

WARREN COUNTY TREASURER

Michael R. Swan
County Treasurer

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Deputy Treasurer

To: All Supervisors

From: Michael R. Swan, Treasurer

Date: November 27, 2018

Subject: Budget Analysis Report

Budget Analysis Report

The purpose of the monthly budget analysis report is to make the County Supervisors and Administration aware of certain issues that may present a problem in the near future or are currently a problem. It is important that appropriate action be taken to address these issues or concerns before they become a problem.

We have analyzed the revenue and expenditure budgets for the County departments as of October 31, 2018 and have noted certain items Supervisors should be aware of.

Revenues

County Clerk

County Clerk Fees – As of October 31, the department has received \$1,029,337 in County Clerk Fees in 2017 and \$1,097,408 in 2018 which is an increase of 7%. It should be noted that the 2018 amount is at 91% of the budget for this account so the actual revenue received is on target to exceed the budget.

Mortgage Tax – As of October 31, the department has received \$1,560,955 in Mortgage Tax in 2017 and \$1,759,327 in 2018 which is an increase of 13%. It should be noted that the 2018 amount is at 110% of the budget for this account so the actual revenue received has already exceeded the budget.

Automobile Use Tax – As of October 31, the department has received \$380,028 in Automobile Use Tax in 2017 and \$382,779 in 2018 which is an increase of 0.7%. It should be noted that the 2017 amount is through September and is at 80% of the budget for this account, so the actual revenue amount received is on target to exceed the budget.

County Treasurer

Sales Tax – It has been noted that we have collected \$2,454,197 more in sales taxes through October, 2018 than we did for the through October, 2017 which is a 5.6% increase.

Tourism

Occupancy Tax – The department has collected \$186,492 more in occupancy taxes as of October 31, 2018 than we did as of October 31, 2017 which is a 5.2% increase.

Sheriff's Correction Division

Jail Services, Other Government – As of October 31, the department has received \$112,263 in Jail Services, Other Government in 2017 and \$111,199 in 2018 which is a decrease of 0.9%. It should be noted that the 2018 amount is through September and is at 56% of the budget for this account so the actual revenue amount received is lagging behind the budget.

Westmount Receivables

Medicaid – The County is currently owed \$552,683 in patient Medicaid claims.

The Board has elected to pursue collection of the receivables. On January 22, 2018, the County contracted with a third party for the purpose of determining whether or not the County can re-bill for the outstanding claims.

The consultant has completed his analysis of the outstanding claims and submitted a request to the NYS Department of Health to determine whether or not the County will be paid on these claims and is awaiting a response. The consultant believes that the majority of these claims were denied because the facility was short-staffed and could not meet a 90-day submission requirement, and the billing staff's training in how to properly code claims was deficient. The consultant therefore reported that the likelihood of payment by the state is very low. The County Administrator's office is currently working on gathering and reconciling the information needed to re-bill if it is determined that it wasn't the County's fault and the State waives the two year old claims rule.

Universal Settlement - \$327,093 was recorded as a receivable for a universal settlement prior to the sale of Westmount. This amount is to be paid over a five year period. The first payment is being held up because the new owners of Westmount are contesting that they are entitled to receive a portion of this settlement. **A settlement has been reached whereby Warren Operations Associates, LLC will be receiving \$120,000 of the Universal Settlement. We have received \$131,579 of the amount owed to the County with the balance coming at a later date. We received \$43,860 on October 22, 2018 with the balance coming at a later date.**

Building & Fire Code

Building Permits – As of October 31, the department received \$169,502 in building permits in 2017 and \$173,567 in 2018 which is an increase of 2%. It should be noted that the 2018 amount is at 95% of the budget for this account so that actual revenue received is on target to exceed the budget.

Lake George Watershed Conference

We currently have an outstanding receivable from the Lake George Watershed Conference for \$50,000 dating back to 2007 relating to a Valley Woods Road Project.

The grant administrator handling this project for the County has been charged with a felony and everything is currently under investigation so it is uncertain when and if the County will receive payment. Based upon information provided by the Town of Queensbury, the Town fully paid their \$100,000 share of the project to the grant administrator who was acting on behalf of the Lake George Watershed Conference. The County only received \$50,000 of this money. We have recorded an allowance for doubtful accounts in the County Road fund for this other \$50,000 because it is questionable if the County is going to be able to collect these funds and it is likely that we will have to write this balance off.

Health Services

Home Nursing Charges – As of October 31, the department has received \$2,748,653 in Home Nursing Charges in 2017 and \$2,913,701 in 2018 which is an increase of 6%. It should be noted that the 2018 amount is through September and is at 69% of the budget for this account, so the actual revenue amount is lagging behind the budget. It should be further noted that program expenditures are correlated with the revenue and are also lagging behind the budget.

Expenditures

Please see the attached Budget Exception report which summarizes budgeted expenditure line items where there is currently a problem or there may be a problem in the future. We are reporting on an exception basis only.

