depleted.

Emergency Medical Service

The department has overspent its postage budget as of August 31, 2010. A budget transfer is needed to cover the deficit.

The August 2010 \$16 postage charge under EMS did not belong to them. EMS only has a \$15 budget for postage and does not send out mass mailings, only an occasional letter. Since there is no convenient way to determine what the proper code should have been, we transferred money in to cover the error.

Planning

The department has spent \$4,173 on part time wages as of August 31, 2010 without any budget in place. The department has indicated that the employee should be charged to a capital project in their response to the budget analysis report and that a revised 426 form and a letter to the Treasurer would be prepared to charge the employee to the proper account. We have not received the revised 426 form or the letter to date in order to make the necessary changes.

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 \$4672.20 to be made through a management letter to the Treasurer's Office.

Veterans

The department has spent \$176 on automotive gas and oil as of August 31, 2010 without any budget in place. A budget transfer is needed to cover the deficit.

This issue was supposed to be corrected at the beginning of August. Chas Barrie was involved with this process along with Kathy Baker. There should have been no gas charge to the Veterans Department.

Office for the Aging

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

SNAP – have already spent 83% of budget

Community Service Elderly – Warren – have already spent 92% of budget
HIICAP – have already spent 95% of budget

The department has submitted a new payroll distribution that decreased the distribution to the above programs.

No response necessary

Treasurer

Sales Tax – It has been noted that we have collected \$439,086 more in sales taxes through August 31, 2010 than we did through August 31, 2009 which is a 1.6% increase.

No response necessary

Department of Public Works

Public Works Administration – The department is already at 93% of its salaries – regular budget as of August 31, 2010. This is the result of a \$41,525 payout to the former superintendent due to retirement. A budget transfer will be needed for this account to prevent a deficit.

Public Works Administration: The Department has requested a Transfer of Funds from D.5020 110 to prevent a deficit in this account.

Buildings – The department has submitted a bill to Social Services for rental of real property, but it is not for the correct amount since it doesn't factor in the new Human Services building. A corrected estimated bill has not currently been submitted to the Social Services department. The Buildings department needs to issue a corrected bill as soon as possible so that the County can receive reimbursement. The department is currently working with Social Services to produce a new bill, but nothing has been created at this point in time.

Buildings: The Department is still working with Social Services to produce a new bill.

Health & Human Services Building – The department is already at 112% of its electricity budget as of August 31, 2010 with an over expended amount of \$6,432. A budget transfer is needed to cover the current deficit and for the remainder of the year. This issue has been reported in past Budget Analysis reports. The department is projecting that an additional \$50,000 to \$70,000 will be needed for the remainder of the year.

Health & Human Services Building: The Department has requested a budget transfer within object code from code 414 to remove current deficit and will process a Transfer of Funds from the Municipal Building to eliminate any further deficits.

County Road - Services to Other Governments – The department has spent \$7,218 on over time as of August 31, 2010 without any budget in place. A budget amendment is needed to cover the deficit and any additional anticipated costs for the remainder of the year. The department had indicated that a budget amendment request will be presented at their September 1 committee meeting, but nothing was approved at the September board meeting.

County Road: The Department will request a transfer from it's salaries account to cover the deficit in overtime. Please note that this account has revenues attached to it which are being recorded in County Road Administration code 2306.

County Road – Road Projects – The department is over budget as of August 31, 2010 for the CR#48 Trout Lake Road project which is \$1,046 over budget. A budget transfer is needed to cover the deficit. **County Road- Road Projects: This is the result of overtime being incorrectly allocated to road projects. The department will request a transfer to eliminate this deficit.**

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

Road Machinery – The July bill was sent out on or about 9/27. This bill was delayed slightly due to some errors in the new fuel management system. It is a complex system with thousands of transactions each month.

Waste Management – The department is at 88% of its budget for its contract expenditure code as of August 31, 2010 with a total amount expended of \$2,938,229 which is 5% higher than the amount of \$2,769,411 as of August 31, 2009. If this trend continues for the remainder of the year, the department would be \$.5 million over budget for its contract expenditure code.

Waste Management - The Department has no control over these expenses.

