

AGENDA
FINANCE COMMITTEE
JUNE 11, 2014

Committee Members: Conover, Taylor, Sokol, Monroe, Wood, Kenny, Merlino, Frasier and Dickinson.

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:**

Request to reclassify the existing Payroll Clerk position (*Grade 7, Annual Base Salary \$29,612 - Current Annual Salary \$34,656 with longevity*) to a Payroll Technician (*Grade 10/Step 7, Annual Base Salary \$38,754*), effective June 23, 2014 and amend the Table of Organization accordingly. *Note: The employee currently filling the Payroll Clerk position has submitted a letter of resignation; effective July 1, 2014 the base salary will revert to \$33,166. (Personnel Agenda Item 2)*

3) **Referral from the Community College Committee:**

Request to approve the tentative Adirondack Community College operating budget for Fiscal Year 2014-2015 and provide for the necessary public hearing.

4) **Referrals from the Criminal Justice Committee:**

Assigned Counsel -

A) Request to amend the County Budget in the amount of \$257 to reflect the receipt of funds from the New York State Office of Indigent Legal Services.

District Attorney -

B) Request to amend the County Budget in the amount of \$4,000 to reflect the receipt of funds from the Federal Bureau of Investigation for payment towards a confidential investigation.

C) Request to determine a source of funding for \$12,578.97 in expenses related to the State mandated increase in the District Attorney's salary to \$146,400 as of April 1, 2013 and to \$152,500 as of April 1, 2014, and to amend the County Budget accordingly. The State has provided \$6,100 in funding for these increases through the revenues received for the District Attorney salary, the Finance Committee is being asked to determine a source of funding for the remaining \$12,578.97.

D) Request to appropriate funds in the amount of \$3,562.50 from the Sheriff's portion of Budget Code A.886.00, *Reserve, Forfeitures Crime*, to the District Attorney's share of this account.

Public Defender -

E) Request to amend the County Budget in the amount of \$72,667.42 to reflect the receipt of 2014 funding from the New York State Office of Indigent Legal Services, as well as to carry over unused funding from 2013, under Contract No. C000252.

5) **Referrals from the Economic Growth & Development Committee:**

Planning & Community Development -

A) Request to establish Capital Project No. H349.9550 280, *First Wilderness 2013*, in the amount of \$1,107,000 with the source of funding to be a grant award from the Local Waterfront Revitalization Program.

B) Request to determine a source of funding for the creation of a temporary GIS Technician position at an hourly rate of \$15 for a total of approximately 200 hours (*estimated cost of \$3,554*). *This request is contingent upon Personnel Committee approval of Personnel Agenda Item 3, authorizing creation of the position.*

6) **Referral from the Gaslight Village Ad Hoc Committee:**

Request to appropriate funds from the Occ Tax Reserve to pay the County's 62% share of the audit cost incurred by the Village of Lake George ($\$12,000 \times 62\% = \7440).

7) Referrals from the Human Services Committee:

Employment & Training -

- A) Request to amend the County Budget in the amount of \$76,514 to reflect the receipt of State grant funding to administer the Summer Youth Employment Program.
- B) Request to amend the County Budget in the amount of \$4,531 to reflect the receipt of Federal funding as reimbursement for the training of seven dislocated workers under the Federal Trade Adjustment Act.
- C) Request to amend the County Budget in the amount of \$763,654 to reflect the receipt of the annual allocation of Federal funding for the Workforce Investment Act program.

8) Referral from the Public Works Committee:

DPW -

Request to amend the County Budget in the amount of \$141,999.04 to reflect the receipt of additional 2014 CHIPS funding from the State of New York.

9) Requests/Items to be discussed by the County Administrator:

- A) Discussion regarding renewal of the MEGA - Integrys electricity contract.
- B) Determination of a source of funding for the "additional" 2012-13 Westmount IGT funding of \$480,464.

10) Finance Committee action is required on the following items as approved by the Personnel Committee: Item Nos. 2-5.

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: Clerk - Legislative Board

SIGNED: *Joan Sady*

DATE: *May 23, 2014*

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1040 410	Clerk-Legislative Board Supplies	A.1040 220	Clerk-Legislative Board Office Equipment	\$20.00

Please state reason for transfers requested: To transfer funds for purchase of wireless mouse

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

DEPARTMENT NAME: Employment and Training Administration

SIGNED: Chris A. Hunsinger

DATE: May 23, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40.6293.030.110	Workforce Invest Youth Salaries - Regular	40.6293.030.120	Workforce Invest Youth Salaries - Overtime	\$ 1,600.

