

FINANCE COMMITTEE
AGENDA
SEPTEMBER 30, 2021

Committee Members: *Beaty, Thomas, McDevitt, Merlino, Braymer, Diamond and Bruno - Chair of the Board shall serves an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
 - A) Journal Report of transfers approved by the County Administrator staff for August 2021.
 - B) Review of 2022 Budget request.
 - C) Request to appropriate \$224,565 from Budget Code A 909.00, *General Fund Unappropriated Surplus Fund*, \$22,600 from D.909.00, *County Road Fund Balance*, and \$170 from Budget Code DM 909.00, *Road Machinery Fund Balance*, to cover the equipment needs of various departments.
 - D) Request to amend the County Budget in the amount of \$24,750 to recognize revenue associated with equipment purchase.
 - E) Executive session to provide an update on the filling of the County Attorney position.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - Review of 2022 Budget request.
 - 4) **Referrals from the County Facilities Committee (Chaired by Supervisor Magowan):**
Airport (Robin Mapp, Airport Manager) -
 - A) Request to increase Capital Project H403, *Rehab Airfield Taxiway Lighting*, in the amount of \$262,968.
 - B) Request to appropriate funds in the amount of \$13,149 from Budget Code A.892.00, *Reserve, Airport Repair and Projects*, to Budget Code A 9950 910, *Transfer, Capital Project*, to cover the local match of FAA and NYS DOT grants. **Note: This request did not go before the Committee for approval.**
 - 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**
Employment & Training Administration (Liza Ochsendorf, Director) -
 - A) Request to amend the County Budget in the amount of \$673,566 to reflect receipt of Federal Workforce Investment and Opportunity Act funds for Program year 2021.
Planning & Community Development (Wayne LaMothe, County Planner) -
 - B) Request to establish CD77, *Countryside CARES Act*, in the amount of \$810,932 for the purpose of undertaking repairs and upgrades to Countryside Adult Home.
 - 6) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
Mental Health (Rob York, Director, Office of Community Services) -
 - A) Request to authorize the appropriation of funds in the amount of \$110,000 from the General Fund Unappropriated Surplus to Budget Code A.4390 435, *Psychiatric Exp./Criminal, Medical Fees*, to cover the cost of mandated chargeback expenses for court-ordered NSY CPL 730 competency examinations and restoration for the remainder of 2021.
Public Health (Ginelle Jones, Director, Public Health/Patient Services) -
 - B) Request to amend the County Budget in the amount of \$225 to reflect receipt of donations provided to the Homecare Division.
 - 7) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner) -
 - A) Request to amend the County Budget in the amount of \$10,894 to increase expenses and revenue to reflect receipt of an allocation received by NYS OCFS (*New York Office of Children & Family*) for the Adult Protective Services grant.
 - B) Request to amend the County Budget in the amount of \$25,000 to increase expenses and revenue to reflect receipt of TANF (*Temporary Assistance for Needy Families*) from NYS OCFS for non-residential domestic violence services for 2021-2022.

Continued

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- 8) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
DPW (Kevin Hajos, Superintendent of Public Works) -
- A) Request to amend the County Budget in the amount of \$1,742.50 to reflect receipt of insurance recovery payment for guardrail repairs.
 - B) Request to amend the County Budget in the amount of \$138.10 to reflect receipt of insurance recovery payment for guardrail repairs.
 - C) Request to increase Capital Project H384, *CR 11 over Finkle Brook Culvert*, in the Town of Bolton in the amount of \$257,532.66.
- 9) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 3A and 3B.
- 3) **Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):**
- A) Request to amend the County Budget in the amount of \$5,000 to adjust for increased expenses in telephone service.
 - B) Request to appropriate funds in the amount of \$17,000 from the Budget Code A.895, *Computer Reserve Fund*, to Budget Code A.1435 220.0, *Human Resources, Office Equipment-Reserve*, to purchase time clocks.

IV. Pending Items:

- 1) County Treasurer requested re-introduction of prior request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA (*Civil Service Employees Association*) Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee. (04.01.21) Update: As Personnel Committee requested County Treasurer reach out to CSEA for approval - this item to remain pending until Personnel takes action. (06.29.21)

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2021

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: _____

TRANSFERS FOR 2021 BUDGET

DATE: September 20, 2021

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1	A.4018.0020.110	Family Health-Full Time Salaries	A.4018.0030.110	Disease Program-Full Time Salaries	\$15,000.00
	A.4018.0020.810	Family Health-Retirement Expense	A.4018.0030.810	Disease Program-Retirement Expense	\$1,500.00
	A.4018.0020.830	Family Health-Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$930.00
	A.4018.0020.831	Family Health-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$218.00
2	A.4010.110	Health Services-Full Time Salaries	A.4018.0030.110	Disease Program-Full Time Salaries	\$3,000.00
	A.4010.810	Health Services-Retirement Expense	A.4018.0030.810	Disease Program-Retirement Expense	\$300.00
	A.4010.830	Health Services - Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$186.00
	A.4010.831	Health Services-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$45.00
Total Transfers					\$21,179.00

- 1 To Reclass estimated 3 months of salary and benefits Family Health Nurse to Disease Program, Nurse is assisting Disease program during COVID activities and not MCH at this time.
- 2 To transfer funds to cover Call Pay for Staff to cover for Covid related coverage and Disease Program coverage for both Weekends and Holidays, retro to 7/31/21.

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**DEPARTMENT NAME:** Mental Health/Office of Community Services for Warren and Washington Counties**SIGNED:****DATE:** 09/20/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4310 410	Mental Health Admin., Supplies	A.4390 435	Psych Exp/Crim, Med Fees	\$1,500
A.4310 437	Consulting Fees	A.4390 435	Psych Exp/Crim, Med Fees	\$2,800
A.4310 444	Travel/Education/Conference	A.4390 435	Psych Exp/Crim, Med Fees	\$3,000
A.4389 435	Psych Exp/Non Crim, Med Fees	A.4390 435	Psych Exp/Crim, Med Fees	\$2,500

Please state reason for transfers requested:

Transfer to cover a portion of mandated chargeback expenses for court-ordered NYS CPL 730 competency examination and restoration expenses

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: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 9/21/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>	<u>Towns</u>
D.5112.8233	860 Co Roads, 2015 CR#66 Country Club Rd	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 5.80	Queensbury
D.5112.8254	280 Co Roads, 2016 CR#10 Schroon River Rd	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 70,248.04	Warrensburg
D.5112.8276	280 Co Roads, 2018 CR#78 13th Lake Road	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 635.75	Johnsburg
D.5112.8307	280 Co Roads, 2020 CR#27 Federal Hill Road	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 8,679.92	Bolton
D.5112.8308	280 Co Roads, 2020 CR#41 Federal Hill Road	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 34,207.77	Bolton
D.5112.8309	280 Co Roads, 2020 CR#41 North Bolton Rd	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 54,159.12	Bolton
D.5112.8310	280 Co Road, 2020 CR11b Valley Woods Rd	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 7,130.48	Bolton
D.5112.8315	280 Co Road, 2020 CR#4 Mountain Road	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 26,247.70	Thurman
D.5112.8316	280 Co Roads, 2020 CR#57 South Johnsbury	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 17,955.77	Thurman
				\$ 219,270.35	

<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:			
	Cover Over Runs			

WARREN COUNTY
Journal Report - August 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Clerk of Legislati - Clerk of the Legislative Board					
8/3/2021	A.1010 410	Supplies	Budget Transfer from Object Code A.1010 444	\$ 376.54	
8/3/2021	A.1010 428	Data Processing & Internet Fees	Budget Transfer from Object Code A.1010 444	\$ 149.90	
8/3/2021	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 428		\$ 149.90
8/3/2021	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 410		\$ 376.54
8/17/2021	A.1010 410	Supplies	Budget Transfer from Object Code A.1010 444	\$ 949.45	
8/17/2021	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 410		\$ 949.45
County Clerk - County Clerk					
8/12/2021	A.7510 410	Supplies	Transfer of Funds within Budget Code to Travel from Supplies 410		\$ 75.00
8/12/2021	A.7510 444	Travel/Education/Conference	Transfer of Funds within Budget Code to Travel from Supplies 410	\$ 75.00	
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
8/30/2021	A.1165 410	Supplies	Budget Transfer within object code to A.1165 422 Repair/Maint Eq		\$ 263.00
8/30/2021	A.1165 422	Repair/Maint-Equipment	Budget Transfer within object code from A.1165 410 Supplies	\$ 263.00	
DPW_DPW Admin - DPW,DPW Administration					
8/2/2021	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 413		\$ 1,000.00
8/2/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 410	\$ 1,000.00	
8/5/2021	A.1620 230	Automotive Equipment	Transfer Within Budget Code to A.1620 260		\$ 500.00
8/5/2021	A.1620 260	Other Equipment	Transfer Within Budget Code from A.1620 230	\$ 500.00	
8/5/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 470		\$ 2,592.00
8/5/2021	A.1620 470	Contract	Transfer Within Budget Code to A.1620 413	\$ 2,592.00	
8/9/2021	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1624 415		\$ 3,400.00
8/9/2021	A.1624 415	Electricity	Transfer Within Budget Code to A.1624 413	\$ 3,400.00	
8/10/2021	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 439		\$ 3,400.00
8/10/2021	A.1620 439	Misc Fees & Expenses	Transfer Within Budget Code from A.1620 410	\$ 60.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/18/2021	A.1610 441	Auto-Supplies & Repair	Transfer Within Budget Code from A.1610 442	\$ 1,500.00	
8/18/2021	A.1610 442	Automotive - Gas & Oil	Transfer Within Budget Code to A.1610 441		\$ 1,500.00
8/18/2021	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 413		\$ 1,900.00
8/18/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 410	\$ 1,900.00	
8/18/2021	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 422		\$ 200.00
8/18/2021	A.1628 422	Repair/Maint-Equipment	Transfer Within Budget Code from A.1628 410	\$ 200.00	
8/18/2021	A.1620 210	Furniture/Furnishings	Transfer Within Budget Code from A.1620 220		\$ 75.00
8/18/2021	A.1620 220	Office Equipment	Transfer Within Budget Code to A.1620 210	\$ 75.00	
8/19/2021	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 428		\$ 630.00
8/19/2021	A.7111 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.7111 410	\$ 630.00	
8/19/2021	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 435		\$ 60.00
8/19/2021	D.3310 435	Medical Fees	Transfer Within Budget Code from D.3310 410	\$ 60.00	
8/20/2021	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 413		\$ 700.00
8/20/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 410	\$ 700.00	
8/23/2021	A.1625 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1625 470		\$ 2,236.00
8/23/2021	A.1625 470	Contract	Transfer Within Budget Code to A.1625 413	\$ 2,236.00	
8/26/2021	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 439		\$ 100.00
8/26/2021	A.7111 439	Misc Fees & Expenses	Transfer Within Budget Code from A.7111 410	\$ 100.00	
8/26/2021	DM.5130 861	Retirees Hospitalization	Transfer Within Budget Code to DM.5130 862		\$ 400.00
8/26/2021	DM.5130 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from DM.5130 861	\$ 400.00	
8/31/2021	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code from D.5110 465		\$ 50,000.00
8/31/2021	D.5110 470	Contract	Transfer Within Budget Code to D.5110 465	\$ 50,000.00	
8/6/2021	40.6293.0310 410	Supplies	Object Code Change from 40.6293.0310 470	\$ 600.00	
8/6/2021	40.6293.0310 470	Contract	Object Code Change to 40.6293.0310 410		\$ 600.00
8/9/2021	40.6293.0310 410	Supplies	Object Code Change from 40.6293.0310 470	\$ 1,000.00	

