

AGENDA
FINANCE COMMITTEE
APRIL 9, 2014

- 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.
 - 2) **Requests from the Treasurer's Office:**
None.
 - 3) **Request from the Office of Community Services:**
Rob York, Director of the Office of Community Services, would like to address the Committee regarding the need for additional funding in the amount of \$25,000 for psychiatric evaluations as the funds budgeted for 2014 have been exhausted.
 - 4) **Referral from the County Facilities Committee:**
Buildings & Grounds -
To determine a source of funding for upgrades to the fire alarm system in the Warren County Municipal Center Building totaling approximately \$17,558; the County Facilities Committee has suggested the Contingent Fund be used as a source of funding for this expense.
 - 5) **Referral from the Health Services Committee:**
Public Health -
Request to amend the County Budget in the amount of \$24,202 to transfer revenues from the Family Health Program to the Disease Program to more accurately reflect the expense related to the grant.
 - 6) **Referrals from the Public Safety Committee:**
Office of Emergency Services -
 - A) Request for a transfer of funds in the amount of \$3,264 from the Contingent Account to purchase GIS software for the Office of Emergency Services and the Command Vehicle.**Sheriff & Communications -**
 - B) Request to authorize an agreement with Televate, LLC to perform a communications study for the entire communications system used by the Sheriff & Communications division at an approximate cost of \$32,925, and to determine a source of funding therefor.
 - C) Request to determine a source of funding for 7 new Corrections Officer positions which are to be created effective August 1, 2014 (*Personnel Agenda Item 3C*).
 - 7) **Requests from/Items to be discussed by the County Administrator:**
 - A) Request to authorize payment of \$1,248.98 for the 2014 sewer taxes for the Charles R. Wood Park from parking revenues and to amend the County Budget accordingly.
 - B) Request to amend Resolution No. 736 of 2011, *Establishing Petty Cash Fund for the Warren County Administrator*, to increase the amount from \$25 to \$50.
 - C) Request to appropriate funds totaling \$46,904 from the Computer Reserve Fund to various Departmental budgets for the purchase of computers and computer-related equipment and software.
 - D) Request to amend the County Budget in the amount of \$747 to allocate funds for the purchase of computer upgrades for the DPW Division using Computer Replacement Program funds.
 - 8) **Items to be Discussed by the County Attorney:**
Discussion regarding an amendment to Resolution No. 640 of 2013, *Allocating a Portion of Funding Earmarked for Invasive Species in the 2014 County Budget to Lake George with Remaining Funding to Be Allocated to Other Lakes Within Warren County*.

- 9) Finance Committee action is required on the following items as approved by the Personnel Committee: Item Nos 3C, 4A-E and 4G.

IV. Pending Items

Accepting credit payments County-wide pending review of State contract and other vendors. County treasurer to provide an update at the next Committee meeting (06.13.13).

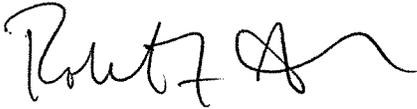
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Probation Department

SIGNED:



DATE:

3/31/14

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140.110	Salaries- Regular	A.3140.422	Repair/Maintance Equipment	\$5,000.00

Please state reason for transfers requested: To purchase Automan CE Check-In Software

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			

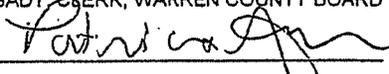
Please state reason for transfer request:

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

SIGNED: 

DATE: 3/28/13

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.110	Health Services-Full time Salaries	A.4010.130	Health Services-Part time Salary	\$7,000.00
2.	A.4013.469	WIC-Other Payments/Contributions Expenses	A.4013.861	WIC-Retiree Hospitalization	\$6,380.00
3.	A.4013.469	WIC-Other Payments/Contributions Expenses	A.4013.210	WIC-Furniture Expense	\$1,000.00

Total Transfers **\$14,380.00**

1. To transfer funds to cover part time salary (per diem) coverage for Health Services(CHHA) for 2014 due to nursing staffing shortage & FMLA utilization.
2. To transfer funds to cover Retiree Hospitalization for 11 months due to a recent January retirement. Fully covered by the WIC Grant.
3. To transfer funds for the anticipated purchase of office furniture needed. 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

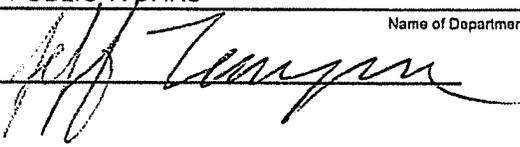
Please file original request with Clerk of the Board and retain copy for your records

REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS

Name of Department

SIGNED:  DATE: 4/7/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5020 130	County Road Engineering Salaries, Part time	D.5020 110	County Road Engineering Salaries, Regular	\$ 6,465.00
A.1620 110	General Buildings & Grounds Salaries, Regular	D.5020 110	County Road Engineering Salaries, Regular	\$17,500.00
A.7110 110	General Parks & Recreation Salaries, Regular	A.7110 130	General Parks & Recreation Salaries, Part Time	\$36,000.00
A.5610 110	General Airport Salaries, Regular	A.5610 470	General Airport Contract	\$35,000.00

Please state reason for transfers requested:

Salary Adjustments needed for new Staffing Patterns.

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:

13

REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 3/26/2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5142 110	County Roads Snow and Ice Salaries- Regular	D.5142 130	County Roads, Services Snow and Ice Part Time Salaries	\$1,000
DM.5140 110	Road Machinery Motor Fuel Farms Salaries- Regular	DM.5140 120	Road Machinery Motor Fuel Farms Overtime	\$ 500.00

Please state reason for transfers requested:

To reallocate salaries in Snow and Ice and Motor Fuel Farms.

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.



1399 Vischer Ferry Rd
CLIFTON PARK, NY 12065-6325
(518) 952 6040
FAX: (518) 383 4708
www.simplexgrinnell.com

SimplexGrinnell Quotation

TO:
Warren County Municipal Center
1400 State Route 9
Sherriff's Office
LAKE GEORGE, NY 12845-3434

Project: Warren Cty Mun. - Annunciator
Customer Reference:
SimplexGrinnell Reference: 101423706
Date: 01/10/2014
Page 1 of 4

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

*F.A.
PROJECT
ADD TO ORIGINAL
WORK - PANEL*

QUANTITY	MODEL NUMBER	DESCRIPTION
1	Annunciator Annunciator 4603-9101 Technical Services - Annunciator TECH LAB COMM LAB	LCD ANNUNCIATOR TECHNICAL SERVICE COMMISSIONING LABOR

Total net selling price, FOB shipping point, **\$1,300.00**

Comments

The above contract is based on NYS Contract Pricing:

Group No: 77201

Award No: 20191

SimplexGrinnell Contract No: PT63104 (Replaces PC61068)

The above quotation does not include installation but includes final control connections and assistance in testing of the system by a SimplexGrinnell technician.

All installation of above equipment and any associated back boxes, wire, conduit and raceway provided by others.

The above quotation is valid for (30) thirty days and is based upon acceptance of delivery within (1) one year.

Warranty is 1 year,

The above quotation does not include sales or applicable use tax.

*ADD REMOTE
ANNUNCIATOR FOR
F. D. USE*

SimplexGrinnell Quotation

TO:
Warren County Municipal Center
1400 State Route 9
Sherriff's Office
LAKE GEORGE, NY 12845-3434

Project: Warren Cty Mun. - Device Upg
Customer Reference:
SimplexGrinnell Reference: 101423001
Date: 03/31/2014
Page 1 of 5

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
Initiating Device Upgrade		
Initiating Devices		
Add to Panel		
2	4100-3108	IDNET1+, UP TO 250 POINTS
Addressable Devices		
47	4099-9003	MANUAL STATION - DOUBLE ACTION
151	4098-9714	PHOTO SENSOR
151	4098-9792	SENSOR BASE
176	4098-9733	HEAT SENSOR
176	4098-9792	SENSOR BASE
14	4098-9756	DUCT SENSOR HOUSING-4-WIRE
Installation - Initiating		
	OP LAB	Installation
	Professional Services - Initiating Device Upgrade	
	PM LAB	PROJECT/CONSTRUCTION MGMT
	Technical Services - Initiating Device Upgrade	
	COMM LAB	Commissioning Labor

F.A. PROJECT
PHASE 1

DETECTION

Net selling price for Initiating Device Upgrade, FOB shipping point, \$62,000.00

F.A. PROJECT
PHASE 2

Notification Device Upgrade		
Notification Devices		
Notification Devices		
45	4906-9127	HORN/STROBE MC RED
45	4905-9937	SKIRT, HORN/STROBE RED
6	4906-9101	STROBE MC RED
6	4905-9937	SKIRT, HORN/STROBE RED
4	4009-9201	NAC EXTENDER 120VAC, IDNET
8	2081-9274	BATTERY 10AH
Installation - Notification		
	OP LAB	Installation