Please state reason for transfers requested: To cover overtime pay for Program Year 2013 which began July 1, 2013 and ends June 30, 2014.

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 SADDY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: Patricia Thompson

DATE: 5/23/14

	<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 Salaries	\$20,000.00
2.	A.4010.418	Health Services-Insurance	A.4054.0060.418	Early Intervention-Insurance General Liability	\$397.00
	A.4010.418	Health Services-Insurance	A.4018.0020.418	Family Health -Insurance General Liability	\$397.00

Total Transfers **\$20,794.00**

1. To transfer funds to cover part time salary & per diem coverage for CHHA for 2014 due to nursing staff shortage.
2. To transfer funds to cover insurance on 2 vehicles purchased at year end 2013. Expenses not budgeted for Family Health and Early Intervention Dept.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Information Technology

SIGNED:

DATE: May 30, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1680.110	Salaries Regular	1680.470	Contract	\$3,000.00

Please state reason for transfers requested: Cover last month of contracted WEB development and consultation for remainder of year.

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: May 21, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3645.4004 423	FY12 State Homeland Security Program - Telephone	A.3645.4004 250	FY12 State Homeland Security Program - Technical Equipment	\$300

Please state reason for transfers requested:

Transfer needed to purchase equipment

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:

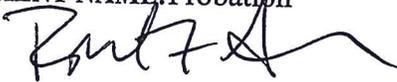
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Probation

SIGNED: 

DATE: 5/21/14

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140.110	Salaries - Regular	A.3140.455	Safety Equipment	\$10,850
A.3140.130	Salaries - Part-Time	A.3140.260	Other Equipment	\$10,028

Please state reason for transfers requested: To cover cost of Safety Equipment and car radios

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

4

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

FROM: PUBLIC WORKS
Name of Department

SIGNED: _____ DATE: 5/21/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D5112 8214 280	County Road, Schroon River R Projects	D5112 8216 280	County Road, Hadley Road Projects	\$20,000.00

Please state reason for transfers requested:

To transfer funds to cover cost of extra pavement needed for project

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: Robert York, Director Mental Health
Name of Department

SIGNED:  **DATE:** 6/3/14

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4310.437	Consulting Fees	A.4389.435	Non-criminal psych	\$5000.00

Please state reason for transfers requested:

Transfer of Funds of \$5,000.00 be transferred from A.4310.437 to cover the the cost of non-criminal psychiatric evaluations.

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. 14

Request to Reclassify Position

DEPARTMENT NAME: Treasurer

DATE: June, 2014

- (a) Title of Reclassified Position: **Payroll Technician**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **38,754 until 7/1/14**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:
Payroll Clerk, 11283
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **34,656**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position.
- (e) Effective Date:* **June 20, 2014**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1325 110
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

Memorandum

Date: June 6, 2014
To: Personnel and Finance Committees
From: Gretchen Steffan, County Director of Human Resources
Re: Reallocation Committee Recommendations – Payroll Clerk

Per CSEA Agreement for Warren County Local 857, effective through December 31, 2016; Article V – Salary and Compensation Plan Section 2. Page 7... on the existence of a Reallocation Committee... the purpose of the committee shall be to meet and discuss reallocations of positions within the Warren County classified service and/or the grade allocations set forth in the collective bargaining agreement...

On June 5, the Committee comprised of Bud Taylor, Paul Dusek, Gretchen Steffan and CSEA representatives Michael Nickson and Mark Murray evaluated a request to reclassify a Payroll Clerk position currently at Grade 7 to a Payroll Technician position at Grade 10.

The Committee agreed that this request was valid after consideration of job duties and experience requirements and recommends reclassification of this position.

Draft Job Description for Personnel Officer Consideration - June 6, 2014

PAYROLL TECHNICIAN – Grade 10 *(A Reclassification of Current Payroll Clerk – Grade 7)*

