

FINANCE & BUDGET COMMITTEE

AGENDA

MAY 30, 2024

Committee Members: *Thomas, Geraci, Merlino, Maday, Driscoll, Crocitto, Strough, Bruno and Etu*
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 Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) **Request for transfers of funds as attached for Committee approval.**

2) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**

A) Journal Report of transfers approved by the County Administrator staff for April 2024.

B) Request to appropriate \$13,832 from Budget Code A.896.00, *Vehicle Reserves*, to various departmental budgets to cover the cost of vehicle purchases.

C) Request to amend 2024 Warren County Budget in the amount of \$12,717 to reflect receipt of State aid for vehicle purchases for Health Services, Department of Social Services and Countryside Adult Home.

D) Demonstration of CLEARGov software.

3) **Requests/Items to be Discussed by the County Treasurer (Christine Norton, Treasurer):**

A) Request for transfer of funds in the amount of \$7,950 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1325 811, *County Treasurer, NYS Voluntary Defined Contributions*, to cover the cost of an employee joining the NYS Voluntary Defined Contribution plan which was not budgeted for in 2024.

B) Request for transfers of funds amongst various budget codes totaling \$61,104 to transfer budget to accounts in accordance with GASB #96- Subscriptions.

C) Request to amend the 2024 Warren County Budget in the amount of \$65,719.77 to record 2024-25 Mental Health Office lease per GASB #87.

~~D) Request to amend the Table of Organization and Salary Schedule to create the new position of Principle Account Clerk - Temp., Grade 10, Base Annual Salary \$22.92/hour (would like to pay current Annual Salary \$28.68/hour), effective June 24, 2024 to August 30, 2024. Note: Request is Contingent upon approval by the Personnel, Administration & Higher Education Committee. REQUEST WITHDRAWN~~

~~E) Request for transfer of funds in the amount of \$9,877.96 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to the County Treasurer's Budget to cover the cost of funding the newly created Principle Account Clerk - Temp. position. REQUEST WITHDRAWN~~

F) Request to delete back taxes owed for Town of Queensbury Tax Map Parcel No. 309.5-1-1/137.

G) Request to approve listing of corrections to Tax Rolls as provided in agenda attachment.

4) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**
Assigned Counsel (Julie Garcia, Assigned Counsel Administrator) -

Request to amend the 2024 Warren County Budget in the amount of \$25,106 to carry over unused 2023 funding that is available in Distribution 13.

5) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**
Planning & Community Development -

A) Request to amend the 2024 Warren County Budget in the amount of \$753.61 to reflect reimbursement received from the City of Glens Falls for the cost of GIS software maintenance.

B) Request to establish Capital Project No. H433, *Thriving Hamlets*, in the amount of \$135,592.15.

CONTINUED

6) **Referral from the Health Services Committee (Chaired by Supervisor Strainer):**

Office of Community Services (Rob York, Director) -

Request to appropriate \$300,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.4390 435, *Psychiatric Expense/Criminal*, to cover the cost of court-ordered NYS CPL 730 competency examination and restoration expenses.

7) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**

Department of Social Services (Christina Mastrianni, Commissioner) -

Request to amend the 2024 Warren County Budget in the amount of \$58,042 to reflect receipt of an increased allocation received from New York State Office of Children and Family Services for youth programs throughout Warren County.

8) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**

Parks, Recreation & Railroad (Dean Moore, Director) -

A) Request to appropriate \$326,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.9950 910, *Transfers, Capital Projects*, to provide funding for Capital Project No. H434, *Railroad Repairs*.

B) Request to appropriate \$319,000 from Budget Code A.899.00, *Reserve, County Railroad Repairs*, to Budget Code A.9950 910, *Transfers, Capital Projects*, to provide funding for Capital Project No. H434, *Railroad Repairs*.

C) Request to establish Capital Project No. H434, *Railroad Repairs*, in the amount of \$645,000.

Department of Public Works (Kevin Hajos, Superintendent) -

D) Request to amend the 2024 Warren County Budget in the amount of \$3,135 to reflect receipt of insurance recovery payment to repair a trailer.

E) Request to establish road projects as outlined in the resolution request form and authorize transfers of funds for same.

9) **Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 2B-D, 3B, 4 and 7.**

PERSONNEL AGENDA ITEMS 2B-D, 3B, 4, 5B and 7:

2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**

B) Request to amend the Table of Organization and Salary Schedule to decrease the hours of the Civil Service Assistant position from 40 hours to 30 hours, *from Annual Salary \$52,038 (40 hours/week), to Annual Salary \$39,028 (30 hours/week)*, effective July 8, 2024.

C) Request to amend the Table of Organization and Salary Schedule to increase the hours of the Human Resources Assistant position from 30 hours per week to 40 hours per week, *from Annual Salary \$40,599 (30 hours/week), to Annual Salary \$54,132 (40 hours/week)*, effective July 8, 2024.

D) Request to amend the Table of Organization and Salary Schedule to delete the Test Administrator #2 and Test Administrator #3 positions from the Human Resources Department structure and use the Test Administrator position as a "bucket" position to allow for a creation of a pool of per diem people to work weekend civil service tests.

3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 437, *Legislative Board, Consulting Fees*, to cover the cost of 2024 BAN advisory services which were not budgeted for.

4) **Request/Item to be Discussed by the Director of Information Technology (Mike Colvin, Director):**

Request to appropriate \$20,000 from Budget Code A.895.00, *Computer Reserve Fund*, to the Board of Elections Budget to cover the cost of purchasing computers and related equipment and software.

5) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**

B) On behalf of the Planning & Community Development Department - request to amend the Table of Organization and Salary Schedule to create the position of Principal Planner 2, *Grade 14, Base Annual Salary \$81,644*, and delete the position of Assistant County Planner, *Annual Salary \$78,367*, effective May 28, 2024.

7) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**

County Clerk (Carrie Black, County Clerk) -

Request to amend the Table of Organization and Salary Schedule to create the new position of Pistol Permit Clerk, *Grade 8, Base Annual Salary \$44,729*, effective July 1, 2024.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Clerk

SIGNED:

DATE: 5/14/2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--------------|----------------|--------------|---------------|
|------------------|--------------|----------------|--------------|---------------|

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.1410 110 | Salaries-Regular | \$45,000 |

Please state reason for transfer request:

Creation and funding of a new position - Pistol Permit Clerk

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: Office of Emergency Services

SIGNED:

DATE: May 21, 2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--|----------------|---|---------------|
| A.3410 130 | Fire Prevention & Control Salaries-Part Time | A.3410 260 | Fire Prevention & Control Other Equipment | \$4,000 |

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 | | | |

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: Public Defender's Office

SIGNED:

DATE: 5/21/2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|---|-----------------|--|---------------|
| A.1171 4202 110 | Public Defender - Hurrell-Harring - Salaries - Regular | A.1171 4202 120 | Public Defender - Hurrell-Harring Salaries - Overtime | \$8,000 |

Please state reason for transfers requested:

To pay overtime pay to Support Staff handling work load of current vacant position.

