

FINANCE COMMITTEE

AGENDA

MARCH 31, 2022

Committee Members: *Leggett, Thomas, Bruno, Merlino, Runyon, Diamond and Driscoll*
Chair of the Board shall serve 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 January 2022.
On behalf of the Employment & Training Administration
 - B) Request to amend the County Budget in the amount of \$30,000 to reflect the appropriation of ARPA funds (*as authorized by Resolution No. 158 of 2022*) from A.691.00, *Deferred Revenues*, to the Employment & Training Administration Budget for the purchase of computers/tablets for job seekers throughout Warren County to use in seeking employment opportunities.
On behalf of the Airport
 - C) Request to Increase Capital Project No. H402, *Airport Snow Removal Equipment Bldg*, in the amount of \$100,057 to reflect the appropriation of ARPA funds (*as authorized by Resolution No. 158 of 2022*) from A.691.00, *Deferred Revenues*.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - A) Request to authorize County Treasurer to refund an overpayment in the amount of \$1,182.58 for a PILOT agreement.
 - B) Request to authorize chargeback of taxes for several PILOT programs in the City of Glens Falls totaling \$15,813.45.
 - C) Request to allow the Treasurer's Office to accept a gift in the amount of \$30,000 annually from the Warren County Tobacco Asset Securitization Corporation.
 - D) Request for a transfer of funds in the amount of \$1,035.32 from the Contingent Account to fund the increased amount of an educational reimbursement related to the change in the County's Education Reimbursement Policy allowing for 100% reimbursement.
 - 4) **Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**
Buildings & Grounds (Scott Rogers, Director of Facilities) -
Request to amend the County Budget in the amount of \$1,172 to reflect the receipt of an insurance recovery payment.
 - 5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Office of Emergency Services (Ann Marie Mason, Director, Office of Emergency Services) -
 - A) Request to increase Capital Project No. H254, *Fire Training Center Project*, in the amount of \$555.79 to reflect 50% reimbursement payments from Washington County for expenses paid in full by Warren County.
Sheriff (Jim LaFarr, Sheriff) -
 - B) Request to amend the Warren County Budget in the amount of \$474,832 to reflect the receipt of New York State Division of Homeland Security and Emergency Services Statewide Interoperable Communications grant funding.

CONTINUED

- 6) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**
Planning & Community Development (Wayne LaMothe, County Planner) -
- A) Request for the appropriation of \$35,000 from the General Fund Unappropriated Surplus Account to the Planning & Community Development budget to return the local match funds for the Recreation Study which were appropriated in 2021, but fell back to the General Fund when they were not expended before the end of the year.
 - B) Request to establish Capital Project No. H407, *Warren County Outdoor Recreation Economy Strategic Plan*, in the amount of \$100,000.
 - C) Request to increase Capital Project No. H347, *Invasive Species Boat Washing*, in the amount of \$256.81.
 - D) Request to close Capital Project No. H347, *Invasive Species Boat Washing* - no funds remaining in this project.
 - E) Request to close Capital Project No. H292, *First Wilderness* - no funds remaining in this project.
 - F) Request to increase Capital Project No. H406, *Countryside 2021 Capital Improvements*, in the amount of \$950,000.
- 7) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Chris Hanchett, Commissioner of Social Services) -
Request to amend the County budget in the amount of \$126,379 to reflect the receipt of New York State Office of Temporary & Disability Assistance 2022 funding for rental assistance to qualified individuals.
- 8) Finance Committee action is required on the following Personnel Agenda item(s), *contingent upon approval by the Personnel, Administration & Higher Education Committee* - Agenda Items 3C, 4A-C, 5 & 6:
- 3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**
- C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Civil Service Assistant position from the current amount of \$43,045 to the entry level salary of \$39,973 effective April 18, 2022.
- 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Public Defender (Marcy Flores, Public Defender) -
Note: Items 5A and 5B were not considered and approved by the Criminal Justice & Public Safety Committee.
- A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Public Defender position from the current amount of \$136,274 to the entry level salary of \$114,096 effective May 9, 2022.
 - B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Coordinating Assistant Public Defender Part Time position from the current amount \$34,670 to the entry level salary of \$34,280 effective May 1, 2022.
- Sheriff (James LaFarr, Sheriff) -***
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Per Diem Cook Part-Time, \$18.07/hour, effective April 15, 2022.
- 5) **Referral from the Env. Concerns & Real Property Tax Services Committee (Chaired by Supervisor McDevitt):**
Real Property Tax Services (Lexie Delurey, Director, Real Property Tax Services) -
Request to amend the Table of Organization and Salary Schedule to increase the salary of the Real Property Tax Services Director from Grade 15, *Increment 10 (\$78,310)*, to Grade 16, *Increment 25 (\$90,706)*.
- 6) **Referral from the Tourism Committee (Chaired by Supervisor Merlino):**
Tourism (Joanne Conley, Director of Tourism) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new temporary position of Principal Account Clerk - Per Diem, *hourly rate of \$24.7685 - position to be effective April 4, 2022 through December 31, 2022*, and to de-fund the full time Principal Account Clerk position effective April 4, 2022. ***Note: the Tourism Committee has requested any resolution resulting from Personnel and Finance Committee action come before the Board at their March 31st meeting.***

