

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery Dist. 1
William Gouldman Dist. 2
Toni E. Addonizio Dist. 3
Ginny Nacerino Dist. 4
Greg E. Ellner Dist. 5
Paul E. Jonke Dist. 6
Joseph Castellano Dist. 7
Amy E. Sayegh Dist. 8
Erin L. Crowley Dist. 9

AGENDA

AUDIT & ADMINISTRATION COMMITTEE MEETING TO BE HELD IN ROOM #318 PUTNAM COUNTY OFFICE BUILDING CARMEL, NEW YORK 10512

Members: Chairman Castellano and Legislators Ellner & Gouldman

Thursday 6:30pm September 21, 2023

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – August 24, 2023**
- 4. Discussion/ Request to Edit Budgetary Amendment and Transfer Forms/
Legislator Ellner**
- 5. Correspondence/County Auditor**
 - a. Sales Tax Report**
 - b. OTB Report**
 - c. 2023 Contingency Report**
 - d. Transfer/Revenue Report**
 - e. Board In Revenue Report**
- 6. Correspondence/ Commissioner of Finance**
 - a. Overtime/Temporary Report**
 - b. Approval/ Budgetary Amendment 23A054/ County Clerk/ Local Government
Records Management Improvement Fund Grant Receipt**
- 7. Approval/ Fund Transfer 23T255/ Emergency Services/ 911 Center Upgrades &
Services (Also reviewed in Protective)**

- 8. Approval/ Fund Transfer 23T260/ Emergency Services/ Supplies and Materials for Fire Departments (Also reviewed in Protective)**
- 9. Approval/ Fund Transfer 23T270/ Dept. of Social Services/ Paint Project Staff Offices (Also reviewed in Health)**
- 10. Approval/ Fund Transfer 23T272/ Bureau of Emergency Services/ Cover Dispatch Overtime Due to Vacancies (Also reviewed in Protective)**
- 11. Other Business**
- 12. Adjournment**

#3

**AUDIT & ADMINISTRATION COMMITTEE MEETING
TO BE HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Castellano and Legislators Ellner & Gouldman

Thursday

6:30pm

August 24, 2023

The meeting was called to order at 6:30pm by Chairman Castellano who requested Legislator Ellner lead in the Pledge of Allegiance. Upon roll call Legislators Ellner and Gouldman and Chairman Castellano were present.

Item #3 – Acceptance of Minutes – July 24, 2023

The minutes were accepted as submitted.

Item #4 – Update/ Putnam County Golf Course & Tilly Foster Farm/ General Manager Katherine Hanrahand

Putnam County Golf Course

Putnam County Golf Course & Tilly Foster Farm General Manager Katherine Hanrahand reported the Putnam County Golf Course (“Golf Course”) has brought in over \$1 million in revenue year to date, compared to a projected budget of under \$900,000, leading to a positive variance of \$112,000. She stated the Golf Course did well, in spite of the unusual weather events happening over the Summer, such as the smoke and the rain. She stated the Golf Course had two of its best months ever recorded this year in May and June. She stated while the golf side officially opened on March 22, 2023, some people did play some rounds of golf in January and February, and those rounds are reflected in the numbers for March. She stated the Golf Course has 32 scheduled outings in 2023. She stated the 10th annual Putnam County Amateur Tournament is happening in September, and that recruiting was still ongoing. She stated the Women's Summer Clinic saw about 40 to 45 women participate every Wednesday in July and August. She stated the Clinic ended last week and about half the golfers came back to play on their own. She stated the Golf Course's simulator room opened in November and has been well used and can accommodate private parties. She stated club fitting services are regularly available by Titleist. She stated in the Fall the Golf Course will begin signing up golfers for indoor golf leagues to prepare for winter. She stated the food and beverage revenue from the Golf Course was \$929,000, leading to a positive variance of \$229,000 from the budget. She stated in the first three months of the year the Golf Course hosted indoor comedy shows, concerts, and private events which contributed to a revenue boost in the first quarter of the year. She stated the summer concerts this year have suffered due to it raining almost every Friday night; five (5) of the 12 events being taken inside, and another had its sound equipment ruined to due to a flash thunderstorm. She stated there are five (5) more concerts scheduled for the rest of the summer and indoor concerts will be held as the

weather gets cooler. She stated the Golf Course is taking bookings for 2024 and 2025. She stated the net operating profits for the Golf Course to date are \$153,000, which is better than usual at this point in the year.

Tilly Foster Farm

General Manager Hanrahand stated Tilly Foster Farm ("the Farm") brought in over \$93,000 in rent, aided by the 3% rate increase in June. She stated the Farm had raised \$12,510 in commissions for outdoor concerts. She stated the Farm was projecting less revenue than last year due to the rain. She stated the Farm also had to move the concerts from where they would usually play, leading to some complaints.

Chairman Castellano questioned if moving the concerts had to do with the Watershed Agricultural Council (WAC) agreement.

General Manager Hanrahand stated that is correct. She stated she hoped the concerts could eventually go back to where they usually played. She stated there would be a concert on Saturday, and then the last concert of the season would happen during Oktoberfest, and would feature a Billy Joel and Elton John tribute band. She stated the Farm is hosting Art on the Farm through Collaborative Concepts, a free exhibit from September 2, 2023 to October 31, 2023. She stated Putnam County Cornell Cooperative Extension will be holding their 3rd and last food preservation workshop, as well as a kids' open house on the Farm on October 21, 2023. She stated BOCES would return to session on September 5, 2023.

Legislator Ellner questioned what the expenses paid at the Farm to date were.

General Manager Hanrahand stated she did not have that information, the Department of Public Works would be able to provide that.

Legislator Gouldman questioned if actual golf play and revenue was down or up.

General Manager Hanrahand stated both the play and revenue are up.

Legislator Crowley questioned how often prices were raised for golf, and if there was a price increase this year.

General Manager Hanrahand stated there was not a price increase this year, and she believed the last price increase was four (4) or five (5) years ago.

Legislator Montgomery thanked General Manager Hanrahand for her presentation. She questioned if the \$93,554 collected in rent from the Farm was for the entire property.

General Manager Hanrahand stated the rent was only for Homestyle Caterers; the restaurant and barn. She stated she did not deal with BOCES or the whole entire property.

Legislator Montgomery stated the Farm had only a fixed rental for the year, and she questioned what the additional revenue was on top of that.

General Manager Hanrahand stated the additional revenue was from commissions, tickets sales, and outdoor projects.

Legislator Montgomery questioned if the Farm made any revenue from food and beverage sales.

General Manager Hanrahand stated the contract changed, and 1% of \$1.2 million in revenue was taken from the food and beverage sales.

Legislator Montgomery questioned if it was known what the food and beverage revenue was.

General Manager Hanrahand stated she submitted that information to the Department of Finance.

Legislator Montgomery requested that information.

Commissioner of Finance Lewis stated Deputy Commissioner of Finance Sheila Barrett had those numbers, and that she could verify it.

Item #5 – Correspondence/County Auditor

- a. **Sales Tax Report – Duly Noted**
- b. **OTB Report – Duly Noted**
- c. **2023 Contingency Report – Duly Noted**
- d. **Transfer/Revenue Report – Duly Noted**
- e. **Board In Revenue Report – Duly Noted**

Item #6 – Correspondence/ Commissioner of Finance

- a. **Overtime/Temporary Report – Duly Noted**
- b. **Approval/ Budgetary Amendment 23A039/ Emergency Services/ New Fire Training Center Project (Also reviewed in Protective)**

Commissioner Lewis stated the total project will be \$1.3 million, but they wanted to highlight that \$300,000 was earmarked for the demolition sitework and the foundation preparation of the project. He stated the County was able to identify funding sources including \$50,000 in the Bureau of Emergency Services line, \$50,000 from the Local Assistance and Tribal Consistency Fund, and \$200,000 from the Capital Facility Reserve to be replenished if grant funding is received.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

c. Approval/ Budgetary Amendment 23A043/ Emergency Services/ Repurpose APRA Funds for New Fire Training Center (Also reviewed in Protective)

Commissioner Lewis stated the funding for this project was repurposed from the Statewide Interoperable Communications program (radio project) into this Fire Training Center. He stated the use of the funds for this project was vetted through the ARPA consultant.

Legislator Montgomery requested clarification that another funding source was identified for the radio project.

Commissioner Lewis stated a grant was awarded to the County and will go toward that project.

Commissioner of the Bureau of Emergency Services Robert Lipton stated the grant award was \$6 million and has already come through and will be put toward the radio project.