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: 5/22/2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> | <u>TOWN</u> |
|------------------|--|-----------------|-------------------------------------|---------------|-------------|
| D.5112.8356 280 | Co Roads, 2023 CR#66 Country Club Road | D.5112.8358 280 | Co Roads, 2024 CR#26 Pallsades Road | \$ 300,000.00 | Horicon |

FROM CODE TITLE TO CODE TITLE AMOUNT

A.1990 439 Contingent Fund

Please state reason for transfer request:

Transfer surplus road project funds to cover capital project expenses

WARREN COUNTY

Journal Report

| G/L Date | G/L Account Number | Account Description | Description | Increase Amount | Decrease Amount |
|---|--------------------|-------------------------------------|--|-----------------|-----------------|
| Building & Fire - Building & Fire Code | | | | | |
| 4/9/2024 | A.3620 426 | Subscriptions | Budget Transfer Within Object Code from A.3620 427 | \$ 70.00 | |
| 4/9/2024 | A.3620 427 | Memberships & Dues | Budget Transfer Within Object Code To A.3620 426 | | \$ 70.00 |
| Clk of Legislati - Clerk of the Legislative Board | | | | | |
| 4/1/2024 | A.1010 439 | Misc Fees & Expenses | Budget Transfer from Object Code A.1010 444 | \$ 75.00 | |
| 4/1/2024 | A.1010 444 | Travel/Education/Conference | Budget Transfer from Object Code A.1010 439 | | \$ 75.00 |
| Clk of Legislati - Clerk of the Legislative Board | | | | | |
| 4/15/2024 | A.1010 220 | Office Equipment | Budget Transfer out of Object Code A.1010 444 | \$ 19.98 | |
| 4/15/2024 | A.1010 444 | Travel/Education/Conference | Budget Transfer out of Object Code to A.1010 220 | | \$ 19.98 |
| Dist. Attorney_Dist. Attorney - District Attorney,District Attorney | | | | | |
| 4/12/2024 | A.1165 440 | Legal/Transcript Fees | Transfer within Object Code to A.1165 470 Contract | | \$ 2,299.00 |
| 4/12/2024 | A.1165 470 | Contract | Transfer within Object Code from A.1165 440 Legal/Transcript | \$ 2,299.00 | |
| Dist. Attorney_Dist. Attorney - District Attorney,District Attorney | | | | | |
| 4/17/2024 | A.1165 210 | Furniture/Furnishings | Transfer outside of Object Code from A.1165 410 Supplies | \$ 1,278.48 | |
| 4/17/2024 | A.1165 410 | Supplies | Transfer outside of Object Code to A.1165 210 Furniture/Furnishi | | \$ 1,278.48 |
| Dist. Attorney_Dist. Attorney - District Attorney,District Attorney | | | | | |
| 4/23/2024 | A.1165 210 | Furniture/Furnishings | Transfer outside of Object Code from A.1165 410 Supplies | \$ 321.52 | |
| 4/23/2024 | A.1165 410 | Supplies | Transfer outside of Object Code to A.1165 210 Furniture/Furnishi | | \$ 321.52 |
| DPW_DPW Admin - DPW,DPW Administration | | | | | |
| 4/3/2024 | DM.5130 410 | Supplies | Transfer Within Budget Code to DM.5130 424 | | \$ 500.00 |
| 4/3/2024 | DM.5130 424 | Postage | Transfer Within Budget Code from DM.5130 410 | \$ 500.00 | |
| 4/12/2024 | A.1625 410 | Supplies | Transfer Within Budget Code to A.1625 421 | | \$ 460.00 |
| 4/12/2024 | A.1625 421 | Equipment Rental | Transfer Within Budget Code from A.1625 410 | \$ 460.00 | |
| 4/16/2024 | A.1625 421 | Equipment Rental | Transfer Within Budget Code from A.1625 470 | \$ 1,380.00 | |
| 4/16/2024 | A.1625 465 | Road/Bridge Materials | Transfer Within Budget Code from A.1625 470 | \$ 1,800.00 | |
| 4/16/2024 | A.1625 470 | Contract | Transfer Within Budget Code to A.1625 421 | | \$ 1,380.00 |
| 4/16/2024 | A.1625 470 | Contract | Transfer Within Budget Code to A.1625 465 | | \$ 1,800.00 |
| 4/18/2024 | A.1621 414 | Gas-Natural | Transfer Within Budget Code from A.1621 415 | \$ 700.00 | |
| 4/18/2024 | A.1621 415 | Electricity | Transfer Within Budget Code to A.1621 414 | | \$ 700.00 |
| 4/22/2024 | A.1625 410 | Supplies | Transfer Within Budget Code from A.1625 470 | \$ 500.00 | |
| 4/22/2024 | A.1625 470 | Contract | Transfer Within Budget Code to A.1625 410 | | \$ 500.00 |
| 4/25/2024 | A.1620 861 | Retirees Hospitalization | Transfer Within Budget Code to A.1620 862 | | \$ 1,500.00 |
| 4/25/2024 | A.1620 862 | Health Insurance Cost Reimbursement | Transfer Within Budget Code from A.1620 861 | \$ 1,500.00 | |
| 4/26/2024 | A.1625 410 | Supplies | Transfer Within Budget Code from A.1625 470 | \$ 500.00 | |
| 4/26/2024 | A.1625 470 | Contract | Transfer Within Budget Code to A.1625 410 | | \$ 500.00 |
| 4/29/2024 | A.5610 260 | Other Equipment | Out of Code Transfer from A.5610 470 | \$ 138.00 | |
| 4/29/2024 | A.5610 470 | Contract | Out of Code Transfer to A.5610 260 | | \$ 138.00 |
| 4/29/2024 | DM.5140 260 | Other Equipment | Out of Code Transfer from DM.5140 442 | \$ 129.00 | |
| 4/29/2024 | DM.5140 442 | Automotive - Gas & Oil | Out of Code Transfer to DM.5140 260 | | \$ 129.00 |
| 4/30/2024 | A.1490 410 | Supplies | Transfer Within Budget Code to A.1490 427 | | \$ 35.00 |