IV. **Pending Items:**

No items this month.

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Information Technology

SIGNED: Michael Colvin

DATE: March 22, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1680 110	Salaries	A.1680 470	Contracts	\$32,700

Please state reason for transfers requested: Custom Programming Needs.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10**Request for Transfer of Funds****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**FROM:** Planning and Community Development
Name of Department**SIGNED:** **DATE:** March 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8021.110	Salaries - Full time	A.9550 910	Transfers	\$6,967.00
A8021.830	Social Security	A.9550 910	Transfers	\$432.00
A8021.831	Medicare	A.9550 910	Transfers	\$101.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx**Please state reason for transfers requested:**

Provide for in kind services as part of creating H407

Please note: All amounts must be in whole dollars – no cents.*CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:**Please file original request with Clerk of the Board and retain copy for your records.**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Planning and Community Development

SIGNED:

DATE: March 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8029 470	Contracts	A.9550 910	Transfers	\$256.81

Please state reason for transfers requested:
To clear negative balance and close H347

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2022

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

TRANSFERS FOR 2022 BUDGET

SIGNED: _____

DATE: March 21, 2022

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1	A.4018.0020.865	Family Health-Dental Expenses	A.4018.0030.865	Disease Program-Dental Expense	\$54.39
2.	A.4018.0020.110	Family Health-Full Time Salaries	A.4018.0030.110	Disease Program-Full Time Salaries	\$10,206.01
	A.4018.0020.110	Family Health-Full Time Salaries	A.4018.0030.130	Disease Program-Overtime Salaries	\$1,147.19
	A.4018.0020.810	Family Health-Retirement Expenses	A.4018.0030.810	Disease Program -Retirement Expense	\$2,025.57
	A.4018.0020.830	Family Health -Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$698.81
	A.4018.0020.831	Family Health-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$163.44

Total Transfers

\$14,295.41

- 1 To transfer funds for N. Frasier for Dental insurance from Family Health where budgeted to Disease Program where she is being paid from.
- 2 To Transfer funds January to February 2022 for N. Frasier for Full time salary and overtime salary from Family Health to Disease Program to cover COVID related activities .She has retired.

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

WARREN COUNTY Journal Report - February

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Brd. of Election - Board of Elections					
2/17/2022	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 2,550.00	
2/17/2022	A.1450 418	Ins-General Liability	BUDGET TRANSFERS WITHIN OF OBJECT CODE FROM A.1450 439	\$ 889.72	
2/17/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 2,550.00
2/17/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 418		\$ 889.72
2/24/2022	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 1,200.00	
2/24/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 1,200.00
Building & Fire - Building & Fire Code					
2/22/2022	A.3620 418	Ins-General Liability	Budget Transfer Within Object Code from A.3620 441	\$ 207.00	
2/22/2022	A.3620 441	Auto-Supplies & Repair	Budget Transfer Within Object Code to A.3620 418		\$ 207.00
Clk of Legislati - Clerk of the Legislative Board					
12/31/2021	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 444	\$ 286.65	
12/31/2021	A.1010 444	Travel/Education/Conference	Budget Transfer from Object Code A.1010 410		\$ 286.65
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
2/16/2022	A.4220 418	Ins-General Liability	Budget Transfer within object code from A.4220 441	\$ 10.00	
2/16/2022	A.4220 441	Auto-Supplies & Repair	Budget Transfer within object code to A.1165 418		\$ 10.00
DPW_DPW Admin - DPW, DPW Administration					
2/1/2022	A.1625 250	Technical Equipment	Out of Code Transfer from A.1625 470	\$ 865.65	
2/1/2022	A.1625 470	Contract	Out of Code Transfer to A.1625 250		\$ 865.65
2/2/2022	A.1620 260	Other Equipment	Transfer Within Budget Code from A.1620 410	\$ 310.00	
2/2/2022	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 260		\$ 310.00
2/8/2022	A.1628 260	Other Equipment	Transfer Out of Code from A.1628 439	\$ 3,257.00	
2/8/2022	A.1628 439	Misc Fees & Expenses	Transfer Out of Code to A.1628 260		\$ 3,257.00