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/9/2021	40.6293.0310 470	Contract	Object Code Change to 40.6293.0310 410	\$ 60.00	\$ 1,000.00
8/21/2021	40.6293.0313 423	Telephone	Object Code Change from 40.6293.0313 424	\$	\$
8/21/2021	40.6293.0313 424	Postage	Object Code Change to 40.6293.0313 423	\$	\$ 60.00
8/21/2021	40.6293.0355 411	Rent-Building/Property	Object Code Change to 40.6293.0355 423	\$	\$ 500.00
8/21/2021	40.6293.0355 423	Telephone	Object Code Change from 40.6293.0355 411	\$ 500.00	\$
Human Resources - Human Resources					
8/2/2021	A.1435 210	Furniture/Furnishings	Transfer of funds within Object Code to A.1435.220	\$	\$ 22.25
8/2/2021	A.1435 220	Office Equipment	Transfer of funds within Object code from A.1435.210	\$ 22.25	\$
8/4/2021	A.1435 439	Misc Fees & Expenses	Transfer of funds within Object Code to A.1435.470	\$	\$ 300.00
8/4/2021	A.1435 470	Contract	Transfer of funds within Object Code from A.1435.439	\$ 300.00	\$
8/31/2021	A.1435 220	Office Equipment	Transfer of funds out of Object Code from A.1435 439	\$	\$ 239.00
8/31/2021	A.1435 439	Misc Fees & Expenses	Transfer of funds out of Object Code to A.1435.220	\$ 239.00	\$
Infotech - Information Technology					
8/5/2021	A.1680 410	Supplies	Budget Transfer within Object Code to A.1680 424	\$	\$ 25.00
8/5/2021	A.1680 424	Postage	Budget Transfer within Object Code from A.1680 410	\$ 25.00	\$
Legal Def-Indngnt - Legal Defense - Indigents					
8/2/2021	A.1170 210	Furniture/Furnishings	From A. 1170 220 to A. 1170 210	\$ 610.00	\$
8/2/2021	A.1170 220	Office Equipment	From A. 1170 220 to A. 1170 210	\$	\$ 610.00
8/6/2021	A.1170 410	Supplies	FROM A.1170 440 TO A. 1170 410	\$ 150.00	\$
8/6/2021	A.1170 440	Legal/Transcript Fees	FROM A.1170 440 TO A. 1170 410	\$	\$ 150.00
8/13/2021	A.1170 410	Supplies	From a. 1170 440 to a.1170 410	\$ 150.00	\$
8/13/2021	A.1170 440	Legal/Transcript Fees	From a. 1170 440 to a.1170 410	\$	\$ 150.00

OFA - Office for the Aging

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/3/2021	A.6772 428	Data Processing & Internet Fees	Within object code transfer from A.6772.470	\$ 246.00	
8/3/2021	A.6772 470	Contract	Within object code transfer to A.6772.428		\$ 246.00
Office of EMS - Office of Emergency Services					
8/2/2021	A.3640 210	Furniture/Furnishings	Budget transfer within object code from A.3640 230	\$ 207.00	
8/2/2021	A.3640 230	Automotive Equipment	Budget transfer within object code to A.3640 210		\$ 207.00
8/3/2021	A.3410 427	Memberships & Dues	Budget transfer within object code to A.3410 453		\$ 150.00
8/3/2021	A.3410 428	Data Processing & Internet Fees	Budget transfer within object code to A.3410 453		\$ 450.00
8/3/2021	A.3410 453	Uniforms & Clothing	Budget transfer within object code from A.3410 428	\$ 450.00	
8/3/2021	A.3410 453	Uniforms & Clothing	Budget transfer within object code from A.3410 427	\$ 150.00	
8/23/2021	A.3410 442	Automotive - Gas & Oil	Budget transfer within object code to A.3410 453		\$ 300.00
8/23/2021	A.3410 453	Uniforms & Clothing	Budget transfer within object code from A.3410 442	\$ 300.00	
8/24/2021	A.3410 260	Other Equipment	Out of code transfer to A.3410 444		\$ 2,500.00
8/24/2021	A.3410 444	Travel/Education/Conference	Out of code transfer from A.3410 260	\$ 2,500.00	
Probation_Probation - Probation, Probation					
8/17/2021	A.3140 410	Supplies	Budget Transfers within Object Code to A.3140455		\$ 1,000.00
8/17/2021	A.3140 422	Repair/Maint-Equipment	Budget Transfers within Object Code to A.3140.455		\$ 875.00
8/17/2021	A.3140 442	Automotive - Gas & Oil	Budget Transfers within Object Code to A.3140.455		\$ 425.00
8/17/2021	A.3140 444	Travel/Education/Conference	Budget Transfers within Object Code to A.3140.455		\$ 700.00
8/17/2021	A.3140 455	Safety Equipment	Budget Transfers within Object Code from A.3140.444	\$ 700.00	
8/17/2021	A.3140 455	Safety Equipment	Budget Transfers within Object Code from A.3140.410	\$ 1,000.00	
8/17/2021	A.3140 455	Safety Equipment	Budget Transfers within Object Code from A.3140.422	\$ 875.00	
8/17/2021	A.3140 455	Safety Equipment	Budget Transfers within Object Code from A.3140.442	\$ 425.00	
Public Health_Health Services - Public Health, Health Services					
8/6/2021	A.4018.0040 423	Telephone	Budget Transfer Health Ed to A.4018.0040.423 from .444	\$ 50.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/6/2021	A.4018.0040 444	Travel/Education/Conference	Budget Transfer Health Ed to A.4018.0040.423 from .444	\$ 258.00	\$ 50.00
8/10/2021	A.4010 260	Other Equipment	Out of code transfer Chhha from A4010.435	\$	\$ 258.00
8/10/2021	A.4010 435	Medical Fees	Out of code transfer Chhha to A4010.260	\$ 2,000.00	\$ 258.00
8/12/2021	A.4018.0030 423	Telephone	Budget transfer Dis Prog from A4018.0030.435	\$	\$ 2,000.00
8/12/2021	A.4018.0030 435	Medical Fees	Budget transfer Dis Prog to A4018.0030.423	\$	\$ 2,000.00
Purchasing - Purchasing					
8/12/2021	A.1345 410	Supplies	Budget Transfers within Object Code from A.1345 424	\$ 100.00	\$
8/12/2021	A.1345 423	Telephone	Budget Transfers within Object Code from A.1345 424	\$ 50.00	\$
8/12/2021	A.1345 424	Postage	Budget Transfers within Object Code to A.1345 423	\$	\$ 50.00
8/12/2021	A.1345 424	Postage	Budget Transfers within Object Code to A.1345 410	\$	\$ 100.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
8/3/2021	A.3020 470	Contract	Budget Transfer out of object code from A.3110 470	\$ 5,457.00	\$
8/3/2021	A.3110 470	Contract	Budget Transfer out of object code to A.3020 470	\$	\$ 5,457.00
8/3/2021	A.3110 410	Supplies	Budget Transfer within object code to A.3110 423	\$	\$ 500.00
8/3/2021	A.3110 423	Telephone	Budget Transfer within object code from A.3110 410	\$ 500.00	\$
8/17/2021	A.3020 444	Travel/Education/Conference	Budget Transfer within object code from A.3020 453	\$ 2,157.25	\$
8/17/2021	A.3020 453	Uniforms & Clothing	Budget Transfer within object code to A.3020 444	\$	\$ 2,157.25
8/17/2021	A.3020 410	Supplies	Budget Transfer within object code to A.3020 444	\$	\$ 29.75
8/17/2021	A.3020 444	Travel/Education/Conference	Budget Transfer within object code from A.3020 410	\$ 29.75	\$
Social Services - Social Services					
8/24/2021	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 470	\$ 2,000.00	\$
8/24/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 220	\$	\$ 2,000.00
8/26/2021	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 470	\$ 450.00	\$
8/26/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 220	\$	\$ 450.00

WARREN COUNTY
Journal Report - August 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Treasurer Disb - Treasurer Departmental Activity					
8/10/2021	A.1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 424	\$ 700.00	\$ 700.00
8/10/2021	A.1325 424	Postage	Budget Transfer from A.1325 410 to A.1325 424	\$ 700.00	
8/10/2021	A.1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 436	\$ 108.24	\$ 108.24
8/10/2021	A.1325 436	Advertising Fees	Budget Transfer from A.1325 410 to A.1325 436	\$ 108.24	
Veterans Service - Veterans Service					
8/4/2021	A.6510.0125 444	Travel/Education/Conference	Funds transfer to 445 Foods	\$ 1,000.00	\$ 1,000.00
8/4/2021	A.6510.0125 445	Foods	Funds transfer from 444 Travel	\$ 1,000.00	
8/6/2021	A.6510.0125 410	Supplies	Funds transfer from 470 contracts	\$ 1,700.00	
8/6/2021	A.6510.0125 470	Contract	Funds transfer to 410 supplies	\$ 1,700.00	\$ 1,700.00
8/26/2021	A.6510.0125 220	Office Equipment	Out of Code Funds transfer from 470 Contract	\$ 1,800.00	
8/26/2021	A.6510.0125 470	Contract	Out of Code Funds transfer to 220 Equipment	\$ 1,800.00	\$ 1,800.00
8/30/2021	A.6510.0125 220	Office Equipment	Within Code Funds transfer to 260 Other Equip	\$ 1,800.00	
8/30/2021	A.6510.0125 260	Other Equipment	Within Code Funds transfer from 220	\$ 1,800.00	\$ 1,800.00

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Administrator

BUDGET ACCOUNT CODE: A.1011

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$309,798.78	\$321,743.00	\$321,743.00	\$321,743.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$3,016.74	\$3,000.00	\$5,000.00	\$5,668.00
800's EMPLOYEE BENEFITS	\$145,653.08	\$158,802.00	\$158,802.00	\$171,460.00
TOTALS	\$458,468.60	\$483,545.00	\$485,545.00	\$498,871.00