| | | | | | | | |
|---|-----------------|-----------------------------|--|----|----------|-------------|--|
| 4/30/2024 | A.1490 427 | Memberships & Dues | Transfer Within Budget Code from A.1490 410 | \$ | 35.00 | | |
| 4/30/2024 | D.5020 410 | Supplies | Transfer Within Budget Code to D.5020 427 | | | \$ 80.00 | |
| 4/30/2024 | D.5020 427 | Memberships & Dues | Transfer Within Budget Code from D.5020 410 | \$ | 80.00 | | |
| Legal Def-Indgnt - Legal Defense - Indigents | | | | | | | |
| 4/4/2024 | A.1170.4202 210 | Furniture/Furnishings | Budget transfer within budget code from A.1170.4202 220 | \$ | 1,930.01 | | |
| 4/4/2024 | A.1170.4202 220 | Office Equipment | Budget transfer within budget code to code A.1170.4202 210 | | | \$ 1,930.01 | |
| Office of EMS - Office of Emergency Services | | | | | | | |
| 4/25/2024 | A.3410.4999 260 | Other Equipment | Budget Transfer Out of Budget Code to A.3410.4999 422 | | | \$ 180.00 | |
| 4/25/2024 | A.3410.4999 422 | Repair/Maint-Equipment | Budget Transfer Out of Budget Code from A.3410.4999 260 | \$ | 180.00 | | |
| Office of EMS - Office of Emergency Services | | | | | | | |
| 4/26/2024 | A.3645.4120 427 | Memberships & Dues | Budget transfer within object code from A.3645.4120 470 | \$ | 645.00 | | |
| 4/26/2024 | A.3645.4120 470 | Contract | Budget transfer within object code to A.3645.4120 427 | | | \$ 645.00 | |
| Planning_Planning - Planning,Planning | | | | | | | |
| 4/3/2024 | A.8021 410 | Supplies | Budget Transfer within object code A.8021 444 | \$ | 3,652.26 | | |
| 4/3/2024 | A.8021 444 | Travel/Education/Conference | Budget Transfer within object code A.8021 410 | | | \$ 3,652.26 | |
| 4/3/2024 | A.8021 410 | Supplies | Budget Transfer Out of Code A.8022 444 | \$ | 1,500.00 | | |
| 4/3/2024 | A.8022 444 | Travel/Education/Conference | Budget Transfer Out of Code A.8021 410 | | | \$ 1,500.00 | |
| Public Health_Health Services - Public Health,Health Services | | | | | | | |
| 4/17/2024 | A.4010 435 | Medical Fees | Budget Transfer Recruit & Ret to 453 from 435 410 444 | | | \$ 1,800.00 | |
| 4/17/2024 | A.4010 453 | Uniforms & Clothing | Budget Transfer Recruitmt & RetenTo 453 from 435 410 444 | \$ | 1,800.00 | | |
| 4/17/2024 | A.4018.0030 435 | Medical Fees | Budget Transfer Recruitmt & Retent To 453 from 435 410 444 | | | \$ 1,000.00 | |
| 4/17/2024 | A.4018.0030 453 | Uniforms & Clothing | Budget Transfer Recruitmt & Reten to 453 from 435 410 444 | \$ | 1,000.00 | | |
| 4/17/2024 | A.4018.0040 410 | Supplies | Budget Transfer Recruitmt & Reten To 453 from 435 410 444 | | | \$ 600.00 | |
| 4/17/2024 | A.4018.0040 453 | Uniforms & Clothing | Budget Transfer Recruit & Retent To 453 from 435 410 444 | \$ | 600.00 | | |
| 4/17/2024 | A.4054 444 | Travel/Education/Conference | Budget Transfer Recruit & Retention To 453 from 435 410 444 | | | \$ 300.00 | |
| 4/17/2024 | A.4054 453 | Uniforms & Clothing | Budget Transfer Recruitmt & Retent To 453 from 435 410 444 | \$ | 300.00 | | |
| 4/17/2024 | A.4054.0060 444 | Travel/Education/Conference | Budget Transfer Recruitm & Retention To 453 from 435 410 444 | | | \$ 700.00 | |
| 4/17/2024 | A.4054.0060 453 | Uniforms & Clothing | Budget Transfer Recruit & Retent To 453 from 435 410 444 | \$ | 700.00 | | |
| 4/17/2024 | A.4018 220 | Office Equipment | Out of code Transfer Recruitmt & Retention to 453 from 220 810 | | | \$ 500.00 | |
| 4/17/2024 | A.4018 440 | Legal/Transcript Fees | Out of code Transfer Recruitmt & Retention to 453 from 220 810 | | | \$ 1,300.00 | |
| 4/17/2024 | A.4018 453 | Uniforms & Clothing | Out of code Transfer Recruitmt & Retention to 453 from 220 810 | \$ | 1,800.00 | | |
| 4/29/2024 | A.4013 410 | Supplies | Budget Transfer WIC to A4013.453 | | | \$ 700.00 | |
| 4/29/2024 | A.4013 453 | Uniforms & Clothing | Budget Transfer WIC from A4013.410 | \$ | 700.00 | | |
| Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement | | | | | | | |
| 4/25/2024 | A.3315 260 | Other Equipment | budget transfer out of object code to A.3315 410 | | | \$ 1,400.00 | |
| 4/25/2024 | A.3315 410 | Supplies | budget transfer out of object code from A3315 260 | \$ | 1,400.00 | | |
| 4/25/2024 | A.3315 410 | Supplies | budget transfer within object code from A3315 439 | \$ | 250.00 | | |
| 4/25/2024 | A.3315 439 | Misc Fees & Expenses | budget transfer within object code to A.3315 410 | | | \$ 250.00 | |
| Social Services - Social Services | | | | | | | |
| 4/26/2024 | A.6010 220 | Office Equipment | Budget Transfer out of Object Code from A6010 410 | \$ | 5,000.00 | | |
| 4/26/2024 | A.6010 410 | Supplies | Budget Transfer out of Object Code to A.6010 220 | | | \$ 5,000.00 | |
| Tourism - Tourism | | | | | | | |
| 4/11/2024 | A.6417.0001 470 | Contract | Transfer to A.6417.0001 481 | | | \$ 5,000.00 | |
| 4/11/2024 | A.6417.0001 481 | Tourism Promotion | Transfer from A.6417.0001 470 | \$ | 5,000.00 | | |

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: Administrator

DATE: 05/30/2024

(a) Purpose of Request:

To appropriate funds from the Vehicle Reserve to various Departments to cover vehicle purchases

Appropriate Vehicle Reserve funds to:

(b) Details:

A.1610 230.1 Fleet Managemet, Automotive Equipment Reserve - \$4,889

A.4018.0040 230.1 Preventive Prog, Health Ed, Auto Equipment Reserve - \$1,888

A.,6010 230.1 Social Services, Automotive Equipment Reserve - \$2,300

A.6030 230.1 Countryside Adult Home, Automotive Equipment Reserve - \$4,755

(c) Previous Resolution Number:

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

A.896.00 Vehicle Reserves \$13,832

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: 05/30/2024

(a) Purpose of Amendment:

To amend Health Services, Social Services and Countryside Adult Home Department budgets to recognize the anticipated State Aid towards purchase of Vehicles

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

A.4018.0040 230 Preventive Program, Health Education, Automotive Equipment - \$1,062

A.6010 230 Social Services, Automotive Equipment - \$6,900

A.6030 230 Countryside Adult Home, Automotive Equipment - \$4,755

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

A.4018.0040 3408 Preventive Program, Health Education - Pub Hlth - \$1,062

A.6010 3610 Social Services, Social Services Admin - \$6,900

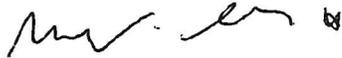
A.6030 3630 Countryside Adult Home, Adult Care Priv. Inst. - \$4,755