WARREN COUNTY
Journal Report - February

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/9/2022	A.1625 250	Technical Equipment	Out of Code Transfer from A.1625 470	\$ 865.65	
2/9/2022	A.1625 470	Contract	Out of Code Transfer to A.1625 250		\$ 865.65
2/17/2022	A.5610 418	Ins-General Liability	Transfer Within Budget Code from A.5610 422	\$ 1,063.00	
2/17/2022	A.5610 422	Repair/Maint-Equipment	Transfer Within Budget Code to A.5610 418		\$ 1,063.00
2/17/2022	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7111 418		\$ 24.00
2/17/2022	A.7111 418	Ins-General Liability	Transfer Within Budget Code from A.7111 413	\$ 24.00	
2/18/2022	A.1624 410	Supplies	Transfer Within Budget Code to A.1624 418		\$ 500.00
2/18/2022	A.1624 418	Ins-General Liability	Transfer Within Budget Code from A.1624 410	\$ 500.00	
2/18/2022	D.5110 410	Supplies	Transfer Within Budget Code to D.5510 418		\$ 3,398.16
2/18/2022	D.5110 418	Ins-General Liability	Transfer Within Budget Code from D.5110 410	\$ 3,398.16	
2/18/2022	DM.5130 413	Repair & Maint.-Bldg/Property	Transfer Within Code from DM.5130 441	\$ 15,000.00	
2/18/2022	DM.5130 441	Auto-Supplies & Repair	Transfer Within Code to DM.5130 413		\$ 15,000.00
Infotech - Information Technology					
2/15/2022	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 426	\$ 4,042.00	
2/15/2022	A.1680 426	Subscriptions	Budget Transfer out of Object Code to A.1680 220		\$ 4,042.00
OFA - Office for the Aging					
2/17/2022	A.6771 418	Ins-General Liability	Within object code transfer from A.6771.444	\$ 406.00	
2/17/2022	A.6771 444	Travel/Education/Conference	Within object code transfer to A.6771.418		\$ 406.00
2/17/2022	A.6772 418	Ins-General Liability	Within object code transfer from A.6772.444	\$ 606.00	
2/17/2022	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.418		\$ 606.00
Planning - Planning, Planning					
2/17/2022	A.8021 418	Ins-General Liability	budget transfer within object code from A.8021 444	\$ 174.62	
2/17/2022	A.8021 444	Travel/Education/Conference	budget transfer within object code to A.8021 418		\$ 174.62
2/17/2022	A.8022 418	Ins-General Liability	budget transfer within object code to A.8022 444	\$ 100.00	

