

**FINANCE COMMITTEE**  
**January 14<sup>th</sup>, 2020**  
**8:30 a.m.**

Members: Bender, Groat, Verkey, Robusto, Emmel

8:30 a.m. [Approval of previous meeting minutes](#)

8:30 a.m. [Resolutions Referred to Committee](#)

8:40 a.m. [Treasurer, Patrick Schmitt](#)

REPORT: [TRE Jan 2020 Monthly Report.docx](#) [Interest Income Tracking 2019 Tenative.pdf](#)

OUT OF STATE TRAVEL: [TRE Out of State.pdf](#)

8:55 a.m. [Information Technology, Matt Ury](#)

REPORT [IT Report January 2020.docx](#)

TRANSMITTAL:

- Authorization to Purchase Audio Video Equipment for Both Conference Rooms in the 16 William Street Building [IT01RES1- Authorization to purchase audio vidio equipment for 16 william street conference rooms. .doc](#)

9:10 a.m. [Auditor, Kristen Scott](#)

REPORTS [Business Associate Audit Report Final.pdf](#) [AUDIT 2019 Annual Report.pdf](#)

9:25 a.m. [Real Property Tax, Karen Ambroz](#)

REPORT [RPT 12 19 Monthly Report.doc](#)

TRANSMITTAL:

- Approving Applications for Corrected Tax Rolls [RPT01RES1Corr.doc](#)

9:35 a.m. [County Administrator, Rick House](#)

TRANSMITTAL:

- Authorization for Wayne County to Utilize National Cooperative Purchasing Alliance Contracts for Procurement [PURCH01RES01.doc](#)

9:45 a.m. [WC Land Bank, Mark Humbert](#)

Update

10:00 a.m. [County Attorney, Dan Connors](#)

TRANSMITTAL:

- Authorization to Request State Municipal Home Rule Legislation for Extension of Additional 1% Sales Tax to November 30, 2023 [COTB01RES01 HOME RULE REQ ADDL 1% SALES TAX.doc](#)

Executive Session



County of Wayne  
**Office of the County Treasurer**

Post Office Box 8  
 Lyons, New York 14489-0008

Patrick J. Schmitt, CFE

COUNTY TREASURER

315-946-7441

WWW.CO.WAYNE.NY.US

- Resolutions – None
- Out of State Travel Request – National GFOA conference
- Banking RFP – 6 Banks responded to the RFP, 4 have been selected to move on to phase 2 which is an in person presentation and question and answer session. 3+1 Advisors has been a valuable asset during this RFP.
- Outstanding payroll checks – Many Collective Bargaining Agreements now require direct deposit payroll for employees covered by the agreements. In looking at the year-end bank rec for our payroll account here are some interesting facts:
  - \$39,125.87 is outstanding from 2/1/18 until 12/31/19, consisting of 27 checks
  - \$25,008.63 is outstanding for employees in the Management & Confidential Group
  - \$11,189.86 is outstanding for Miscellaneous Withholdings
  - \$1,764.69 is outstanding for Bargaining Unit employees
  - \$1,162.69 is outstanding for Board of Supervisor Members

*I would encourage the Board to adopt uniform policies across all employee groups. Direct Deposit payroll reduces the opportunity for check fraud or lost or stolen checks; increases internal control over payroll and payroll expenses; employees can receive their payroll when away and reduces operating costs.*
- Tested the effectiveness of our unpaid 2019 taxes letters we send in December. Before the letter went out 19 parcels had paid their unpaid 2019 taxes between 12/1/19 and 12/11/19. On December 31<sup>st</sup> at the close of business 117 parcels had paid their unpaid 2019 taxes. We sent out 1,032 letters costing \$567.60. We will continue to send these letters as we did deem them effective.
- Five (5) new contracts were started with owner that have delinquent taxes to help them avoid tax foreclosure during the month of December.
- 2018 tax foreclosure:

<u>Date</u>	<u>Parcels Facing Foreclosure</u>
6/19/19	719
7/5/19	641
8/1/19	611
9/1/19	532
10/1/19	436
11/1/19	338
12/1/19	242
1/2/20	225