ALARM / STROBES



Project: Warren Cty Mun. - Device Upg
Customer Reference:
SimplexGrinnell Reference: 101423001
Date: 03/31/2014
Page 2 of 5

SimplexGrinnell Quotation

QUANTITY	MODEL NUMBER	DESCRIPTION
	Professional Services - Notification Device Upgrade	
	PM LAB	PROJECT/CONSTRUCTION MGMT
	Technical Services - Notification Device Upgrade	
	COMM LAB	Commissioning Labor

Net selling price for Notification Device Upgrade, FOB shipping point, **\$13,000.00**

Total net selling price, FOB shipping point, \$75,000.00

Comments

The above quotation is a budgetary figure on upgrading all of the existing hardwired initiating devices to addressable devices. All of the existing zone wiring will be reused. All wiring must be in normal working order.

This budgetary proposal also includes replacing all of the existing Notification devices and includes (4) new 8 amp Power Supplies. Unit Costs for additional Notification devices are below.

Audible/Visual.....\$ 85/each
Visual Only.....\$ 75/each

The above quotation is valid for (30) thirty days and is based upon acceptance of delivery within (1) one year.

Warranty is 1 year,

The above quotation does not include sales or applicable use tax.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Health Services-Family Health /Disease Program

DATE: March 28, 2014

(a) **Purpose of Amendment:** To amend the 2014 budget to transfer the revenue related to the Lead Grant from the Family Health Program to the Disease Program to more accurately reflect the expense related to the grant (\$24,202.00).

(b) Revenue Code (with title), and Amount:
A.4018.0020.4457 Family Health –Lead Revenue (\$24,202.00)

Revenue Code (with title), and Amount:
A.4018.0030.4457 Disease Program –Lead Revenue \$24,202.00

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: March 31, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.3640 410	Civil Defense - Supplies	\$3,264

Please state reason for transfer request: To purchase GIS software for the Office of Emergency Services and the Command Vehicle.

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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: February 28, 2014

- (a) Is this a Result of a Bid or Request for Proposal? Bid
- (b) Purpose of Contract: communications consultant study for 911
- (c) Name of Contractor: Televate,LLC
- (d) Address of Contractor: 8229 Boone Blvd. Vienna, VA 22182
- (d) Contractor's Contact Person and Telephone Number: A. Richard Burke
- (e) 703-639-4200
- (f) Has or will the Contract be provided, if so, please attach: they will provide
- (g) Commencement Date of Contract: upon execution of contract 2014
- (h) Termination Date of Contract: December 31, 2014
- (i) Payment Provisions:
 - i) lump sum amount \$32,925.00
 - ii) hourly rate amount
 - iii) total amount not to exceed \$
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: TO BE DETERMINED BY FINANCE COMMITTEE

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

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff's Office

DATE: March 28, 2104

- (a) Title of Requested Position: Correction Officer (13 positions)
Position numbers: 69 thru 81
- (b) Annual **Base** Salary (and Grade if Applicable): \$35,766.00
- (c) Effective Date for New Position:* August 1, 2014
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.3150 110 CORRECTIONS OFFICER to be funded upon hire date of August 2014 (7 positions) & January 2015 (6 positions)
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) YES
- (g) Is this a mandated position? If so, please explain: YES
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Nathan H. York, Sheriff

SIGNED:

DATE: 4/9/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
To be determined		A.3150 110	Corrections Salaries Regular	107,500
		A.3150 120	Corrections Overtime	110,000
		A.3150 130	Corrections Part Time	130,000
		A.3150 439	Corrections Misc Fees	1,210
		A.3150 453	Corrections Clothing & Equip	15,822
		A.3150 810	Corrections Retirement	28,058
		A.3150 830	Corrections Social Security	21,545
		A.3150 831	Corrections Medicare	5,039
		A.3150 860	Corrections Hospitalization	52,462
		A.3150 865	Corrections Dental Ins.	840

Please state reason for transfers requested: To appropriate funds for additional mandated positions.