Westmount

Nursing Administration – Management and Supervision - The department is already at 105% of its part time budget as August 31, 2010 with an over expended amount of \$869. Additional money will be needed to be transferred to cover the deficit and future costs for the remainder of the year.

Area of Nursing Administration – Part time budget was addressed at the September 24th committee meeting.

Nurses Stations – Management and Supervision - The department is already at 89% of its part time budget as of August 31, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Nurses Stations – LPN & Activities Director Wages – The department is already at 86% of its over time budget and 117% of its part time budget with an over expended amount of \$14,504 as of August 31, 2010. Additional money will be needed to be transferred to cover the deficit and future costs for the remainder of the year.

Nurses Stations – Aides, Orderlies, Assistants – The department is already at 78% of its over time budget as of August 31, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Area of Nurses Stations? – LPN wages will be addressed at the October 22nd committee meeting.

Activities Program – LPN & Activities Director Wages – The department has spent \$43 on over time as of August 31, 2010 without any budget in place. A budget transfer is needed to cover the deficit and any additional anticipated costs for the remainder of the year. A budget transfer in the amount of \$45 was approved at the September board meeting to cover the deficit.

Dietary Service – Cook & Social Worker Wages - The department is already at 184% of its over time budget as of August 31, 2010 with an overexpended amount of \$2,305. A budget transfer in the amount of \$4,000 was approved at the September board meeting to cover the deficit.

Dietary Service – FSH HK LL Maintenance – The department is already at 113% of its over time budget with an over expended amount of \$1,417 as of August 31, 2010. A budget transfer in the amount of \$5,000 was approved at the September board meeting to cover the deficit.

Laundry and Linen Service – FSH HK LL Maintenance – The department is already at 82% of its over time budget as of August 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 96% of its over time budget as of August 31, 2010. A budget transfer will be needed if the department continues at this pace.

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

Will continue to monitor all other areas listed and adjust as needed.

To date, Westmount has not received IGT from the State.

Tax Levy Collections

The following table shows the percent of uncollected taxes as of August 31 of each year:

	<u>8/31/2008</u>	<u>8/31/2009</u>	<u>8/31/2010</u>
Tax Levy	30,400,250.00	31,795,003.00	36,129,044.35
Uncollected			
Taxes	3,970,544.00	4,688,252.00	4,914,221.00
% Uncollected	13.1%	14.8%	13.6%

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

Over time – County Wide

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

	<u>8/31/2008</u>	<u>8/31/2009</u>	<u>% Change</u>	<u>8/31/2010</u>	<u>% Change</u>
Over					
time	1,077,735.00	946,698.00	-12.2%	803,898.00	-15.1%
% of					
Budget	68%	61%		65%	

As noted above, the County is spending less for over time as of August 31, 2010 than the previous two years and has a 15.1% reduction from August 31, 2009. The County is at 65% of its over time budget as of August 31, 2010 so we may realize minimal budget savings at the end of the year if we continue at this

pace. Earlier in the year it appeared that the County may be able to realize significant savings in over time, but over time costs have since been significantly increasing primarily due to the Sheriff Law Enforcement and Correction Division departments as previously discussed above.

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 been reporting this in our monthly budget analysis reports since June 25, 2010.

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. We have been reporting this in our monthly budget analysis reports since June 25, 2010.

County Debt

The following shows the County's current debt service for 2010 including the outstanding debt as of August 31, 2010. We have received authorization at the August Finance Committee meeting to issue a Revenue Anticipation Note in the amount of \$6 million to cover delays in State reimbursement for Social Services and Public Health programs. We will borrow only if needed.

<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	2,479,243.00	384,402.72	102,266.05	486,668.77
Municipal Center Energy Project	2,327,572.00	97,134.61	86,086.46	183,221.07
Countryside Adult Home Energy Project	294,152.00	8,312.53	19,232.35	27,544.88
Total Long Term Debt	42,680,967.00	2,154,849.86	1,857,628.46	4,012,478.32