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total	Budget	Difference/Factor/Over
General Fund (A)	\$ 782.77	\$ 3,888.00	\$ 107,377.62	\$ 24,748.46	\$ 14,911.99	\$ 138,824.88	\$ 38,628.27	\$ 11,728.14	\$ 182,950.44	\$ 35,488.78	\$ 48,118.87	\$ 189,136.78	\$ 788,295.92	\$ 200,000.00	\$ 588,295.92
Highway Fund (B)	\$ 30.79	\$ 22.95	\$ 7.00	\$ -	\$ -	\$ -	\$ 1.50	\$ 17.89	\$ 14.86	\$ 55.87	\$ 12.38	\$ 28.92	\$ 182.65	\$ 200.00	\$ 17.65
Highway Machine Fund (C)	\$ 11.88	\$ 38.72	\$ 27.82	\$ 17.38	\$ -	\$ 38.62	\$ 17.82	\$ 17.36	\$ 28.21	\$ 88.64	\$ 17.24	\$ 34.58	\$ 271.78	\$ 200.00	\$ 71.78
Working House Fund (E)	\$ 493.04	\$ 14,080.00	\$ 7,028.04	\$ 28,780.79	\$ 21,329.89	\$ 1,840.28	\$ 28.18	\$ 81,462.68	\$ 7,524.23	\$ 46,807.48	\$ 37,261.52	\$ 35,862.68	\$ 289,894.88	\$ 98,800.00	\$ 191,094.88
Capital Project Fund (F)	\$ 17.07	\$ 25.52	\$ 27.47	\$ 25.56	\$ -	\$ 50.08	\$ 7.45	\$ 48.33	\$ 12.79	\$ 18.78	\$ 18,591.57	\$ 15,270.29	\$ 35,111.52	\$ 1,719.14	\$ 33,392.38
Work Camp Fund (G)	\$ 81.38	\$ 4,881.82	\$ 82.33	\$ 8,822.24	\$ 3,894.78	\$ 3,311.95	\$ 11.61	\$ 138.28	\$ 11,438.43	\$ 88.94	\$ 38.28	\$ 11,818.18	\$ 39,684.70	\$ 800.00	\$ 38,884.70
	\$ 1,517.96	\$ 29,499.18	\$ 217,657.92	\$ 58,549.54	\$ 49,029.40	\$ 144,452.57	\$ 81,109.12	\$ 124,421.97	\$ 176,212.81	\$ 128,477.93	\$ 128,549.79	\$ 212,093.97	\$ 1,211,293.12	\$ 299,219.14	\$ 912,073.98

  

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total	Budget	Difference/Factor/Over
General Fund (A)	\$ 391.44	\$ 5,138.07	\$ 296,947.09	\$ 28,178.81	\$ 111,254.29	\$ 157,860.14	\$ 76,789.12	\$ 71,923.15	\$ 178,094.21	\$ 121,897.95	\$ 48,309.81	\$ 44,341.92	\$ 1,115,708.65	\$ 528,500.00	\$ 587,208.65
Highway Fund (B)	\$ 22.88	\$ -	\$ 1.11	\$ -	\$ 2.42	\$ 1.38	\$ 0.14	\$ -	\$ 1.26	\$ 11.99	\$ -	\$ 2.18	\$ 42.99	\$ 200.00	\$ 267.01
Highway Machine Fund (C)	\$ 14.82	\$ 3.98	\$ 38.99	\$ 12.89	\$ 13.89	\$ 83.42	\$ 38.29	\$ 24.87	\$ 2.87	\$ 98.78	\$ 131.89	\$ 3.94	\$ 432.89	\$ 200.00	\$ 232.89
Working House Fund (E)	\$ 50,815.87	\$ 95,785.25	\$ 95,023.90	\$ 85,894.86	\$ 58,864.81	\$ 64,880.52	\$ 76,488.21	\$ 26,072.10	\$ 91,759.53	\$ 28,115.88	\$ 28,865.94	\$ 65,236.33	\$ 690,136.58	\$ 550,800.00	\$ 139,336.58
Capital Project Fund (F)	\$ 8,208.18	\$ 18,828.72	\$ 84.77	\$ 13,840.81	\$ 268.84	\$ 1,880.75	\$ 188.93	\$ 8,208.34	\$ 90.93	\$ 2,889.94	\$ 2,977.88	\$ 8,817.85	\$ 93,848.28	\$ 27,811.88	\$ 66,036.40
Work Camp Fund (G)	\$ 11,893.28	\$ 28,024.34	\$ 88.79	\$ 17,897.77	\$ 22,281.28	\$ 2,814.89	\$ 38,079.59	\$ 28,892.98	\$ 16,068.87	\$ 8.28	\$ 8,614.89	\$ 27,811.85	\$ 298,894.28	\$ 39,892.88	\$ 259,001.40
	\$ 88,332.76	\$ 142,228.18	\$ 288,118.98	\$ 128,898.26	\$ 202,896.82	\$ 322,281.87	\$ 178,829.88	\$ 184,138.79	\$ 287,861.88	\$ 188,888.31	\$ 102,878.83	\$ 111,718.88	\$ 2,877,177.07	\$ 1,029,897.88	\$ 1,847,279.19