SIGNED:  DEPARTMENT HEAD
 TITLE: County Administrator
 DATE: 9/3/2021

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
	Department 1011 - County Administrator					
	Personal Services					
110	Salaries - Regular	309,798.78	321,743.00	321,743.00	211,338.49	321,743.00
	<i>Personal Services Totals</i>	\$309,798.78	\$321,743.00	\$321,743.00	\$211,338.49	\$321,743.00
Contractual Expense						
410	Supplies	690.27	500.00	3,226.00	1,333.80	2,000.00
423	Telephone	860.21	800.00	800.00	563.41	900.00
424	Postage	484.65	300.00	300.00	280.81	600.00
427	Memberships & Dues	400.00	400.00	400.00	400.00	400.00
428	Data Processing & Internet Fees	216.00	300.00	264.00	264.00	268.00
444	Travel/Education/Conference	365.61	700.00	10.00	10.00	1,500.00
	<i>Contractual Expense Totals</i>	\$3,016.74	\$3,000.00	\$5,000.00	\$2,852.02	\$5,668.00
Employee Benefits						
810	Retirement	30,764.35	44,560.00	44,560.00	27,407.34	49,245.00
820	Social Security	17,737.08	19,949.00	19,949.00	12,090.57	19,949.00
831	Medicare Contribution	4,243.18	4,666.00	4,666.00	2,828.99	4,666.00
860	Hospitalization	66,134.40	70,171.00	70,171.00	50,532.30	76,524.00
865	Dental Insurance	929.64	1,152.00	1,152.00	808.30	1,152.00
	<i>Employee Benefits Totals</i>	\$119,676.65	\$140,498.00	\$140,498.00	\$93,673.55	\$151,536.00
Other Benefits						
840	Workmen's Compensation	1,351.78	887.00	887.00	887.00	1,424.00
861	Retirees Hospitalization	23,464.72	16,667.00	16,667.00	4,166.67	17,000.00
862	Health Insurance Cost Reimbursement	1,159.93	750.00	750.00	420.98	1,500.00
	<i>Other Benefits Totals</i>	\$25,976.43	\$18,304.00	\$18,304.00	\$5,474.65	\$19,924.00
	Department 1011 - County Administrator Totals	\$458,468.60	\$483,545.00	\$485,545.00	\$313,338.71	\$498,871.00
	EXPENSE TOTALS	\$458,468.60	\$483,545.00	\$485,545.00	\$313,338.71	\$498,871.00
	Fund A - General Totals	\$458,468.60	\$483,545.00	\$485,545.00	\$313,338.71	\$498,871.00
	EXPENSE TOTALS	\$458,468.60	\$483,545.00	\$485,545.00	\$313,338.71	\$498,871.00
	Fund A - General Totals	(\$458,468.60)	(\$483,545.00)	(\$485,545.00)	(\$313,338.71)	(\$498,871.00)
	Net Grand Totals					

Budget Worksheet Report

Budget Year 2022

REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS	\$458,468.60	\$483,545.00	\$485,545.00	\$313,338.71	\$498,871.00	\$0.00
Net Grand Totals	(\$458,468.60)	(\$483,545.00)	(\$485,545.00)	(\$313,338.71)	(\$498,871.00)	(\$498,871.00)

2022 Salary Schedule (Position Budgeting)
 Administrative Fiscal Services

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
9508	DeLorenzo, Tamara N/A / \$44.28	Assist to County Administrator N/A / \$44.28	\$80,591.00	Full Time	Appointed F/T	6/23/1997
13433	Lehman, Donald N/A / \$31.58	Director of Public Affairs N/A / \$31.58	\$65,695.00	Full Time	Out of UnitFT	3/23/2020
12719	Miller, Kristy N/A / \$23.60	Conf Secr to Cty Administrator N/A / \$23.60	\$49,091.00	Full Time	Out of UnitFT	1/12/2015
13170	Moore, Ryan N/A / \$65.93	County Administrator N/A / \$65.93	\$120,000.00	Full Time	Appointed F/T	4/9/2018
	N/A / \$15.00	Fiscal Asst to Co Administrator N/A / \$15.00	\$6,366.00			
				5		\$321,743.00

First Name	Last Name	Department Description	Position Title	Hire Date	2021 Budgeted Salary	Position Grade	2021 Budgeted Increment	"Zero Year"	Year Attained in 2022	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th
Tamara	DeLorenzo	County Administrator	Assist to County Administrator	6/23/1997	\$ 80,591	16	10	1997	25	25	69,500	71,585	73,375	74,842	75,965	78,244
Donald	Lehman	County Administrator	Director of Public Affairs	3/23/2020	\$ 65,695	13	5	2015	7	5	58,354	60,104	61,607	62,839	63,782	65,695
Kristy	Miller	County Administrator	Conf' Sect to Cty Administrator	1/12/2015	\$ 49,091	B	5	2015	7	5	43,605	44,913	46,036	46,957	47,661	49,091

Department Head Instructions:

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2022 pursuant to your evaluation of their performance. Please enclose with your 2022 Budget Submission your recommendations for each employee. Please note these salaries do not reflect a cost of living adjustment for 2022. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors.



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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Mail Room

BUDGET ACCOUNT CODE: A.1670

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$40,324.62	\$40,017.00	\$40,017.00	\$43,867.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$1,578.77	\$1,616.00	\$1,616.00	\$1,917.00
800's EMPLOYEE BENEFITS	\$17,323.42	\$18,171.00	\$18,171.00	\$19,746.00
TOTALS	\$59,226.81	\$59,804.00	\$59,804.00	\$65,530.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:  _____
 DEPARTMENT HEAD
 TITLE: County Administrator
 DATE: 9/3/2021

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department 1670 - Mail Room						
Personal Services						
110	Salaries - Regular	40,324.62	40,017.00	40,017.00	27,258.14	43,867.00
	<i>Personal Services Totals</i>	\$40,324.62	\$40,017.00	\$40,017.00	\$27,258.14	\$43,867.00
	<i>Contractual Expense</i>					
410	Supplies	36.77	50.00	50.00	14.54	50.00
428	Data Processing & Internet Fees	54.00	66.00	66.00	66.00	67.00
439	Misc Fees & Expenses	1,488.00	1,500.00	1,500.00	721.00	1,800.00
	<i>Contractual Expense Totals</i>	\$1,578.77	\$1,616.00	\$1,616.00	\$801.54	\$1,917.00
	<i>Employee Benefits</i>					
810	Retirement	6,288.82	7,003.00	7,003.00	4,804.12	8,379.00
830	Social Security	2,369.75	2,481.00	2,481.00	1,407.20	2,720.00
870	Medicare Contribution	554.72	580.00	580.00	375.88	535.00
860	Hospitalization	7,664.80	7,665.00	7,665.00	5,292.00	7,532.00
865	Dental Insurance	249.32	288.00	288.00	199.44	288.00
	<i>Employee Benefits Totals</i>	\$17,125.91	\$18,017.00	\$18,017.00	\$12,278.64	\$19,555.00
	<i>Other Benefits</i>					
840	Workmen's Compensation	197.51	154.00	154.00	153.72	191.00
	<i>Other Benefits Totals</i>	\$197.51	\$154.00	\$154.00	\$153.72	\$191.00
Department 1670 - Mail Room Totals		\$59,226.81	\$59,804.00	\$59,804.00	\$40,492.04	\$65,530.00
	EXPENSE TOTALS	\$59,226.81	\$59,804.00	\$59,804.00	\$40,492.04	\$65,530.00
Fund A - General Totals		\$59,226.81	\$59,804.00	\$59,804.00	\$40,492.04	\$65,530.00
	EXPENSE TOTALS	\$59,226.81	\$59,804.00	\$59,804.00	\$40,492.04	\$65,530.00
Fund A - General Totals		(\$59,226.81)	(\$59,804.00)	(\$59,804.00)	(\$40,492.04)	(\$65,530.00)
	Net Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE GRAND TOTALS	\$59,226.81	\$59,804.00	\$59,804.00	\$40,492.04	\$65,530.00
	EXPENSE GRAND TOTALS	(\$59,226.81)	(\$59,804.00)	(\$59,804.00)	(\$40,492.04)	(\$65,530.00)
	Net Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2022 Salary Schedule (Position Budgeting)
Mail Room

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
11230	VanNess, Connie 06-14 / \$20.85	Messenger 06-15 / \$21.09	\$43,867.00	Full Time	CSEA/FT	1/2/2007
			1			\$43,867.00

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Print Shop

BUDGET ACCOUNT CODE: A.1671

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$72,476.35	\$72,130.00	\$72,130.00	\$98,600.00
800's EMPLOYEE BENEFITS				\$0.00
TOTALS	\$72,476.35	\$72,130.00	\$72,130.00	\$98,600.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$102,938.02	\$72,130.00	\$72,130.00	\$98,600.00

SIGNED:


DEPARTMENT HEAD

TITLE:

Security Administrator

DATE:

9/3/2021

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
REVENUE						
Department 1671 - Print Shop						
Departmental Income						
1272	Printshop Fees	2,420.00	2,000.00	2,000.00	1,400.00	2,000.00
1273	Printing/Copying Fees	100,311.77	70,130.00	70,130.00	62,522.84	96,600.00
	<i>Departmental Income Totals</i>	\$102,731.77	\$72,130.00	\$72,130.00	\$63,922.84	\$98,600.00
	<i>Sale of Property And Compensation for Loss</i>					
2658	Minor Sales - Printshop	206.25	.00	.00	83.25	.00
	<i>Sale of Property And Compensation for Loss Totals</i>	\$206.25	\$0.00	\$0.00	\$83.25	\$0.00
	Department 1671 - Print Shop Totals	\$102,938.02	\$72,130.00	\$72,130.00	\$64,006.09	\$98,600.00
	REVENUE TOTALS	\$102,938.02	\$72,130.00	\$72,130.00	\$64,006.09	\$98,600.00
EXPENSE						
Department 1671 - Print Shop						
Contractual Expense						
421	Supplies	132.52	200.00	200.00	12.44	200.00
421	Equipment Rental	72,343.83	71,930.00	71,930.00	50,651.50	98,400.00
	<i>Contractual Expense Totals</i>	\$72,476.35	\$72,130.00	\$72,130.00	\$50,663.94	\$98,600.00
Comments	Level	Departmental Request	Printer Contract Renewal 2022: \$10,995/month x 5 months = \$54,975 + 39,920.51(National 7 months) + \$2,692.44 (Toshiba) + \$1,000 (overages) = \$98,587.95			
Account	421					
Department 1671 - Print Shop Totals		\$72,476.35	\$72,130.00	\$72,130.00	\$50,663.94	\$98,600.00
EXPENSE TOTALS		\$72,476.35	\$72,130.00	\$72,130.00	\$50,663.94	\$98,600.00
Fund A - General Totals						
REVENUE TOTALS		\$102,938.02	\$72,130.00	\$72,130.00	\$64,006.09	\$98,600.00
EXPENSE TOTALS		\$72,476.35	\$72,130.00	\$72,130.00	\$50,663.94	\$98,600.00
Fund A - General Totals		\$30,461.67	\$0.00	\$0.00	\$13,342.15	\$0.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$102,938.02	\$72,130.00	\$72,130.00	\$64,006.09	\$98,600.00
EXPENSE GRAND TOTALS		\$72,476.35	\$72,130.00	\$72,130.00	\$50,663.94	\$98,600.00
Net Grand Totals		\$30,461.67	\$0.00	\$0.00	\$13,342.15	\$0.00

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Public Nursing Home
 BUDGET ACCOUNT CODE: A.4530

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
400's CONTRACTUAL	\$5,727.50	\$4,575.00	\$125,628.15	\$3,000.00
800's EMPLOYEE BENEFITS	\$260,283.17	\$217,280.00	\$217,280.00	\$192,091.00
TOTALS	\$266,010.67	\$221,855.00	\$342,908.15	\$195,091.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$2,556.29	\$0.00	\$0.00	\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: County Administrator
 DATE: 9/3/2021