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED: 

DATE: 5/15/2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--------------|----------------|--------------|---------------|
|------------------|--------------|----------------|--------------|---------------|

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 811 | County Treasurer,NYS Voluntary Defined Contribution | \$7,950.00 |

Please state reason for transfer request: An employee joined the NYS Voluntary Defined Contribution plan which was not budgeted for 2024

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: Treasurer

SIGNED: 

DATE: 5/15/2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--|----------------|--|---------------|
| A.1011 470 | County Administrator - Contract | A.9781 610 | Subscriptions - Principal Indebtedness | \$12,686.71 |
| A.1011 470 | County Administrator - Contract | A.9781 710 | Subscriptions - Interest Indebtedness | \$1,713.29 |
| A.1165 426 | District Attorney - Subscriptions | A.9781 610 | Subscriptions - Principal Indebtedness | \$5,205.33 |
| A.1165 426 | District Attorney - Subscriptions | A.9781 710 | Subscriptions - Interest Indebtedness | \$410.67 |
| A.1680 426 | Information Technology - Subscriptions | A.9781 610 | Subscriptions - Principal Indebtedness | \$18,283.81 |
| A.1680 426 | Information Technology - Subscriptions | A.9781 710 | Subscriptions - Interest Indebtedness | \$5,716.19 |
| A.3640 470 | Civil Defense - Contract | A.9781 610 | Subscriptions - Principal Indebtedness | \$16,130.41 |
| A.3640 470 | Civil Defense - Contract | A.9781 710 | Subscriptions - Interest Indebtedness | \$957.59 |

Please state reason for transfers requested: To transfer budget to accounts in accordance with GASB #96 - Subscriptions.

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. 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: Treasurer

DATE: May 15, 2024

- (a) Purpose of Amendment: **To record 2024-25 Mental Health Office lease per GASB #87**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.4310 275, Mental Health, Buildings - \$65,719.77**

- (c) Revenue Code (with title), and Amount: **A.4310 5788, Mental Health, Leases - \$65,719.77**

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Treasurer****DATE: May 23, 2024**

- (a) Title of Requested Position: **Principal Account Clerk - Temp**
- (b) Annual **Base** Salary (and Grade if Applicable): **Base - \$22.92/hour, Grade 10**
We would like to pay Current - \$28.68/hour, Grade 10
- (c) Effective Date for New Position*: **June 24, 2024 to August 30, 2024**
**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): **None**
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount: **A.1325 130, County Treasurer, Salaries-Part Time, \$9,176.00**
- (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 with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES- NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO-
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO-
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

REQUEST WITHDRAWN**PRINCIPAL ACCOUNT CLERK**

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for independently performing difficult and complex account-keeping functions and/or planning, assigning and supervising major account-keeping activities for a municipal office. The work is performed under general supervision in accordance with outlined policies or procedures allowing for independent judgment in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision making or review of recommendations. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, reviews and/or performs the processes relating to maintaining and checking a wide variety of financial records and reports;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed processes and codes;

Directs and/or performs the audit of varied accounts, claims and records and the preparation of reports thereon;

Directs and/or performs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;

Assists in the preparation of annual operating budgets and ensures the maintenance of necessary financial controls;

Oversees and/or performs the processes related to receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;

Revises, systematizes and installs account-keeping methods and procedures;

Reconciles ledgers of revenue received with bank statements;

May oversee or participate in the preparation of payroll data for compilation and processing;

May oversee or participate in the preparation of purchase orders and vendor bid processes;

May supervise clerical staff and/or instruct employees in the specialized details of the work;

Conducts correspondence in connection with financial matters;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current methods used in keeping and checking financial records and reports;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business English;

Good knowledge of current general and government accounting;

Proficiency in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and computer applications used for accounting and financial management;

Ability to plan, assign and supervise the work of account-keeping and clerical assistants;

Ability to understand and carry out complex oral and written directions;

Ability to make arithmetic computations rapidly and accurately;

Ability to prepare correspondence and reports;

Ability to secure the cooperation of others;

Ability to deal effectively with the public;

Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;

Sound judgment in solving complex account-keeping problems;

A high degree of accuracy, initiative and resourcefulness;

Initiative, tact; courtesy; integrity.

REQUEST WITHDRAWN**MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree or higher in accounting, finance, business administration or related field; or
- B) Associate's degree in accounting, finance, business administration or related field and two (2) years of progressively responsible experience in maintaining financial accounts and records; or
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of progressively responsible experience in maintaining financial accounts and records.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REQUEST WITHDRAWN

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED: 

DATE: May 23, 2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--------------|----------------|--------------|---------------|
|------------------|--------------|----------------|--------------|---------------|

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- | A.1325 130 | County Treasurer, Salaries-Part Time | \$9,176.00 |
| | Other Payments/Contributions | A.1325 830 | County Treasurer, Social Security | \$568.91 |
| | | A.1325 831 | County Treasurer, Medicare Cont. | \$133.05 |

Please state reason for transfer request: To fund the newly created Principal Account Clerk - Temp position.

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

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:

DATE:

(a) Purpose of Request:

(b) Details:

(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. 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: May 31, 2024

- (a) Purpose of Request:
To approve correction to Tax Rolls
- (b) Details:
**See attached: 2 Chargebacks for State Land Adjustments: \$14.08
8 Chargebacks for SCAR Petitions: \$1,965.80
2 Chargebacks for Court Orders: \$2,069.05
8 Chargebacks for PILOT agreements in the City of Glens Falls: \$40,922.74**
- (c) Previous Resolution Number:
Resolution No. 469 of 2023
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
N/A - no funds and/or transfer needed

