

FINANCE COMMITTEE
AGENDA
JULY 1, 2019

Committee Members: *Sokol, Simpson, Merlino, Dickinson, Strough, Beaty, Frasier, McDevitt, Geraghty, Braymer and Hyde*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfer of funds as attached for Committee approval.**
 - 2) **Items/Requests to be Discussed by the County Treasurer:**
 - A) Request to fill the vacant position of Accounting Technician \$2, *Grade 19, Base Annual Salary \$47,523*, due to termination that was approved on an emergency fill basis on June 20, 2019.
 - B) Request to amend Resolution No. 74 of 2019 to allow the Principle Account Clerk/Typist - Temp. to work a maximum of 128 hours for the remainder of 2019.
 - 3) **Referrals from the Criminal Justice & Public Safety Committee, Sheriff:**

Request to amend the County Budget in the amount of \$15,000 to reflect receipt of revenue from the Lake George School District to pay for the addition of a second School Resource Officer.
 - 4) **Referral from the Park O&M Committee:**

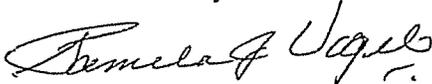
Request to appropriate \$3,038 from Budget Code A.691.07, *Deferred Revenue- Gaslight Village Parking Fees*, to Budget Code A.1625 470, *Charles R. Wood Park, Contract*, as well as to authorize reimbursement to the Village of Lake George in the same amount for the County's 62% share of the cost of a contract with Elan Planning for preparation and submission of a CFA grant application associated with construction of a fire tower at the Charles R. Wood Park.
- IV. **Pending Items:**

No items this month.
- V. Privilege of the Floor
- VI. Motion to Adjourn

RESOLUTION REQUEST FORM NO. 10*Request for Transfer of Funds*TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Clerk/DMV

SIGNED:



DATE: 6/11/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410110	Fulltime salaries	A.1410 120	Overtime Salaries	\$ 5000.00

Please state reason for transfers requested: To balance appropriation code to cover overtime costs - due to high seasonal trends and DMV Real ID/EDL volume. Revenue up approx. 20%

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: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Social Services

SIGNED:



DATE: 6/17/19

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6010 110	Salaries - Regular	A.6010 120	Salaries - Overtime	\$50,000

Please state reason for transfers requested: To cover overtime costs.

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: Amánda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: _____

DATE: June 25, 2019

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4054.444	Preschool Program-Education expense	A.4018.0040.860	Health Education-Hospitalization Expense	\$8,600.00
	A.4054.444	Preschool Program-Education expense	A.4018.0040.865	Health Education-Dental Expense	\$170.00

Total Transfers

\$8,770.00

- 1 To transfer funds to Health Education from Preschool Program, to cover Health and Dental expense for a full time employee. During budget process, single insurance was budgeted, however employee has family insurance. Therefore moving funds to cover to year end.

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:

AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM:

Planning and Community Development

SIGNED:

Wayne E. LaMotte

DATE:

6/21/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
8022.130	Salaries Part Time	8022.110	Salaries - Regular	\$74,000.00

REASON FOR TRANSFER:

clerical error during budget creation

CONTINGENT FUND TRANSFER REQUEST

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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REASON FOR TRANSFER:

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM Department of Public Works

Name of Department

SIGNED: _____ DATE: 6/25/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5148	110 Co Roads, Services to Other Govts Salaries - Regular	D.5148 120	Co Roads, Services to Other Govts Salaries - Overtime	\$738.93
D.5148	110 Co Roads, Services to Other Govts Salaries - Regular	D.5148 130	Co Roads, Services to Other Govts Salaries - Parttime	\$2,137.00
DM.5130	110 Road Machinery, Machinery Salaries - Regular	DM.5130 120	Road Machinery, Machinery Salaries - Overtime	\$248.92

\$3,124.85

<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: Salaries - Overtime due to after hours tow recovery, Snow & Ice & Unbudgeted OT & Parttime Town Paving.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Treasurer Payroll Dept. No: 11.00
Title of Position: Accounting Technician #2 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known):
Budget code and title: A.1325 110, County Treasurer, Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [X] Termination [] Promotion [] Other
Employee No./Last Name: 12643/White Date of Vacancy: 6/14/2019
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 6/14/19

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Date 6/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Finance
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[X] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date June 20, 2019

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: June 17, 2019

- (a) Purpose of Request: **Amend Resolution #74 of 2019 to allow a maximum yearly hours allowed to work for the Principal Account Clerk/Typist - Temp.**
- (b) Details: **The Principal Account Clerk/Typist - Temp was previously allowed to work a maximum of 16 hours a week through 8/15/19. We no longer need the employee on a weekly basis but on an as needed basis for a maximum of 128 hours for remainder of 2019 year. This maximum amount is the balance of unused time authorized through 8/15/19 so there will be no additional cost to the County.**
- (c) Previous Resolution Number: **#74 of 2019**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1325 130, County Treasurer, Salaries, Part time**

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: Sheriff

DATE: June 21, 2019

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect addition of second SRO position.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | |
|---|-------------|
| A.3120.1004 130 SRO Lake George Salaries Part-Time | \$13,934.00 |
| A.3120.1004 830 SRO Lake George Social Security | \$864.00 |
| A.3120.1004 831 SRO Lake George Medicare Contribution | \$202.00 |
- (c) **Revenue Code (with title), and Amount:**
- | | |
|---|-------------|
| A.3120.1004 2260 School Resource Officers Lake George | \$15,000.00 |
|---|-------------|

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

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: PARK O&M

DATE: 6/25/19

- (a) Purpose of Request: To reimburse the Village of Lake George for Charles R. Wood Park 62% cost of an Agreement between the Village of Lake George and Elan Planning for submittal of a CFA Grant application.

- (b) Details: Elan Planning on behalf of The Village of Lake George and Warren County will submit a CFA grant application for the funding of a Fire Tower to be located at the Charles R. Wood park. The cost for Elan Planning to complete the grant application and submittal will be \$4900, which will be split between the Warren County and the Village of Lake George. Warren County will pay for 62% share (\$3,038) A.1625 470 Charles R. Wood Park, Contracts; the Village will pay 38% share (\$1,862). The County will reimburse the Village for the cost of the County share.

- (c) Previous Resolution Number: NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Deferred Revenue - Gaslight Village Parking Fees, A691.07 \$3,038

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

* as listed in budget and LOGOS