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
REVENUE						
Department 4530 - Public Nursing Home						
Use of Money & Property						
2401	Interest & Earnings	1,643.20	.00	.00	579.73	.00
	<i>Use of Money & Property Totals</i>	\$1,643.20	\$0.00	\$0.00	\$579.73	\$0.00
Miscellaneous & Local Source						
2770	Other Undclassified Revenue	913.09	.00	.00	.00	.00
	<i>Miscellaneous & Local Source Totals</i>	\$913.09	\$0.00	\$0.00	\$0.00	\$0.00
Department 4530 - Public Nursing Home						
REVENUE TOTALS		\$2,556.29	\$0.00	\$0.00	\$579.73	\$0.00
		\$2,556.29	\$0.00	\$0.00	\$579.73	\$0.00
EXPENSE						
Department 4530 - Public Nursing Home						
Contractual Expense						
440	Legal/Transcript Fees	4,152.50	3,000.00	3,000.00	1,397.94	3,000.00
470	Contract	1,575.00	1,575.00	1,575.00	1,575.00	.00
475	Bad Debt Expense	.00	.00	121,053.15	121,052.15	.00
	<i>Contractual Expense Totals</i>	\$5,727.50	\$4,575.00	\$125,628.15	\$124,026.09	\$3,000.00
Employee Benefits						
810	Retirement	2,396.00	.00	.00	.00	.00
	<i>Employee Benefits Totals</i>	\$2,396.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits						
840	Workmen's Compensation	56,931.73	34,672.00	34,672.00	34,671.68	36,561.00
861	Retirees Hospitalization	200,955.44	182,608.00	182,608.00	38,578.15	155,530.00
	<i>Other Benefits Totals</i>	\$257,887.17	\$217,280.00	\$217,280.00	\$73,249.83	\$192,091.00
Department 4530 - Public Nursing Home						
EXPENSE TOTALS		\$266,010.67	\$221,855.00	\$342,908.15	\$197,275.92	\$195,091.00
		\$266,010.67	\$221,855.00	\$342,908.15	\$197,275.92	\$195,091.00
Fund A - General						
REVENUE TOTALS		\$2,556.29	\$0.00	\$0.00	\$579.73	\$0.00
EXPENSE TOTALS		\$266,010.67	\$221,855.00	\$342,908.15	\$197,275.92	\$195,091.00
Fund A - General						
Net Grand Totals		(\$263,454.38)	(\$221,855.00)	(\$342,908.15)	(\$196,696.19)	(\$195,091.00)
REVENUE GRAND TOTALS		\$2,556.29	\$0.00	\$0.00	\$579.73	\$0.00

Budget Worksheet Report

Budget Year 2022

EXPENSE GRAND TOTALS	\$266,010.67	\$221,855.00	\$342,908.15	\$197,275.92	\$195,091.00
Net Grand Totals	(\$263,454.38)	(\$221,855.00)	(\$342,908.15)	(\$196,686.19)	(\$195,091.00)

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: 09/30/2021

- (a) Purpose of Request:
To authorize the Appropriation of funds from the General Fund Unappropriated Surplus, County Road Unappropriated Surplus and Road Machinery Unappropriated Surplus to cover the equipment needs of various departments.
- (b) Details:
See attached schedule
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
**General Fund Unappropriated Surplus \$224,565
County Road Unappropriated Surplus \$22,600
Road Machinery Unappropriated Surplus \$170**

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: County Administrator

DATE: 09/30/2021

(a) Purpose of Amendment: **To amend the 2021 Budget to recognize revenue associated with Equipment purchases**

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

A.6010 210 - Social Services, Furniture/Furnishings - \$2,160

A.6010 220 - Social Services, Office Equipment - \$1,440

A.6030 210 - Countryside Adult Home, Furniture/Furnishings - \$2,500

A.6030 220 - Countryside Adult Home, Office Equipment - \$1,000

A.6030 230 - Countryside Adult Home, Automotive Equipment - \$15,000

A.6030 260 - Countryside Adult Home, Other Equipment - \$2,650

(c) Revenue Code (with title), and Amount: **A.6010 3610 - Social Services, Social Services Admin - \$3,600 A.6030 3630 - Countryside Adult Home, Adult Care Priv. Inst. - \$21,150**

2022 Departmental Requests Equipment Analysis - Budget Amendment

Fund A - General

- 6010 - Social Services
- 6010 - Social Services
- 6030 - Countryside Adult Home

Account	Description	Dept Request	Revenue	Comments
210	Furniture/Furnishings	\$ 2,160.00	\$ 2,160.00	Filing Cabinets, bookcases, small table, desk chairs
220	Office Equipment	\$ 1,440.00	\$ 1,440.00	Monitors, cameras, computer security screens
210	Furniture/Furnishings	\$ 2,500.00	\$ 2,500.00	Chairs/furniture - resident rooms per DOH regs
220	Office Equipment	\$ 1,000.00	\$ 1,000.00	Shredder & Ipad
230	Automotive Equipment	\$ 15,000.00	\$ 15,000.00	Tractor
260	Other Equipment	\$ 2,650.00	\$ 2,650.00	Food Processor (\$3,800) Blood Pressure Monitor (1,500)
		\$ 24,750.00	\$ 24,750.00	

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Treasurer
 BUDGET ACCOUNT CODE: A.1325

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$711,541.75	\$724,723.00	\$724,723.00	\$767,229.00
200's EQUIPMENT	\$11,023.16	\$500.00	\$588.99	\$500.00
400's CONTRACTUAL	\$125,042.16	\$127,306.00	\$131,617.01	\$136,225.00
800's EMPLOYEE BENEFITS	\$302,216.24	\$314,565.00	\$314,565.00	\$345,313.00
TOTALS	\$1,149,823.31	\$1,167,094.00	\$1,171,494.00	\$1,249,267.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 ESTIMATED REVENUES	2022 DEPARTMENT REQUESTS
\$61,950,064.86	\$59,392,995.00	\$59,392,995.00	\$60,118,482.00

SIGNED: Michael R. Smith
 DEPARTMENT HEAD
 TITLE: Treasurer
 DATE: 9/7/21

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Distribution of Sales Tax
 BUDGET ACCOUNT CODE: A.1985

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$25,933,588.19	\$25,865,137.00	\$25,865,137.00	\$26,278,799.00
TOTALS	\$25,933,588.19	\$25,865,137.00	\$25,865,137.00	\$26,278,799.00

SIGNED: Michael P. Swanson
 DEPARTMENT HEAD

TITLE: Treasurer

DATE: 9/7/21

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

FUND-A TOTALS				
100's PERSONAL SERVICES	\$711,541.75	\$724,723.00	\$724,723.00	\$767,229.00
200's EQUIPMENT	\$11,023.16	\$500.00	\$588.99	\$500.00
300's DEPRECIATION				
400's CONTRACTUAL	\$26,058,630.35	\$25,992,443.00	\$25,996,754.01	\$26,415,024.00
600's INDEBTEDNESS				
700's INDEBTEDNESS				
800's EMPLOYEE BENEFITS	\$302,216.24	\$314,565.00	\$314,565.00	\$345,313.00
900's INTERFUND TRANSFERS				
REVENUES	\$61,950,064.86	\$59,392,995.00	\$59,392,995.00	\$60,118,482.00

SIGNED: Michael R. Swanick
 DEPARTMENT HEAD
 TITLE: Team
 DATE: 9/7/21

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
REVENUE						
Department 1325 - County Treasurer						
Real Property Tax Items						
1051	Gain - Sale of Tax Acq Prop	60,262.08	150,000.00	150,000.00	.00	150,000.00
1081	Other Pay in Lieu of Tax	149,490.05	141,600.00	141,600.00	141,644.54	140,700.00
1090	Ink and Pen on RPT	1,670,098.41	1,850,000.00	1,850,000.00	1,244,584.63	1,850,000.00
	<i>Real Property Tax Items Totals</i>	\$1,879,850.54	\$2,141,600.00	\$2,141,600.00	\$1,386,229.17	\$2,140,700.00
Non-Property Tax Items						
1110	Sales and Use Tax	55,355,921.90	55,015,895.00	55,015,895.00	34,464,899.80	56,051,782.00
1115	Towns Share of Sales Tax	950,000.00	950,000.00	950,000.00	950,000.00	950,000.00
1190	Interest&Penalty Non-Property Tax	9,216.73	8,000.00	8,000.00	2,614.43	8,000.00
	<i>Non-Property Tax Items Totals</i>	\$56,315,138.63	\$55,973,895.00	\$55,973,895.00	\$35,417,504.23	\$57,009,782.00
Departmental Income						
1230	County Treasurer's Fees	26,396.47	18,000.00	18,000.00	8,993.27	22,000.00
1231	Occupancy Tax Administration	135,000.00	146,000.00	146,000.00	146,000.00	127,000.00
1232	P-Card Rebate	1,666.30	.00	.00	.00	.00
	<i>Departmental Income Totals</i>	\$163,062.77	\$164,000.00	\$164,000.00	\$154,993.27	\$149,000.00
Use of Money & Property						
2401	Interest & Earnings	142,024.81	60,000.00	60,000.00	24,126.34	30,000.00
	<i>Use of Money & Property Totals</i>	\$142,024.81	\$60,000.00	\$60,000.00	\$24,126.34	\$30,000.00
Miscellaneous & Local Source						
2701	Refund of Prior Year Expense	2,591,863.19	100,000.00	100,000.00	106,395.61	100,000.00
2705	Gifts & Donations	30,000.00	30,000.00	30,000.00	.00	30,000.00
2720	OTB Dist Earnings	43,608.00	55,000.00	55,000.00	83,931.00	60,000.00
2770	Other Unclassified Revenue	3,026.02	.00	.00	378.75	.00
	<i>Miscellaneous & Local Source Totals</i>	\$2,668,497.21	\$185,000.00	\$185,000.00	\$190,705.36	\$190,000.00
State Aid						
3014	VLT/Tribal Compact Monies	.00	375,000.00	375,000.00	.00	.00
	<i>Comments Level</i>					
	Departmental Request	We have not received payment for 4th quarter, 2019, all of 2020 and nothing to date for 2021. We will budget zero for 2022 since the receipt of any monies in near future is uncertain.				
3405	Compassionate Care Act	231,562.69	125,000.00	125,000.00	112,302.77	200,000.00
	<i>State Aid Totals</i>	\$231,562.69	\$500,000.00	\$500,000.00	\$112,302.77	\$200,000.00
Federal Aid						
4960	Emergency Disaster Assist	21.71	.00	.00	.00	.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
REVENUE						
Department 1325 - County Treasurer						
Federal Aid						
<i>Federal Aid Totals</i>						
		\$21.71	\$0.00	\$0.00	\$0.00	\$0.00
<i>Interfund Transfers</i>						
5031	Interfund Transfers	108,818.17	.00	.00	104,717.39	.00
<i>Interfund Transfers Totals</i>						
		\$108,818.17	\$0.00	\$0.00	\$104,717.39	\$0.00
<i>Fines & Forfeitures</i>						
2610	Fines and Forfeited Bail	25,200.00	.00	.00	.00	.00
2620	Forfeiture of Deposits	.00	3,000.00	3,000.00	.00	3,000.00
<i>Fines & Forfeitures Totals</i>						
		\$25,200.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
<i>Sale of Property And Compensation for Loss</i>						
2655	Minor Sales, Other	12,946.50	500.00	500.00	213.00	1,000.00
2656	Vending Machines	3,574.51	5,000.00	5,000.00	957.08	5,000.00
2690	Tobacco Settlement	399,367.32	360,000.00	360,000.00	431,893.77	390,000.00
<i>Sale of Property And Compensation for Loss Totals</i>						
		\$415,888.33	\$365,500.00	\$365,500.00	\$433,063.85	\$396,000.00
<i>Department 1325 - County Treasurer Totals</i>						
		\$61,950,064.86	\$59,392,995.00	\$59,392,995.00	\$37,823,642.38	\$60,118,482.00
REVENUE TOTALS						
		\$61,950,064.86	\$59,392,995.00	\$59,392,995.00	\$37,823,642.38	\$60,118,482.00
EXPENSE						
Department 1325 - County Treasurer						
<i>Personal Services</i>						
110	Salaries - Regular	707,665.24	709,790.00	709,790.00	467,299.31	751,129.00
120	Salaries - Overtime	40.88	1,000.00	1,000.00	.00	1,000.00
130	Salaries - Part Time	3,835.63	13,933.00	13,933.00	7,476.15	15,100.00
<i>Personal Services Totals</i>						
		\$711,541.75	\$724,723.00	\$724,723.00	\$474,775.46	\$767,229.00
<i>Equipment</i>						
210	Furniture/Furnishings	.00	.00	338.99	338.99	.00
220	Office Equipment	481.16	500.00	250.00	196.43	500.00
<i>Comments</i>						
	Level					
	Departmental Request					
	Comment					
220.1	Office Equipment - Reserve	10,542.00	.00	.00	.00	.00
<i>Equipment Totals</i>						
		\$11,023.16	\$500.00	\$588.99	\$535.42	\$500.00
<i>Contractual Expense</i>						
410	Supplies	8,645.72	9,300.00	7,567.78	4,389.53	9,300.00