WARREN COUNTY
Journal Report - February

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/17/2022	A.8022 444	Travel/Education/Conference	budget transfer within object code to A.8022 418	\$	100.00
Probation_Probation - Probation,Probation					
2/17/2022	A.3140 418	Ins-General Liability	Budget Transfers within Object Code from A.3140.427	\$ 26.00	
2/17/2022	A.3140 427	Memberships & Dues	Budget Transfers within Object Code to A.3140.418	\$	26.00
Public Health_Health Services - Public Health,Health Services					
2/1/2022	A.4010 427	Memberships & Dues	budget transfer Chha from A4010.435	\$ 100.00	
2/1/2022	A.4010 435	Medical Fees	budget transfer Chha to A4010.427	\$	100.00
2/2/2022	A.4018.0036 428	Data Processing & Internet Fees	budget transfer IAP VR grant from A4018.0036.436	\$ 90.00	
2/2/2022	A.4018.0036 436	Advertising Fees	budget transfer IAP VR grant to za4018.0036.428	\$	90.00
2/18/2022	A.4013 418	Ins-General Liability	Budget Transfer WIC from A4013.435	\$ 228.00	
2/18/2022	A.4013 435	Medical Fees	Budget Transfer WIC to A4013.418	\$	228.00
2/24/2022	A.4018.0040 410	Supplies	Budget Transfer Health Ed from A40180040.410 to .424 & 436	\$ 700.00	
2/24/2022	A.4018.0040 424	Postage	Budget Transfer Health Ed from A40180040.410 to .424 & 436	\$	2,700.00
2/24/2022	A.4018.0040 436	Advertising Fees	Budget Transfer Health Ed from A40180040.410 to .424 & 436	\$ 2,000.00	
Real Property - Real Property Tax					
2/14/2022	A.1355 423	Telephone	Budget Transfer within object code to A.1355 427	\$	20.00
2/14/2022	A.1355 427	Memberships & Dues	Budget Transfer within object code from A.1355 423	\$ 20.00	
Residential Hall - Countryside Adult Home					
2/1/2022	A.6030 260	Other Equipment	Budget Transfer out of object code to A.6030 260 from A.6030 422	\$ 2,500.00	
2/1/2022	A.6030 422	Repair/Maint-Equipment	Budget Transfer out of object code from A.6030 422 to A.6030 260	\$	2,500.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
2/14/2022	A.3150 210	Furniture/Furnishings	Budget Transfer out of object code from A.3150 410	\$	140.00

WARREN COUNTY
Journal Report - February

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/14/2022	A.3150 410	Supplies	Budget Transfer out of object code to A.3150 210	\$ 139.68	\$ 140.00
2/16/2022	A.3110 210	Furniture/Furnishings	Budget Transfer within object code from A.3110 260		
2/16/2022	A.3110 260	Other Equipment	Budget Transfer within object code to A.3110 210	\$ 139.68	\$ 139.68
Social Services - Social Services					
2/2/2022	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 470	\$ 2,000.00	
2/2/2022	A.6010 470	Contract	Budget Transfer out of object code to A.6010 220		\$ 2,000.00
2/9/2022	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 470	\$ 300.00	
2/9/2022	A.6010 470	Contract	Budget Transfer out of object code to A.6010 220		\$ 300.00
2/16/2022	A.6010 418	Ins-General Liability	Budget Transfer within object code from A.6010 470	\$ 10,127.95	
2/16/2022	A.6010 470	Contract	Budget Transfer within object code to A.6010 418		\$ 10,127.95
2/22/2022	A.6010 435	Medical Fees	Budget Transfer within Object Code from A.6010 444	\$ 500.00	
2/22/2022	A.6010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.6010 435		\$ 500.00
Tourism - Tourism					
2/25/2022	A.6417.0001 424	Postage	Transfer to A. 6417.0001 481		\$ 5,000.00
2/25/2022	A.6417.0001 481	Tourism Promotion	Transfer from A.6417.0001 424	\$ 5,000.00	
Veterans Service - Veterans Service					
2/17/2022	A.6510 418	Ins-General Liability	Funds transfer from 469 Other Payments	\$ 5.00	
2/17/2022	A.6510 469	Other Payments/Contributions	Funds transfer to 418 General Liab		\$ 5.00

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

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

DEPARTMENT NAME: COUNTY ADMIN (FOR EMPLOYMENT & TRAINING)

DATE: MARCH 31, 2022

(a) Purpose of Amendment:

To reflect the appropriation of ARPA funds from A.691.00, Deferred Revenues, to the Employment & Training Budget (authorized by R158 of 2022) for the purchase of computers/tablets for job seekers throughout Warren County to use in seeking employment

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

40.6293.4999 220 - Workforce Invest. Act, WIA/WIOA, American Rescue Plan Act (ARPA), Office Equipment - \$30,000

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

40.6293.4999 4090 - Workforce Invest. Act, WIA/WIOA, American Rescue Plan Act (ARPA), Coronavirus Local Fiscal Recovery Fund (CLFRF) - \$30,000

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: County Facilities - Airport

DATE: 3/22/22

- (a) Exact Title and Number of Project*: H402, Airport Snow Removal Equipment Bldg Co (SRE Building)
- (b) Is this a Capital Project? yes
- (c) Is this a Capital Reserve Project? no
- (d) Amount of Increase (if applicable): \$100,057.00
- (e) Amount of Decrease (if applicable): NA
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): A 691.00 Deferred Revenue - \$100,057.00
- (g) Changes in Funding (if Amendment): H402.9550.4999 280, Airport Snow Removal Equipment Bldg Co, ARPA, Projects; H402.9550.4999 4090, Airport Snow Removal Equipment Bldg Co, ARPA, CLFRF
- (h) Purpose of Increase or Decrease or Amendment: Funding for Construction Change Orders regarding the Airport Snow Removal Equipment Bldg Co (SRE Building).