Short Term Debt

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

Debt Issued in 2010

Tax Anticipation Note 6,500,000.00 6,500,000.00 105,450.00 6,605,450.00

Statutory Installment Bond - Airport Hangar 800,000.00 - - -

Bond Anticipation Note - Abatement & Demo 577,148.00 - - -

Bond Anticipation Note - Corinth Road 3,000,000.00 - - -

Total Debt Issued in 2010 10,877,148.00 6,500,000.00 105,450.00 6,605,450.00

Total 2010 Debt Service 15,704,516.86 2,058,935.47 17,763,452.33

Outstanding Debt as of August 31, 2010

Bonds

Public Safety Bldg & Commun Upgrade Bond 14,950,000.00

Recovery Act Bonds, Various Projects 21,480,000.00

Statutory Installment Bond - Airport Hangar 800,000.00

Capital Leases

Westmount Co-Generation Plant 2,292,515.86

Municipal Center Energy Project 2,327,571.70

Countryside Adult Home Energy Project 284,536.28

Bond Anticipation Notes

June 2005 Flood Damage	816,666.00
Purchase of Gaslight Village Bond Anticipation Note - Abatement & Demo	400,000.00 577,148.00
Bond Anticipation Note - Corinth Road	3,000,000.00
Tax Anticipation Note	2,500,000.00
Budget Note	<u>1,300,000.00</u>
Total Outstanding	<u>50,728,437.84</u>

General Fund – Three Largest Departments

The following summarizes the expenditure activity for the General Fund's three largest departments – Social Services (including Countryside), Health Services and Sheriff as of August 31, 2010. It should be noted that the full employee benefit costs are reflected in Social Services while only workers compensation is reflected in Health Services and Sheriff. For the 2011 budget, we will be reflecting the full employee benefit costs for all departments so that there is a better picture of the true cost of each department.

	Amended Budget	2010 YTD Actual	Percent Used	2009 YTD Actual	\$ Change 2010 - 2009 Actual	% Change 2010 - 2009 Actual
<u>Social Services</u>						
Personal Services	5,875,286.30	3,643,361.53	62%	3,839,640.90	(196,279.37)	-5%
Equipment Contractual Expenses	8,423.54 22,944,238.70	687.94 12,913,540.34	8% 56%	11,569.30 14,560,295.87	(10,881.36) (1,646,755.53)	-94% -11%
Employee Benefits	2,795,528.00	1,459,007.65	52%	1,599,494.18	(140,486.53)	-9%
	<u>31,623,476.54</u>	<u>18,016,597.46</u>	<u>57%</u>	<u>20,011,000.25</u>	<u>(1,994,402.79)</u>	<u>-10%</u>
<u>Health Services</u>						
Personal Services	3,585,727.21	2,149,955.76	60%	2,309,647.49	(159,691.73)	-7%
Equipment Contractual Expenses	87,800.00 10,466,083.00	69,296.97 4,349,821.20	79% 42%	1,644.97 5,405,691.21	67,652.00 (1,055,870.01)	4113% -20%
Employee Benefits			90%			-42%

	38,845.00	35,015.66		59,874.93	(24,859.27)	
<u>Sheriff</u>	<u>14,178,455.21</u>	<u>6,604,089.59</u>	<u>42%</u>	<u>7,776,858.60</u>	<u>(1,172,769.01)</u>	<u>-15%</u>
Personal Services	10,548,479.60	6,886,533.98	65%	6,913,056.21	(26,522.23)	0%
Equipment	261,053.45	41,441.41	16%	36,777.25	4,664.16	13%
Contractual						
Expenses	3,117,579.77	1,940,219.44	62%	1,909,381.18	30,838.26	2%
Employee Benefits	34,100.00	34,070.67	100%	65,181.25	(31,110.58)	-48%
	<u>13,961,212.82</u>	<u>8,902,265.50</u>	<u>64%</u>	<u>8,924,395.89</u>	<u>(22,130.39)</u>	<u>0%</u>