Budget Worksheet Report

Budget Year 2022

Account Fund	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
EXPENSE						
Department 1325 - County Treasurer						
<i>Contractual Expense</i>						
422	Repair/Maint-Equipment	53,778.97	57,468.00	57,468.00	800.00	60,249.00
423	Telephone	1,073.55	1,100.00	1,100.00	667.08	1,250.00
424	Postage	6,662.91	6,000.00	6,700.00	2,775.19	8,000.00
427	Memberships & Dues	360.00	530.00	530.00	360.00	530.00
428	Data Processing & Internet Fees	648.00	858.00	858.00	858.00	871.00
436	Advertising Fees	748.24	750.00	1,260.23	1,260.23	750.00
439	Misc Fees & Expenses	24.77	.00	.00	.00	.00
444	Travel/Education/Conference	.00	500.00	133.00	.00	1,500.00
470	Contract	53,100.00	50,800.00	56,000.00	40,300.00	53,775.00
Comments						
Level	Comment					
Departmental Request	Audit - \$45,675					
	Actuary - \$1,100					
	Indirect Cost - \$7,000					
Contractual Expense Totals		\$125,042.16	\$127,306.00	\$131,617.01	\$51,410.03	\$136,225.00
Employee Benefits						
810	Retirement	96,924.19	107,958.00	107,958.00	70,716.54	126,740.00
830	Social Security	42,108.33	44,933.00	44,933.00	28,209.43	47,569.00
831	Medicare Contribution	9,847.95	10,509.00	10,509.00	6,597.42	11,125.00
860	Hospitalization	105,501.03	110,686.00	110,686.00	68,733.98	118,072.00
865	Dental Insurance	2,072.01	2,496.00	2,496.00	1,469.76	2,496.00
Employee Benefits Totals		\$256,453.51	\$276,582.00	\$276,582.00	\$175,727.13	\$306,002.00
Other Benefits						
840	Workmen's Compensation	3,419.77	2,779.00	2,779.00	2,778.30	3,404.00
861	Retirees Hospitalization	42,342.96	35,204.00	35,204.00	8,800.74	35,907.00
Other Benefits Totals		\$45,762.73	\$37,983.00	\$37,983.00	\$11,579.04	\$39,311.00
Department 1325 - County Treasurer Totals		\$1,149,823.31	\$1,167,094.00	\$1,171,494.00	\$714,027.08	\$1,249,267.00
Department 1985 - Distribution of Sales Tax						
<i>Contractual Expense</i>						
Other Payments/Contributions						
469		25,933,588.19	25,865,137.00	25,865,137.00	12,958,823.30	26,278,799.00
Contractual Expense Totals		\$25,933,588.19	\$25,865,137.00	\$25,865,137.00	\$12,958,823.30	\$26,278,799.00
Department 1985 - Distribution of Sales Tax Totals		\$25,933,588.19	\$25,865,137.00	\$25,865,137.00	\$12,958,823.30	\$26,278,799.00
EXPENSE TOTALS		\$27,083,411.50	\$27,032,231.00	\$27,036,631.00	\$13,672,850.38	\$27,528,066.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General Totals						
	REVENUE TOTALS	\$61,950,064.86	\$59,392,995.00	\$59,392,995.00	\$37,823,642.38	\$60,118,482.00
	EXPENSE TOTALS	\$27,083,411.50	\$27,032,231.00	\$27,036,631.00	\$13,672,850.38	\$27,528,066.00
	Fund A - General Totals	\$34,866,653.36	\$32,360,764.00	\$32,356,364.00	\$24,150,792.00	\$32,590,416.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$61,950,064.86	\$59,392,995.00	\$59,392,995.00	\$37,823,642.38	\$60,118,482.00
	EXPENSE GRAND TOTALS	\$27,083,411.50	\$27,032,231.00	\$27,036,631.00	\$13,672,850.38	\$27,528,066.00
	Net Grand Totals	\$34,866,653.36	\$32,360,764.00	\$32,356,364.00	\$24,150,792.00	\$32,590,416.00

2022 Salary Schedule (Position Budgeting)
Treasurer

Empl. #	Name	Position		Annual Earnings	Empl. Type	Benefit Group	Hire Date
		Ann. Grade & Rate	Ann. Grade & Rate				
13431	Chapman, Morgan	10-01 / \$19.91	Payroll Technician 10-02 / \$20.25	\$41,934.00	Full Time	CSEA/FT	3/31/2020
12023	Donohue, Daniel	N/A / \$35.49	Accountant N/A / \$35.49	\$73,815.00	Full Time	Out of UnitFT	11/1/2011
13512	Kelly, Clarisse	04-00 / \$15.28	Account Clerk #1 (19 hrs) N/A / \$15.28	\$15,100.00	Less than Half	Less P/T12/21/12	2/22/2021
7252	LaBruzzo, Diane	10-30 / \$25.25	Principal Account Clerk #2 N/A / \$25.25	\$52,518.00	Full Time	CSEA/FT	12/22/1986
11444	LeClair, Heidi	18-13 / \$29.53	Payroll Supervisor 18-14 / \$29.53	\$61,416.00	Full Time	CSEA/FT	4/14/2008
10539	Lynch, Robert	N/A / \$63.26	Deputy Treasurer N/A / \$63.26	\$107,954.00	Full Time	Appointed F/T	1/21/2003
13542	Mandy, Lisa	19-00 / \$24.76	Accounting Technician #2 19-01 / \$25.06	\$51,863.00	Full Time	CSEA/FT	6/1/2021
9975	Mundell, Claudia	07-22 / \$22.38	Senior Account Clerk #4 N/A / \$22.38	\$46,556.00	Full Time	CSEA/FT	10/4/1999
12518	Rose, Ellen	19-07 / \$28.85	Accounting Technician 19-08 / \$28.85	\$60,013.00	Full Time	CSEA/FT	4/23/2014
12713	Stark, Monica	N/A / \$28.09	Junior Accountant N/A / \$28.09	\$58,437.00	Full Time	Out of UnitFT	8/3/2015
8176	Swan, Michael	N/A / \$56.78	County Treasurer N/A / \$56.78	\$103,336.00	Elected	Elected/FT	7/16/1990
13292	Toll, Sandra	10-02 / \$20.25	Principal Account Clerk #4 10-03 / \$20.60	\$42,768.00	Full Time	CSEA/FT	2/4/2019
11711	VanAlen, Aleisha	10-12 / \$24.29	Principal Account Clerk #3 10-13 / \$24.29	\$50,519.00	Full Time	CSEA/FT	10/26/2009

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: DPW - County Facilities

DATE: 9/21/2021

- (a) Exact Title and Number of Project*: H 403 Rehab Airfield Taxiway Lighting
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$262,968
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): FAA - \$236,671 (90%), NYSDOT - \$13,148 (5%), Local - \$13,149 (A 892.00 Airport Repair & Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase for construction inspection and construction of project



U.S. Department of Transportation
Federal Aviation Administration

FAA Airport Improvement Program (AIP)

GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date	August 25, 2021
Airport/Planning Area	Floyd Bennett Memorial Airport
FY2021 AIP Grant Number	3-36-0033-070-2021
Unique Entity Identifier	098334733

TO: County of Warren
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated April 30, 2021, for a grant of Federal funds for a project at or associated with the Floyd Bennett Memorial Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Floyd Bennett Memorial Airport (herein called the "Project") consisting of the following:

Rehabilitate the existing Taxiway A edge lighting system, Rehabilitate the existing Taxiway B edge lighting system, Rehabilitate the existing Taxiway C edge lighting system, Rehabilitate the existing Taxiway D edge lighting system, Rehabilitate the existing Taxiway E edge lighting system - Construct - Phase 2/2

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the FAA Reauthorization Act of 2018 (Public Law Number 115-254); Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L), as further amended by the American Rescue Plan Act of 2021 (Public Law 117-2); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto (b) the Sponsor's acceptance of this

3-36-0033-070-2021

Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100 percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$262,967.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$ 0 for planning

\$ 262,967 airport development or noise program implementation; and,

\$ 0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:

- a. **Period of Performance:**

1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods. (2 Code of Federal Regulations (CFR) § 200.1).

- b. **Budget Period:**

1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the period of performance provided in Paragraph a.1. Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period.
2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to § 200.308.

- c. **Close Out and Termination**

1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the period of performance end date with the information available at the end of 120 days. (2 CFR § 200.344).