DISTINGUISHING FEATURES OF THE CLASS: This position is primarily responsible for the receipt and processing of information required to prepare payrolls, but also involves responsibility for performing a variety of other payroll-related tasks. Routine tasks involve performance of standard account-keeping practices in maintaining and verifying accounts and records. Work is performed under general supervision with the employee being expected to independently perform most duties, referring only difficult or unusual problems to the supervisor. The employee will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Receives balances and audits payroll records;
- Applies various contract provisions calculating paid and fringe time;
- Inputs payroll data, edits, and troubleshoots payroll runs;
- Prints, sorts and distributes payroll checks
- Processes and issues statements of earnings and deductions;
- Issues and records adjustments to payroll.
- Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions such as child support, garnishments, union dues, insurance, charity contributions, etc.;
- Processes payroll record changes such as health insurance, benefit changes, etc.;
- Prepares reports related to payroll, such as social security, W-2, retirement, health insurance, etc.
- Reviews a variety of documents such as claim forms, vouchers, bills, to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies; Verifies all calculations and codes on documents;
- Posts figures to appropriate accounts, verifying all data entered;
- Receives cash payments, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
- Contacts departments, employees, vendors, etc. to obtain additional information as necessary;
- Provides routine information orally or in writing in response to inquiries or financial records;
- Files and maintains all related records as related to processing of payrolls, invoices, vouchers, bills, correspondence;
- Process data either for computer or other records;
- Maintains a working knowledge of laws as pertaining to all aspects of the payroll processes.

PAYROLL / KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods used in maintaining and processing payroll accounts and records; good knowledge of methods used in keeping and checking financial accounts and records, including financial computer software; good knowledge of the various benefit plans offered by a municipality including benefit limits, eligibility criteria, administrative and procedural requirements; good knowledge of municipal regulations, agreements, policies and procedures that affect benefit programs; good knowledge of office terminology, procedures & equipment; working knowledge of the Social Security System and the NYS Retirement Systems; ability to accurately perform complex arithmetic computations; ability to organize and maintain accurate records and files; ability to analyze data to produce records and reports; ability to follow complex oral and/or written instructions; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

- (a) An Associate's degree in Business/ Accounting or a similar field and a minimum of 2 years of experience involving the processing of large firm or municipal payroll; or
- (b) Graduation from high school or possession of a high school equivalency diploma; and a minimum of 4 years years of experience involving the processing of large firm or municipal payroll.

Amended, Warren County Personnel, September 10, 2001

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing and/or supervising a variety of basic bookkeeping and payroll related tasks. A Payroll Clerk is also responsible for processing the payroll and maintaining related payroll records. Work is performed under general supervision allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Computes and makes appropriate payroll changes regarding hours worked, deductions, tax changes, overtime, etc.;

Enters payroll information into computer;

Adjusts salary figures for individual employees based on hours worked, shift differentials and longevity;

Verifies and posts salaries to appropriate accounts;

Processes payroll information requested for unemployment benefits to the New York State Employment Service;

Prepares a variety of records and reports related to the payroll process;

Prepares W-2 forms annually;

May type forms, checks and other materials;

May answer telephone and written requests from employees concerning payroll related personnel matters;

Operates computing, calculating and other office machines;

May prepare and distribute pay envelopes;

Keeps journals and ledgers;

May keep employee leave records;

Maintains records for Worker's Compensation and Disability;

Prepares checks to transfer deductions to proper accounts;

Prepares direct deposit checks;

Reconciles payroll account;

Prepares records and reports related to Tax Sheltered Annuities;

May handle health and dental insurance, including retiree contributions;

May answer inquiries about benefits, including insurance, retirement, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining and reviewing payroll accounts and records; good knowledge of basic bookkeeping principles; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetical computations rapidly and accurately; ability to write legibly; clerical aptitude; mental alertness; a high degree of accuracy; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. An Associate's degree in Business, Accounting or a similar field; or
- B. Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses in bookkeeping and two years of experience involving the review and maintenance of financial accounts and records, including payroll.

Warren County Board of Supervisors

RESOLUTION NO. OF 2014

Resolution introduced by Supervisors Conover, Taylor, Sokol, Monroe, Wood, Kenny, Merlino, Frasier and Dickinson

APPROVING TENTATIVE OPERATING BUDGET FOR FISCAL YEAR 2014 - 2015 FOR ADIRONDACK COMMUNITY COLLEGE AND PROVIDING FOR PUBLIC HEARING

WHEREAS, the Vice President for Administrative Services of Adirondack Community College has presented to the Board of Supervisors a tentative operating budget for the college fiscal year from September 1, 2014 to August 31, 2015, in the gross amount of Twenty-Nine Million Four Hundred Sixty-Nine Thousand Four Hundred Fifty-Eight Dollars (\$29,469,458), which, if adopted by the Board of Supervisors, would require the sum of One Million Eight Hundred Fifty-Four Thousand Six Hundred Ninety-Nine Dollars (\$1,854,699) as that portion to be raised by taxation in the County of Warren for the year 2014-2015 for the operational costs to pay Warren County's share as one of the sponsors of Adirondack Community College, and