Respectfully submitted,

JoAnn McKinstry, Assistant County Administrator

A G E N D A
PERSONNEL COMMITTEE
OCTOBER 6, 2010

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meeting.
- III. **Action Agenda**
 - 1) **Referrals from the County Clerk-Motor Vehicles Committee:**
 - A) Request to fill the vacant position of Motor Vehicle License Registration Clerk #11, base salary of \$27,023, Grade 6, Employee No. 11416, due to resignation. This position is not mandated and there is no reimbursement associated with the position; however the County does retain a percentage of revenue (please see attached information). The Notice of Intent to Fill Vacant Position is attached.
 - B) Request for a Legal Recording Clerk and a Recording Clerk to enroll in a job related course entitled "Notary Public Workshop" at Adirondack Community College at a cost of \$85 per person (\$170 total).
 - 2) **Referral from the Human Services Committee:**
Veterans' Services:
Amending Resolution No. 620 of 2010 to extend the temporary part-time position of Keyboard Specialist through December 31, 2010; thereby amending the Department's Table of Organization.
 - 3) **Referral from the Public Safety Committee:**
Sheriff & Communications:
Request to fill the vacant position of Patrol Officer #36, base salary of \$33,813, Employee No. 7595, due to retirement. This position is not mandated and there is no reimbursement associated with the position. The Notice of Intent to Fill Vacant Position is attached.
 - 4) **Referrals from the Social Services Committee:**
Social Services:
 - A) Creating the position of Social Welfare Examiner #41, base salary of \$29,710, Grade 8, and deleting the position of Community Services Assistant #1, base salary of \$29,710, Grade 8; thereby amending the Department's Table of Organization.
 - B) Request to fill the vacant position of Social Welfare Examiner #41, base salary of \$29,710, Grade 8, due to creation. This position is mandated and is 75% reimbursed. The Notice of Intent to Fill Vacant Position is attached.
 - C) Creating the position of Senior Caseworker #5, base salary of \$35,784, Grade 15, and deleting the position of CASA Coordinator, base salary of \$35,784, Grade 15; thereby amending the Department's Table of Organization.

-
- D) Request to fill the vacant position of Senior Caseworker #5, base salary of \$35,784, Grade 15, Employee No. 6710, due to retirement. This position is mandated, 75% reimbursed and the impact to the 2010 budget will be a savings of \$8,419. The Notice of Intent to Fill Vacant Position is attached.
 - E) Request to fill the vacant position of Caseworker #24, base salary of \$34,776, Grade 14, Employee No. 10985, due to resignation. This position is mandated, 75% reimbursed and the impact to the 2010 County budget will be a savings of \$4,644. The Notice of Intent to Fill Vacant Position is attached.
 - F) Request to fill the vacant position of Account Clerk #2, base salary of \$24,908, Grade 4, Employee No. 11751, due to termination. This position is mandated and is 88% reimbursed. The Notice of Intent to Fill Vacant Position is attached.
 - G) Request to fill the vacant position of Caseworker #30, base salary of \$34,776, Grade 14, due to promotion. This position is mandated and is 100% reimbursed. The Notice of Intent to Fill Vacant Position is attached.
 - H) Request to fill the vacant position of Case Supervisor B#3, base salary of \$38,598, Grade 17, Employee No. 9641, due to lateral transfer. This position is mandated and is 75% reimbursed. The Notice of Intent to Fill Vacant Position is attached.

IV. Topics to be reported on/discussions/updates:

- 1) Todd Lunt, Director of Human Resources, requested to address the Committee regarding the following:
 - A) Approval to move the dental plan year from January 1 to December 1 to match the Medical coverage plan year;
 - B) Discussion of procedure for filling vacant positions that were vacated during probationary period. Proposed amendment of Resolution No. 318 of 2007; and
 - C) Timekeeping policy discussion in preparation for the implementation of Novatime time clocks.
- 2) Paul Dusek, County Attorney/Administrator, has requested discussion of the following items:
 - A) Standard work day regarding calculation of changes made for appointed employees; and
 - B) Discussion regarding policies and procedures as they relate to payments made for sick and vacation time accrued upon retirement.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Board of Elections

DATE: 10/4/2010

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

- (b) Appropriation Code, Object Code, Full Title and Amount: A1450.439 Misc. \$3310.00, A1450.470 Contracts \$1,200.00, A1450.410 Supplies \$2000.00 & A1450.260 Other Equipment \$4,600.00 Total \$11,110.00 County 5% share = \$555.00

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A1450.4051 Voter Education & Poll Worker Training Grant Total \$11,110.00 Reimbursement @ 95% = \$10,555.00

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

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