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

* as listed in budget and LOGOS

Chargeback of Taxes 2024

| Year | Assessed to & Tax Map No. | Location | Breakdown | | Reason |
|-------------|---------------------------|--------------------|--------------------------------------|-------------|------------------|
| 2024 | | Bolton | | | |
| | | | EMS | \$0.20 | State Lands Adj. |
| | | | Fire FD001 | \$0.40 | State Lands Adj. |
| 2024 | | Hague | | | |
| | 60.17-1-11 | | County Tax | \$1,299.64 | SCAR Petition |
| | | | Fire Protection | \$133.29 | SCAR Petition |
| | 25.4-1-40 | | County Tax | \$136.80 | SCAR Petition |
| | | | Fire Protection | \$14.03 | SCAR Petition |
| | 60.17-1-4 | | County Tax | \$1,876.59 | Court Order |
| | | | Fire Protection | \$192.46 | Court Order |
| | | Horicon | | | |
| 2024 | | | EMS | \$0.18 | State Lands Adj. |
| 2024 | | Johnsburg | | | |
| | | | EMS | \$0.19 | State Lands Adj. |
| | 163.-1-20.11 | | County Tax | \$190.64 | SCAR Petition |
| | | | Town Tax | \$122.95 | SCAR Petition |
| | | | EMS | \$35.75 | SCAR Petition |
| | | | Fire Prot. | \$32.70 | SCAR Petition |
| 2024 | | Warrensburg | | | |
| | 210.1-1-16 | | Lighting | \$13.30 | State Lands Adj. |
| 2024 | 302.20-24.16 | Glens Falls | 21 Bay St. Properties, LLC | \$7,264.44 | PILOT |
| 2024 | 303.17-16-2 | Glens Falls | 65 Ridge St., LLC | \$2,107.96 | PILOT |
| 2024 | 302.16-18-4 | Glens Falls | 13 Chester | \$3,073.64 | PILOT |
| 2024 | 310.5-2-3 | Glens Falls | 70 Warren, LLC | \$2,391.00 | PILOT |
| 2024 | 309.28-7-1 | Glens Falls | 14 Husdon, LLC | \$2,263.27 | PILOT |
| 2024 | 302.20-24-1 | Glens Falls | 88 Ridge Royale, LLC | \$12,553.01 | PILOT |
| 2024 | 310.5-1-17 | Glens Falls | EASM Properties, LLC | \$795.72 | PILOT |
| 2024 | 309.11-5-40 | Glens Falls | AIM Housing Dev. (Broad St. Commons) | \$10,493.70 | PILOT |

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

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

DEPARTMENT NAME: Assigned Counsel

DATE: 5/13/2024

(a) Purpose of Amendment:

Increase revenue budget by \$25,106.00 to reflect carryover money from 2023 that is available in Distribution 13.

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

| | |
|---------------------------------------|--------------------|
| 1170.4209 220 Office Equipment | \$1400.00 |
| 1170.4209 437 Consulting Fees | \$8706.00 |
| 1170.4209 470 Contract | \$15,000.00 |

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

A.1170.4209 3045 Distribution 13

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

DATE: 5/8/2024

(a) Purpose of Amendment:

To amend the Planning GIS Program budget to cover GIS software maintenance costs reimbursed by the City of Glens Falls.

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

8022 422 Planning GIS Program, Repair/Maintenance - Equipment \$753.61

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

8022 2210 Planning GIS Program, General Services, Intergovt \$753.61

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: May 22, 2024

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
H433, Thriving Hamlets

- (b) Is this a Capital Project?
Yes

- (c) Is this a Capital Reserve Project?

- (d) Amount of Project:
\$135,592.15

- (e) Source of Funding (including name & title of codes, etc.):
NYSDEC Smart Growth Program

- (f) Purpose of Establishment:
This funding from NYSDEC to allow WCPD to run the "Thriving Hamlets: a 21st Century Approach to Hamlet Development" program to expand locally appropriate development in APA designated hamlets.

***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. 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: 5/21/24

- (a) Purpose of Request:
Request to transfer funds in the amount of \$300,000 from the unexpended fund balance to pay court-ordered NYS CPL 730 competency examination and restoration expenses.
- (b) Details:
\$300,000 has been budgeted in 2024 (\$50,000 original + \$250,000 added in February). Expenses incurred through March are approximately \$364,000. Additional expenses are anticipated throughout the remainder of the year.
- (c) Previous Resolution Number:
#69 of 2024 (attached)
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Request transfer of \$300,000 from A.909.00 Unexpended Fund Balance to A.4390 435 Psychiatric Expense/Criminal.

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 69 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, DICKINSON, STROUGH, BRUNO AND ETU

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED FUND BALANCE TO THE OFFICE OF COMMUNITY SERVICES BUDGET TO COVER THE COST OF COURT-ORDERED NEW YORK STATE CRIMINAL PROCEDURE LAW SECTION 730 COMPETENCY EXAMINATION AND RESTORATION EXPENSES; AND AMENDING 2024 WARREN COUNTY BUDGET

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds to cover the cost of court-ordered New York State Criminal Procedure Law Section 730 competency examination and restoration expenses, in an amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) from the General Fund Unappropriated Fund Balance (A.909.00) to the following budget code:

| CODE | DEPARTMENT | AMOUNT |
|------------|---|---------------|
| A.4390 435 | Psychiatric Exp./Criminal, Medical Fees | \$ 250,000.00 |

and be it further

RESOLVED, that the Warren County Budget for 2024 be, and hereby is, amended accordingly.

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: 5/7/24

- (a) Purpose of Amendment: **To increase expenses and revenue based on an increased allocation received by NYS OCFS. This allocation is to provide funding for youth programs throughout Warren County.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.7312 470 Special Delinquency Prevention - Contracts \$58,042**

- (c) Revenue Code (with title), and Amount:
A.7312 3822 State Aid - Special Delinquency Prevention - \$58,042

Warren County OCFS Funding Chart 2023-2024

| Youth Sports Education and Opportunity Funding Infrastructure (YSEFI) | Project(s) | 2023-2024 (10/1-9/30) Recommended Allocations |
|---|---|---|
| Total | | \$10,344 |
| Johnsburg Youth Programs | Softball Baseball Fencing for fields | \$8,454 |
| Thurman | Disc Golf | \$1,890 |

| Youth Team Sports (YTS) | Team Sport | 2023-2024 (10/1-9/30) Recommended Allocations |
|------------------------------|-----------------------|---|
| Total | | \$28,444 |
| Big Brothers Big Sisters | Disc Golf | \$6,069 |
| Glens Falls Youth Basketball | Basketball | \$4,375 |
| Queensbury Youth Basketball | Basketball | \$4,000 |
| Warrensburg Youth Sports | Baseball and Softball | \$9,500 |
| YMCA | Adaptive Soccer | \$4,500 |

Totals:

YDP- \$54,727

YSEF- \$22,288

YSEFI- \$10,344

YTS- \$28,444

Total OCFS- \$115,803

2024 Budget 57,761

Additional \$58,042 - Budget 7312 470

Revenue 7312 3822

Warren County OCFS Funding Chart 2023-2024

| Youth Development Program (YDP) Town/City Name | 2022 Allocations | 2023 (9 Months) Allocations | 2023-2024 (10/1-9/30) Recommended Allocations |
|---|------------------|-----------------------------|---|
| Glens Falls | \$4,541 | \$3,406 | \$4,541 |
| Bolton | \$2,446 | \$1,835 | \$2,446 |
| Chester | \$3,541 | \$2,656 | \$3,541 |
| Hague | \$2,491 | \$1,868 | \$2,491 |
| Horicon | \$2,541 | \$1,906 | \$2,541 |
| Johnsburg | \$2,601 | \$1,951 | \$2,601 |
| Lake George | \$2,601 | \$1,951 | \$2,601 |
| Luzerne | \$2,791 | \$2,093 | \$2,791 |
| Queensbury | \$4,541 | \$3,406 | \$4,541 |
| Stony Creek | \$2,491 | \$1,868 | \$2,491 |
| Thurman | \$2,541 | \$1,906 | \$2,541 |
| Warrensburg | \$2,941 | \$2,206 | \$2,941 |
| Total | \$36,067 | \$27,052 | \$36,067 |