WHEREAS, the Community College Committee has reviewed and approved the tentative operating budget and recommends that such tentative budget be approved and a public hearing be held thereon, now, therefore, be it

RESOLVED, that the tentative budget of Adirondack Community College for fiscal year September 1, 2014 to August 31, 2015, as prepared and submitted by the Vice President for Administrative Services, be, and the same hereby is, approved, and be it further

RESOLVED, that the Board of Supervisors will hold a public hearing on said tentative operating budget of Adirondack Community College in the Board Room in the Warren County Municipal Center on the 18th day of July, 2014, at 10:00 a.m., at which time and place all persons interested in said tentative Adirondack Community College budget will be heard, and that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give due public notice of such hearing as required by law.

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: Assigned Counsel

DATE: June 11, 2014

- (a) Purpose of Amendment: **To amend budget for expenditure of funds reimbursable by the grant with NYS Office of Indigent Services.**

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - A.1170 110 -Legal Defense Indigents - Salaries Regular \$202.00**
 - A.1170 830 - Legal Defense Indigents - Social Security \$13.00**
 - A.1170 831 - Legal Defense Indigents - Medicare \$3.00**
 - A.1170 810 - Legal Defense Indigents - Retirement \$39.00**

- (c) Revenue Code (with title), and Amount:
 - A.1170 3045 – Legal Defense Indigents – Office of Indigent Legal Services Distribution – State Aid \$257.00**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: District Attorney

DATE: 5-5-14

- (a) Purpose of Amendment: **To accept \$4,000.00 from the Federal Bureau of Investigations for a payment towards a confidential investigation.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1165 440
Legal/Transcript Fees \$4,000.00**

- (c) Revenue Code (with title), and Amount: **A.1165 2390 Share of Joint Activity,
Govt. \$4,000.00**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: District Attorney

DATE: May 9, 2014

(a) Purpose of Amendment:

To amend the County Budget to reflect District Attorney Kate Hogan's salary increase from April 1, 2013 to \$146,400 and from April 1, 2014 to \$152,500

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

A.1165 110 District Attorney, Salaries-Regular \$15,367.31

A.1165 810 District Attorney, Retirement \$3,088.83

A.1165 831 District Attorney, Medicare Contribution \$222.83

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

A.1165 3030 District Attorney, State Rev D.A. Salary \$6,100.00

Source of funding to be determined for remaining \$12,578.97

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: District Attorney

DATE: May 9, 2014

- (a) Purpose of Request:
Authorize transfer of \$3,562.50 from the Sheriff's share of A.886.00 Reserve, Forfeitures Crime to the District Attorney's share of this account.

- (b) Details:
To provide funding for a confidential investigation.

- (c) Previous Resolution Number:
n/a

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.886.00 Reserve, Forfeitures Crime Sheriff's share to the District Attorney's share of same account.

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: Public Defender

DATE:

(a) Purpose of Amendment: To authorize expenditure of 2014 Distribution and to carryover unused portion of 2013 Distribution from Office of Indigent Legal Services. Reference: Contract C000252, Resolution 541 of 2012. Contract T000038 Resolution 491 of 2011.

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

A1171 110 Public Defender-Salaries-Regular	25,019.10
A1171 830 Social Security	1,551.18
A1171 831 Medicare	362.78
A1171 810 Retirement	9884.91
A1171 860 Hospitalization	6,225.58
A1171 410 Supplies	1,580.00
A1171 424 Postage	1,027.00
A1171 444 Travel/Education	5,657.98
A1171 210 Furniture(2013)	1,307.82
A1171 423 Telephone (2013)	600.00
A1171 220 Office Equipment (2013)	8,049.06
A1171 410 Supplies (2013)	1,863.00
A1171 428 Internet (2013)	3,359.00
A1171 444 Travel/Education (2013)	722.45

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

A1171.3045 Public Defender-Office of Indigent Legal Services Distribution **	71,944.97
A1171.3044 Public Defender Indigent Legal Services-Appeals	722.45

**Encumbrances in amount of 5457.56 already carried over from 2013

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

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

DEPARTMENT NAME: Planning and Community Development

DATE: 30 May 2014

- (a) **Exact Title* and Number of Project (must be obtained from Treasurer's Office):
H349 – First Wilderness 2013**

