

# WARREN COUNTY TREASURER

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County Treasurer

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To: All Supervisors  
From: Michael R. Swan, Treasurer  
Date: March 24, 2022  
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 February 28, 2022. Please note that we have not closed the 2021 year as of this date and there will be significant additional revenues and expenditures posted until we officially close the books over the next few months. We will provide final 2021 numbers near the end of April, 2022. We have noted the following items Supervisors should be aware of.

## **Revenues**

### **American Rescue Plan Act (ARPA)**

In June, 2021, the County received \$6.2 million in ARPA funding to be used for various purposes in response to the COVID pandemic. The County is expected to receive another \$6.2 million in June, 2022. As noted in the US Treasury Final Rule, costs must be obligated by December 31, 2024, and expended by December 31, 2026. The following is an accounting of the amount of ARPA funds expended and obligated as of January 31, 2022 and the balance remaining.

Balance Remaining as of 1/1/22	6,190,459
2021 Expenditures Approved in 2022	(122,335)
2022 Expenditures	(19,245)
2022 Obligations	<u>(97,768)</u>
Balance Remaining as of 2/28/22	<u>5,951,111</u>

### **Trash Hauling Permit Fees**

In 2021, the County instituted a new trash hauling permit system and started collecting hauling permit fees in 2022. It is estimated that for 2022, the County will only collect \$8,600 in hauling permit fees while the labor cost including fringe benefits of the full-time employee hired to oversee the program is \$59,422 which equates to a loss of \$50,822. We suggest that this program be closely reviewed since it appears that the County is going to have significant losses each year running it.

## **County Clerk**

**County Clerk Fees** – As of February 28, the department has received \$207,549 in County Clerk Fees in 2021 and \$217,305 in 2022 which is an increase of 5%. It should be noted that the 2022 amount is at 16% of the budget for this account so the actual revenue received is on target with the budget.

**Mortgage Tax** – As of February 28, the department has received \$417,143 in Mortgage Tax in 2021 and \$495,865 in 2022 which is an increase of 19%. It should be noted that the 2022 amount is at 22% of the budget for this account so the actual revenue received is on target to exceed the budget.

**Automobile Use Tax** – As of February 28, the department has received \$34,890 in Automobile Use Tax in 2021 and \$29,887 in 2022 which is a decrease of 14%. It should be noted that the 2022 amount is through January and is at 6% of the budget for this account, so the actual revenue amount received is behind the budget for the year.

## **Public Defender**

**State Aid Claims** – The Public Defender department did not submit their State Aid reimbursement claims for 2021 on a quarterly basis and as a result our office has recently spent a significant amount of time processing submissions for three quarters worth of claims for most of their grants and the entire year for a few of the grants. It is important that State Aid claims be submitted on a quarterly basis for cash flow and financial reporting purposes. These late submissions also affect when we can complete and file the New York State Office of Indigent Legal Services 2021 Annual Expenditure Report which is due April 1, 2022. **This has been an issue for the last several years and it still has not been addressed.**

## **County Treasurer**

**Sales Tax** – It has been noted that we have collected \$1,799,099 more in sales taxes through February 28, 2022 than we did through February 28, 2021 which is a 27.2% increase. This increase would have been greater if \$81,489 had not been withheld by the State for fiscally distressed health care facilities. We have received \$1,186,445 more than the 2022 revenue budget.

## **Tourism**

**Occupancy Tax** – The department has collected \$2,623,263 more in occupancy taxes as of December 31, 2021 than we did as of December 31, 2020 which is a 63% increase which relates to the COVID pandemic. The department has collected \$1,980,223 more in occupancy taxes as of December 31, 2021 than we did as of December 31, 2019 which is a 41% increase. These amounts represent collections for each year through March 16. We have not finalized 2021 figures yet and expect to receive payments for 2021 through March 31, 2022.

## **Sheriff's Correction Division**

**Jail Services, Other Government** – As of February 28, the department has received \$58,362 in Jail Services, Other Government in 2021 and \$55,342 in 2022 which is a decrease of 5%. It should be noted that the 2022 amount is at 17% of the budget for this account so the actual revenue received is on target with the budget.