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: March 23, 2022

- (a) Purpose of Request:
Authorize the Treasurer to refund an overpayment of a PILOT agreement.
- (b) Details:
An error was found in the calculations done by the IDA for the amount of to be paid by the property owner for thier PILOT agreement. The total paid was \$ 15,373.49. The correct amount is \$ 14,190.91. The overpayment of \$ 1,182.58 needs to be refunded. See attached work sheet.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

5 Warren Street, Suite 210
Glens Falls, New York 12801

Phone: (518) 792-1312

For reference only

December 30, 2020

18 Hospitality LLC
90 State Street, Suite 1411
Albany, NY 12207
Attn: Amy Palmer

Dear Ms. Palmer:

In accordance with the PILOT Agreement with the Warren and Washington IDA
the 2021 Town and County Taxes for Queensbury due directly to our Agency.
The calculations are as follows:

for 309.13-1-73	Assessment	at	Tax Rate	Amount		
Town - Queensbury					65%	overpaid
Starting Assessment Land & Existing Facility	\$ 609,600	100%	0.000522	\$ 318.21		
Added Assessment for Improvements/Construction	\$ 6,042,800	60%	0.000522	\$ 1,892.60	2050.32	\$ 157.72
Total Assessment	\$ 6,652,400			\$ 2,210.81		
County - Warren						
Starting Assessment Land & Existing Facility	\$ 609,600	100%	0.003914	\$ 2,385.97		
Added Assessment for Improvements/Construction	\$ 6,042,800	60%	0.003914	\$ 14,190.91	15373.49	\$ 1,182.58
				\$ 16,576.88		
						Total \$ 1,340.30
				TOTAL DUE: \$18,787.69		

What should have been paid

overpayment
what was paid

Savings due to PILOT: \$9,382.05

Please make your check payable to the **Warren and Washington IDA** and remit to the
5 Warren Street address listed at the top of this correspondence.

Your payment is requested to our Agency no later than January 25, 2021.

Please contact me if you have any questions.

Sincerely,

Alie Weaver, Office Administrator

RECEIPT

RECEIPT

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY**

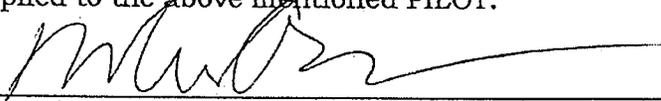
5 Warren Street
Glens Falls, New York 12801
(518) 792-1312

Payee Michael Swan, Warren Co. Treasurer
Name and Address Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845

DATE	DESCRIPTION OF PILOT PAYMENT	AMOUNT
1/26/2021	County Taxes for 2021 under PILOT	
	18 Hospitality LLC	
	Tax Map Np. 309.13-1-73	
	Starting Assessment \$609,600 @ 100%	\$ 2,385.97
	Added Improvement \$6,042,800 @65%	\$ 15,373.49
	TOTAL	\$ 17,759.46
	PLEASE SIGN AND RETURN TO THE AGENCY	

I, Michael Swan, hereby certify that
the above amount of \$17,759.46 has been received
and applied to the above mentioned PILOT.

2/2/21
DATE



SIGNATURE

Treasurer
TITLE

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Treasurer

DATE: March 28, 2022

- (a) Purpose of Request:
Chargebacks of taxes of several PILOT programs in the City of Glens Falls.