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL	
1. Assistance Listing Number:	20.106
2. Functional or Other Breakout:	Airport Improvement Program

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense	\$ 1,000		\$ 1,000
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees	35,539		35,539
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement	226,429		226,429
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			
19. Federal Share requested of Line 18			
20. Grantee share			
21. Other shares			
22. TOTAL PROJECT (Lines 19, 20 & 21)	\$ 262,968		\$ 262,968

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g.	
Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	13,149
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	
25. Other Shares	Amount
a. State	13,148
b. Other	
c. TOTAL - Other Shares	
26. TOTAL NON-FEDERAL FINANCING	\$ 26,297

SECTION E – REMARKS (Attach sheets if additional space is required)
<p>FAA Form 5100-100 does not allow cents. Whole dollar values were used.</p> <p>Plans and Specs Dated: April 2021</p>

PART IV – PROGRAM NARRATIVE
(Suggested Format)

PROJECT: Rehabilitate Taxiway Edge Lights (Construction)
AIRPORT: Floyd Bennet Memorial Airport
1. Objective: <p>The project includes the construction to replace all existing incandescent elevated taxiway edge light fixtures with LED fixtures.</p>
2. Benefits Anticipated: <p>The taxiway lighting system is more than 10-years old and is outdated. LED light bulbs have a much longer life span and will need to be replaced much less frequently. This will reduce the maintenance needs and costs. Also, LED light bulbs use less energy which will provide a cost savings to the airport and County.</p>
3. Approach: (See approved Scope of Work in Final Application) <p>see attached scope of work</p>
4. Geographic Location: <p>The Airport is located three nautical miles (6 km) northeast of the central business district of Glens Falls.</p>
5. If Applicable, Provide Additional Information:
6. Sponsor's Representative: (include address & telephone number) <p>Robin Mapp, Telephone (518) 824-6645, Email: rmapp@warrencountydpw.com Address: 443 Queensbury Avenue, Queensbury, NY 12804</p>

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 Facilities - Airport

DATE: 9/21/2021

- (a) Purpose of Request: To appropriate funds in the amount of \$13,149 from Reserve A.892.00 to Budget Code A.9950 910, Transfer-Capital Project

- (b) Details: funds will be used to increase Capital Project H403, Rehab Airfield Taxiway Lighting Systems, in the amount of \$13,149 to cover local match of FAA and NYSDOT Grants.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Airport Repair & Projects, A 892.00 \$13,149.00

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: September 20, 2021**

(a) Purpose of Amendment: Amend Employment & Training budget to include the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for Program Year 2021 which runs through June 30, 2022.

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

WIOA Adult	40 6293 0300	\$219,242.75
WIOA Dislocated Worker	40 6293 0305	\$161,327.08
WIOA Youth	40 6293 0310	\$225,528.73
WIOA Administrative	40 6293 0313	\$67,467.25

Object codes are on attached budget

Workforce Innovation & Opportunity Act (WIOA) \$673,566.00

(c) Revenue Code (with title), and Amount: 4791 \$673,566.00

REQUEST TO AMEND COUNTY BUDGET - ATTACHMENT

REVENUES **\$ 783,147.81**

40.6293.0300.4791	*	Program Year : 2021 WIOA Title- Program- Adult	\$219,242.75
40.6293.0305.4791	*	Program Year : 2021 WIOA Title- Program- Dislocated Worker	\$161,327.08
40.6293.0310.4791	*	Program Year : 2021 WIOA Title Program- Youth	\$225,528.73
40.6293.0313.4791	*	Program Year : 2021 WIOA Title Program- Admin	\$67,467.25
40.6326.4791	*	Program Year : 2021 TANF	\$109,582.00

Program Year : 2021 WIOA Title- Program- Adult **\$219,242.75**

40.6293.0300.110		Salary - Regular	\$103,763.92
40.6293.0300.411		Rent-Building/Property	\$17,764.25
40.6293.0300.423		Telephone	\$ 1,665.78
40.6293.0300.428		Data Processing & Internet Fees	\$1,332.63
40.6293.0300.433		Training - Client	\$26,500.00
40.6293.0300.220		Office equipment	\$ 3,500.00
40.6293.0300.260		Other equipment	\$ 166.58
40.6293.0300.410		Supplies	\$1,651.67
40.6293.0300.421		Equipment rental	\$ 79.96
40.6293.0300.424		Postage	\$ 133.26
40.6293.0300.426		Subscriptions	\$ 399.79
40.6293.0300.427		Memberships & dues	\$ 249.87
40.6293.0300.434		Allowances	\$5,286.87
40.6293.0300.439		Misc fees & expenses	\$ 999.47
40.6293.0300.444		Travel/education/conference	\$ 932.84
40.6293.0300.810		Retirement	\$ 7,753.46
40.6293.0300.830		Social Security	\$6,433.36
40.6293.0300.831		Medicare contribution	\$1,504.58
40.6293.0300.850		Unemployment insurance	\$1,566.38
40.6293.0300.855		Disability	\$13.24
40.6293.0300.860		Hospitalization	\$25,448.54
40.6293.0300.865		Dental	\$ 511.13
40.6293.0300.840		Worker's Compensation	\$ 3,086.15
40.6293.0300.861		Retiree Hospitalization	\$ 10,501.63

Program Year : 2021 WIOA Title- Program- Dislocated Worker **\$ 161,327.08**

40.6293.0305.110		Salary-Regular	\$74,838.30
40.6293.0305.220		Office equipment	\$ 3,500.00
40.6293.0305.260		Other equipment	\$ 500.75
40.6293.0305.410		Supplies	\$ 2,394.30
40.6293.0305.411		Rent-Building/property	\$ 11,921.20
40.6293.0305.421		Equipment rental	\$ 153.66
40.6293.0305.423		Telephone	\$ 1,117.87
40.6293.0305.424		Postage	\$ 89.43
40.6293.0305.426		Subscriptions	\$ 268.29
40.6293.0305.427		Memberships &	\$ 295.68
40.6293.0305.428		Data processing & internet fees	\$ 894.30
40.6293.0305.434		Allowances	\$ 2,713.13
40.6293.0305.439		Misc fees & expenses	\$ 690.72
40.6293.0305.433		Training - Client	\$23,500
40.6293.0305.444		Travel/Education/Conference	\$ 655.00
40.6293.0305.810		Retirement	\$ 9,778.16
40.6293.0305.830		Social Security	\$ 5,639.97
40.6293.0305.831		Medicare contribution	\$ 1,145.06
40.6293.0305.840		Worker's Compensation	\$ 1,583.76
40.6293.0305.850		Unemployment Insurance	\$ 1,609.98
40.6293.0305.855		Disability	\$ 6.79
40.6293.0305.860		Hospitalization	\$ 11,316.00
40.6293.0305.861		Retiree Hospitalization	\$ 5,389.27
40.6293.0305.865		Dental	\$ 262.30

Program Year : 2021 WIOA Title Program- Youth **\$225,528.73**

40.6293.0310.110		Salaries - Regular	\$ 78,023.85
40.6293.0310.130		Salaries - Part Time	\$ 51,000.00
40.6293.0310.220		Office equipment	\$ 1,551.37

40.6293.0310.260	Other equipment	\$ 167.28
40.6293.0310.410	Supplies	\$ 1,338.25
40.6293.0310.411	Rent - Building/Property	\$ 17,839.23
40.6293.0310.421	Equipment rental	\$ 80.30
40.6293.0310.423	Telephone	\$ 1,672.81
40.6293.0310.424	Postage	\$ 133.83
40.6293.0310.426	Subscriptions	\$ 401.48
40.6293.0310.427	Memberships & dues	\$ 250.92
40.6293.0310.428	Data processing & internet fees	\$ 1,338.25
40.6293.0310.439	Misc fees & expenses	\$ 1,003.69
40.6293.0310.444	Travel/education/conference	\$ 1,236.78
40.6293.0310.470	Contract	\$ 15,936.00
40.6293.0310.810	Retirement	\$ 6,196.32
40.6293.0310.830	Social Security	\$ 7,999.48
40.6293.0310.831	Medicare	\$ 1,870.85
40.6293.0310.840	Worker's Compensation	\$ 2,479.47
40.6293.0310.850	Unemployment insurance	\$ 1,190.01
40.6293.0310.855	Disability	\$ 10.64
40.6293.0310.860	Hospitalization	\$ 25,448.54
40.6293.0310.861	Retirees hospitalization	\$ 8,437.21
40.6293.0310.865	Dental	\$ 410.65

Program Year : 2021 WIOA Title Program- Admin

\$67,467.25

40.6293.0313.110	Salaries - Regular	\$ 33,997.71
40.6293.0313.220	Office equipment	\$ 1,000.00
40.6293.0313.260	Other equipment	\$ 133.65
40.6293.0313.410	Supplies	\$ 434.82
40.6293.0313.411	Rent-Building/Property	\$ 5,796.32
40.6293.0313.421	Equipment rental	\$ 26.08
40.6293.0313.423	Telephone	\$ 543.54
40.6293.0313.424	Postage	\$ 43.48
40.6293.0313.426	Subscriptions	\$ 130.44
40.6293.0313.427	Memberships & dues	\$ 81.53
40.6293.0313.428	Data processing & internet fees	\$ 434.82
40.6293.0313.439	Misc Fee & Expenses	\$ 326.12
40.6293.0313.444	Travel/Education/Conference	\$ 304.38
40.6293.0313.810	Retirement	\$ 10,778.16
40.6293.0313.830	Social Security	\$ 3,514.86
40.6293.0313.831	Medicare contribution	\$ 492.97
40.6293.0313.840	Worker's Compensation	\$ 1,032.72
40.6293.0313.850	Unemployment Insurance	\$ 640.67
40.6293.0313.855	Disability	\$ 4.43
40.6293.0313.861	Hospitalization	\$ 4,290.53
40.6293.0313.860	Retiree Hospitalization	\$ 3,514.18
40.6293.0313.865	Dental	\$ 171.04

Program Year : 2021 TANF

\$109,582.00

40.6326.110	Salaries	\$ 20,000.00
40.6326.130	Salaries - Part Time	\$ 50,000.00
40.6326.410	Supplies	\$ 2,500.00
40.6326.470	Contract	\$ 15,078.00
40.6326.810	Retirement	\$ 8,778.16
40.6326.830	Social Security	\$ 5,340.00
40.6326.831	Medicare Contribution	\$ 1,015.00
40.6326.840	Worker's Compensation	\$ 464.98
40.6326.850	Unemployment Insurance	\$ 453.82
40.6326.855	Disability	\$ 1.99
40.6326.860	Hospitalization	\$ 4,290.53
40.6326.861	Retiree Hospitalization	\$ 1,582.26
40.6326.865	Dental Insurance	\$ 77.01

*

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: September 2021

- (a) Purpose of Amendment:
Establish CD77 Countryside CARES Act. Pursuant to resolution 123 of 2021, the County applied for funding to undertake repairs and upgrades to Countryside Adult Home. The grant was awarded through the NYS Office of Community Renewal.
- (b) Appropriation Code, Object Code, Full Title and Amount:
77 8662 470 contract- \$723,232; 77 8662 437, consulting \$71,200; 77 8686 410 supplies \$16,500.
- (c) Revenue Code (with title), and Amount:
77.8662 4405 \$794,432 and 77.8686 4405 \$16,500 - CARES Act -COVID19

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: Mental Health/Office of Community Services

DATE: September 20, 2021

- (a) Purpose of Request:
To appropriate funds in the amount of \$110,000 from the General Fund Unappropriated Surplus to the Mental Health/Office of Community Services Budget Code A.4390 435, Psychiatric Exp./Criminal, Medical Fees
- (b) Details:
Funding necessary to cover the cost of mandated chargeback expenses for court-ordered NSY CPL 730 competency examinations and restoration for the remainder of 2021
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
General Fund Unappropriated Surplus