Warren County OCFS Funding Chart 2023-2024

| Youth Development Program (YDP) Community Programs | 2022 Allocations | 2023 (9 Months) Allocations | 2023-2024 (10/1-9/30) Recommended Allocations |
|---|------------------|-----------------------------|---|
| Catholic Charities | \$5,311 | \$3,983 | \$5,311 |
| Community Maternity Services | \$3,393 | \$2,545 | \$3,393 |
| WAIT House Crisis Service Program | \$5,000 | \$3,750 | \$5,000 |
| W C. Alternative Sentencing Program | \$2,296 | \$1,722 | \$2,296 |
| Youth Bureau-Administration | \$2,660 | \$1,993 | \$2,660 |
| Total | \$18,660 | \$13,993 | \$18,660 |
| YDP Overall Total: | \$54,727 | \$41,045 | \$54,727 |

| Youth Sports Education and Opportunity Funding (YSEF) | Sport/Activity | 2023-2024 (10/1-9/30) Recommended Allocations |
|---|---------------------------|---|
| Total | | \$22,288 |
| Glens Falls Rec. | Golf Clinic | \$2,500 |
| Glens Falls Youth Center | Yoga | \$7,378 |
| Johnsburg Youth Programs | Softball Baseball Clinics | \$8,300 |
| Thurman | Disc Golf | \$4,110 |

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: Public Works – Parks, Recreation & Railroad

DATE: 5/22/24

- (a) Purpose of Request: Authorizing the Appropriation of Unappropriated Surplus A 909.00.
- (b) Details: Authorizing the Appropriation of Unappropriated Surplus A 909.00 to fund Capital Project H434 – Railroad Repair, and increase Transfers – Capital Projects, A9950 910 in the amount of \$ 326,000.00.
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds: Unappropriated Surplus A 909.00 \$326,000.00.

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: Public Works – Parks, Recreation & Railroad

DATE: 5/22/24

- (a) Purpose of Request: Authorizing the Appropriation of Reserve, County Railroad Repairs A899.00 in the amount of \$319,000.00.
- (b) Details: Authorizing the Appropriation of Reserve, County Railroad Repairs A 899.00 to fund Capital Project H434- Railroad Repair, and increase Transfers – Capital Projects, A9950 910 in the amount of \$319,000.00.
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds: Reserve, County Railroad Repairs A899.00 \$319,000.00.

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: Public Works - Parks, Recreation & Railroad

DATE: 5/22/24

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H434 Railroad Repairs
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$645,000.00
- (e) Source of Funding (including name & title of codes, etc.):
A.9950 910 Transfer to Capital Project, Interfund Transfer
- (f) Purpose of Establishment: To fund the repairs associated with wash-outs on the railroad in Thurman and Riparius.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Public Works - DPW

DATE: 5/22/24

- (a) Purpose of Amendment: To Amend the 2024 Budget \$3,135.00 dollars to reflect Insurance Recovery payment dated April 18th, 2024, for repair of Trailer (07-01), DOL December 29th, 2023.

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
DM.5130 441 - Machinery, Auto-Supplies & Repair \$3,135.00

- (c) Revenue Code (with title), and Amount:
DM.5130 2680 - Machinery, Insurance Recovery \$3,135.00

003314

THE TRAVELERS - TRAVELERS - MID-ATL
TRAVELERS - MID-ATLANTIC CO
PO BOX 430
BUFFALO NY 14240-0430

896D 98534066

SA01638

RECEIVED

APR 29 2024

COUNTY OF WARREN
1340 STATE ROUTE 9 3RD FL
LAKE GEORGE NY 12845
Warren
County Attorney's Office

TRAVELERS 

DATE: 04/18/24
LOSS DATE: 12/29/23
FILE NUMBER: 007 AD F1H1961 H

AGENT:
AJG RISK MGMT SERVS LLC

ACCOUNT NAME:
COUNTY OF WARREN

THE CHARTER OAK FIRE INSURANCE COMPANY

EXPLANATION OF PAYMENT

Collision \$3135.00
TOTAL PAID \$3135.00

VIN ~~3C63R81E0H673721~~

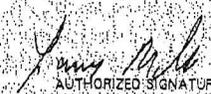
COUNTY OF WARREN | 2007 TOPBR TRAILER
VIN: 5HLAB18277F070916 | PAYMENT FOR REPAIRS

FOR ADDITIONAL INFORMATION, CONTACT: MARK DORSEY AT (410)568-1944

109001660
DETACH CHECK

UNSUMM -11131
OVRPUNS2-12129:
DETACH CHECK

THIS DOCUMENT HAS A RED BACKGROUND - BORDER CONTAINS MICRO PRINTING AND AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

| | | | | | |
|--|---|--|-------------------------|---------------|--------------|
| CITIBANK, N.A. One Penna Way New Castle DE 19720 | | TRAVELERS  PO BOX 430 BUFFALO NY 14240-0430 (410) 568-1944 | | 896D 98534066 | 68-20 011 |
| DATE | ACCOUNT NUMBER | FILE NUMBER | | | |
| 04/18/24 | J99 | 007 AD F1H1961 H | | | |
| THREE THOUSAND ONE HUNDRED THIRTY FIVE AND 00/100 | | | PAY \$****3,135.00 MACZ | | |
| PAY TO THE ORDER OF | COUNTY OF WARREN 1340 STATE ROUTE 9 3RD FL LAKE GEORGE NY 12845 | | | | |
| 003314 SA01638 |  AUTHORIZED SIGNATURE | | | | |

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: DPW

DATE: 5/22/24

- (a) Purpose of Request: To establish road projects
- (b) The following road projects shall be established by the Treasurer with funding to be transferred from D.5112.8356 280 - 2023 CR#66 Country Club Road.

| | | |
|-------------|---------------------------|--------------|
| D.5112 8364 | 2024 CR#14 River Street | \$220,000.00 |
| 8365 | 2024 CR#11 Horicon Avenue | \$230,000.00 |

- (c) Previous Resolution Number: NA

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** DPW**SIGNED:****DATE:** 05/22/24

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|----------------------------|-----------------|-------------------------|---------------|
| D.5112.8356 280 | 2023 CR#66 Country Club Rd | D.5112.8364 280 | 2024 CR#14 River Street | \$220,000.00 |
| | | D.5112.8365 280 | 2024 CR#11 Horicon Ave | 230,000.00 |

Please state reason for transfers requested:

Transfer to fund creation of new road projects

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.**

AGENDA
MAY 30, 2024

Committee Members: *Wild, Driscoll, Merlino, Maday, Bean, Etu and Thomas - 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. Privilege of the Floor/Public Comment
- IV. Action Agenda
 - 1) **SUNY Adirondack representatives to provide and 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) Request to amend the Table of Organization and Salary Schedule to decrease the hours of the Civil Service Assistant position from 40 hours to 30 hours, *from Annual Salary \$52,038 (40 hours/week), to Annual Salary \$39,028 (30 hours/week)*, effective July 8, 2024.
 - C) Request to amend the Table of Organization and Salary Schedule to increase the hours of the Human Resources Assistant position from 30 hours per week to 40 hours per week, *from Annual Salary \$40,599 (30 hours/week), to Annual Salary \$54,132 (40 hours/week)*, effective July 8, 2024.
 - D) Request to amend the Table of Organization and Salary Schedule to delete the Test Administrator #2 and Test Administrator #3 positions from the Human Resources Department structure and use the Test Administrator position as a “bucket” position to allow for a creation of a pool of per diem people to work weekend civil service tests.
 - 3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
 - A) Request to amend Resolution No. 23 of 2024, *Appointing Members to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation*, to appoint James Nolan to fill the vacancy created due to the resignation of David O'Brien; this is a Washington County appointment which Warren County must mirror by resolution to be effective.
 - B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 437, *Legislative Board, Consulting Fees*, to cover the cost of 2024 BAN advisory services which were not budgeted for.
 - 4) **Request/Item to be Discussed by the Director of Information Technology (Mike Colvin, Director):**

Request to appropriate \$20,000 from Budget Code A.895.00, *Computer Reserve Fund*, to the Board of Elections Budget to cover the cost of purchasing computers and related equipment and software.
 - 5) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
 - A) Request to authorize the Chairman of the Board to execute a five-year Master Internship Affiliation Agreement with SUNY Adirondack.
 - B) On behalf of the Planning & Community Development Department - request to amend the Table of Organization and Salary Schedule to create the position of Principal Planner 2, *Grade 14, Base Annual Salary \$81,644*, and delete the position of Assistant County Planner, *Annual Salary \$78,367*, effective May 28, 2024.
 - 6) **Request from the County Treasurer (Christine Norton, County Treasurer):**

Request to amend the Table of Organization & Salary Schedule to create the new position of Principle Account Clerk - Temp, *Grade 10, Base Annual Salary \$22.92/hour (would like to pay current Base Annual Salary \$28.68/hour)*, effective June 24, 2024 to August 30, 2024. **Note: Request must also be approved by the Finance & Budget Committee as the proper oversight Committee for the County Treasurer.**
 - 7) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**

County Clerk (Carrie Black, County Clerk) -
Request to amend the Table of Organization and Salary Schedule to create the new position of Pistol Permit Clerk, *Grade 8, Base Annual Salary \$44,729*, effective July 1, 2024. **Note: Request Contingent upon approval by the Legislative, Rules & Governmental Operations Committee.**

CONTINUED

8) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

A) **Action Agenda/New Business Items:** Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d) discussions of potential, pending and current litigation as stated below, and to provide attorney-client communications concerning the matters below, per Public Officers Law § 108(3):

1. Request: Authorizing the County Attorney to Negotiate, Settle and Bind the County of Warren on all pending claims in the matters of *Warren County v. Continental Insurance & Michael Easterbrooks*, NDNY 1:22-cv-328, filed February 1, 2022 and *Warren County v. Continental Insurance & John David Smith*, NDNY 1:22-cv-431, filed April 1, 2022, and to authorize the Chair of the Board of Supervisors to sign all settlement documents, in a form approved by the County Attorney.

Rationale: To settle claims against Continental Insurance Company.

2. **Discussion Items:**

A. **Warren County Risk & Safety:** Property & Casualty Risk Management Programming

B. **Litigation Update:** Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of potential and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below:

1. Update on Lawsuits without Insurance Coverage:

- a. *Michael Easterbrooks v. Schenectady County, et al*, Albany County Index No. 907013-2021, filed August 10, 2021.
- b. *Joshua Rouse v. Berkshire Farms Center for Youth, et al*, Warren County Index No. EF2021-69346, filed August 10, 2021.
- c. *Warren County v. Continental Insurance & Michael Easterbrooks*, NDNY 1:22-cv-328, filed February 1, 2022
- d. *Warren County v. Continental Insurance & John David Smith*, NDNY 1:22-cv-431, filed April 1, 2022.
- e. *Kathleen Innes v. Warren County and Correctional Medical Care*, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022.
- f. *Cynthia Rich (Maxam), David Dellamonica, Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer*, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
 - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
 - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
 - *New York Tax Foreclosure Surplus Litigation:* Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.

2. Update on Lawsuits covered by Insurance:

- a. *Tyson Poulos v. County of Warren, Warren County Sheriff's Office, Warren County District Attorney's Office [as well as 6 employees of Sheriff's Office and 1 employee of District Attorney's Office]*, NDNY 1:21-cv-96-MAD-CFH, filed January 27, 2021. Date of Loss alleged January 20, 2014 through August 8, 2014.
- b. *Patricia Zahaba v. County of Warren and Town of Queensbury*, Warren County Index No. EF2022-70243, filed June 13, 2022. Date of Loss alleged: June 11, 2021. Notice of Claim served September 8, 2021.
- c. *John Werner v. Bernice Conlon & Warren County*, Warren County Index No. EF2022-70247, filed June 15, 2022. Date of Loss alleged: August 15, 2021. Notice of Claim served November 8, 2021.
- d. *Michael Davis v. Cole Palmer, Nicole Palmer, Town of Queensbury & County of Warren*, Warren County Index No. EF2023-71114, filed July 15, 2022. Date of Loss alleged: May 14, 2022. Notice of Claim served July 15, 2022.
- e. *Jasmine Earnest v. Town of Queensbury, County of Warren, Stiling Electric, Inc. & Joanne Levack*, Warren County Index No. EF2022-2111, filed September 29, 2022. Date of Loss alleged: April 12, 2022. Notice of Claim served May 9, 2022.
- f. *Timothy McIntyre & Brenna Michalak v. County of Warren*, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022.
- g. *Jennifer Dees & Ethan Smith v. Michael Zurlo, County of Saratoga, County of Warren, et al.* (including 47 individual defendants and three additional entities), NDNY 1:24-cv-00001-MAD-DJS, filed January 2, 2024. Date of Loss alleged: June 8, 2020 through January 2, 2024.
- h. *Nicholas Oudekerk v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum*, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024

-
3. Update of Notice of Claims & Administrative Complaints:
 - a. Notice of Claim served February 22, 2024: Christian Gottschalt & Kimberlee Gottschalt. Date of Loss alleged: November 29, 2023.
 - b. Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
 - c. Notice of Claim served March 27, 2024: Irene Esposito. Date of Loss alleged January 13, 2024.
 - d. Notice of Claim served May 15, 2024: Tarrah Rockwell. Date of Loss alleged: September 26, 2023. Claimant filed motion to serve late notice of claim and Court Order, dated May 14, 2024, granted permission to file late notice of claim.
 - e. Administrative Complaint: Department of Human Rights against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024.

V. Pending Items:

PERSONNEL:

The request from the County Treasurer's Office to define County service as it related to retiree health insurance benefits to include previous service time with SUNY Adirondack and determine whether a policy should be developed regarding same would be discussed at a future meeting when the additional information was compiled by the County Attorney, County Administrator and County Human Resources Director regarding the request. (02.01.24)

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: Human Resources****DATE: May 17, 2024**

- (a) Employee Name, Title and Employee No.:
Civil Service Assistant
- (b) Current Annual **Base** Salary (and Grade if Applicable):
Request decrease to \$39,028 (30 hours/week)
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$52,038 (40 hours/week)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
July 8, 2024
- (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:
I am requesting to decrease the hours of the Civil Service Assistant from 40/week to 30/week. See additional request to increase hours for Human Resource Assistant position.

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***DEPARTMENT NAME: **Human Resources**DATE: **May 17, 2024**

- (a) Employee Name, Title and Employee No.:
Human Resources Assistant
- (b) Current Annual **Base** Salary (and Grade if Applicable):
Request increase to \$54,132 (40 hours/week)
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$40,599 (30 hours/week)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
July 8, 2024
- (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:
A.1435.110
- (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:
We have funds available from vacant positions
- (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:
I am requesting to increase the hours of the Human Resources Assistant from 30/week to 40/week. See additional request to reduce hours for Civil Service Assistant position.

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: Human Resources

DATE: 5/22/24

- (a) Purpose of Request: **To delete Test Administrator #2 and Test Administrator #3 from our structure and use the position Test Administrator as a "bucket" position to allow for a creation of a pool of per diem people to work weekend civil service tests.**
- (b) Details: **No change to the funding in our part time salaries.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1435.130**

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: CLERK OF THE BOARD

SIGNED:

DATE: 05/31/2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--------------|----------------|--------------|---------------|
|------------------|--------------|----------------|--------------|---------------|

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.1010 437 | Legislative Board, Consulting Fees | \$6,500.00 |

Please state reason for transfer request:

To pay fees for 2024 BAN advisory services which were not budgeted for
Please file original request with Clerk of the Board and retain copy for your records.



11 Grace Avenue, Suite 308
Great Neck, New York 11021
Phone 516-487-9815
rtortora@capmark.org

May 22, 2024

Ms. Christine Norton
Treasurer
County of Warren
1340 State Route 9
Lake George, NY 12845

Re: \$8,420,000 Bond Anticipation Notes – 2024

Dear Christine:

I hope this email finds you well. Following the successful closing of the issue referenced above, I prepared the attached invoice and now present to you an accounting for my firm's financial advisory services rendered to the County in connection with this financing.

Please address your payment to "Capital Markets Advisors, LLC" at the address listed above.

On behalf of the entire CMA team, I thank you for giving us the opportunity to assist you with this important financing. Please don't hesitate to reach out to me or any of my associates at CMA if we can be of assistance to you.

Sincerely yours,

A handwritten signature in black ink that reads 'Richard R. Tortora'. The signature is written in a cursive style with a prominent 'R' and 'T'.

Richard R. Tortora
President



Independent Financial Advisors
 11 Grace Avenue, Suite 308
 Great Neck, NY 11021

Invoice
 # 2919

5/22/2024

| |
|--|
| Bill To |
| Ms. Christine Norton Treasurer County of Warren 1340 State Route 9 Lake George, NY 12845 |

| Description | Amount |
|--|------------|
| \$8,420,000 Bond Anticipation Notes – 2024 | 6,500.00 |
| Total: | \$6,500.00 |

www.capmark.org

Phone 516-487-9815

Fax 516-487-2575

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: Information Technology

DATE: May 2024

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:

| | | |
|---------------------------|---------------------|-----------------|
| Board of Elections | A.1450.220.1 | \$20,000 |
|---------------------------|---------------------|-----------------|

(c) Previous Resolution Number: **N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.895.00 Computer Reserve Fund**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Planning

DATE: 5/28/2024

- (a) Title of Requested Position: **Principal Planner 2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$81,644 (Grade 14)**
- (c) Effective Date for New Position:* **5/28/2024**
*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):
Assistant County Planner, \$78,367.00
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
8021
- (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. 11***Request to Create New Position***

DEPARTMENT NAME: County Clerk

DATE: 5/14/2024

- (a) Title of Requested Position: **Pistol Permit Clerk**
- (b) Annual **Base** Salary (and Grade if Applicable): **44,729 ; Grade 8**
- (c) Effective Date for New Position*: **7/1/2024**
**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):
N/A
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full 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 with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

PISTOL PERMIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position performs a variety of clerical tasks relating to the processing of pistol permit applications and related recordkeeping maintenance. Additionally, the incumbent may perform assigned tasks involving other legal recording matters/duties in the County Clerk's Office. The work is performed under a higher-level supervisor allowing for independent judgment in accordance with prescribed policies and procedures. Incumbents may also lead and guide lower level clerical staff in the performance of described tasks or specialized projects. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs tasks relating to processing of applications for pistol permits and related recordkeeping processes/maintenance;

Prepares and types correspondence and reports, makes appointments, sets up calendar dates, receives phone calls and other routine office tasks;

Assists applicants in completing the application and answers questions about the application;

Interviews applicants, collects fees, performs applicant fingerprinting and photo-taking tasks;

Inputs and enters pistol permit data and information into a computerized records system;

Prepares and submits files/documents for Sheriff's Office review, investigation, approval and/or disapproval;

Inputs and maintains records of all pistol permit processes performed for each applicant;

Advises interested parties about pistol permit issuance procedures by telephone or written correspondence;

Maintains records of all pistol permits issues and all changes in pistol ownership;

Prepares reports relating to pistol permit issuance;

Participates in the entry and maintenance of all pistol permit data and information into a computerized records system;

Tracks a variety of Pistol Permit application process requirements, documents progress relating to each requirement and reports problems to supervisor;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs tasks relating to other legal recording matters and duties in the County Clerk's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the law and regulations governing the issuance of pistol permits;

Good knowledge of business arithmetic and English;

Ability to understand and carry out complex written and oral instructions;

Ability to handle administrative details independently;

Ability to establish and maintain effective working relationships;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to maintain confidentiality of sensitive information, cases and files;

Accuracy; dependability, tact and courtesy.

MINIMUM QUALIFICATIONS:

- 1) Bachelor's degree in business administration, paralegal studies, criminal justice or related field;
- 2) Associate's degree in business administration, paralegal studies, criminal justice or related field and one year of office clerical experience which shall have included maintaining electronic records or spreadsheet applications as a major function of the position; or
- 3) Graduation from high school or a high school equivalency diploma and three years of office clerical experience which shall have included maintaining electronic records or spreadsheet applications as a major function of the position.

WC: 2024

JC: Competitive