Capital Projects

Departments should be reviewing their capital projects to make sure that they are closed soon after completion of the project. The following are capital projects where there has not been any recent activity and a determination should be made by the responsible department whether or not the project should be closed. Responsible departments should also determine if any outstanding State/Federal receivables associated with their projects are collectable and if not they will have to be written off and a funding source will have to be identified for the costs not reimbursed by State/Federal government. **The County Administrator has been working on this issue with DPW and Planning and will report to Board at a future date.**

Department of Public Works	Date of	State/Federal		Deposit with
	Last Activity	Cash	Receivable	Other Govt
H199 - Corinth Road	5/2016	100,508	22,119	-
H200 - Quaker Road Signal Imp	12/2013	-	11,283	-
H214 - Woolen Mill Bridge	10/2013	31	18,486	-
H219 - RR Track Restoration	5/2009	-	534	125,000
H258 - Tannery Bridge over Stony Creek	8/2010	-	63,791	-
H291 - Elevator Repair - Municipal Center	No Activity	-	-	-
H298 - Stony Creek Bridge Projects	9/2013	-	-	-
H323 - Gaslight Festival Space	4/2013	128	-	-
H329 - Warren Co Bikeway Improvement	12/2015	-	-	-
H346 - Env Assess - Airport Obstruct Rem	8/2016	1,758	301	-
H348 - Airport Equipment Building Repair	10/2016	-	-	-
H355 - Municipal Cntr Security Renovation	4/2015	-	-	-
H357 - CR Wood Park Fest Space Fence	12/2015	-	-	-
H361 - Brant Lake Lower Dam	3/2016	-	-	-
<u>Planning</u>				
H297 - County Quadricentennial Program	2/2012	-	-	-
H314 - First Wilderness Scenic Byways	5/2013	10	-	-
H341 - Flood Mitigation Grant	12/2014	-	-	-
H363 - Loc Gov Records Mgmt Impr Fund	12/2016	11	-	-

Notes:

1. H200 – Quaker Road Signal Imp – There is a liability back to the General Fund that is not funded for \$136,647 which will need funding before it can be repaid and the project closed.
2. H219 – RR Track Restoration – The Treasurer’s Office has made numerous requests to DPW over the years to obtain an accounting from the State for the \$125,000 deposit that was made to the State without any success. We need some sort of documentation from the State showing that they spent the County’s money on this project.
3. H291 – Elevator Repair – Municipal Center – This project was opened in August, 2008 for \$41,800 and has had no activity. This project was funded with reserve money and if there is no expectation to expend this money in the near future then it must be returned to the Reserve, Rehab County Buildings (A 871.00) in the General Fund.
4. H329 – Warren Co. Bikeway Improvements – This project was budgeted to receive \$20,800 in Federal money with a \$4,000 local match. The County expended \$13,351 on this project, none of which met the eligibility requirements for Federal reimbursement. As a result, \$9,351 of these costs need a funding source before the project can be closed.
5. H341 – Flood Mitigation Grant – There is a liability back to the General Fund that is not funded for \$858 which will need funding before it can be repaid and the project closed.

School Resource Officers

The County has contracts with five school districts for the 2018-19 school years to provide school resource officer services including all labor, equipment and supply costs with reimbursement of \$30,000 per officer. The Sheriff is applying equipment and supply costs to just one of the contracts and is not applying liability insurance costs to any of the contracts even though the contract language is essentially the same for all the contracts. This practice will result in approximately \$54,000 of unreimbursed costs to the County covering the 2018-19 school years. There is no mention of the County incurring unreimbursed costs on behalf of the school districts in the contracts. A Board resolution will be needed if the County wants to continue with this practice to authorize unreimbursed payments totaling an estimated \$54,000 on behalf of outside entities with a source of funding identified. The contracts with each school district should be amended to reflect this practice. Another option would be to apply these costs to each contract and reduce the number of hours the school resource officer works at each school accordingly to stay within the \$30,000 per officer reimbursement amount. The school districts would not incur any additional costs under this option. If the district wants additional hours then they can reimburse the County additional money to cover these hours.

Another issue noted was that the contracts do not address present and potential future costs associated with employee disability, workers compensation and unemployment. These costs should be addressed in each contract to protect the County against additional unreimbursed costs.

We considered the response to this issue from the County Administrator and have noted that we have a difference of opinion. We feel that waiving reimbursement from the schools of insurance, equipment and uniform costs incurred by the County on behalf of the schools should be approved by the Board of Supervisors and this action should be reflected in the current contracts with the schools as a contract amendment. As it stands, we charged one school for equipment and uniforms and waived these costs for the other four schools under contracts with essentially the same language (the only difference is that one school is being periodically billed and the other four schools are paying in advance) . These contracts should be administered the same way and if the County wants to do otherwise then the contracts should be amended. This could be an issue if these contracts are audited.

The contracts with the schools for year two need to be written so that they clearly list all the costs (present and future) for which the schools are responsible relating to the school resource officer program.

County Debt Balances

The following shows the County’s current debt outstanding as of October, 2018 along with ending debt balances for future years:

	Current	End of 2018				2022-	2027-	2032-	
	Balance	Balance	2019	2020	2021	2026	2031	2036	2037
Bonds									
Pub Safety Bldg & Com Upgrade	5,430,000	5,430,000	4,325,000	3,240,000	2,165,000	-	-	-	-
Recovery Act Bonds, Various Proj	16,935,000	16,265,000	15,570,000	14,845,000	14,080,000	9,635,000	4,015,000	-	-
Court Expansion - 2015	7,325,000	7,325,000	6,980,000	6,625,000	6,260,000	4,305,000	2,060,000	-	-
Court Expansion - 2017	8,085,000	8,085,000	7,740,000	7,390,000	7,030,000	5,120,000	2,975,000	535,000	-
SUNY Adirondack NSTEM - 2017	5,485,000	5,485,000	5,250,000	5,010,000	4,765,000	3,465,000	2,015,000	360,000	-
Capital Leases									
Municipal Center Energy Project	1,209,177	1,003,899	781,029	539,915	279,884	-	-	-	-
Countryside Adult Home Energy Proj	95,092	95,092	66,762	37,616	7,630	-	-	-	-
Total Outstanding	44,564,269	43,688,991	40,712,790	37,687,531	34,587,515	22,525,000	11,065,000	895,000	-

Again, we invite comments from Supervisors and department heads to expand this into a more useful management tool in these critical financial times.