- (b) Details:
See attached sheet for each PILOT. Total chargeback is \$ 15,813.45

- (c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

2021 SCHEDULE "A" CHARGEBACK OF TAXES						
Town	Year	Assessed to &Tax Map No.	Breakdown		Coding	Reason
City of Glens Falls	2021	AIM Housing Dev. (Broad Street Commons)	County	9,600.15		PILOT
City of Glens Falls	2021	Housing Authority PILOT - Cronin Tax Map #303.17-16-3	County	3,101.23		PILOT
City of Glens Falls	2021	Housing Authority PILOT - Larose Tax Map #309.7-12-19	County	738.97		PILOT
City of Glens Falls	2021	Housing Authority PILOT - Jay Tax Map #310.5-2-1	County	2,373.10		PILOT
			Total	15,813.45		

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: March 23, 2022

- (a) Purpose of Request:
To allow the Treasurers Office to accept a gift in the amount of \$ 30,000 annually from the Warren Tobacco Asset Securitization Corporation.
- (b) Details:
The Warren Tobacco Asset Securitization Corporation was established in 2005 to recieve funds from the Tobacco settlement reached between the United States and the tobacco companies. The administration fund for the corporation has an ever increasing balance and the members of the Board of Director voted in 2010 to gift the money each year to the County
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED: 

DATE: 3/23/2022

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1325 444.01	County Treasurer, Job Related Courses	\$1,035.32

Please state reason for transfer request: Fund increase cost due to change in Education Reimbursement Policy to 100% reimbursement

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

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

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

DEPARTMENT NAME: DPW - Facilities

DATE: March 22 2022

- (a) Purpose of Amendment: To Amend 2022 budget \$1,712.00 dollars to reflect Insurance Recovery payment dated March 6, 2022, for South End Fence Repair, DOL 12/18/20.

- (b) Appropriation Code, Object Code, Full Title and Amount: A.1620 413 Buildings, Repair & Maint – Bldg/Property \$1,712.00.

- (c) Revenue Code (with title), and Amount: A.1620 2680 Buildings, Insurance Recovery \$1,712.00

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: Office of Emergency Services

DATE: March 21, 2022

- (a) Exact Title and Number of Project*:
H.254.9550 280 Fire Training Center Project - Projects
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
\$555.79
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
H.254.9550 2390 - Fire Training Center - Share of Joint Activity, Gov't
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
To correct the Fire Training Center Project to reflect reimbursement receipts from Washington County in the amount of \$555.79.

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

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

DEPARTMENT NAME: Sheriff

DATE: March 21, 2022

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Division of Homeland Security and Emergency Services Statewide Interoperable Communications grant.

(b)	Appropriation Code, Object Code, Full Title and Amount:	
	A.3020.4046 250 Sheriff's Communications Center	\$474,832
	2020 Interoperable Comm Grant	
	Technical Equipment	

(c)	Revenue Code (with title), and amount:	
	A.3020.4046 3380 Sheriff's Communications Center	\$474,832
	2020 Interoperable Comm Grant	
	State Homeland Security Grant Program	

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: Planning and Community Development

DATE: March 2022

- (a) Purpose of Request: Request transfer from unappropriated surplus

- (b) Details: Reso 294 of 2021 appropriated the match of \$35,000 for the match as part of the application to ESD for Recreation study funding and amended the 8021.470 budget code. The funds did not roll over to 2022 and the Department is requesting that they be re- appropriated into A.9550 910 Transfers - Capital Projects

- (c) Previous Resolution Number: 294/2021

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

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

DEPARTMENT NAME: Planning and Community Development

DATE: March 2022

- (a) Exact Title* and Number of Project (must be obtained from Treasurer’s Office):
H407 – Warren County Outdoor Recreation Economy Strategic Plan
- (b) Is this a Capital Project?
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Project:
H407.9550 280 - \$100,000,
- (e) Source of Funding (including name & title of codes, etc.):
H407.9550 3717 - \$42,500 – Empire State Development, A.9550 910 Transfers \$57,500
- (f) Purpose of Establishment:
Administer grant award from Empire State Development.

Note: The \$22,500 in transfers includes \$15,000 of Occ Tax funds and \$7,500 in-kind staff services.

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

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

RESOLUTION REQUEST FORM NO. 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: Planning and Community Development

DATE: March 2022

- (a) Exact Title and Number of Project*:
H347 Invasive Species Boat Washing
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Increase (if applicable):
\$256.81
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
A.9550 910 Transfers Capital Projects, Inetrfund Transfers
- (g) Changes in Funding (if Amendment):
amend H347.9550 280 and H347.9550 5031 for \$256.81.
- (h) Purpose of Increase or Decrease or Amendment:
Purchase of signage for kiosks

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: Planning and Community Development

DATE: March 2022

(a) Purpose of Request:

To close Capital project H3347 Invasive Species Boat Washing

(b) Details:

These projects are completed.