## **Building & Fire Code**

**Building Permits** – As of February 28, the department received \$21,808 in building permits in 2021 and \$32,428 in 2022 which is an increase of 49%. It should be noted that the 2022 amount is at 15% of the budget for this account so that actual revenue received is slightly behind the budget.

## **Health Services**

**Home Nursing Charges** – As of February 28, the department has received \$190,518 in Home Nursing Charges in 2021 and \$103,406 in 2022 which is a decrease of 46%. It should be noted that the 2022 amount is through January and is at 3% of the budget for this account so that actual revenue received is behind the budget.

**COVID Grants** – There are unclaimed expenditures of \$420,257 as of December 31, 2021. **This has been reported in the Budget Analysis Reports since September 23, 2021.**

## 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. **Over expended budget line items are highlighted in red.**

### County Road Projects

The following shows the County Road project amended budget and costs for the past five years. Please note that any unexpended balance gets carried over to the subsequent year and is added to that year's budget for road projects. As noted below, DPW was unable to expend \$2,988,870 of the 2021 amended budget for the road projects. **We have not received any corrective response on this issue.**

	2017	2018	2019	2020	2021
Amended Budget	4,377,877	4,478,293	5,275,182	4,155,480	5,579,432
Amount Expended	3,035,064	2,636,713	4,119,702	2,875,631	2,590,562
Amount Unexpended	1,342,813	1,841,580	1,155,480	1,279,849	2,988,870

### Community College - Tuition

This expenditure code represents charges made by other NYS community colleges for Warren County resident students that attend their community college instead of attending SUNY Adirondack. Below are the tuition costs charged to Warren County over a five-year period. As noted there have been significant increases in 2020 and 2021. A determination should be made as to the cause of this significant increase in light of the fact that the 2016 NSTEM project funded by Warren and Washington Counties was supposed to reduce the number of Warren County resident students that go to colleges outside of the county. **SUNY Adirondack is in the process of reviewing information to determine the cause of the significant increases. We have not received any report from the college as of the date of this report.**

2017	314,673
2018	318,414
2019	385,979
2020	493,417
2021	571,097

### Capital Projects

Departments are responsible for administering their capital projects and making sure that they are closed in a timely manner after completion. 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. This has been a recurring issue and the County has been written up in the past by our auditors. **H292 and H347 have been reported in the budget analysis reports since February, 2021 and no action has been taken to close these projects.**

<u>Planning</u>	Date of Last Activity	Balance owed to	
		Cash	Other funds/Govt
H292-FWHC-Making the Connection	4/2018	-	21,189
H340-First Wilderness 2012	7/2019	76,904	-
H347-Invasive Species Boat Washing	12/2018	-	257
<u>DPW</u>			
H263-Design&Construct Hlth&Human Srv Bldg	7/2018	11,031	-
H351-CR44 Over Hudson River Bridge Paint	12/2017	3	2,097
H391-Airport Two New Snow Plows	12/2020	132	-

## Working From Home

The following shows the number of hours worked from home during 2021 by department and shows the percentage of hours worked from home. As noted below, there are several departments that allow their employees to work significant amounts of time at home. There are studies that show that working from home is less productive and studies that show that working from home is more productive. It has been our experience from our own department, certain County departments, and dealings with Federal and State agencies that working from home is less productive. **We have not received any corrective response on this issue.**