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. 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: DPW

DATE: April 4, 2014

- (a) Purpose of Amendment: To pay 2014 sewer taxes on former Gaslight Village property from A.691.07 Deferred Revenue – Gaslight Village

- (b) Appropriation Code, Object Code, Full Title and Amount A.1625 417 Gaslight Village Property – Water/Sewer/Taxes \$1,248.98

- (c) Revenue Code (with title), and Amount: A.1625 2566 Gaslight Village Property – Parking Fees \$1,248.98

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: County Administrator

DATE: April 4, 2014

- (a) Purpose of Request: Amend Resolution No. 736 of 2011 to increase the amount of petty cash to \$50

- (b) Details: Amend Resolution No. 736 of 2011 to increase the amount of petty cash to \$50

- (c) Previous Resolution Number: Resolution No. 736 of 2011

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: \$25

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

* as listed in budget and LOGOS

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: 4/9/2014

- (a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.
- (b) Details: To appropriate funds in the amount of \$46,904.00 from the Computer Reserve (A.895.00) to codes:
- | | |
|--|-------------|
| A.1680 220.1 Information Technology Office Equip Reserve | \$271.00 |
| A.4010 220.1 Health Services Office Equipment Reserve | \$45,372.00 |
| A.6510 220.1 Veteran's Services Office Equipment Reserve | \$514.00 |
| D.9901 910 County Road Interfund Transfers | \$747.00 |
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.895.00 Computer Reserve Fund.

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: Office of the County Administrator

DATE: 4/9/2014

(a) Purpose of Amendment: To allocate funds for the purchase of a computer upgrades with the Computer Replacement Program funds.

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

D.5010 220.1 County Road-Office Equip Reserve \$747

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

D.5010 5031 County Road Interfund Transfers - \$747

Warren County Board of Supervisors

RESOLUTION NO. 640 OF 2013

Resolution introduced by Supervisors Dickinson, Conover, Monroe, Bentley, Mason, Frasier and Loeb

ALLOCATING A PORTION OF FUNDING EARMARKED FOR INVASIVE SPECIES IN THE 2014 COUNTY BUDGET TO LAKE GEORGE WITH REMAINING FUNDING TO BE ALLOCATED TO OTHER LAKES WITHIN WARREN COUNTY

WHEREAS, the Warren County 2014 Budget has allocated \$300,000 earmarked for Invasive Species funding in the 2014 Budget, and

WHEREAS, the Invasive Species Sub-Committee has recommended that \$150,000 of the earmarked 2014 funding be allocated to Lake George and the remaining \$150,000 to other lakes within Warren County, now therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby allocates One Hundred Fifty Thousand Dollars (\$150,000) to Lake George for the eradication of Invasive Species, with the remaining One Hundred Fifty Thousand Dollars (\$150,000) of earmarked funding to be disbursed to other lakes within Warren County, with such other lakes and funding amounts for each to be determined by further resolution of the Board of Supervisors, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an Intermunicipal Agreement with the Village of Lake George for the purpose of funding the Invasive Species eradication project, in the amount of One Hundred Fifty Thousand Dollars (\$150,000) to be paid from A.1010 470, Legislative Board, Contract, in a form approved by the County Attorney.

AGENDA
PERSONNEL COMMITTEE
APRIL 9, 2014

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. Action Agenda

1) **Requests from the Human Resources/Civil Service/Personnel Office:**

Human Resources -

Request for an executive session to provide a status update regarding the recruitment of a Personnel Officer.

2) **Referrals from the Human Services Committee:**

Office for the Aging -

- A) Request to fill the vacant position of Aging Services Assistant (*Grade 4, Annual Base Salary of \$25,851*) due to promotion, as well as any vacancies resulting from promotion. This is a Union position which is not mandated, but receives 75% Federal reimbursement. The filling of this position will result in a budgetary savings of \$437 due to a decrease in longevity pay.
- B) Request to fill the vacant position of Meal Site Manager #1 (*Grade 2, Annual Base Salary of \$24,180, pro-rated to \$18,135 based on the part-time status of 30 hours per week*) due to resignation, as well as any vacancies resulting from promotion. This is a Union position which is mandated and receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$6,149 due to a decrease in longevity pay.
- C) Request to fill the vacant position of Meal Site Cook #8 (*Grade 2, Annual Base Salary of \$24,180, pro-rated to \$15,112.50 based on the part-time status of 25 hours per week*) due to resignation, as well as any vacancies resulting from promotion. This is a Union position which is not mandated, but receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$232.50 due to a decrease in longevity pay.