Commissioner Lewis stated \$1.5 million from ARPA funding is also going toward the radio project.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

d. Approval/ Budgetary Amendment 23A048/ DPW/ Insurance Reimbursement for Damaged DSS Vehicle (Also reviewed in Physical)

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

e. Approval/ Budgetary Amendment 23A050/ Finance/ Repurpose Portion of ARPA Funding to go toward Fair Street Reconstruction Project (Also reviewed in Physical)

Commissioner Lewis stated this is being done for bookkeeping purposes; the revenues need to be recognized in the general fund and the expenditures need to be recognized in the capital fund and in order to make both whole, the funds need to be transferred in and out. He stated pursuant to resolution #71 of 2023, \$500,000 of ARPA funds was earmarked to go toward the bridges and culverts. He stated it has been determined that \$252,180 should be repurposed toward the Fair Street Reconstruction Project.

Legislator Montgomery clarified that "repurpose" means that those funds are being taken from bridges and culverts.

Commissioner Lewis stated the funds are being taken out of the bridges and culverts ARPA line and being placed in a more project specific line for the Fair Street Project.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

f. Approval/ Budgetary Amendment 23A051/ Finance/ Repurpose Portion of ARPA Funding to go toward Sprout Brook Road Bridge Project (Also reviewed in Physical)

Legislator Montgomery requested clarification on the purposing of these funds.

Commissioner Lewis stated pursuant to resolution #135 of 2022, \$1 million was to go toward highway infrastructure projects, which is a general pot of money. He stated \$720,000 of those funds have been identified for the Sprout Brook Road Bridge Project.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor,

g. Approval/ Budgetary Amendment 23A052/ Sheriff's Dept./ Corrections/ Use of T-Commission Funds to Purchase Internet Equipment (Also reviewed in Protective)

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

h. Approval/ Budgetary Amendment 23A053/ DPW/ Utilize Capital Reserve Funds to Cover Excess Cost to Complete Roof Replacement at Emergency Operations Center (Also reviewed in Physical)

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item #7 – Approval/ Fund Transfer 23T201/ Board of Elections/ Updated Election Management Server and Hardware (Also reviewed in Rules)

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item #8 – Approval/ Fund Transfer 23T208/ Correct Vacancy Control Factor/ Resolution #135 of 2023

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

Item #9 – Approval/ Fund Transfer 23T211/ Purchasing Dept./ Reclass from Account Clerk to Senior Account Clerk (Also reviewed in Personnel)

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

Item #10 – Approval/ Fund Transfer 23T217/ Sheriff's Dept./ Corrections/ Replace 2 Cameras in Parking Lot behind Sheriff's Office (also reviewed in Protective)

Chairman Castellano made a motion to approve Fund Transfer 23T217; Seconded by Legislator Gouldman. All in favor.

Item #11 – Approval/ Fund Transfer 23T228/ Dept. of Social Services/ Funding for Additional Fiscal Manager from 11/6/2023-12/31/2023 (Also reviewed in Personnel)

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

Item #12 – Approval/ Fund Transfer 23T244/ IT/GIS/ Cover Temporary Position

Chairman Castellano made a motion to approve Fund Transfer 23T244; Seconded by Legislator Ellner. All in favor.

Item #13 – Other Business

a. Discussion/ Request to Edit Budgetary Amendment and Transfer Forms

Legislator Ellner stated he submitted a memorandum to Chairman Castellano requesting a discussion on amending the fund transfer and budgetary amendment forms to include the balance of each account funds are being taken from and moved into.

Chairman Castellano stated the memorandum was sent after this month's agenda had been published. He stated he would be happy to include this discussion on the September Audit agenda.

Commissioner Lewis stated he provided two (2) samples including the requested information. He stated there is no issue to include this information.

Legislator Montgomery stated this is an Other Business item, a vote needs to be taken whether to accept it or not.

Chairman Castellano stated he is not in favor of having this item discussed under Other Business this evening because he intended to include it on the agenda next month.

Legislator Ellner made a motion to waive the rules and add this discussion under other business; Seconded by Legislator Gouldman. By roll call vote: 2 Ayes – Legislator Ellner & Gouldman. 1 No – Chairman Castellano.

Chairman Castellano stated he would like to discuss this in greater detail in September. He stated he would like to see a few examples of how to display this information at that time. He questioned how to properly move forward with this request.

Legislative Counsel Firriolo stated this does not need to be done by resolution, it can be done via a request from the Chair of the Legislature or the Audit Committee.

Chairman Castellano stated he believes such a request would affect all fund transfers and budgetary amendments.

Legislative Counsel Firriolo agreed and stated the request could still come from the Audit Committee.

Legislator Ellner questioned if this request would need to be approved by the County Executive.

Legislative Counsel Firriolo stated he believes the Legislature has the inherent power to make this request from the Finance Department.

Chairman Castellano stated he would like to continue this discussion next month, including how the inclusion of this information might impact the workflow in the Finance Department.

Commissioner Lewis stated these are straightforward reports that can be generated through Munis.

Item #14 – Adjournment

There being no further business at 7:10pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

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 - 13. **Other Business**
 - 14. **Adjournment**

#4

THE PUTNAM COUNTY LEGISLATURE

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MEMORANDUM

DATE: August 21, 2023

TO: Paul E. Jonke
Chairman, Putnam County Legislature

Joseph Castellano
Chairman, Audit & Administration Committee

FROM: Greg Ellner
Legislator, District #5 

RE: Budgetary Amendments, Budgetary Transfers, & Fund Transfers

The Legislature handles frequent Budgetary Amendments, Budgetary Transfers, and/or Fund Transfers that are reviewed in each appropriate Committee and then again in our Audit & Administration Committee. I believe it would be very beneficial for these forms to include the balance of the account from which funds are being taken and the pre-transfer balance of the account the funds will be going to once approved. This information will provide the Legislature with a greater understanding and transparency while considering each request.

With the forms originating from the Finance Department, I have spoken to Deputy County Executive James Burpoe and Commissioner of Finance Michael Lewis, who both agree this additional information would be helpful and beneficial to include on the forms.

Respectfully, I request we discuss this suggestion in the Audit & Administration Committee and if there is a consensus, that a formal request be made to the Administration to include this information on the Budgetary Amendment, Budgetary Transfer, and Fund Transfer forms.

Thank you for your attention to this matter.

cc: Kevin Byrne, County Executive
James Burpoe., Deputy County Executive
Michael Lewis, Commissioner of Finance
Michele Sharkey, County Auditor

MICHAEL LEWIS
Commissioner Of Finance



SHEILA BARRETT
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 16, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Glenelda Avenue
Carmel, NY 10512

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment 23A054 which was submitted for approval.

Increase Revenue:

10146000 430601 St Aid - Records Management
10207 Local Gov't Records Mgmt Improvement Fund 22-23 Grant \$ 50,150.

Increase Appropriations:

10146000 54646 St Aid - Records Management - Contracts
10207 Local Gov't Records Mgmt Improvement Fund 22-23 Grant \$ 50,150.

2023 Fiscal Impact -0-

2024 Fiscal Impact -0-

Putnam County has received a Local Government Records Management Improvement Fund (LGRMIF) grant (Project # 0580-24-0413) in the amount of \$50,150 from New York State Archives, a division of the NYS Education Department (SED). It is a shared services grant with the Town of Putnam Valley. The grant period is in effect July 1, 2023 through June 30, 2024.

Additional documentation is attached for reference.

AUTHORIZATION:

Date _____ Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date _____ County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

Date _____ Chairperson Audit/Designee: \$0 - \$10,000.00

Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

Example 1



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	FRR
ACCOUNT	DESCRIPTION				DESCRIPTION	EFF DATE	BUDGET	CHANGE	BUDGET	FRR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2023	08	465 08/16/2023	23A054		BUA 23A054	1 2				
1	10146000	54646	10207	RECORDS MANAGEMENT	CONTRACTS		.00	50,150.00	50,150.00	
	01.10.10.07.1460.000.000.00.54646	.10207			LGRMIF22-23 GRANT 0580-24-0413	08/16/2023				
2	10146000	430601	10207	RECORDS MANAGEMENT	ST AID RECORDS MANAGEMENT		.00	-50,150.00	-50,150.00	
	01.10.10.07.1460.000.000.00.430601.10207				LGRMIF22-23 GRANT 0580-24-0413	08/16/2023				
** JOURNAL TOTAL								0.00		

214

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: 6420mash

YEAR	PPR	JNI	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
2023	8	465								LINE	DESC				
BUA	10146000-54646-10207	08/16/2023	23A054	23A054						CONTRACTS		5		50,150.00	
										LGRMIF22-23 GRANT 0580-24-0413					
BUA	10146000-430601-10207	08/16/2023	23A054	23A054						ST AID RECORDS MANAGEMENT		5			50,150.00
										LGRMIF22-23 GRANT 0580-24-0413					
														.00	.00
BUA	01000-396000	08/16/2023	23A054	23A054						APPROPRIATIONS					50,150.00
BUA	01000-351000	08/16/2023	23A054	23A054						ESTIMATED REVENUES				50,150.00	
														50,150.00	50,150.00
														50,150.00	50,150.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND	ACCOUNT	YEAR	PFR	JNI	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
01	GENERAL FUND	2023	8	465	08/16/2023	ESTIMATED REVENUES	50,150.00	
	01000-351000					APPROPRIATIONS		50,150.00
	01000-396000							
						FUND TOTAL	50,150.00	50,150.00

** END OF REPORT - Generated by Michele Alfano-Sharkey **

Example 2

#4

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance
FROM: Sheila Barrett, First Deputy Commissioner of Finance *OMB*
DEPT: Finance
DATE: September 8, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
13398900.51000.10126 BES Dispatch Personnel Serv.	13398900.51093 Overtime	\$36,683.00	Transfer to cover BES Dispatch Overtime due to vacancies
13398900.51000.10127 BES Dispatch Personnel Serv.	13398900.51093 Overtime	36,683.00	
13398900.51000.10128 BES Dispatch Personnel Serv.	13398900.51093 Overtime	36,683.00	
13398900.51000.10129 BES Dispatch Personnel Serv.	13398900.51093 Overtime	9,951.00	
Total		\$120,000.00	

23T272

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ 0

Department Head Signature/Designee Date

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00

Date County Executive/Designee: \$5,000.01 - \$10,000.00

Date Chairperson Audit/Designee: \$0-\$10,000.00

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
2023	09	125		09/08/2023	BUA 23T272					
1	13398900	51000		BES DISPATCH CTR	PERSONNEL SERVICES		1,458,322.00	-120,000.00	1,338,322.00	
	01.13.20.27.3989.000.000.00.51000				TRF TO COVER OVERTIME	09/08/2023				
2	13398900	51093		BES DISPATCH CTR	OVERTIME		200,000.00	120,000.00	320,000.00	
	01.13.20.27.3989.000.000.00.51093				TRF TO COVER OVERTIME	09/08/2023				
** JOURNAL TOTAL								0.00		

Michele Alfano-Sharkey

#4

From: Michael Lewis
Sent: Thursday, August 24, 2023 8:41 AM
To: Michele Alfano-Sharkey
Cc: James Burpoe
Subject: Budgetary
Attachments: Sample Budget Amendment.pdf; Sample Pending Transfer.pdf

GM Michele – in response to Legislator Ellner’s memo regarding Budget Amendments, Budgetary Transfers, and Fund Transfers, please refer to the attached samples that can be provided for future committee meetings.

Please advise to the next steps.

Michael J. Lewis
Commissioner of Finance
County of Putnam
40 Gleneida Avenue
Carmel, New York 10512
845-808-1075 ext 49325
Michael.Lewis@putnamcountyny.gov



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	LINE DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
2023	06	595	06/16/2023	23A039	SRC JNL-DESC	1	2			
1	55197000	53000	51509	HIGHWAY CAPITAL PROJECTS	CAPITAL EXPENDITURES		2,875,855.67	-200,000.00	2,675,855.67	
	05.00.00.02	5197.000.000.00	53000	51509	FIRE TRAINING CENTER	06/16/2023				
2	55197000	428601	51509	HIGHWAY CAPITAL PROJECTS	TRANSFER FROM GEN FUND		-2,250,000.00	-100,000.00	-2,350,000.00	
	05.00.00.02	5197.000.000.00	428601	51509	FIRE TRAINING CENTER	06/16/2023				
3	55197000	532314	51509	HIGHWAY CAPITAL PROJECTS	CP2314 FIRE TRAINING CENTER		300,000.00	300,000.00	300,000.00	
	05.00.00.02	5197.000.000.00	532314	51509	FIRE TRAINING CENTER	06/16/2023				
4	10398900	54710		EMERGENCY SERVICES	MAINT AND REPAIRS		50,026.00	-50,000.00	26.00	
	01.10.20.27	3989.000.000.00	54710		FIRE TRAINING CENTER	06/16/2023				
5	10990100	59020		INTERFUND TRANSFER	TRANS TO CAP FUND		370,000.00	100,000.00	470,000.00	
	01.10.90.02	9901.000.000.00	59020		FIRE TRAINING CENTER	06/16/2023				
6	10131000	440893		FINANCE	FEDERAL AID - LACTF FUNDS		06/16/2023	-50,000.00	-50,000.00	
	01.10.10.02	1310.000.000.00	440893		FIRE TRAINING CENTER	06/16/2023				

** JOURNAL TOTAL

0.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: 6420mlew

YEAR PER	JNL	ACCOUNT	SRC	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
2023	6	595											
BUA	55197000-53000-51509								CAPITAL EXPENDITURES	5			200,000.00
	06/16/2023	23A039	23A039						FIRE TRAINING CENTER				
BUA	55197000-428601-51509								TRANSFER FROM GEN FUND	5			100,000.00
	06/16/2023	23A039	23A039						FIRE TRAINING CENTER				
BUA	55197000-532314-51509								CP2314 FIRE TRAINING CENTER	5		300,000.00	
	06/16/2023	23A039	23A039						FIRE TRAINING CENTER				
BUA	10398900-54710								MAINT AND REPAIRS	5			50,000.00
	06/16/2023	23A039	23A039						FIRE TRAINING CENTER				
BUA	10990100-59020								TRANS TO CAP FUND	5		100,000.00	
	06/16/2023	23A039	23A039						FIRE TRAINING CENTER				
BUA	10131000-440893								FEDERAL AID - LACTF FUNDS	5			50,000.00
	06/16/2023	23A039	23A039						FIRE TRAINING CENTER				
<hr/>													
BUA	01000-396000								APPROPRIATIONS				50,000.00
	06/16/2023	23A039	23A039						APPROPRIATIONS				
BUA	05000-396000								ESTIMATED REVENUES			50,000.00	
	06/16/2023	23A039	23A039						ESTIMATED REVENUES			100,000.00	
BUA	01000-351000								SYSTEM GENERATED ENTRIES TOTAL			150,000.00	150,000.00
	06/16/2023	23A039	23A039						JOURNAL 2023/06/595	TOTAL		150,000.00	150,000.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
01 GENERAL FUND 01000-351000 01000-396000	2023 6	595	06/16/2023	ESTIMATED REVENUES	50,000.00	50,000.00
				APPROPRIATIONS	50,000.00	50,000.00
				FUND TOTAL		
05 CAPITAL PROJECTS FUND 05000-351000 05000-396000	2023 6	595	06/16/2023	ESTIMATED REVENUES	100,000.00	100,000.00
				APPROPRIATIONS	100,000.00	100,000.00
				FUND TOTAL		

** END OF REPORT - Generated by Michael Lewis **

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	LINE DESCRIPTION	ACCOUNT DESCRIPTION	SRC	JNL-DESC	ENTITY	AMEND	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
2023	08	863	08/23/2023			BUA	T	1	1					
1	13398900	54510	BES DISPATCH CTR		MACHINE MAINTENANCE						100,000.00	-17,630.00	82,370.00	
			01.13.20.27.3989.000.000.00.54510		911 CENTER UPGRADES						08/23/2023			
2	13398900	52640	BES DISPATCH CTR		AUDIO VISUAL EQUIPMENT						6,843.00	17,630.00	24,473.00	
			01.13.20.27.3989.000.000.00.52640		911 CENTER UPGRADES						08/23/2023			
										** JOURNAL TOTAL	0.00			

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: 6420ml ew

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC				LINE				LINE				
2023	8			863								
8UA	13398900-54510		08/23/2023	T				MACHINE MAINTENANCE	5			17,630.00
8UA	13398900-52640		08/23/2023	T				911 CENTER UPGRADES	5		17,630.00	
								911 CENTER UPGRADES				
								JOURNAL 2023/08/863	TOTAL		.00	.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
				FUND TOTAL	.00	.00

** END OF REPORT - Generated by Michael Lewis **

#5a.

Sales Tax	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	+or(-) Same Period
January**	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	6,673,020	601,236
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	932,334
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761	(297,241)
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126	228,052
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506	1,248,479
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513	625,655
July**	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854	344,755
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400	354,854
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469		
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048		
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506		
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579		
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,003,884	66,761,192	78,052,738	81,963,580	56,278,104	
Budget/(Rev)	\$ 52,495,824	\$ 53,953,400	\$ 54,739,000	\$ 57,366,282	\$ 58,513,608	\$ 60,484,333	65,705,798	60,404,887	65,000,000	74,750,000	
Over/(Under)Budget	3,390,172	(0)	4,316,082	1,425,706	4,631,484	5,519,551	1,055,394	17,647,851	16,963,580	(18,471,896)	4,038,126

#5c

2023 Contingency Report

<u>Beginning Balance 1/1/23</u>		\$ 1,382,685.00
Res30	County Executive changes	104,724.00
Res80	Highway reclassification	14,428.00
Res87	Criminal Justice Discovery Reform Grant FY22-23	101,157.00
Res152	Youth Bureau	6,945.00
Subtotal General Contingency		\$ 1,609,939.00

Deductions:		
Res69	OSR- reclass to Fiscal Technician	(2,700.00)
Res72	To cover Insurance bill	(15,877.00)
Res90	To repair Health Department vehicle	(6,724.35)
Res79	OPWDD Coordinator	(20,951.00)
Res133	Sheriff - funding for Axon	(32,315.00)
	Subtotal	(78,567.35)
Total		\$ 1,531,371.65

Proposed Deductions:

Pending Balance 9/21/23	\$1,531,371.65
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Note:
R= resolution
A= proposed budgetary amendment

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2023 8 23A055	HEAP	10078000	58002		SOCIAL SECURITY	1,168.00 D	22-23 HEAP INCR FUNDS 23LCM10
2023 8 23A055	HEAP	10078000	446412		FED AID HEAP	17,987.00 C	22-23 HEAP INCR FUNDS 23LCM10
2023 8 23A055	HEAP	10078000	54989		MISCELLANEOUS	1,562.00 D	22-23 HEAP INCR FUNDS 23LCM10
2023 8 23A055	HEAP	10078000	51093		OVERTIME	15,257.00 D	22-23 HEAP INCR FUNDS 23LCM10
2023 8 23T218	Finance	10131000	54640		EDUCATION AND TRAINING	750.00 D	NYSAC
2023 8 23T218	Finance	10131000	54311		PRINTING AND FORMS	750.00 C	NYSAC
2023 8 23T220	DSS	10101000	55370		CHRGBK AUTOMOTIVE	450.00 D	AUTOMOTIVE CHARGEBACK
2023 8 23T220	DSS Medicaid	10104000	55370		CHRGBK AUTOMOTIVE	450.00 C	AUTOMOTIVE CHARGEBACK
2023 8 23T221	Health Admin	10401000	54313		BOOKS AND SUPPLEMENTS	200.00 C	FUND ADMIN OFF SUPP Y/E
2023 8 23T221	Health Admin	10401000	54310		OFFICE SUPPLIES	200.00 D	FUND ADMIN OFF SUPP Y/E
2023 8 23T221	Health Admin	10401000	54310		OFFICE SUPPLIES	200.00 D	FUND ADMIN OFF SUPP Y/E
2023 8 23T221	Health Admin	10401000	52120		OFFICE EQUIPMENT	200.00 C	FUND ADMIN OFF SUPP Y/E
2023 8 23T222	Planning	10802000	54313		BOOKS AND SUPPLEMENTS	1,084.00 D	INCREASE

#5d

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2023 8 23T222	Planning	10802000	52110		FURNITURE AND FURNISHINGS	1,084.00 C	DECREASE
2023 8 23T223	Highway Roads & Bridges	10511000	54640		EDUCATION AND TRAINING	1,750.00 D	TP PROPERLY ALLOCATE EXPENSE
2023 8 23T223	Highway Roads & Bridges	10511000	54410		SUPPLIES AND MAT	1,750.00 C	TP PROPERLY ALLOCATE EXPENSE
2023 8 23T224	County Executive	10123000	54640		EDUCATION AND TRAINING	1,000.00 C	FROM EDUCA TO MISC FOR COFFEE
2023 8 23T224	County Executive	10123000	54989		MISCELLANEOUS	1,000.00 D	FROM EDUCA TO MISC FOR COFFEE
2023 8 23T225	DSS	10101000	54646		CONTRACTS	600.00 C	STATE CHARGEBACKS
2023 8 23T225	DSS	10101000	54989		MISCELLANEOUS	600.00 D	STATE CHARGEBACKS
2023 8 23T226	Central Services	10161000	54314		POSTAGE	100.00 C	NEW CHAIR M.PINTO
2023 8 23T226	Purchasing	10134500	52110		FURNITURE AND FURNISHINGS	100.00 D	NEW CHAIR M.PINTO
2023 8 23T227	Real Property	10135500	54680		DATA PROCESSING	1,421.00 D	FOR SCHOOL TAX BILLING
2023 8 23T227	Real Property	10135500	51093		OVERTIME	1,421.00 C	FOR SCHOOL TAX BILLING
2023 8 23T227	Real Property	10135500	52130		COMPUTER EQUIPMENT	1,000.00 C	FOR SCHOOL TAX BILLING
2023 8 23T227	Real Property	10135500	54680		DATA PROCESSING	1,000.00 D	FOR SCHOOL TAX BILLING
2023 8 23T229	Highway - Parks	10711000	52680		OTHER EQUIPMENT	2,284.00 D	TO COVER INCREASE COST OF EQUI

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 8 23T229	Highway Facilities	10511100	54755		JANITORIAL SERVICES	2,284.00	C	TO COVER INCREASE COST OF EQUI
2023 8 23T230	Office for Disabled	10198900	52110		FURNITURE AND FURNISHINGS	1,600.00	D	CONF TABLE & 4 CHAIR PURCHASE
2023 8 23T230	Mental Health Legal	10431000	54950		COUNTY CONTRIBUTION	1,600.00	C	CONF TABLE & 4 CHAIR PURCHASE
2023 8 23T231	Transit - PART	95630000	55371		CHRG8K GASOLINE	1,000.00	D	GASOLINE CHARGEBACK
2023 8 23T231	Transit - PART	95630000	54371		GASOLINE	1,000.00	C	GASOLINE CHARGEBACK
2023 8 23T232	Health - Nursing	11401000	54310		OFFICE SUPPLIES	110.00	C	REPLENISH DEPT ENVELOPES
2023 8 23T232	Health - Nursing	11401000	54311		PRINTING AND FORMS	110.00	D	REPLENISH DEPT ENVELOPES
2023 8 23T233	IT	10168000	54646		CONTRACTS	600.00	C	TRANSFER FOR NYSAC SEMINAR
2023 8 23T233	IT	10168000	54640		EDUCATION AND TRAINING	600.00	D	TRANSFER FOR NYSAC SEMINAR
2023 8 23T234	EMS	14398900	52130		COMPUTER EQUIPMENT	2,250.00	C	COMPUTERS FOR EOC
2023 8 23T234	EMS Indian Point	10014000	52130		COMPUTER EQUIPMENT	2,250.00	D	COMPUTERS FOR EOC
2023 8 23T234	EMS Dispatch	13398900	52130		COMPUTER EQUIPMENT	3,450.00	C	COMPUTERS FOR EOC
2023 8 23T234	EMS Indian Point	10014000	52130		COMPUTER EQUIPMENT	3,450.00	D	COMPUTERS FOR EOC
2023 8 23T235	OSR	10677900	52650		MOTOR VEHICLES	1,075.50	C	SEE ATTACHED EMAIL

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2023 8 23T235	OSR	10677800	54301		KITCHEN SUPPLIES	1,885.50 D	SEE ATTACHED EMAIL
2023 8 23T235	OSR	10677400	54301	10185	KITCHEN SUPPLIES	1,075.50 D	SEE ATTACHED EMAIL
2023 8 23T235	OSR	10677900	52650		MOTOR VEHICLES	1,539.00 C	SEE ATTACHED EMAIL
2023 8 23T235	OSR	10677400	54301		KITCHEN SUPPLIES	1,539.00 D	SEE ATTACHED EMAIL
2023 8 23T235	OSR	10677900	52650		MOTOR VEHICLES	1,885.50 C	SEE ATTACHED EMAIL
2023 8 23T236	OSR	10762000	54646	10166	CONTRACTS	500.00 D	BINGOCIZE CLASS
2023 8 23T236	OSR	10677400	54646		CONTRACTS	500.00 C	BINGOCIZE CLASS
2023 8 23T236	OSR	10762000	54646	10187	CONTRACTS	1,500.00 D	BINGOCIZE CLASS
2023 8 23T236	OSR	10677400	54646		CONTRACTS	1,500.00 C	BINGOCIZE CLASS
2023 8 23T237	Highway Facilities	10511100	54755		JANITORIAL SERVICES	1,381.00 C	TO PROPERLY ALLOCATE EDU & TRA
2023 8 23T237	ENGINEERING	10144000	54640		EDUCATION AND TRAINING	554.00 D	TO PROPERLY ALLOCATE EDU & TRA
2023 8 23T237	Highway Admin	10149000	54640		EDUCATION AND TRAINING	827.00 D	TO PROPERLY ALLOCATE EDU & TRA
2023 8 23T238	Audit	10132000	54640		EDUCATION AND TRAINING	271.00 C	TO PURCHASE DESK SCANNER
2023 8 23T238	Audit	10132000	52120		OFFICE EQUIPMENT	271.00 D	TO PURCHASE DESK SCANNER

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 8 23T239	OEOP CAC	22070000	54313		BOOKS AND SUPPLEMENTS	50.00	D	MEMBERSHIP DUES
2023 8 23T239	OEOP CAC	22070000	54640		EDUCATION AND TRAINING	50.00	C	MEMBERSHIP DUES
2023 8 23T240	Board of Elections	10145000	54311		PRINTING AND FORMS	994.00	C	TENEX LICENSING
2023 8 23T240	Board of Elections	10145000	54783		LICENSING SOFTWARE	994.00	D	TENEX LICENSING
2023 8 23T241	Office for Disabled	10198900	54635		CELLPHONES	160.00	D	COORD OF PEOPLE W DISAB CELL
2023 8 23T241	Office for Disabled	10198900	54311		PRINTING AND FORMS	160.00	C	COORD OF PEOPLE W DISAB CELL
2023 8 23T242	Health - Nursing	11401000	54330		MEDICAL SUPPLIES	100.00	C	TAXIS FOR TB PATIENTS
2023 8 23T242	Health - Tobacco	11018000	54670		TRAVEL NON EMPLOYEES	100.00	D	TAXIS FOR TB PATIENTS
2023 8 23T243	County Clerk	10141000	54510		MACHINE MAINTENANCE	900.00	C	REPLACEMENT PHOTO SYSTEM
2023 8 23T243	County Clerk	10141000	52140		AUDIO VISUAL EQUIPMENT	2,100.00	D	REPLACEMENT PHOTO SYSTEM
2023 8 23T243	County Clerk	10141000	52120		OFFICE EQUIPMENT	1,200.00	C	REPLACEMENT PHOTO SYSTEM
2023 8 23T244	IT	10168000	51094		TEMPORARY	17,000.00	D	MOVE PT INTERN TO TEMP POSITION
2023 8 23T244	IT	10168000	54382		COMPUTER	17,000.00	C	MOVE PT INTERN TO TEMP POSITION
2023 8 23T245	Health - EHS	12401000	54664		ADVERTISING	200.00	C	MILEAGE REIMB

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 8 23T245	Health - EHS	12401000	54675		TRAVEL	200.00	D	MILEAGE REIMB
2023 8 23T246	Planning - Soil	10874500	54664		ADVERTISING	128.00	C	DECREASE TO COVER PRINTING
2023 8 23T246	Planning - Soil	10874500	54311		PRINTING AND FORMS	128.00	D	INCREASE AMOUNT
2023 8 23T247	Transit - PART	95630000	54311		PRINTING AND FORMS	450.00	C	BOTTLED WATER
2023 8 23T247	Transit - PART	95630000	54321		BOTTLED WATER	450.00	D	BOTTLED WATER
2023 8 23T248	Board of Elections	10145000	54313		BOOKS AND SUPPLEMENTS	200.00	C	CONF CHAIR
2023 8 23T248	Board of Elections	10145000	52110		FURNITURE AND FURNISHINGS	200.00	D	CONF CHAIR
2023 8 23T249	Board of Elections	10145000	54782		SOFTWARE ACCESSORIES	230.00	D	BATTERY BACKUPS
2023 8 23T249	Board of Elections	10145000	54310		OFFICE SUPPLIES	230.00	C	BATTERY BACKUPS
2023 8 23T251	Health - Nursing	11401000	54330		MEDICAL SUPPLIES	80.00	C	COST OF RECERTIFICATION
2023 8 23T251	Health - Nursing	11401000	54640		EDUCATION AND TRAINING	80.00	D	COST OF RECERTIFICATION
2023 8 23T252	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	518.37	C	DESKTOP PRINTER
2023 8 23T252	DSS Admin	10102000	52130		COMPUTER EQUIPMENT	518.37	D	DESKTOP PRINTER
2023 8 23T253	Sheriff - Communications	13311000	52130		COMPUTER EQUIPMENT	2,047.00	D	PRINTERS AND ACCESS POINTS

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 8 23T253	Sheriff - Communications	13311000	52180		OTHER EQUIPMENT	2,047.00	C	PRINTERS AND ACCESS POINTS
2023 8 23T254	Health - Education State	21401000	54510		MACHINE MAINTENANCE	200.00	C	EMP. MILEAGE REIMBURSEMENT
2023 8 23T254	Health - Education State	21401000	54675		TRAVEL	200.00	D	EMP. MILEAGE REIMBURSEMENT
2023 8 23T256	Highway Roads & Bridges	10511000	54410		SUPPLIES AND MAT	850.00	C	FOR INTERNET COSTS
2023 8 23T256	Highway Roads & Bridges	10511000	54636		INTERNET COSTS	850.00	D	FOR INTERNET COSTS
2023 8 23T257	County Executive	10123000	54635		CELLPHONES	350.00	D	CELL PHONE BILL THROUGH 2023
2023 8 23T257	County Executive	10123000	54313		BOOKS AND SUPPLEMENTS	350.00	C	CELL PHONE BILL THROUGH 2023
2023 8 23T258	Health - Nursing	11401000	54330		MEDICAL SUPPLIES	250.00	C	TB PATIENT XRAYS
2023 8 23T258	Health - Tobacco	11018000	54445		LAB ANALYSIS	250.00	D	TB PATIENT XRAYS
2023 8 23T259	EMS	14398900	54379		TRAINING SUPPLIES	1,600.00	C	911 CENTER CAD CODE MAPPING
2023 8 23T259	EMS Dispatch	13398900	54782		SOFTWARE ACCESSORIES	1,600.00	D	911 CENTER CAD CODE MAPPING
2023 8 23T261	Health - Rabies	11024000	54330		MEDICAL SUPPLIES	1,000.00	C	COVER UPS SHIPMENTS
2023 8 23T261	Health - Rabies	11024000	54488		RABIES	500.00	C	COVER UPS SHIPMENTS
2023 8 23T261	Health - Rabies	11024000	54314		POSTAGE	1,500.00	D	COVER UPS SHIPMENTS

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 8 23T262	Highway Admin	10149000	54321		BOTTLED WATER	1,750.00	C	ALLOCATE WATER TO FACILITIES
2023 8 23T262	Highway Facilities	10511100	54321		BOTTLED WATER	1,750.00	D	ALLOCATE WATER TO FACILITIES
2023 8 23T263	Highway - Parks	10711000	54410		SUPPLIES AND MAT	139.00	C	TO PROPERLY ALLOCATE TO SHIPPI
2023 8 23T263	Highway - Parks	10711000	52180		OTHER EQUIPMENT	139.00	D	TO PROPERLY ALLOCATE TO SHIPPI
2023 8 23T264	Legislature	10101001	54989		MISCELLANEOUS	885.00	C	TO COVER COLOR COPIER THRU Y/E
2023 8 23T264	Legislature	10101001	54560		EQUIP RENTAL LEASE	885.00	D	TO COVER COLOR COPIER THRU Y/E
2023 8 23T265	Finance	10131000	54313		BOOKS AND SUPPLEMENTS	610.00	D	TO COVER GFOA INVOICE
2023 8 23T265	Finance	10131000	54311		PRINTING AND FORMS	610.00	C	TO COVER GFOA INVOICE

Debits
Credits

78,379.37
78,379.37

#5e.

BOARD IN REVENUE											
	2014*	2015*	2016*	2017*	2018*	2019*	2020*	2021*	2022*	2023*	+or(-) Same Period
January	8,370.00	22,190.00	43,680.00	47,160.00	54,980.00	52,490.00	74,950.00	104,400.00	126,600.00	94,350.00	(32,250.00)
February	9,180.00	17,970.00	41,610.00	41,280.00	52,760.00	45,070.00	72,300.00	95,250.00	113,100.00	86,250.00	(26,850.00)
March	11,640.00	26,490.00	41,400.00	50,480.00	59,820.00	50,795.00	70,650.00	119,700.00	130,800.00	91,100.00	(39,700.00)
April	16,490.00	30,930.00	37,670.00	55,060.00	53,730.00	50,490.00	68,400.00	149,650.00	124,350.00	84,000.00	(40,350.00)
May	17,100.00	35,580.00	39,120.00	61,070.00	49,860.00	52,975.00	63,150.00	149,850.00	131,550.00	84,550.00	(47,000.00)
June	16,760.00	37,160.00	45,700.00	59,190.00	39,060.00	48,300.00	61,050.00	153,300.00	120,450.00	74,850.00	(45,600.00)
July	17,140.00	43,010.00	52,480.00	64,540.00	37,260.00	47,840.00	86,550.00	161,100.00	125,550.00	79,300.00	(46,250.00)
August	16,740.00	43,340.00	49,600.00	62,650.00	37,530.00	50,180.00	92,250.00	154,500.00	121,500.00	78,250.00	(43,250.00)
September	16,830.00	48,370.00	46,290.00	61,050.00	36,180.00	43,600.00	91,200.00	145,800.00	118,800.00		
October	20,130.00	54,340.00	40,340.00	57,380.00	41,850.00	71,750.00	99,750.00	150,300.00	100,650.00		
November	18,600.00	45,700.00	34,120.00	56,580.00	43,080.00	71,400.00	95,550.00	135,000.00	90,000.00		
December	21,940.00	42,260.00	39,600.00	56,600.00	46,780.00	76,700.00	98,250.00	133,500.00	98,400.00		
Actual	190,920.00	447,340.00	511,610.00	673,040.00	552,890.00	661,590.00	974,050.00	1,652,350.00	1,401,750.00	672,650.00	
Budget	129,600.00	155,000.00	525,000.00	484,760.00	535,000.00	550,600.00	908,000.00	908,000.00	1,371,750.00	1,478,250.00	
Revised Budget											
Surplus/(Deficit)	61,320.00	292,340.00	(13,390.00)	188,280.00	17,890.00	110,990.00	66,050.00	744,350.00	30,000.00	(805,600.00)	(321,250.00)

*Revenue includes US Marshalls

#6a




MICHAEL J. LEWIS
Commissioner Of Finance

SHEILA M. BARRETT
First Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2023 SEP - 8 PM 2: 56
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk
DATE: September 8, 2023
FROM: Michael J. Lewis, Commissioner of Finance 
SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

Please include the attached report in the Audit and Administrative Committee Agenda for its next meeting.

Enclosure

Overtime Temporary - RECAP - 2023

As of Date: September 8, 2023

Org Description	Org	Object	Project	Acct. Description	2022 Actual	2023 Original Budget	2023 Revised Budget	2023 Actual	2023 Distributed Budget	2023 Available	2023 Percent
DPW - Parks	10711000	51093		OVERTIME	31,049.19	26,000.00	26,000.00	19,830.50	18,000.00	6,169.50	76.27%
DPW - Roads & Bridges	10511000	51093		OVERTIME	59,037.15	50,000.00	50,000.00	39,238.54	34,615.38	10,761.46	78.48%
Emergency Services	10398900	51094		TEMPORARY	16,385.00	25,000.00	25,000.00	21,252.00	17,307.69	3,748.00	85.01%
Emergency Services - Dispatch	13398900	51093		OVERTIME	269,906.33	200,000.00	200,000.00	210,024.17	138,461.54	(10,024.17)	105.01%
Health	10401000	51093		OVERTIME	3,381.14	1,000.00	1,000.00	832.52	692.31	167.48	83.25%
Health - ATUPA	12023000	51093		OVERTIME	2,829.20	4,000.00	4,000.00	3,691.73	2,769.23	308.27	92.29%
Health - Environ. Health	12401000	51093		OVERTIME	38,400.76	32,000.00	32,000.00	35,550.15	22,153.85	(3,550.15)	111.09%
Health - NACCO - MRC Rise	26401001	51094	10196	TEMPORARY	0.00	0.00	3,640.00	3,325.00	2,520.00	315.00	91.35%
Health - Nursing	11401000	51093		OVERTIME	15,784.66	16,000.00	11,894.00	10,115.91	8,234.31	1,778.09	85.05%
Health Assess - PH Emergency	26401001	51093	10066	OVERTIME	727.20	1,400.00	1,400.00	1,074.84	969.23	325.16	76.77%
Personnel	10143000	51093		OVERTIME	6,275.25	7,000.00	7,000.00	5,113.44	4,846.15	1,886.56	73.05%
Planning	10802000	51094		TEMPORARY	47,212.50	10,000.00	10,000.00	8,621.25	6,923.08	1,378.75	86.21%
Sheriff - Oscawana	17003000	51093		OVERTIME	24,688.23	25,000.00	25,000.00	21,798.81	17,307.69	3,201.19	87.20%
Sheriff - Security Services	19311000	51094		TEMPORARY	137,053.13	151,125.00	151,125.00	115,537.50	104,625.00	35,587.50	76.45%
Youth Bureau	10731000	51093		OVERTIME	200.62	250.00	250.00	207.64	173.08	42.36	83.06%

MICHAEL LEWIS
Commissioner Of Finance



CC All
Zules September Rose
Audit
SHEILA BARRETT
Deputy Commissioner of Finance #6b.

DEPARTMENT OF FINANCE

August 16, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2023 AUG 17 AM 11:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment **23A054** which was submitted for approval.

Increase Revenue:

10146000 430601 St Aid - Records Management
10207 Local Gov't Records Mgmt Improvement Fund 22-23 Grant \$ 50,150.

Increase Appropriations:

10146000 54646 St Aid - Records Management - Contracts
10207 Local Gov't Records Mgmt Improvement Fund 22-23 Grant \$ 50,150.

2023 Fiscal Impact -0-
2024 Fiscal Impact -0-

Putnam County has received a Local Government Records Management Improvement Fund (LGRMIF) grant (Project # 0580-24-0413) in the amount of \$50,150 from New York State Archives, a division of the NYS Education Department (SED). It is a shared services grant with the Town of Putnam Valley. The grant period is in effect July 1, 2023 through June 30, 2024.

Additional documentation is attached for reference.

AUTHORIZATION:

Date _____ Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date _____ County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

Date _____ Chairperson Audit/Designee: \$0 - \$10,000.00

Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

23A054



PUTNAM COUNTY CLERK'S OFFICE

County Office Building
40 Gleneida Avenue
Carmel, New York 10512
Tel. (845) 808-1142
Fax (845) 225-3953

MICHAEL C. BARTOLOTTI
County Clerk

JAMES J. McCONNELL
First Deputy County Clerk

August 11, 2023

VIA HAND DELIVERY

Michael Lewis
Putnam County Commissioner of Finance
40 Gleneida Avenue
Carmel, New York 10512

Re: Budgetary Amendment-LGRMIF 2023/2024 Grant Award (0580-24-0413)

Dear Mr. Lewis:

As you may be aware, this office applied for and is anticipating receiving a Local Government Records Management Improvement Fund ("LGRMIF") grant in the amount of \$50,150.00 for the 2023/2024 grant cycle.

The grant is a shared services grant in conjunction with the Town of Putnam Valley. Under this project, we will add to the existing electronic document management system created under the previous shared service grants and will address the problems that are prevalent with the storing and access of paper records as well as give us the ability to convert microfilm to digital images. We will have the identified records scanned by an approved service provider. The majority of the records being scanned under this grant are Putnam County Records. This project will improve on the progress we have made with previous year application's and help us continue to address our records management policies into the 21st century not only for Putnam County, but the municipalities we serve as well.

As such, please prepare the following budgetary amendment illustrating the relevant revenue and expenditure lines for the grant award. A new project line will need to be created for this grant. The previous grant project number was 10197.

INCREASE ESTIMATED APPROPRIATIONS:

10146000 - 54646 - XXXXX 10207 Contracts \$ 50,150.00

INCREASE ESTIMATED REVENUES:

10146000 - 430601 - XXXXX State Aid Records Management \$ 50,150.00

I ask that this be processed immediately so that we may begin to bring this project to fruition. Should you wish to further discuss this matter please feel free to contact my office.

Sincerely,

Michael C. Bartolotti
Putnam County Clerk

James McConnell

From: Michael Bartolotti
Sent: Friday, August 11, 2023 10:52 AM
To: James McConnell
Subject: FW: 2023-2024 LGRMIF Review: Notification to Applicants

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: archgrants@nysed.gov
Date: 6/21/23 3:42 PM (GMT-05:00)
To: Michael Bartolotti <michael.bartolotti@putnamcountyny.gov>
Subject: 2023-2024 LGRMIF Review: Notification to Applicants

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

NYS Education Department RFP # GC23-006

Local Government Records Management Improvement Fund (LGRMIF)

Time Period: 07/01/2023 – 06/30/2024

Institution: County Of Putnam

Project Number: 0580-24-0413

Dear Michael Bartolotti

After reviewing your proposal for a Local Government Records Management Improvement Fund (LGRMIF) grant, the New York State Archives, a unit of the NYS Education Department (SED) is pleased to inform you that it has awarded

your organization a grant in the amount of \$50,150, contingent upon the final approvals listed below. There are several steps remaining prior to final approval of your grant and the issuing of your first payment:

- SED is required to obtain the approval of the Division of the Budget (DOB) and the Office of the State Comptroller (OSC).
- NYSED must review and approve your proposed budget, as well as your plan for meeting Minority and Women-Owned Business Enterprise (M/WBE) requirements. If NYSED contacts you with any questions about your budget or M/WBE documentation, please be sure to respond promptly to avoid or minimize delay in finalizing your award.
- You will receive a final approval notice from SED's Grants Finance Unit once we have received the approvals noted above and your award has been processed and approved for payment. No work on the project should be initiated until you receive this final notice of approval of your award.

All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. SED has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately. The grant resulting from this award will require that grantees accept electronic payments for amounts due. Additional information and authorization forms are available at OSC's website at <https://www.osc.state.ny.us/state-vendors>.

You will receive payment for this grant as follows:

- 50% of the award, which you should receive once we obtain the above approvals, including approval of your M/WBE document package.
- Up to an additional 40% of the grant will be released when you submit form FS-25/Request for Funds for a Federal or State Project to SED's Grants Finance Unit. Please note applicants must submit these requests based on anticipated expenditures for the next month only.
- The remaining 10% will be released when the project is completed and the Grant Project Final Expenditure Report (FS-10-F) Long Form and all eGrants reporting have been submitted to the Grants Administration Unit of the New York State Archives and approved by SED's Grants Finance Unit.

You must complete all project work and encumber all funds no later than June 30, 2024.

We look forward to working with you on this project. If you have any questions, please do not hesitate to contact me at (518) 474 - 6926 or archgrants@nysed.gov.

Sincerely,

Mark

Mark C. Maniak

Grant Program Manager

New York State Archives

Grants Administration Unit

Room 9A81, CEC

Albany, NY 12230

(518)474-6926

Archgrants@nysed.gov

10351

Confidentiality Notice

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**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Prot - FY1
A+A - sign*

*sign
#7*

TO: Commissioner of Finance
FROM: Robert Lipton, Commissioner
DEPT: Bureau of Emergency Services
DATE: 8/23/23

2023 AUG 28 AM 9:29
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
13398900 54510 Machine Maintenance	13398900 52640 Audio Visual Equip.	\$17,630.00	911 Center Upgrades and Services

20 Fiscal Impact \$ _____

20 Fiscal Impact \$ _____

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

Date Chairperson Audit /Designee: \$0 - \$10,000.00

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

23T255



AUDIO-VIDEO CORPORATION

Your Communication Solutions Partner

SINCE 1946

Audio-Video Corporation

FED ID #14-1426006

213 Broadway

Albany, NY 12204

Phone: (518) 449-7213

Fax: (518) 449-1205

Billing Address

Putnam County Bureau of Emergency Services

Accounts Payable

110 Old Route 6

Building 3

Carmel NY 10512

USA

Original		SALES QUOTATION	
Document Number	Document Date	Page	
23220	08/22/23	1/4	
Customer No.	Provisional No.		
211934	X-22478TR		
Your Contact	Payment Terms		
80 Vincent Parrella	NET 20		

Delivery Address

Robert Lipton
Putnam County Bureau of Emergency Services
Emergency Service Center
112 Old Rt 6
TOPS Bldg.
Carmel NY 10512

COUNTY 911 CALL CENTER UPGRADES AND SERVICES

Currency: \$

Description	Quantity	Contract Pricing	Price	Total
001 MONITOR 55IN LED LCD S-IPS 28 HAZE ULTRA 24/7 display 3 Year Warranty Item Code: UN552V Manufacturer: NEC	3		4,500.00	13,500.00
002 AVC Shop Evaluation -Estimate to be provided Item Code: AVSG_SHOP_SERVICE Manufacturer: AVC	1		0.00	
003 AVC to bring malfunctioning monitors back to shop for evaluation. Service Group will follow up with any quotes for repairs on monitors.				
004 x-22478TR AVSG Installation Setup and Training Item Code: AVSG_INSTALLATION Manufacturer: AVC	1		3,450.00	3,450.00
005 AVC Customer Care Agreement Year 1 - Covers Video Wall Upgrades quoted Item Code: AVSG_CCA_YEAR_1 Manufacturer: AVC	1		680.00	680.00

23T255

Audio-Video Corporation

FED ID #14-1426006
213 Broadway
Albany, NY 12204
USA

Original	SALES QUOTATION	
Document Number	Document Date	Page
23220	08/22/23	2/4

Currency: \$

Shipping Type: Deliver & Install

Quotation Subtotal:	\$ 17,630.00
Total Before Tax:	\$ 17,630.00
Total Tax Amount:	\$ 0.00
Total Amount:	\$ 17,630.00

Quotation Valid Until: 09/22/23

Subject to Shipping & Handling and Sales Tax if Applicable

EQUIPMENT WARRANTY:

All standard manufacturer's equipment warranties apply. Service and technical support provided through Audio-Video Corporation's Certified Full Service Facility. Extended (multi-year) Customer Care Service agreements available – please contact your Account Representative for more information.

ASBESTOS STATEMENT:

Current asbestos regulations require written verification that your environment is either asbestos free or abatement procedures will be completed prior to our on-site work.

NOTE:

Client to provide 120VAC power and IP Network connectivity at equipment locations where required.

NOTE:

This project is subject to payment of prevailing wage rates per Article 8, Section 220, of the NYS Labor Law.

23T255

cc:all
Prot - FYI
A+A - sign
Sign
#8

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance
FROM: Robert Lipton, Commiissioner
DEPT: Bureau of Emergency Services
DATE: 8/28/23

2023 SEP - 6 PM 2:02
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
14398900 54379 Training Supplies	10398900 54410 Supplies and Materials	\$14,500.00	Accountability Boards for Fire Departments

20 Fiscal Impact \$ _____
20 Fiscal Impact \$ _____

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date _____ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

Date _____ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

Date _____ Chairperson Audit /Designee: \$0 - \$10,000.00

Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

23T260

IMS ALLIANCE®

www.imsalliance.com

Sheras Justice
253-847-4085

sheree@imsalliance.com

- * Incident Command Boards
- * Passport Accountability System ®
- * Helmet Shields
- * Incident Command Vests

QUOTE # 05162023SJ-1

CUSTOMER: Putnam County
CONTACT: Andrew Roberto
PROJECT: Accountability System

DATE: 5/15/2023
PHONE: 848-628-3160 x122
EMAIL: andrew.roberto@mahopacvfd.com
FAX:

PART ID	DESCRIPTION OF ITEMS	QTY	PRICE (each)	Extended Amount
IMS-100-032V	Accountability Board 11x18, w/Velcro	46	\$ 99.50	\$ 4,778.00
IMS-600-00X-C	Name Tags, 3/8" x 2", Engraved, Colors TBD	5308	\$ 1.60	\$ 8,492.80
IMS-630-00X-C	Passport Collectors, 2 x 4, Engraved, color and type TBD	390	\$ 5.75	\$ 2,242.60
	Lead time would be 2 to 3 weeks for production			
	Shipping charges are only an estimate UPS Ground			
	10% discount applied			(1,551.13)
TOTAL				\$ 13,980.17
OPTIONAL ACCESSORIES				
OPTIONAL ACCESSORIES				
				Subtotal \$ 13,980.17
				Estimated Shipping \$ 375.00
				Estimated Tax \$ -
				Total Purchase \$ 14,355.17

The pricing on this quotation is valid for 30 days from proposal date.
Terms are NET 30 days unless otherwise indicated.

Incident Management Made Simple™

23T260

cc: all
Health - FYI
A+A - sign

sign
#9

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance
FROM: Grace M. Balcer
DEPT: DSS 2023
DATE: 8/18/23

2023 SEP - 7 PM 3: 11
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
22071000 54646 (Contracts)	22071000 54710 (Building Maint/Repairs)	\$12,187	To paint project staff offices.

Funds must be expended by 9/30/23 – end date of grant and claimed by 10/31/23. Grant approval attached.

2023 Fiscal Impact \$ 0
2024 Fiscal Impact \$ 0

Grace M. Balcer 8/18/23
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

Date Chairperson Audit /Designee: \$0 - \$10,000.00

→ Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

23T270

OVS 2022-23 BUDGET/YT
10/1/22-9/30/23

	CY		ADP/REV		PROJ/YTD		PROJ/YTD		FUND		ADDTL					
	2023	2023	1/1-3/31/23	4/1-6/30/23	7/1-9/30/23	Expenses	Encumbered	Expenses	CUMULATIVE	through 9/30	10/1-12/31/23	9/30/23	9/30/23	AVAILABLE	TRANSFERS	
	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses
Personal Svcs.	185,041.00	39,143.24	21,350.87	0.00	45,345.07	105,889.18	79,201.82									
Fringe Benefits	39,726.00	7,134.34	3,891.46	0.00	8,264.70	19,290.49	14,435.51									
sub total	218,767.00	46,277.58	25,242.33	0.00	53,609.77	125,129.67	93,637.33									
54646 Contracts	138,063.00	0.00	50,390.55	0.00	42,114.42	92,505.07	45,557.93									
Travel	11,008.00	159.20	9,203.38	228.00	79.92	9,670.50	1,337.50									
54640 Eq/Training	10,508.00	159.20	9,069.76	228.00	0.00	9,456.96	1,051.04									
54675 Travel	500.00	0.00	133.62	0.00	79.92	213.54	286.46									
Equipment	11,500.00	0.00	0.00	1,368.12		1,368.12	10,131.88									
52130 Computer Equip	5,700.00	0.00	0.00	1,368.12		1,368.12	4,331.88									
52110 Furniture, Rugs/Ft	5,800.00	0.00	0.00	0.00		0.00	5,800.00									
54710 Bldg Maint/Repair	0.00	0.00	0.00	0.00		0.00	0.00									
Other Operating	7,793.00	701.29	885.83	0.00	668.25	2,065.37	5,727.63									
54635 CellPhones	1,875.00	249.92	374.64	0.00	668.25	1,292.81	582.19									
54989 Misc	686.00	0.00	294.00	0.00		294.00	392.00									
54930 Office Supplies	1,250.00	0.00	0.00	0.00		0.00	1,250.00									
54410 Program Supplies	1,651.00	0.00	0.00	0.00		0.00	1,651.00									
55370 Automotive	700.00	0.00	0.00	0.00		0.00	700.00									
55371 Gasoline	1,421.00	251.37	227.19	0.00		478.56	942.44									
55870 Insurance	200.00	200.00	0.00	0.00		0.00	200.00									
Total CTPS Budget	188,364.00	860.49	60,489.86	1,596.12	42,862.59	105,609.06	62,754.94									
Grant Total	387,131.00	47,138.07	85,792.19	1,596.12	96,472.36	230,938.73	156,192.27									

8/17/23

23T270

OVS BUDGET NARRATIVE: 10/1/2022 – 9/30/2023

Personal Services

CAC Senior Bilingual Victim Advocate: Funding requested is for a full-time senior bilingual victim advocate to provide direct services to clients and assist with training and supervision of the victim advocate, student interns and volunteers. Salary is based on position title and grade determined by the Putnam County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Position works a 35-hour work week and 100% of time is dedicated to this contract.

CAC Victim Advocate: Funding requested is for full-time victim advocate to provide direct services to clients. Salary is based on position title and grade determined by the Putnam County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Position works a 35-hour work week and 100% of time is dedicated to this project.

Forensic Interviewer/Community Outreach Worker: Funding is for a full-time Forensic Interviewer/Community Outreach Worker to coordinate and conduct forensic interviews, facilitate monthly case review meetings with team members, facilitate forensic interviewing peer review meetings, oversee outreach initiatives to educate and identify crime victims. Salary is determined by Putnam County Personnel Department. Position works a 35-hour work week and 90% of time is dedicated to this contract. 10% will be funded by alternate sources.

Volunteer: Volunteers assist with case management which includes providing direct services to clients as well as assisting with community outreach and entering cases in our data base. Volunteer match is based on \$25.00 per hour x 15 hours per week x 44 weeks.

The fringe benefit rate for this project is currently budgeted based on the projected 2022 - 2023 Putnam County approved fringe benefit rate of 46.33%. Funding is being requested to cover 100 % fringe for the victim advocate, senior bilingual advocate, program coordinator and 90% for the forensic interviewer/prevention outreach worker assigned to this project.

Contractual Services: (~~\$115,190 - 12,082 = \$103,108~~)

Due to a vacancy, funding will be reallocated to other necessary expenses under space.

CAC will contract with the Putnam/Northern Westchester Women's Resource Center to designate 2 full-time clinicians (1 being bilingual) to the CAC. Responsibilities will include assessing trauma on CAC clients and provide evidence-supported, standardized, trauma-focused mental health services for the child victim. They may also assist with the forensic interviews and will attend monthly case review meetings to provide client updates and education for team members regarding the impact of trauma. Positions will be contracted as:

1 Full Time Clinician: \$51,500 + 22% fringe rate for 12 months = \$62,830

1 Full Tim Clinician: \$51,500 + 22% fringe rate for 8 months = \$40,278

23T270

Travel: (\$12,065 + \$3895.41 = 15,960.41)

Funds will be used to send project staff to various trainings approved by OVS. Such trainings include the OVS conference, National Children's Advocacy Center trainings, NCA approved Forensic Interview training and other relevant conferences. Funds will also cover mileage reimbursement for required travel to carry out responsibilities related to this project.

Budgeted amount is an estimate to support costs associated with attendance at training activities such as:

Bivona Summit on Child Abuse in Rochester, NY: Lodging = \$104.00 per night x 2 = \$208, Meals- \$59.00 x 2 = \$118, Parking- \$32.80, Mileage- 654 x .535 = \$349.89 = grand total of \$1625.38 for 2 staff members.

Crimes Against Children's Conference in Dallas, Texas: Registration = \$825.00 Lodging - \$182.28 x 4 = \$729.10, Meals- \$120, Airfare- \$717.95, airport transportation- 109 miles x .655 = \$71.39, long-term parking - \$20.00 x 5 = \$100, transportation from Dallas airport to hotel = \$50.00 round trip = grand total of 2,613 x 3 = \$7,839 for three members.

NYSCA Annual Meeting in Saratoga, NY: lodging- \$124.00 x 2 = \$248, Meals \$64 x 2 = \$128, Mileage- 282 x .535 = \$150.87= grand total of \$1053.74 for two team members.

The Child Advocacy Training & Support (CATS) Center's Multidisciplinary Team (MDT) Learning Community, Portland Maine: 6 team MDT members have been selected to participate in a 12-month learning collaborative to improve trauma informed services for child victims. The initial learning session will be held October 26 - 28 in Portland, Maine: Lodging 159.00 x 3 + 9% tax for six participants = \$3,119.58 and parking and tolls = \$182.00, Meals \$38.00 per day x 3 days x 6 participants = \$684.00. Total cost for MDT training = \$3,985.58

Additional funds will be used to send staff and team members to approved trainings such as the New York State Children's Alliance Annual Conference and Spanish Speaking Forensic Interview Training, as well as the OVS Annual conference and mileage reimbursement for staff to meet with clients off-site and attend professional meetings specific to their direct work with clients. The current county rate for mileage reimbursement is .625 per mile x 800 = \$593.87

Space: +\$12,187

Funding will be used to paint project staff offices. The proposed cost for the painting is \$12,594.25 which will be prorated based on our current prorating percentage. The balance of the painting will be covered by alternate funding sources.

Equipment: \$11,500 - \$2352.01 = \$9147.99

23T270

Some of the equipment included in this budget has been purchased through other funding sources. The balance will cover the cost of one laptop and software for our new Forensic Interviewer/Mental Health Provider.

Computer System and software for project staff. Budgeted amount will be used to purchase 3 laptops at 1,900 each (1 for new project staff, 1 for existing victim advocate and 1 for existing child therapist) = \$5,700 - \$4,000 = \$1,700

Furniture: \$ 7,447.99: Furniture: includes funds for an office chair (\$500), a storage cabinet (\$562.99), and an interactive table (\$6,385) to be used with children visiting the program for therapeutic purposes as well as in the waiting area.

Operating Expenses: \$7,674 - \$1,421.99 = \$6,026

Cell Phones: Cell phones will be provided to the 5 positions proposed in this application (2 victim advocates, 2 mental health providers, forensic interviewer/outreach worker) to carry out their job responsibilities. The budgeted amount is based on current annual county rate of \$436.00 per phone = \$2,180

Office and Program Supplies: (\$681) Funds will be used to purchase supplies specific to this project such as pens, paper, printing supplies, therapy supplies, and other items needed to carry out job responsibilities. Budgeted amount is based on funds spent in previous budget year.

Vehicle Expenses (\$2,479) Ongoing vehicle expenses include insurance (\$200 per year), maintenance (\$700/vehicle), Gas (\$4.50 gal = \$1,579 per year).

Criminal Background Checks: (\$686) As required by OVS, criminal background checks will be conducted on 4 current employees at rate of \$98.00 per person. Additional funding will be used to reimburse new employees at volunteers.

23T270

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc all
T272
AFA*

*32-10
#10*

TO: Commissioner of Finance
FROM: Sheila Barrett, First Deputy Commissioner of Finance *OMB*
DEPT: Finance
DATE: September 8, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
13398900.51000.10126 BES Dispatch Personnel Serv. <i>(Dispatcher)</i>	13398900.51093 Overtime	\$36,683.00	Transfer to cover BES Dispatch Overtime due to
13398900.51000.10127 BES Dispatch Personnel Serv. <i>(Dispatcher)</i>	13398900.51093 Overtime	36,683.00	vacancies
13398900.51000.10128 BES Dispatch Personnel Serv. <i>(Dispatcher)</i>	13398900.51093 Overtime	36,683.00	
13398900.51000.10129 BES Dispatch Personnel Serv. <i>(Dispatcher)</i>	13398900.51093 Overtime	9,951.00	
Total		\$120,000.00	

23T272

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2023 SEP 13 AM 10:56

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ 0

Department Head Signature/Designee Date

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00

Date County Executive/Designee: \$5,000.01 - \$10,000.00

Date Chairperson Audit/Designee: \$0-\$10,000.00

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

23T272