- (b) **Is this a Capital Project?**

- (c) **Is this a Capital Reserve Project?
No**

- (d) **Amount of Project:
H349.9550 280 - \$1,107,000,**

- (e) **Source of Funding (including name & title of codes, etc.):
H349.9550 2790 - \$553,500 – Share of Joint Activity, Local, H349.9550 3897 -
\$553,500 – Culture & Recreation**

- (f) **Purpose of Establishment:
Administer grant award from Local Waterfront Revitalization Program**

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

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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Planning and Community Development

DATE: 30 May 2014

(a) Purpose of Amendment:

Provide funding for temporary GIS Technican employee

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

A8022 120 \$3,000

A8022 830 \$186

A8022 831 \$44

A8022 810 \$324

\$3,554

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

To be determined

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: Tourism

DATE: 6/9/14

- (a) Purpose of Request: **To appropriate funds from A. 881 Reserve to A.6417 470, Contract**
- (b) Details: **to pay audit report fee in connection with TEP Grant for Gaslight, pursuant to Intermunicipal Agreement and Resolution # 579 of 2009.**
- (c) Previous Resolution Number: **Res# 579 of 2009; Res# 164 of 2013**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.6417 470 Contract - \$7,440**

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: Employment and Training Administration

DATE: May 23, 2014

- (a) Purpose of Amendment: add state grant funds to county budget to administer Summer Youth Employment Program

- (b) Appropriation Code, Object Code, Full Title and Amount: 40.6326 110 - TANF Summer, Salaries - Regular - \$11,364; 40.6326 130 - TANF Summer, Salaries - Part Time - \$51,100; 40.6326 470 - TANF Summer, Contract - \$7,500; 40.6326 830 - TANF Summer, Social Security - \$4,750; 40.6326 860 - TANF Summer, Hospitalization - \$1,800.

- (c) Revenue Code (with title), and Amount: 40.6326 4786- TANF Summer - \$76,514.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Employment and Training

DATE: May 23, 2014

(a) Purpose of Amendment: add federal funds to county budget to reimburse training for 7 dislocated workers through the Trade Adjustment Act

(b) Appropriation Code, Object Code, Full Title and Amount: 40.6293.0305 433 - WIA Dislocated Worker (Training-Client) \$4,531.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791- WIA Dislocated Worker - \$4,531.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Employment and Training Administration

DATE: May 23, 2014

- (a) Purpose of Amendment: Add federal funds to county budget. Annual allocation of WIA Funds.

- (b) Appropriation Code, Object Code, Full Title and Amount: See attached detail sheet

- (c) Revenue Code (with title), and Amount: See attached detail sheet

RESOLUTION REQUEST FORM NO. 7
Request to Amend County Budget – Attachment
23-May-14

REVENUES

40.6293.300 4791	Workforce Invest Act, WIA Adult	\$234,268.00
40.6293.305 4791	Workforce Invest Act, WIA Dislocated Worker	\$195,191.00
40.6293.310 4791	Workforce Invest Act, WIA Youth	\$255,923.00
40.6293.313 4791	Workforce Invest Act, WIA Administration	\$ 76,342.00

APPROPRIATIONS

40.6293.0300 110	Workforce Invest Act, WIA, Workforce Investment - Adult - Salaries – Regular	\$70,900.00
40.6293.0300 200	Office Equipment	\$1,200.00
40.6293.0300 410	Office Supplies	\$2,000.00
40.6293.0300 411	Rent - Building/Property	\$17,100.00
40.6293.0300 433	Training - Client	\$95,168.00
40.6293.0300 810	Retirement	\$14,300.00
40.6293.0300 830	Social Security	\$5,500.00
40.6293.0300 860	Hospitalization	\$22,200.00
40.6293.0300 861	Retirees Hospitalization	\$5,900.00
40.6293.0305 110	Workforce Invest Act, WIA, Workforce Investment - Dislocated Work - Salaries – Regular	\$72,700.00
40.6293.0305 200	Office Equipment	\$1,300.00
40.6293.0305 410	Office Supplies	\$2,000.00
40.6293.0305 411	Rent - Building/Property	\$19,400.00
40.6293.0305 433	Training - Client	\$36,191.00
40.6293.0305 810	Retirement	\$18,600.00
40.6293.0305 830	Social Security	\$7,600.00
40.6293.0305 860	Hospitalization	\$29,500.00
40.6293.0305 861	Retirees Hospitalization	\$7,900.00
40.6293.0310 110	Workforce Invest Act, WIA, Workforce Investment - Youth - Salaries - Regular	\$80,000.00
40.6293.0310 130	Salaries - Part Time	\$71,000.00
40.6293.0310 200	Office Equipment	\$1,500.00
40.6293.0310 410	Office Supplies	\$2,000.00
40.6293.0310 411	Rent - Building/Property	\$22,800.00
40.6293.0310 433	Training - Client	\$12,023.00
40.6293.0310 470	Contract	\$19,500.00
40.6293.0310 810	Retirement	\$21,700.00
40.6293.0310 830	Social Security	\$6,400.00
40.6293.0310 860	Hospitalization	\$11,800.00
40.6293.0310 861	Retirees Hospitalization	\$7,200.00
40.6293.0313 110	Workforce Invest Act, WIA, Workforce Investment - WIA Admin. Salaries - Regular	\$34,900.00
40.6293.0313 200	Office Equipment	\$1,200.00
40.6293.0313 410	Office Supplies	\$1,000.00
40.6293.0313 411	Rent - Building/Property	\$7,200.00
40.6293.0313 470	Contract	\$15,242.00
40.6293.0313 810	Retirement	\$6,300.00
40.6293.0313 830	Social Security	\$2,200.00
40.6293.0313 860	Hospitalization	\$5,700.00
40.6293.0313 861	Retirees Hospitalization	\$2,600.00

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: DPW

DATE: 05.30.2014

(a) Purpose of Amendment:

Amend County Budget to include additional 2014 CHIPS funding in the amount of \$141,999.04

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

D.5112 8196 280 - 2014 CR#7 Bay Road, Projects - \$85,000

D.5112 8210 280 - 2014 CR#16 East River Drive, Projects - \$30,000

D.5112 8218 280 - 2014 CR#35 Diamond Point Road Projects -\$26,999.04

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

D.5010.3501 - County Road, Highway Administration, Consolidated Highway Aid - \$141,999.04

AGENDA
PERSONNEL COMMITTEE
JUNE 11, 2014

Committee Members: Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

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

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

Human Resources -

Requesting authorization for Gretchen Steffan, County Human Resources Director, to attend the Personnel & Civil Service Officers Annual Training Conference in Corning, NY on June 8-11, 2014.

2) Request from the County Treasurer:

Request to reclassify the existing Payroll Clerk position (*Grade 7, Annual Base Salary \$29,612 - Current Annual Salary \$34,656 with longevity*) to a Payroll Technician (*Grade 10/Step 7, Annual Base Salary \$38,754*), effective June 23, 2014 and amend the Table of Organization accordingly. *Note: The employee currently filling the Payroll Clerk position has submitted a letter of resignation; effective July 1, 2014 the base salary will revert to \$33,166. (Finance Agenda Item 2A.)*

3) Request from the Criminal Justice Committee:

District Attorney -

Request to amend the Table of Organization to reflect salary increases for the District Attorney from \$140,300 to \$146,400 effective retroactive to April 1, 2013 and from \$146,400 to \$152,500 effective April 1, 2014 to comply with statutory requirements mandated by the State of New York. *Note: the State has provided \$6,100 in funding for these increases through the revenues received for the District Attorney salary, the Finance Committee will be asked to determine a source of funding for the remaining \$12,578.97 (Finance Agenda Item 3C).*

4) Referral from the Economic Growth & Development Committee:

Planning & Community Development -

Request to create and fill a new temporary GIS Technician position (*\$15/hour, 200 hours - total estimated cost of \$3,554*) to assist with quality control of check point data received from the State for use in E911 operations, thereby amending the Departmental Table of Organization accordingly. *Note: funding is not available within the existing budget for this position. A request will be presented to the Finance Committee to determine a source of funding if the position creation is approved - Finance Agenda Item 4B.*

5) Referral from the Health Services Committee:

Westmount Health Facility -

Request to create and fill the new position of LPN F/T #13 (floating), *Grade 10-00, Annual Base Salary of \$33,166*; delete the positions of LPN P/T #13, *Grade 10-00, Annual Base Salary of \$19,900*, and LPN P/T #14, *Grade 10-001, Annual Base Salary of \$19,900*; and amend the Departmental Table of Organization accordingly.

6) Requests/Items to be discussed by the County Administrator:

- A) Request to amend Resolution No. 273 of 2014 to reflect the reclassification of a Westmount Health Facility position, rather than a deletion/creation of positions.
- B) Discussion regarding Ergonomics Review Program.