(c) Previous Resolution Number:

N/A

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

There will be no funds returned to the General Fund

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Planning and Community Development

DATE: March 2022

(a) Purpose of Request:

To close Capital project H292 First Wilderness with no funds to return to general fund.

(b) Details:

These projects are completed.

(c) Previous Resolution Number:

N/A

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

N/A

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

* as listed in budget and LOGOS

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: Planning and Community Development

DATE: March 2022

- (a) Exact Title and Number of Project*:
H406 Countryside 2021 Capital Improvements
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Increase (if applicable):
H406.9550 280 \$1,352,038; H406.9550.4999 280 \$950,000
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
A.9950 910 Transfers Capital Projects, Interfund Transfers \$1,352,038
A691.00 Deferred Revenues \$950,000
- (g) Changes in Funding (if Amendment):
amend H406.9550 5031 for \$\$1,352,038; H406.9550.4999 4090 for \$950,000
- (h) Purpose of Increase or Decrease or Amendment:
Funding for improvements per reso 164 of 2022

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: 3/4/22

- (a) Purpose of Amendment: **To increase expenses and revenue based on an allocation received by NYS OTDA per attached 21-LCM-24 to provide rental assistance to qualified individuals.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 471 - Administration - \$126,379**

- (c) Revenue Code (with title), and Amount:
A.6010 3610 State Aid Admin \$126.379

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

MARCH 31, 2022

Committee Members: *Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon*
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, Human Resources Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Update on terminations and exit interviews.
 - 3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**
 - A) Request to fill the vacant position of Civil Services Specialist, due to resignation.
 - B) Request to fill the vacant position of Civil Service Assistant, due to resignation.
 - C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Civil Service Assistant position from the current amount of \$43,045 to the entry level salary of \$39,973 effective April 18, 2022.
 - D) Discussion regarding draft Vacancy Posting Instructions.
 - 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Public Defender (Marcy Flores, Public Defender) -
Note: Items 5A and 5B were not considered and approved by the Criminal Justice & Public Safety Committee.
 - A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Public Defender position from the current amount of \$136,274 to the entry level salary of \$114,096 effective May 9, 2022.
 - B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Coordinating Assistant Public Defender Part Time position from the current amount \$34,670 to the entry level salary of \$34,280 effective May 1, 2022.***Sheriff (James LaFarr, Sheriff) -***
 - C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Per Diem Cook Part-Time, \$18.07/hour, effective April 15, 2022.
 - 5) **Referral from the Env. Concerns & Real Property Tax Services Committee (Chaired by Supervisor McDevitt):**
Real Property Tax Services (Lexie Delurey, Director, Real Property Tax Services) -
 Request to amend the Table of Organization and Salary Schedule to increase the salary of the Real Property Tax Services Director from Grade 15, *Increment 10 (\$78,310)*, to Grade 16, *Increment 25 (\$90,706)*.
 - 6) **Referral from the Tourism Committee (Chaired by Supervisor Merlino):**
Tourism (Joanne Conley, Director of Tourism) -
 Request to amend the Table of Organization and Salary Schedule to create and fill the new temporary position of Principal Account Clerk - Per Diem, *hourly rate of \$24.7685 - position to be effective April 4, 2022 through December 31, 2022*, and to de-fund the full time Principal Account Clerk position effective April 4, 2022. *Note: the Tourism Committee has requested any resolution resulting from Personnel and Finance Committee action come before the Board at their March 31st meeting.*
 - 7) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
 Request for executive session to provide litigation update.
 - 8) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
 Resolution Tracking Report.

CONTINUED

IV. Pending Items:

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

- 1) Formalization of policy for the Employee of the Month Program - County Attorney to review and make any necessary modifications to draft legal opinion prepared before presenting to Committee. (03.03.22)
- 2) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22)
- 3) Committee to continue discussions regarding amending the Warren County Travel, Education and Vehicle Use Policy (*last adopted by Resolution No. 49 of 2021*) to authorize Department Heads to approve free training opportunities following update from County Administrator regarding feedback received from Department Heads on possibly reinstating a dollar amount under which they would be authorized to approve travel. (03.03.22)
- 4) Committee to consider developing guidelines for Department Heads to use when dismissing an employee. (03.03.22)

CIVIL SERVICE:

No items this month.

HUMAN RESOURCES:

No items this month.

CLERK OF THE BOARD:

No items this month.

COUNTY ATTORNEY:

No items this month.