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: Warren County Health Services-Health Education
DATE: September 20, 2021

- (a) **Purpose of Amendment:** To amend the 2021 budget to adjust the Health Services Program to reflect the increase in funds given as a donation to the Homecare Division for \$225.00.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4010.439 Health Services-Miscellaneous Expense \$225.00

Revenue Code (with title), and Amount:
A.4010.2705 Health Services –Revenue Gifts & Donations \$225.00

ATTACHMENT #4

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: 9/10/21

- (a) Purpose of Amendment: To increase expenses and revenue based on an allocation received by NYS OCFS, 21-OCFS-14 (Please see attached) Adult Protective Services Grant

- (b) Appropriation Code, Object Code, Full Title and Amount: A.6010 410 Supplies \$10,894

- (c) Revenue Code (with title), and Amount:
A.6010 4610 Federal Aid Admin \$10,894

10,894

Federal

6010 / 4/6/10



Office of Children and Family Services

Andrew M. Cuomo
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal: 21-OCFS-LCM-14 *Revised*

To: Local District Commissioners
Directors of Services
Adult Protective Supervisors

Issuing Division/Office: Child Welfare and Community Services

Date: July 7, 2021

Subject: Administration for Community Living - Adult Protective Services Grant

Contact Person(s): Shelly Aubertine-Fiebich
Shelly.Aubertine-Fiebich@ocfs.ny.gov 518-402-1639

Attachments: *Attachment A: District Allocation Amounts*
Attachment B: Attestation of Use of Administration for Community Living – Adult Protective Services Grant
Attachment C: Request for Approval of Equipment Expenditure
Attachment D: List of Tribes and County of Residence
Attachment E: Annual Program Report Template and Instructions
Attachment F: For U.S. Administration for Community Living Grants

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the Grants to Enhance Adult Protective Services to Respond to COVID-19 administered by the Administration for Community Living (ACL). The federal ACL has made available one-time funding in the amount of \$5,306,382 to New York State for use from April 1, 2021, through May 31, 2022. The New York State Office of Children and Family Services (OCFS) intends to use \$480,000 of the federal funding to enhance the Adult Protective Services (APS) database, known as ASAP.Net. This LCM provides information on each LDSS's allocation (Attachment A) from the remaining funds, how the funds can be used, and annual reporting and claiming requirements.

II. Background

These funds are being made available to states to provide APS with resources related to their response during the Coronavirus Public Health Emergency. The funding is intended

to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19. OCFS recently surveyed the districts to ascertain the current needs and services of vulnerable adults in their LDSS and of their staff. The survey identified the following needs and services: the need for additional/temporary staff, additional personal protection equipment, the use of tele-health services, and tangible services for clients, such as rental assistance, transportation, and food and meal delivery. This information was shared with ACL and was considered in their funding objectives.

III. Program Implications

LDSSs can only use the funds for the allowable expenditures noted below. LDSSs will be required to sign an attestation (Attachment B) indicating how they will use the funds in accordance with the allowable identified expenditures of the federal grant. LDSSs must also attest that they will not use their allocation to supplant any New York State (NYS) APS funds and that the funds will only be used to supplement existing state and LDSS APS resources. OCFS may reallocate any unspent funds from a LDSS to other LDSSs that have claims that exceed their allocations. Funds can be used from April 1, 2021, through May 31, 2022.

The funds may be used for the following purposes:

- Improving and supporting remote work, such as the purchase of communications and technology hardware, software, or infrastructure, such as:
 - Laptops
 - Smartphones
 - Electronic tablets
 - Wi-Fi hotspots
 - Software to facilitate secure video conferencing and virtual meetings
- Establishing new or improving existing processes for responding to alleged scams and frauds, especially related to COVID-19 vaccine or cure scams.
- Costs associated with community outreach, including:
 - advertising, postage, and printing of brochures and similar educational materials
- Providing goods and services to APS clients related to COVID-19, including:
 - home care
 - food, personal hygiene, over the counter medications
- Acquiring personal protection equipment and supplies, including costs for and associated with COVID-19-related clean-up/sanitation services for an adult to return safely to their home environment
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
 - This funding may be used to pay for bonuses or hazard pay for APS staff, provided that the expenditure is reasonable, allocable, and allowable. When implementing hazard pay or bonuses, a written policy and procedures should be followed. (See 45CFR75.430 for more information on compensation for personal services for federal Health and Human Services awards).
 - The funding through this opportunity must add to the LDSS's current funding levels and not be used to replace funding. This is a one-time funding, and there is no expectation that there will be additional, similar funds available in the future.

21-OCFS-LCM-14

July 7, 2021

- o LDSSs can use these funds to hire temporary staff through a contract with an agency that provides case aid services.
- Training (both remote and in-person) for current and new APS employees on conducting investigations, interviews, and documentation during COVID-19, including additional costs associated with advertising, recruiting, certifying, and providing continuing education.
- Paying for travel related to COVID-19
- Assisting APS clients with securing the least restrictive option for emergency or alternative housing, and with obtaining, providing or coordinating with care transitions as appropriate; these funds can be used to assist an APS client in securing housing services with a Family-Type Home for Adults or assisting an APS client who is residing in a Family-Type Home for Adults for other COVID-19 services/needs.

Any prospective equipment purchases made at or more than \$5,000 must receive prior approval from OCFS and ACL per 45 CFR 75.320(a)(2). Equipment refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000. Each district is required to forward to OCFS any proposed equipment purchase costing \$5,000 or more using Attachment C.

When submitting equipment purchase requests using Attachment C, the following information is required:

- Identification of and cost of purchase
- Purpose and intended use of the proposed purchase
- Market research completed (i.e., obtaining bids, assessment of lease vs. purchase)
- Efforts to adhere to "Buy American"

Once prior approval is received, districts should then follow their own procurement policies.

IV. Annual Reporting Requirements

LDSSs awarded funding will be expected to submit an annual programmatic report, which details how the funds were used in accordance with the federal requirements, and what challenges and successes they encountered in using the funds. A template and instructions are provided in Attachment E.

Additionally, LDSSs with Tribes residing within the LDSS must work collaboratively with the Tribes to provide support to those individuals age 60 or older who have an APS need and have been impacted by COVID-19. A list of the Tribes and the LDSS they reside in is listed in Attachment D.

Completed programmatic reports should be emailed to Shelly Aubertine-Fiebich at Shelly.Aubertine-Fiebich@ocfs.ny.gov by July 7, 2021.

8/16/21

21-OCFS-LCM-14

July 7, 2021

Attachment B
Attestation of Use of Administration for Community Living
Adult Protective Services Grant

This is to certify that Warren department of social service will use the allocation of these funds authorized in the amount of \$ 10,894 to enhance, improve, and expand the LDSS's Adult Protective Services ability to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19, as indicated below. Additionally, we will work collaboratively with any Tribe residing within our district to implement this funding, as warranted.

Such funds will not be used to supplant any other state or local funds and the funds will only be used to supplement existing New York State and district APS resources. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation.

Plan for use of funds – check all that apply:

- Improving and supporting remote work, such as purchasing of communications and technology hardware, software, or infrastructure (Equipment costing \$5,000 or more needs OCFS approval)
- Establishing new or improving existing processes for responding to alleged scams and frauds, especially related to COVID-19 vaccine or cure scams
- Conducting community outreach
- Providing goods and services to APS clients related to COVID-19
- Acquiring personal protection equipment and supplies
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
- Training costs related to COVID-19
- Paying for travel related to or required by COVID-19
- Assisting APS clients with securing the least restrictive option for emergency or alternative housing, and with obtaining, providing, or coordinating with care transitions as appropriate

Name of person completing the form: Julie Pearl Date: 7/7/21
APS Supervisor

Name of commissioner: Christian Hanchett

Commissioner's signature: Deputy Commissioner, Christina Mastranni Date: 7/8/21

Email completed attestations to Shelly Aubertine-Fiebich at Shelly.Aubertine-Fiebich@ocfs.ny.gov by July 7, 2021.

CEAM

Attachment A
District Allocation Amounts

District	Allocation	District	Allocation
Albany	\$79,245	Ontario	\$19,640
Allegany	\$15,700	Orange	\$68,082
Broome	\$46,950	Orleans	\$5,611
Cattaraugus	\$8,566	Oswego	\$28,266
Cayuga	\$19,490	Otsego	\$16,356
Chautauqua	\$42,861	Putnam	\$23,221
Chemung	\$27,102	Rensselaer	\$48,592
Chenango	\$3,791	Rockland	\$64,620
Clinton	\$10,059	Saratoga	\$47,846
Columbia	\$20,714	Schenectady	\$30,236
Cortland	\$14,118	Schoharie	\$6,059
Delaware	\$37,847	Schuylar	\$11,611
Dutchess	\$61,605	Seneca	\$5,432
Erie	\$275,732	St. Lawrence	\$34,772
Essex	\$7,731	St. Regis	\$2,328
Franklin	\$10,327	Steuben	\$49,069
Fulton	\$20,416	Suffolk	\$125,330
Genesee	\$14,207	Sullivan	\$27,281
Greene	\$10,178	Tioga	\$14,416
Hamilton	\$1,522	Tompkins	\$24,236
Herkimer	\$21,938	Ulster	\$18,505
Jefferson	\$22,326	Warren	\$10,894
Lewis	\$4,835	Washington	\$15,580
Livingston	\$17,252	Wayne	\$6,537
Madison	\$9,462	Westchester	\$86,916
Monroe	\$130,613	Wyoming	\$5,880
Montgomery	\$11,491	Yates	\$2,597
Nassau	\$85,573		
Niagara	\$65,903	NYC	\$2,778,066
Oneida	\$32,026		
Onondaga	\$118,823	Statewide Total	\$4,826,382

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: 9/10/21

- (a) **Purpose of Amendment: To increase expenses and revenue based on an allocation received by NYS OCFS, 21-OCFS-24 (Please see attached) Non-Residential Domestic Violence Services**

- (b) **Appropriation Code, Object Code, Full Title and Amount: A.6010 470 Contracts \$25,000**

- (c) **Revenue Code (with title), and Amount: A.6010 4610 Federal Aid Admin \$25,000**

25,000

Federal

6010 / 4610



Office of Children and Family Services

Andrew M. Cuomo
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal: 21-OCFS-LCM-24

To: Local District Commissioners

Issuing Division/Office: Division of Child Welfare and Community Services
Division of Administration

Date: August 11, 2021

Subject: Temporary Assistance for Needy Families (TANF) Funding for Non-Residential Domestic Violence Services for State Fiscal Year (SFY) 2021-22

Contact Person(s): See section VI.