<u>Department</u>	<u>Hours Worked From Home</u>	<u>Total Hours Worked for Year</u>	<u>% Hours Worked From Home</u>
Public Health - WIC	7,440.76	12,357.91	60.2%
Public Health - Educ Phys Hand Child-EI	4,208.77	7,007.24	60.1%
WIA - Admin (Staff)	1,617.45	3,915.00	41.3%
Public Health - Educ Phys Handicapped	1,375.94	4,028.40	34.2%
WIA - Adult (Staff)	1,989.35	6,263.99	31.8%
WIA - D/W (Staff)	628.30	2,088.00	30.1%
Planning - GIS	438.00	2,098.00	20.9%
Public Health - Disease Control	1,623.70	11,339.97	14.3%
County Auditor	545.00	3,915.99	13.9%
Public Health - Preventive Program (CHA)	2,640.72	19,186.03	13.8%
Self Insurance	784.23	6,003.09	13.1%
Mental Health	1,317.03	12,010.00	11.0%
Public Health - Health Services	4,196.20	43,038.90	9.7%
Veterans	435.77	4,869.60	8.9%
Social Services - Fraud	553.00	6,264.00	8.8%
Purchasing	480.00	6,268.00	7.7%
Public Health - Family Health	193.35	2,536.91	7.6%
District Attorney	1,874.75	28,707.96	6.5%
Social Services - Case Workers	5,891.03	97,028.34	6.1%
Legal Defense - Indigents	201.50	3,346.60	6.0%
Information Technology	1,025.13	18,185.71	5.6%
DA - Crime Victims Assistance	210.83	4,032.98	5.2%
Planning	404.50	9,734.61	4.2%
Civil Service	217.00	5,696.23	3.8%
Social Services - Medicaid	1,471.46	44,316.30	3.3%
Social Services - Food Stamps	804.21	25,648.00	3.1%
Administrative Fiscal Services	226.00	7,829.99	2.9%
Human Resources	136.52	4,746.42	2.9%
Fire Prevention	2.00	92.50	2.2%
Public Defender	495.93	26,977.76	1.8%
Social Services - Administrative	326.00	24,761.01	1.3%
Clerk of Legislative Board	129.15	9,920.09	1.3%
Social Services - Temp Assistance	379.70	31,222.03	1.2%
Office of Emergency Services	53.08	5,346.99	1.0%
DPW - Airport	53.00	5,755.18	0.9%
Toursim	132.37	14,759.57	0.9%
Public Health - Health Education	34.14	4,381.89	0.8%
County Attorney	75.50	10,682.99	0.7%
DPW - Engineering	64.00	9,301.00	0.7%
Probation	160.00	32,992.28	0.5%
Social Services - Child Support	87.25	20,791.99	0.4%
Telecommunications	8.00	2,094.24	0.4%
OFA - Nutrition Program-Warren	37.25	16,413.18	0.2%
Office for the Aging	33.00	16,553.64	0.2%
Real Property Tax	15.00	10,180.99	0.1%
Countryside Adult Home	58.00	55,593.44	0.1%
	<u>45,073.87</u>	<u>700,284.94</u>	<u>6.4%</u>

## County Debt Balances

The following shows the County's current debt outstanding as of February 28, 2022 along with ending debt balances for future years:

	Current Balance	End of 2022 Balance	2023	2024	2025	2026- 2030	2031- 2035	2036- 2037
<b>Bonds</b>								
Pub Safety Bldg & Com Upgrade	2,165,000	1,085,000	-	-	-	-	-	-
Recovery Act Bonds, Various Proj	11,630,000	10,935,000	10,205,000	9,445,000	8,660,000	4,250,000	-	-
Court Expansion - 2015	6,260,000	5,890,000	5,510,000	5,120,000	4,720,000	2,535,000	-	-
Court Expansion - 2017	6,665,000	6,665,000	6,290,000	5,910,000	5,520,000	3,425,000	1,050,000	-
SUNY Adirondack NSTEM - 2017	4,515,000	4,515,000	4,260,000	4,000,000	3,735,000	2,320,000	710,000	-
<b>Capital Leases</b>								
Municipal Center Energy Project	279,885	-	-	-	-	-	-	-
Countryside Adult Home Energy Proj	-	-	-	-	-	-	-	-
<b>Total Outstanding</b>	<b>31,514,885</b>	<b>29,090,000</b>	<b>26,265,000</b>	<b>24,475,000</b>	<b>22,635,000</b>	<b>12,530,000</b>	<b>1,760,000</b>	<b>-</b>

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