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

Countryside Adult Home - Cook #5 Full Time, *Grade 4, Base Annual Salary \$31,789*, due to resignation.

District Attorney - Legal Clerk II #3, *Grade 8, Base Annual Salary \$37,918*, due to promotion.

Department of Public Works - MEO(L) #2, *Grade 7, Base Annual Salary \$36,414*, due to resignation.

Department of Social Services - Caseworker #24, *Annual Salary \$47,023*, due to retirement.

Planning & Community Development - Senior Planner, *Grade 18, Base Annual Salary \$50,384*

Public Defender - Public Defender, *Annual Salary \$114,096*, due to retirement.
- Coordinating Assistant Public Defender, *Annual Salary \$81,618*, updating authorization.
- Coordinating Assistant Public Defender PT, *Annual Salary \$34,280*, updating authorization.
- Legal Clerk I, *Grade 5, Base Annual Salary \$33,076*.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Civil Service Administration

DATE: 3/22/22

- (a) Employee Name, Title and Employee No.:
Civil Service Assistant
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$ 39,973 (Grade 6: Entry)
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$ 43,045 (Grade 6: 3rd Increment)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
4/18/22
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
Backfill at entry level salary

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 03/21/2022

(a) Employee Name, Title and Employee No.:

Warren County Public Defender

(b) Current Annual **Base** Salary (and Grade if Applicable):

\$114,096

(c) Former Annual **Base** Salary (and Grade if Applicable):

\$136,274

(d) Effective Date for Salary Change*:

**Please do not backdate request unless the purpose is to correct an error*

05/09/2022

(e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?

List Budget Code (with title), Object Code (with title), and Amount:

n/a

(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded within the current budget:

(g) Is there expected revenue from this position? YES NO

If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue

(h) Justification of Request:

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 03/21/2022

(a) Employee Name, Title and Employee No.:

Coordinating Assistant Public Defender (PT)

(b) Current Annual **Base** Salary (and Grade if Applicable):

\$34,280

(c) Former Annual **Base** Salary (and Grade if Applicable):

\$34,670

(d) Effective Date for Salary Change*:

**Please do not backdate request unless the purpose is to correct an error*

05/01/2022

(e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?

List Budget Code (with title), Object Code (with title), and Amount:

n/a

(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded within the current budget:

(g) Is there expected revenue from this position? YES NO

If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue

(h) Justification of Request:

Request to get position of Coordinating Assistant Public Defender (PT) on 2022 Attorney Pay Scale at Entry Level, Grade 5. This entry level position was broke down to reflect this position working two days per week at eight hours each day.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: March 21, 2022

- (a) **Title of Requested Position:** Per Diem Cook Part-Time
- (b) **Annual Base Salary (and Grade of Applicable):** N/A (\$18.07/hour)
- (c) **Effective Date for New Position:***
***Please do not backdate unless the purpose is to correct an error.**

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3150 110 Sheriff's Correction Division Salaries - Part Time

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary BEFORE bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

NOTE: The Per Diem Cook Part-Time position will be utilized to backfill full-time employee leave and reduce overtime. No additional funding will be requested for this position.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 31.00
Title of Position: Per Diem Cook - Part Time Base Salary of Position: \$18.07/hour Grade:
Filling at Step # (If Known):
Budget code and title: A.3150 130 Sheriff's Corrections Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other - Creation
Employee No./Last Name: New Position Date of Vacancy: Following BOS Approval
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Tourism Department

DATE: March 22, 2022

- (a) Title of Requested Position: **Principal Account Clerk - Per Diem**
- (b) Annual **Base** Salary (and Grade if Applicable): **Grade 10-22/\$24.7685/hr**
- (c) Effective Date for New Position:* **4/4/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):

Defund Full Time position, Salary \$51,518, Grade 10 - 23
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A.6417.0001 110 Principal Account Clerk Full Time salary \$51,518 Grade 10-23
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)

Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Tourism Department Payroll Dept. No: 5303
Title of Position: Principal Account Clerk - Per Diem Base Salary of Position: 35,000 Grade: 10-22
Filling at Step # (If Known): \$24.7685/hr
Budget code and title: Salaries -Part Time Tourism A.6417.0001.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9949/Grant Date of Vacancy: March 31, 2022
Is this position mandated? Yes No Is the position reimbursable? Yes No (creation)
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date