Attachments: Attachment A: *SFY 2021-22 TANF Non-Residential Domestic Violence Services Allocations*
Attachment B: *SFY 2021-22 TANF Non-Residential Domestic Violence Services Plan and Allocation Attestation*
Attachment C: *Federal TANF Funding Guidelines and Claiming Instructions*
Attachment D: *Attachment for U.S. Department of Health and Human Services Grants*

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify local departments of social services (LDSSs) of their allocations for non-residential domestic violence (DV) services administered through the New York State Office of Children and Family Services (OCFS). The enacted budget for State Fiscal Year (SFY) 2021-22 includes a Temporary Assistance for Needy Families (TANF) appropriation of \$3,200,000 for the provision of non-residential DV services. Aside from the methodology change in Section III below and the additional \$200,000 appropriation, there are no notable changes from last year's issuance of this LCM. The allocation for each LDSS is listed in Attachment A of this document. This LCM includes the Attachment for U.S. Department of Health and Human Services Grants, which must be provided to all subrecipients per Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, Section 352.

II. Background

OCFS administers TANF funding for non-residential DV services. In addition to using their TANF appropriations, LDSSs have the option of also dedicating a portion of their Flexible Fund for Family Services (FFFS) allocations to further support non-residential DV services.

III. Allocation Methodology

TANF funding for non-residential DV services is allocated to LDSSs based on a proportion of the population served, as reported in the OCFS Domestic Violence Information System (DVIS), for the 20 LDSSs with the largest population served; and granting a \$25,000 floor for the remaining LDSSs. To mitigate the impact of this methodology, no LDSS will receive a reduction of more than 5.0% and no LDSS will receive an increase of more than 26.9% from the prior year. In future years, these thresholds may change. Those counties that did not claim funds in the last three finalized plan years, Non Res DV 14 through 16, will not receive an allocation. Please see Attachment A for a complete list of LDSS allocations.

IV. Program Implications and Federal TANF Funding Guidelines

These TANF funds must be used to provide enhanced or expanded core and/or optional non-residential DV services provided by OCFS-approved non-residential DV programs. They can only be used for services provided to families with children and whose income is at or below 200% of the poverty level. The OCFS website has [a list of approved, non-residential DV programs](#).

Each LDSS must complete Attachment B, *TANF SFY 2021-22 Non-Residential Domestic Violence Services Plan and Allocation Attestation*, indicating whether the LDSS intends to access its TANF allocation. If the LDSS intends to use the funds, it must submit a plan for each approved non-residential DV service provider that will receive money from this allocation. The plans must provide a description of the programs and services to be provided with the TANF monies for TANF-eligible victims of DV and their children.

Note: Funds cannot be used for medical services, DV hotline services, DV outreach/educational services, or capital expenditures.

Please send the signed and dated Attachment B and plans by October 1, 2021, by electronic mail to Jara Traina at Jara.Traina@ocfs.ny.gov.

As in previous years, these funds must be expended and claimed in accordance with the *Federal TANF Funding Guidelines and Claiming Instructions*. (See Attachment C.)

V. Claiming Instructions and Periods

All expenditures from the non-residential DV services allocation must be claimed in accordance with the LDSS's non-residential DV services approved plan.

The expenditures for the approved non-residential DV services projects must be claimed through the RF17 claim package for special project claiming. Administrative and/or contracted costs associated with approved plans should be identified as F17 functional

costs and reported on the Schedule D, LDSS-2347, *DSS Administrative Expenses Allocation and Distribution by Function and Program*, in the F17 column in the RF2A claim package. The individual project costs must also be reported on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*, using the project label *Non-Res DV 2021 22* from the drop-down menu on the Automated Claiming System (ACS).

Salary and non-salary costs of staff must be charged to the RF17 claim package. LDSS staff whose responsibilities include both non-residential DV services and other tasks or services must be studied over time. Only costs related to non-residential DV services may be charged to the RF17 claim package for non-residential DV services.

Non-salary administrative costs are reported with the appropriate object of expense(s) on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs are reported as an object of expense 37 - Special Project Program Expense on the LDSS-923B Summary-Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. The expenditures should be entered in the RF17 Claim Package based on the guidelines noted in Attachment C.

Total project costs and shares should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*.

Instructions for the Schedule D and RF17 claim package are found in Chapters 7 and 18, respectively, of the *Fiscal Reference Manual*, Volume 3. The manual is available online at <http://otda.state.nyenet/bfdm/finance/>.

Costs are claimed at 100% federal share for clients in receipt of TANF or who are eligible for TANF with incomes at or below 200% of the federal poverty level. Reimbursement is available up to the limit of the allocation. Costs over the allocation will be regular DV services expenditures, which are subject to 95% of 49% state reimbursement net of any available Title XX funds.

Because of federal reporting requirements, LDSSs must report program and administrative costs separately for claiming purposes. The RF17 claim package permits reporting both types of expenditures on the same form.

Under federal TANF regulations, there is a 15% limitation for costs claimed for administrative activities. Under the same regulations, certain activities that were previously considered administrative are now classified as program costs and, therefore, are not subject to the 15% cap. The guidelines on which costs are administrative and which are non-administrative are in Attachment C.

All open RF17 Non-Residential DV projects are shown in the table below with their services periods and final accept dates. Any LDSS that has a remaining *Non-Res DV 17 and 18* allocation should spend down those balances prior to claiming for *Non-Res DV 2021-22* monies. OCFS may reallocate any unspent funds from an LDSS to other LDSSs that have claims that exceed their allocations.

ATTACHMENT A
SFY 2021-22

TANF NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES ALLOCATIONS

<i>District</i>	Allocation		<i>District</i>	Allocation
Albany	43,042		Ontario	25,000
Allegany	25,000		Orange	31,351
Broome	35,245		Orleans	25,000
Cattaraugus	25,000		Oswego	30,765
Cayuga	25,000		Otsego	25,000
Chautauqua	45,791		Putnam	25,000
Chemung	25,000		Rensselaer	44,940
Chenango	25,000		Rockland	37,907
Clinton	25,000		St. Lawrence	25,000
Columbia	25,000		Saratoga	25,000
Cortland	25,000		Schenectady	44,940
Delaware	25,000		Schoharie	25,000
Dutchess	91,140		Schuyler	25,000
Erie	258,647		Seneca	25,000
Essex	25,000		Steuben	25,000
Franklin	25,000		Suffolk	85,570
Fulton	25,000		Sullivan	25,000
Genesee	25,000		Tioga	41,418
Greene	25,000		Tompkins	25,000
Hamilton	25,000		Ulster	25,000
Herkimer	25,000		Warren	25,000
Jefferson	44,940		Washington	25,000
Lewis	25,000		Wayne	25,000
Livingston	25,000		Westchester	99,050
Madison	25,000		Wyoming	25,000
Monroe	131,258		Yates	32,450
Montgomery	25,000			
Nassau	51,271		Rest of State	2,268,511
Niagara	44,714			
Oneida	69,747		New York City	931,489
Onondaga	79,325			
			Statewide Totals	3,200,000

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: Department of Public Works

DATE: September 21, 2021

- (a) Purpose of Amendment: To Amend 2021 budget \$1,742.50 dollars to reflect Insurance Recovery payment dated August 11, 2021, for guiderail repairs, DOL July 4, 2021.

- (b) Appropriation Code, Object Code, Full Title and Amount:
D.3310 410 County Road, Traffic control, Supplies \$1,742.50

- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$1,742.50.

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: Department of Public Works

DATE: September 21, 2021

- (a) Purpose of Amendment: To Amend 2021 budget \$138.10 dollars to reflect Insurance Recovery payment dated August 13, 2021, for guiderail repairs, DOL July 30, 2021.

- (b) Appropriation Code, Object Code, Full Title and Amount:
D.3310 410 County Road, Traffic control, Supplies \$138.10

- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$138.10.

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: DPW

DATE: 9/21/2021

- (a) Exact Title and Number of Project*: H384 CR11 over Finkle Brook Culvert, Town of Bolton
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$257,532.66
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$257,532.66 Local Match (D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase local match funds for construction inspection costs and higher than anticipated construction costs

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
SEPTEMBER 30, 2021

Committee Members: *Braymer, Geraghty, Driscoll, Conover and Magowan - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. **Action Agenda**
 - 1) **SUNY Adirondack representatives to provide an update on the College.**
 - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Update on terminations and exit interviews.
 - C) Review of 2022 Budget request.
 - D) Discussion regarding whether to replace the inoperable Novatime clocks with new ones at a cost of \$3,300 per clock, when they were only \$1,200 in 2019 or move forward with alternative solutions provided by the Director of Information Technology.
 - E) Determination regarding whether to continue to waive the copay for both telehealth services and COVID-19 testing for the 2021-2022 benefit plan year, or revert back to member cost share (\$25 copay/deductible then \$25 copay, same as Personal Care Physician copay).
 - 3) **Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):**
 - A) Request to amend the County Budget in the amount of \$5,000 to adjust for increased expenses in telephone service.
 - B) Request to appropriate funds in the amount of \$17,000 from the Budget Code A.895, *Computer Reserve Fund*, to Budget Code A.1435 220.1, *Human Resources, Office Equipment-Reserve*, to purchase time clocks.
 - C) Review of 2022 Budget request.
 - 4) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**
 - A) Litigation update - Executive Session.
 - B) Request to authorize the County Attorney and Napoli Shkolnik, PLLC to execute any documents associated with accepting settlement with the three largest prescription drug distributors.
 - C) Review of 2022 Budget request.
 - 5) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
 - A) Resolution Tracking Report.
 - B) Review of 2022 Budget request.
 - 6) **Requests/Items to be Discussed by the County Auditor (Carla Curren, Auditor):**
 - Review of 2022 Budget request.
 - 7) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**
 - A) Request to fill the vacant position of Civil Service Assistant, *Annual Salary \$38,809*, due to resignation.
 - B) Review of 2022 Budget request.
 - 8) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
 - A) Executive session to provide an update on the filling of the County Attorney position.
 - B) Discussion of new Local Law to reapportion the weighted vote of the members of the Board of Supervisors pursuant to the 2020 Census.”

Continued

IV. Pending Items:

Personnel & Administration -

1. County Treasurer requested to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions. Update: Committee revisited request and asked County Treasurer to make this request to the CSEA negotiating team to consider re-presenting to the CSEA for their approval. (06.29.21)
2. Committee considered County Treasurer's suggestion for awarding additional vacation days to employees who worked on-site when County Buildings were closed due to the Coronavirus Pandemic; it was the consensus of the Committee for the County Administrator to work on a plan to award additional compensatory vacation days and present same at a future Committee meeting. (07.29.21)

Higher Education - None.

V. Positions authorized for filling by Standing Committees since last meeting:

Buildings and Grounds - Cleaner #2, *Grade 2, Base Annual Salary \$28,982*, due to termination.

Countryside Adult Home - Institutional Aide PT #18, *Grade 3, Base Annual Salary \$29,603*, due to promotion.

District Attorney - Legal Clerk #5, *Grade 5, Base Annual Salary \$32,237*, due to resignation.

Office for the Aging - Meal Site Cook #7, *Grade 2, Base Annual Salary \$18,113 (25hr/week)*, due to resignation.

Public Health - Senior Account Clerk #2, *Grade 7, Base Annual Salary \$35,491*, due to resignation.

Sheriff - Patrol Officer #TBD, *Annual Salary \$44,735*, due to promotion.

Social Services - Caseworker #35, *Grade 16, Base Annual Salary \$45,831*, due to resignation.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn