

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT

Telephone: (518) 761-6410

Memorandum

To: Members Budget Review Committee

From: Wayne E LaMothe, *WEL*
Director of Planning and Community Development

Date: 2 September 2016

Re: Proposed Recommendations for 8021, 8022 and 8029 Budgets for FY 2017

The following proposed Department budgets are presented to the Committee for review and consideration. Information is presented to reflect the 3 separate budgets managed by the Department as well as a summary of key services.

Budget Account Code 8020:

The County Planning Board functions were replaced by Department Staff review starting in 2012. As such, there is no longer a separate budget for project reviews and all expenses are incorporated in the 8021 budget codes.

Budget Account Code 8021:

The overall proposed FY- 13 budget for the Planning and Community Development Department requests an additional \$91,680 increase over the actual expenditures for 2015 and \$96,975 more than the amended 2016 budget. It should be noted that the 2016 budget is yet to be amended for the position of Senior Planner. This additional funding is a result of an increase of \$40,492 in the .8 codes and the addition of the Senior Planner salary of \$42,837. Attempts have been made to offset this increase as much as possible by reducing staffing costs by \$33,331 as outlined in the section labeled Director's requests

The County Planning Department, as authorized by Committee and the Board of Supervisors, has applied for funding assistance for a variety of county and town projects. The Department has been involved with funding requests in this fiscal year totaling \$1,040,600. In the event that some of these are funded it may be necessary to address staffing issues in order to implement new programs. The continued trend for receiving project funding is either a required local cash match or a leverage of county or local community personnel and operational resources. It is likely that there will be a continued reliance to use locally leveraged funds in order to secure Federal and State project funding.

Presently, the Department manages approximately \$3,740,330 in funding for previously funded

projects and programs.

Budget Account Code 8022:

The GIS budget request reflects an increase of \$436 due to an increase in workman's Compensation and medicare contribution. The .4 request is \$525 lower than 2012 due to a reduction in licensing fees from ESRI.

Budget Account Code 8029:

This budget account covers the local matching share requirements for the First Wilderness Heritage Corridor Program totaling \$10,000 under the Local Waterfront Revitalization Program (LWRP). This level of funding represents a reduction of \$10,000 from 2016

Department requests.

1. Reduce the Event facilitator position to \$3,000. This figure reflects the current funding awarded through the grant program
2. Reduce the Associate Planner to 12 hours per week resulting in a reduction of \$11,562.
3. Add the position of Assistant Director to the table of organization to be filled July 2017

Budget Account Code 8022:

The GIS budget as presented reflects an increase of \$6,271 with \$6,000 of that as a result to retain a consultant to update applications for Real Property and E911 due to a software update from ESRI. The current software version will not be supported after 2017.

Budget Account Code 8029:

This budget account covers the local matching share requirements for the First Wilderness Heritage Corridor Program totaling \$10,000 under the Local Waterfront Revitalization Program (LWRP). This budget amount reflects a decrease of \$10,000 from 2016.

Object Codes	2016 Adopted	2017 Request	Dept requests	Change
8021 .1	\$206,119	\$261,219	(\$21,325)	\$33,775
8022 .4	\$13,047	\$19,904		\$6,857
8029	\$20,124	\$10,000		(\$10,124)
	\$0			\$0
Net impact	\$241,306	\$241,306		\$30,508

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2017 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning (and Comm. Dev.)
 BUDGET ACCOUNT CODE: A.8021

OBJECT CODES	2015 EXPENDITURES	2016 ADOPTED	2016 AMENDED	2017 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$198,332.28	\$206,119.00	\$206,119.00	\$261,219.00
200's EQUIPMENT	\$21,000.00			\$0.00
400's CONTRACTUAL	\$7,312.52	\$7,488.00	\$7,488.00	\$8,871.00
800's EMPLOYEE BENEFITS	\$80,627.28	\$78,200.00	\$78,370.80	\$118,862.00
TOTALS	\$307,272.08	\$291,807.00	\$291,977.80	\$388,952.00

2015 REVENUES	2016 ADOPTED REVENUES	2016 ESTIMATED REVENUES	2017 DEPARTMENT REQUESTS
\$100,910.70	\$116,000.00	\$116,000.00	\$109,000.00

SIGNED: Wayne E. Lafferty
 DEPARTMENT HEAD

TITLE: County Planner

DATE: 8 Sept 2016

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
	REVENUE					
	Department 8021 - Planning (and Comm. Dev.)					
	Departmental Income					
1289	Other General Governmental Income	82,910.70	98,000.00	98,000.00	16,806.03	91,000.00
	<i>Departmental Income Totals</i>	\$82,910.70	\$98,000.00	\$98,000.00	\$16,806.03	\$91,000.00
	Intergovernmental Charges					
2210	General Services, Intergovt	18,000.00	18,000.00	18,000.00	9,000.00	18,000.00
	<i>Intergovernmental Charges Totals</i>	\$18,000.00	\$18,000.00	\$18,000.00	\$9,000.00	\$18,000.00
	Department 8021 - Planning (and Comm. Dev.) Totals	\$100,910.70	\$116,000.00	\$116,000.00	\$25,806.03	\$109,000.00

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
	EXPENSE					
	Department 8021 - Planning (and Comm. Dev.)					
	Personal Services					
110	Salaries - Regular	169,482.60	172,661.00	172,661.00	111,147.94	208,848.00
120	Salaries - Overtime	2,788.68	2,708.00	2,708.00	1,291.95	2,708.00
130	Salaries - Part Time	26,061.00	30,750.00	30,750.00	17,672.32	49,663.00
	<i>Personal Services Totals</i>	<u>\$198,332.28</u>	<u>\$206,119.00</u>	<u>\$206,119.00</u>	<u>\$130,112.21</u>	<u>\$261,219.00</u>
	Equipment					
230.1	Automotive Equipment - Reserve	21,000.00	.00	.00	.00	.00
	<i>Equipment Totals</i>	<u>\$21,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Contractual Expense					
410	Supplies	2,759.17	1,900.00	1,600.00	1,480.66	2,400.00
418	Ins-General Liability	776.87	800.00	949.21	949.21	996.00
423	Telephone	480.15	550.00	850.00	556.54	900.00
424	Postage	265.32	200.00	450.00	289.01	400.00
426	Subscriptions	35.00	50.00	50.00	35.00	50.00
427	Memberships & Dues	435.00	490.00	405.00	405.00	600.00
428	Data Processing & Internet Fees	124.00	248.00	248.00	124.00	250.00
436	Advertising Fees	.00	150.00	134.19	61.38	275.00
441	Auto-Supplies & Repair	.00	800.00	650.79	116.00	600.00
442	Automotive - Gas & Oil	1,152.72	1,650.00	1,400.00	312.97	1,300.00
444	Travel/Education/Conference	1,234.14	650.00	750.81	724.13	1,100.00
445	Foods	50.15	.00	.00	.00	.00
	<i>Contractual Expense Totals</i>	<u>\$7,312.52</u>	<u>\$7,488.00</u>	<u>\$7,488.00</u>	<u>\$5,053.90</u>	<u>\$8,871.00</u>
	Employee Benefits					
810	Retirement	35,668.52	33,880.00	33,880.00	22,968.17	35,790.00
830	Social Security	12,059.42	12,779.00	12,779.00	7,876.34	16,195.00
831	Medicare Contribution	2,820.34	2,989.00	2,989.00	1,841.84	3,788.00
860	Hospitalization	21,714.00	20,419.00	20,418.81	16,820.28	53,902.00
865	Dental Insurance	408.00	408.00	408.00	272.00	696.00
	<i>Employee Benefits Totals</i>	<u>\$72,670.28</u>	<u>\$70,475.00</u>	<u>\$70,474.81</u>	<u>\$49,778.63</u>	<u>\$110,371.00</u>

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
	EXPENSE					
	Department 8021 - Planning (and Comm. Dev.)					
	Other Benefits					
840	Workmen's Compensation	837.60	1,030.00	1,200.99	1,200.99	1,528.00
861	Retirees Hospitalization	7,119.40	6,695.00	6,695.00	3,905.30	6,963.00
	<i>Other Benefits Totals</i>	\$7,957.00	\$7,725.00	\$7,895.99	\$5,106.29	\$8,491.00
	Department 8021 - Planning (and Comm. Dev.) Totals	\$307,272.08	\$291,807.00	\$291,977.80	\$190,051.03	\$388,952.00

2017 Salary Schedule (Position Budgeting)
Planning.Planning

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
6980	Fitzgerald, Martin	Construction Cost Coordinator	\$51,031.00	Full Time	Out of UnitFT	8/5/1985
	N/A / \$24.53	N/A / \$24.53				
6741	Lamothe, Wayne	County Planner	\$76,248.00	Full Time	Appointed F/T	12/3/1984
	N/A / \$41.89	N/A / \$41.89				
4202	Tatich, Patricia	Associate Planner (20 hrs)	\$30,750.00	Part Time	Out of UnitPT	5/21/2012
	N/A / \$30.75	N/A / \$30.75				
10559	Tucker, Susan	Office Specialist	\$38,732.00	Full Time	CSEA/FT	4/28/2003
	07-13 / \$18.62	07-14 / \$18.62				
		1st Wilderness Her Cor Coord	\$6,150.00			
	N/A / \$0.00	N/A / \$0.00				
		Event Facilitator/Tech Asst Prov	\$12,763.00			
	N/A / \$15.60	N/A / \$15.60				
		Overtime-Planning	\$2,708.00			
	N/A / \$0.00	N/A / \$0.00				
		Senior Planner	\$42,837.00			
	18-00 / \$20.59	N/A / \$20.59				
		8	\$261,219.00			

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2017 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning GIS Program
 BUDGET ACCOUNT CODE: A.8022

OBJECT CODES	2015 EXPENDITURES	2016 ADOPTED	2016 AMENDED	2017 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$53,767.48	\$53,279.00	\$53,279.00	\$53,279.00
200's EQUIPMENT		\$0.00	\$9,400.00	\$0.00
400's CONTRACTUAL	\$11,221.69	\$13,047.00	\$13,047.00	\$19,904.00
800's EMPLOYEE BENEFITS	\$9,740.77	\$13,278.00	\$13,107.20	\$12,692.00
TOTALS	\$74,729.94	\$79,604.00	\$88,833.20	\$85,875.00

2015 REVENUES	2016 ADOPTED REVENUES	2016 ESTIMATED REVENUES	2017 DEPARTMENT REQUESTS
\$5,405.76	\$28,500.00	\$28,500.00	\$7,000.00

SIGNED: Wayne E. LaMotte
 DEPARTMENT HEAD

TITLE: County Planner

DATE: 8 Sept 2016

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
	REVENUE					
	Department 8022 - Planning GIS Program					
	Departmental Income					
1287	Planning-GIS	420.00	.00	.00	.00	.00
1289	Other General Governmental Income	.00	12,000.00	12,000.00	.00	.00
2189	Subscription Fee/GIS	4,099.00	.00	.00	.00	.00
	<i>Departmental Income Totals</i>	\$4,519.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00
	<i>Intergovernmental Charges</i>					
2210	General Services, Intergovt	886.76	2,500.00	2,500.00	.00	2,500.00
	<i>Intergovernmental Charges Totals</i>	\$886.76	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
	<i>State Aid</i>					
3070	State Archival - Planning	.00	9,500.00	9,500.00	.00	.00
3905	Local Waterfront - State	.00	4,500.00	4,500.00	.00	4,500.00
	<i>State Aid Totals</i>	\$0.00	\$14,000.00	\$14,000.00	\$0.00	\$4,500.00
	Department 8022 - Planning GIS Program Totals	\$5,405.76	\$28,500.00	\$28,500.00	\$0.00	\$7,000.00
	REVENUE TOTALS	\$106,316.46	\$144,500.00	\$144,500.00	\$25,806.03	\$116,000.00

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
EXPENSE						
Department 8022 - Planning GIS Program						
<i>Personal Services</i>						
110	Salaries - Regular	25.61	.00	.00	1,694.23	53,279.00
120	Salaries - Overtime	21.42	.00	.00	.00	.00
130	Salaries - Part Time	53,720.45	53,279.00	53,279.00	31,586.83	.00
<i>Personal Services Totals</i>		<u>\$53,767.48</u>	<u>\$53,279.00</u>	<u>\$53,279.00</u>	<u>\$33,281.06</u>	<u>\$53,279.00</u>
<i>Equipment</i>						
220.1	Office Equipment - Reserve	.00	.00	9,400.00	9,332.68	.00
<i>Equipment Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$9,400.00</u>	<u>\$9,332.68</u>	<u>\$0.00</u>
<i>Contractual Expense</i>						
410	Supplies	605.83	1,100.00	1,100.00	463.74	1,100.00
422	Repair/Maint-Equipment	6,083.00	7,000.00	7,000.00	6,988.29	7,100.00
423	Telephone	517.80	575.00	575.00	307.71	600.00
424	Postage	8.06	50.00	50.00	3.20	50.00
426	Subscriptions	.00	50.00	50.00	.00	50.00
427	Memberships & Dues	.00	100.00	100.00	.00	.00
428	Data Processing & Internet Fees	186.00	372.00	372.00	199.00	124.00
444	Travel/Education/Conference	221.00	200.00	200.00	.00	200.00
470	Contract	3,600.00	3,600.00	3,600.00	3,600.00	10,680.00
<i>Contractual Expense Totals</i>		<u>\$11,221.69</u>	<u>\$13,047.00</u>	<u>\$13,047.00</u>	<u>\$11,561.94</u>	<u>\$19,904.00</u>
<i>Employee Benefits</i>						
810	Retirement	5,459.99	8,791.00	8,791.00	5,106.03	8,311.00
830	Social Security	3,333.59	3,303.00	3,303.00	2,063.43	3,303.00
831	Medicare Contribution	779.63	773.00	773.00	482.58	773.00
<i>Employee Benefits Totals</i>		<u>\$9,573.21</u>	<u>\$12,867.00</u>	<u>\$12,867.00</u>	<u>\$7,652.04</u>	<u>\$12,387.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	167.56	411.00	240.20	240.20	305.00
<i>Other Benefits Totals</i>		<u>\$167.56</u>	<u>\$411.00</u>	<u>\$240.20</u>	<u>\$240.20</u>	<u>\$305.00</u>
Comments						
Account	Level	Comment				
840	Departmental Request	\$3600 for parcel viewer license				
		\$7,280 for software update for conversion to GIS Pro				

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
EXPENSE						
Department	8022 - Planning GIS Program Totals	\$74,729.94	\$79,604.00	\$88,833.20	\$62,067.92	\$85,875.00

2017 Salary Schedule (Position Budgeting)
 Planning, GIS Program

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
9915	Frankenfeld, Sara	Planning GIS Coordinator	\$53,279.00	Part Time	Out of UnitPT	1/2/2014
	N/A / \$36.59	N/A / \$36.59				
		1	\$53,279.00			

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2017 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning-Local Waterfront

BUDGET ACCOUNT CODE: A.8029

OBJECT CODES	2015 EXPENDITURES	2016 ADOPTED	2016 AMENDED	2017 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
400's CONTRACTUAL	\$124.00	\$20,124.00	\$124.00	\$10,000.00
TOTALS	\$124.00	\$20,124.00	\$124.00	\$10,000.00

SIGNED: Wayne E. Latta
DEPARTMENT HEAD

TITLE: County Planner

DATE: 8 Sept 2016

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
EXPENSE						
Department 8029 - Planning-Local Waterfront						
<i>Contractual Expense</i>						
428	Data Processing & Internet Fees	124.00	124.00	124.00	62.00	.00
470	Contract	.00	20,000.00	.00	.00	10,000.00
<i>Contractual Expense Totals</i>		\$124.00	\$20,124.00	\$124.00	\$62.00	\$10,000.00
Comments						
<i>Account</i>		<i>Level</i>		<i>Comment</i>		
470	Departmental Request		These funds are transferred to Capital Fund as part of the required local match for LWRP grant awards			
Department 8029 - Planning-Local Waterfront Totals		\$124.00	\$20,124.00	\$124.00	\$62.00	\$10,000.00
EXPENSE TOTALS		\$382,126.02	\$391,535.00	\$380,935.00	\$252,180.95	\$484,827.00
Fund A - General Totals		\$106,316.46	\$144,500.00	\$144,500.00	\$25,806.03	\$116,000.00
REVENUE TOTALS		\$382,126.02	\$391,535.00	\$380,935.00	\$252,180.95	\$484,827.00
EXPENSE TOTALS		(\$275,809.56)	(\$247,035.00)	(\$236,435.00)	(\$226,374.92)	(\$368,827.00)
Fund A - General Totals						
Net Grand Totals						
REVENUE GRAND TOTALS		\$106,316.46	\$144,500.00	\$144,500.00	\$25,806.03	\$116,000.00
EXPENSE GRAND TOTALS		\$382,126.02	\$391,535.00	\$380,935.00	\$252,180.95	\$484,827.00
Net Grand Totals		(\$275,809.56)	(\$247,035.00)	(\$236,435.00)	(\$226,374.92)	(\$368,827.00)

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
EXPENSE						
Department 8029 - Planning-Local Waterfront						
Contractual Expense						
428	Data Processing & Internet Fees	124.00	124.00	124.00	62.00	.00
470	Contract	.00	20,000.00	.00	.00	10,000.00
Contractual Expense Totals		\$124.00	\$20,124.00	\$124.00	\$62.00	\$10,000.00
Comments						
Account	Level	Comment				
470	Departmental Request	These funds are transferred to Capital Fund as part of the required local match for LWRP grant awards				
Department 8029 - Planning-Local Waterfront Totals		\$124.00	\$20,124.00	\$124.00	\$62.00	\$10,000.00
EXPENSE TOTALS		\$382,126.02	\$391,535.00	\$380,935.00	\$252,180.95	\$484,827.00
Fund A - General Totals						
REVENUE TOTALS		\$106,316.46	\$144,500.00	\$144,500.00	\$25,806.03	\$116,000.00
EXPENSE TOTALS		\$382,126.02	\$391,535.00	\$380,935.00	\$252,180.95	\$484,827.00
Fund A - General Totals		(\$275,809.56)	(\$247,035.00)	(\$236,435.00)	(\$226,374.92)	(\$368,827.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$106,316.46	\$144,500.00	\$144,500.00	\$25,806.03	\$116,000.00
EXPENSE GRAND TOTALS		\$382,126.02	\$391,535.00	\$380,935.00	\$252,180.95	\$484,827.00
Net Grand Totals		(\$275,809.56)	(\$247,035.00)	(\$236,435.00)	(\$226,374.92)	(\$368,827.00)