

SUPPORT SERVICES COMMITTEE
COUNTY ATTORNEY AGENDA
SEPTEMBER 23, 2019

Committee Members: Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Wild,
Driscoll, Dickinson

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
 - 1. Appropriation of funds from the Contingency Fund to pay deductible of \$50,000 to NYMIR for Leslie McNulty settlement
- IV. Referrals/Pending Items:
- V. Discussion Items:
 - 1. 2020 Budget
 - 2. Litigation update if pertinent
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:
Resolution Request Form No. 10.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME:

SIGNED:

DATE:

<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	Contingent Account-			

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: COUNTY ATTORNEY

SIGNED:

DATE: SEPTEMBER 23, 2019

<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	Contingent Account-	A.1420 419	Law (Co Attny), Settlements	\$38,000.00

Please state reason for transfer request:

To cover balance of \$50,000 NYMIR deductible related to the McNulty settlement.
(\$12,000 transferred from departmental budgets under separate transfer)

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

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Law (County Attorney)

BUDGET ACCOUNT CODE: A.1420

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$300,452.25	\$387,095.00	\$387,095.00	\$382,654.00
200's EQUIPMENT	\$490.19	\$1,675.00	\$1,675.00	\$1,675.00
400's CONTRACTUAL	\$148,590.95	\$150,100.00	\$204,255.87	\$146,025.00
800's EMPLOYEE BENEFITS	\$83,711.14	\$112,887.00	\$112,887.00	\$122,859.00
TOTALS	\$533,244.53	\$651,757.00	\$705,912.87	\$653,213.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$56,364.53	\$119,856.00	\$119,856.00	\$69,400.00

SIGNED: Mary Clunkin
DEPARTMENT HEAD

TITLE: County Attorney

DATE: 9/5/19

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
REVENUE						
Department 1420 - Law (County Attorney)						
<i>Departmental Income</i>						
1265	Attorney Fees	56,364.53	69,400.00	69,400.00	42,334.52	69,400.00
<i>Departmental Income Totals</i>		<u>\$56,364.53</u>	<u>\$69,400.00</u>	<u>\$69,400.00</u>	<u>\$42,334.52</u>	<u>\$69,400.00</u>
<i>State Aid</i>						
3319	Raise the Age	.00	50,456.00	50,456.00	.00	.00
<i>State Aid Totals</i>		<u>\$0.00</u>	<u>\$50,456.00</u>	<u>\$50,456.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 1420 - Law (County Attorney) Totals		<u>\$56,364.53</u>	<u>\$119,856.00</u>	<u>\$119,856.00</u>	<u>\$42,334.52</u>	<u>\$69,400.00</u>
REVENUE TOTALS		\$56,364.53	\$119,856.00	\$119,856.00	\$42,334.52	\$69,400.00
EXPENSE						
Department 1420 - Law (County Attorney)						
<i>Personal Services</i>						
110	Salaries - Regular	288,564.38	386,095.00	386,095.00	206,839.20	381,654.00
120	Salaries - Overtime	14.51	1,000.00	1,000.00	.00	1,000.00
130	Salaries - Part Time	11,873.36	.00	.00	.00	.00
<i>Personal Services Totals</i>		<u>\$300,452.25</u>	<u>\$387,095.00</u>	<u>\$387,095.00</u>	<u>\$206,839.20</u>	<u>\$382,654.00</u>
<i>Equipment</i>						
210	Furniture/Furnishings	340.20	1,500.00	1,500.00	.00	1,500.00
220	Office Equipment	149.99	175.00	175.00	.00	175.00
<i>Equipment Totals</i>		<u>\$490.19</u>	<u>\$1,675.00</u>	<u>\$1,675.00</u>	<u>\$0.00</u>	<u>\$1,675.00</u>
<i>Contractual Expense</i>						
410	Supplies	9,595.22	10,000.00	10,000.00	7,866.68	12,000.00
422	Repair/Maint-Equipment	.00	525.00	525.00	.00	525.00
423	Telephone	616.35	500.00	500.00	311.82	600.00
424	Postage	12,734.18	15,000.00	15,200.00	11,028.03	15,000.00
426	Subscriptions	1,758.20	6,100.00	6,100.00	1,426.62	3,400.00
427	Memberships & Dues	1,399.00	1,500.00	1,500.00	655.00	2,675.00
428	Data Processing & Internet Fees	2,130.00	1,800.00	1,800.00	1,380.00	2,150.00
436	Advertising Fees	4,446.98	6,000.00	6,000.00	3,768.85	6,000.00
437	Consulting Fees	35,986.00	30,000.00	48,000.00	39,800.00	.00
439	Misc Fees & Expenses	.00	750.00	550.00	60.00	750.00
440	Legal/Transcript Fees	78,852.61	75,000.00	111,155.87	70,627.07	100,000.00
444	Travel/Education/Conference	1,072.41	2,925.00	2,925.00	694.00	2,925.00
<i>Contractual Expense Totals</i>		<u>\$148,590.95</u>	<u>\$150,100.00</u>	<u>\$204,255.87</u>	<u>\$137,618.07</u>	<u>\$146,025.00</u>

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
EXPENSE						
Department 1420 - Law (County Attorney)						
Employee Benefits						
810	Retirement	24,644.20	31,422.00	31,422.00	19,181.41	37,118.00
830	Social Security	18,288.51	24,000.00	24,000.00	12,474.57	23,724.00
831	Medicare Contribution	4,277.15	5,614.00	5,614.00	2,917.44	5,550.00
860	Hospitalization	13,852.36	25,928.00	25,928.00	15,881.83	29,892.00
865	Dental Insurance	379.42	600.00	600.00	419.36	648.00
<i>Employee Benefits Totals</i>		\$61,441.64	\$87,564.00	\$87,564.00	\$50,874.61	\$96,932.00
Other Benefits						
840	Workmen's Compensation	1,832.53	1,161.00	1,161.00	1,160.25	1,478.00
861	Retirees Hospitalization	20,436.97	22,662.00	22,662.00	14,926.24	22,949.00
862	Health Insurance Cost Reimbursement	.00	1,500.00	1,500.00	750.00	1,500.00
<i>Other Benefits Totals</i>		\$22,269.50	\$25,323.00	\$25,323.00	\$16,836.49	\$25,927.00
Department 1420 - Law (County Attorney) Totals		\$533,244.53	\$651,757.00	\$705,912.87	\$412,168.37	\$653,213.00
EXPENSE TOTALS		\$533,244.53	\$651,757.00	\$705,912.87	\$412,168.37	\$653,213.00
Fund A - General Totals						
REVENUE TOTALS		\$56,364.53	\$119,856.00	\$119,856.00	\$42,334.52	\$69,400.00
EXPENSE TOTALS		\$533,244.53	\$651,757.00	\$705,912.87	\$412,168.37	\$653,213.00
Fund A - General Totals		(\$476,880.00)	(\$531,901.00)	(\$586,056.87)	(\$369,833.85)	(\$583,813.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$56,364.53	\$119,856.00	\$119,856.00	\$42,334.52	\$69,400.00
EXPENSE GRAND TOTALS		\$533,244.53	\$651,757.00	\$705,912.87	\$412,168.37	\$653,213.00
Net Grand Totals		(\$476,880.00)	(\$531,901.00)	(\$586,056.87)	(\$369,833.85)	(\$583,813.00)

2020 Salary Schedule (Position Budgeting)
County Attorney

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
13313	Calo, Karyn N/A / \$21.63	Legal Assistant #2 N/A / \$21.63	\$45,000.00	Full Time	Out of UnitFT	5/1/2019
13251	Dickey, Ryan N/A / \$34.15	2nd Assistant County Attorney N/A / \$34.15	\$62,150.00	Full Time	Appointed F/T	8/13/2018
12903	Kissane, Mary Elizabeth N/A / \$64.83	County Attorney N/A / \$64.83	\$117,990.00	Full Time	Appointed F/T	5/2/2016
13280	Reiter, Raymond N/A / \$21.63	Tax Coordinator N/A / \$21.63	\$45,000.00	Full Time	Out of UnitFT	12/26/2018
13263	Turcotte, Amy N/A / \$22.24	Secretary to the County Attorney N/A / \$22.24	\$46,256.00	Full Time	Out of UnitFT	9/10/2018
		1st Assistant County Attorney N/A / \$35.86	\$65,258.00			
		County Attorney Over Time N/A / \$0.00	\$1,000.00			
			7			
			\$382,654.00			

NON BARGAINING ATTORNEY LIST

Below is a list of your employees whose salaries are set according to the matrix on the accompanying "Pay Scale" tab. Please note that these salaries may be subject to an upward 2020 cost of living adjustment at the discretion of the Board of Supervisors.

Alongside each employee's name are the Merit Increments for which he/she qualifies based upon duration of County service. 2019 salary is listed in bold font. Please mark the salary you wish to recommend to the 2020 budget team for each of your employees. These recommendations should be grounded in the scores you have awarded the employee on the Non-Bargaining Employee Evaluation Form. An employee whose Comprehensive Score is below 3 should not be recommended for an increased Merit Increment.

Please sign this form and return it, along with the accompanying Evaluation Forms, as part of your 2020 budget submission.

First	Last	Title	Hire Date	Grade	Years (2020)	entry	1st	2nd	3rd	4th	5th	10th	15th
Robert	Terwilliger	1st Assistant CA	8/12/2019	2	entry	\$ 65,258	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ryan	Dickey	2nd Assistant CA	8/1/2018	1	1	\$ 62,150	\$ 64,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Recommended by:

Mary Elizabeth Kissane
signed

Mary Elizabeth Kissane
printed

8/29/19
date