3) **Referrals from the Public Safety Committee:**

Sheriff & Communication -

- A) Request to fill the vacant position of Patrol Officer #26 (*Annual Base Salary of \$36,414*) due to termination. This is a Union position which is not mandated and receives no reimbursements. The filling of this position will result in a budgetary savings of approximately \$7,098 due to a decrease in longevity pay.
- B) Request to fill the vacant position of Patrol Officer #32 (*Annual Base Salary of \$36,414*) due to retirement. This is a Union position which is not mandated and receives no reimbursements. The filling of this position will result in a budgetary savings of approximately \$11,191 due to a decrease in longevity pay.
- C) Request to create 13 new Corrections Officer positions, Nos. 69-81, each with an Annual Base Salary of \$35,766, thereby amending the Departmental Table of Organization. Position Nos. 69-75 are to be created effective August 1, 2014 and Position Nos. 76-81 effective January 1, 2015. This item will be presented to the Finance Committee, as well, to determine a source of funding for Position Nos. 69-75.

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

Request to approve the Superintendent of Public Works reorganization plan affecting the Airport, DPW and Parks, Recreation & Railroad Divisions, as follows:

Airport Division-

- A) Request to amend the Departmental Table of Organization to delete the position of Airport Maintenance Worker #4 (*Budgeted Salary of \$38,768*), effective April 21, 2014, and transfer remaining budgeted funding of approximately \$35,000 to Budget Code A.5610 471, *Airport, Contract*.

Referrals from the Public Works Committee, continued:

Buildings & Grounds Division -

- B) Request to amend the Departmental Table of Organization to create and fill the position of Carpenter/Groundskeeper (*Grade 10, Annual Base Salary of \$33,166*), as well as any vacancies resulting from promotion, and delete the position of Sr. Building Maintenance Mechanic #1 (*Budgeted Salary of \$48,318*) effective April 21, 2014.

DPW Division -

- C) Request to amend the Departmental Table of Organization to create and fill a position with a title to be determined prior to the April 18th Board Meeting (*Annual Salary up to \$65,000*) and delete the positions of Auto Mechanic Supervisor (*Budgeted Salary of \$55,281*) and Auto Mechanic #11 (*Budgeted Salary of \$31,915*) effective April 21, 2014.
- D) Request to amend the Departmental Table of Organization to create and fill the new position of Senior Engineering Technician (*Grade 12, Annual Base Salary of \$34,211*) effective April 21, 2014, as well as any vacancies resulting from promotion.
- E) Request to amend the Departmental Table of Organization to create and fill the new position of Motor Equipment Operator Light #28 (*Grade 5, Annual Base Salary of \$26,897*), as well as any vacancies resulting from promotion, and delete the position of Laborer #8 (*Budgeted Salary of \$24,592*) effective April 21, 2014.
- F) Request to fill the vacant position of Motor Equipment Operator (MEO) Medium #12 (*Grade 7, Annual Base Salary of \$29,612*) due to retirement, as well as any vacancies resulting from promotion. This is a Union position which is not mandated and receives no reimbursement; this position is already funded in the 2014 Budget.

Parks, Recreation & Railroad Division -

- G) Request to amend the Departmental Table of Organization to delete the position of Building Maintenance Worker #9 (*Budgeted Salary \$31,379*), effective April 21, 2014, and transfer remaining budgeted funding to Budget Code A.7110 130, *Parks & Recreation, Salaries - Part-Time*.
- H) Request to fill the vacant position of Building Maintenance Worker #8 (*Grade 6, Annual Base Salary of \$28,046*) due to retirement, as well as any vacancies resulting from promotion. This is a Union position which is not mandated and receives no reimbursement; this position is already funded in the 2014 Budget.

5) Referrals from the Support Services Committee:

- A) Request to rescind Resolution No. 461 of 2013 and provide authorization to fill the vacant position of Web/Intranet Developer (*Annual Salary to be determined based on a salary study*) due to resignation. This is a non-Union position which is not mandated, but receives 25% reimbursement from the Tourism Department. *Note: Resolution No. 461 of 2013, adopted August 16, 2013, provided authorization to fill the vacant position, however, the Rules of the Board state that this authorization is only valid for the following six months after approval. Therefore, a new resolution is necessary to provide authorization to fill the Web/Intranet Developer position.*
- B) Request to fill the vacant position of Computer Help Desk Aid (*Annual Salary of \$30,318*) due to promotion. This is a non-Union position which is not mandated and receives no reimbursements. The filling of this position will have no budgetary impact as the salary is already budgeted for 2014.

IV. Pending Items -

- 1) County Administrator to prepare a proposal for streamlining the process for filling vacant positions. (03.12.14)
- 2) Committee to discuss Code of Ethics documents which were distributed at the 03.12.14 Committee Meeting. (03.12.14)