201.72% of Total Budget

## Wayne County Out of State Travel Request

Date: 12/27/19

Department Name: County Treasurer Dept. No.: A1325

Meeting Seminar or Conference Name: G-FOA 114<sup>th</sup> Annual Conference

Location: New Orleans, Louisiana Date(s): 5/16/20 - 5/20/20

Mandated? Yes  (Federal, State, other). No  Required Educational Training? Yes  No

Paid for with Grant Funds? Yes  No  Required By: \_\_\_\_\_

Person(s) attending: Patricia Schmitt

Org	Object	Project Code	Object Name	Available Budget	Amount
A13254	54410		Conference	\$ 5,000.00	\$ ~0.00
	54483		Training-Seminars-Schools	\$	\$
A13254	54485		Travel (Airfare, Train, Taxi, Subway, etc.)	\$ 5,000.00	\$ 600.00
A13254	54485		Lodging	\$	\$ 1,000.00
	54485		Tolls/Parking/(Fuel county cars only)	\$	\$
A13254	54485		Meals	\$	\$ 100.00
	54919		Mileage ( _____ X IRS Prevailing Rate)	\$	\$
			TOTAL	\$	\$ 1,700.00

Scholarship

Is there a county car available? Yes  No   
 If no, please provide explanation Not seeking mileage reimbursement

Is this training/travel required for continuing professional certification or credits? Yes  No   
 If yes, how many credits are required in this year (Jan-Dec)? 20 How many have already been attained? 0

Overnight travel required a detailed description of the conference or seminar agenda or schedule. Out of State travel requires the approval of the Standing Committee and the Board of Supervisors, after review by the County Administrator.

Department Head Approval: [Signature]

Date: 12/27/19

Budget Officer Review for Availability of Funds: [Signature]

Date: 1/9/2020

County Administrator's Approval: [Signature]

Date: 1-9-2020

Committee Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman of the Board: \_\_\_\_\_

Date: \_\_\_\_\_

Wayne County Information Technology Monthly Report  
Prepared by Matt Ury  
January 3, 2019

Activity:

- 517 service requests were submitted to the help desk in the month of December.
- 26 new computers were installed.
- 3 windows upgrades were completed.
- Work continued on the WBHN software migration.
- Work continued on the new phone system.
- Work continues on the NH software migration.
- Work is being done with the District Attorney, the Sheriff and the Public Defender for the new discovery law going into effect January 2020.
- A network project that put all county buildings on their own networks to improve security continues.
- Training was held in the Sheriff's office for the records management system.
- 2020 Town & County Taxes - processed and printed tax bills and tax rolls; printed DMV/NYS Mandate inserts; prepared tax bills for mailing (per each Tax Collector's request). Finished on 12/20/2019.
- Emergency management web program was upgraded.

Current projects:

- 911, Office of the Sheriff- CAD, RMS and Mobile software.
- Disaster recovery planning.
- Create county wide training curriculum for the Munis financial system.
- Expansion of security platform.
- Develop a cyber security training curriculum for employees.
- Install security management application for mobile phones.
- Updating of Information Technology policy and procedures.
- Document imaging- shared services project.
- Phone system upgrade.
- Replacement for County TXMI property history application.
- Sheriff/E911 Shift Scheduling roll out PossWeb as primary software to Supervisors.
- Mental Health – Convert Anasazi to Tene11.
- Convert Arrest and Warrants off AS400 to SallyPortNY.
- County Clerk – convert Records Management database to Laserfische.
- Migrate arrests and warrant application to Black Creek.

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 1/6/2020

Committee Chair: Jody Bender  
Department Head: Matt Ury

**Authorization to Purchase Audio Video Equipment for Both Conference Rooms in the 16 William Street Building**

WHEREAS, the newly renovated 16 William street building has two conference rooms; and

WHEREAS, to utilize these conference rooms for video conferencing and to display computer images audio and video equipment will be needed; and

WHEREAS, the information technology director has obtained reference quotes off of NYS contract for equipment for both rooms for a total cost not to exceed \$16000; and

WHEREAS, there is funding available within the renovation project to fund the purchase; now, therefore, be it

RESOLVED, the information technology director is authorized to purchase audio video equipment for the 16 William Street building for a cost not to exceed \$16000.

Budgeted: yes, X no\_\_\_ Proposed Cost: \$16000\_\_\_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \$16000

Departmental transfer \$\_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**Date:** 12/27/2019

This audit was requested by Compliance Officer, Patti Marini, in conjunction with the Wayne County Compliance Committee in accordance with the County Compliance Program. The completion of this audit is strongly recommended by the Office for Civil Rights as part of the risk assessment process.

**Objectives:**

To ensure the security and protection of all Wayne County protected health information (PHI) that is shared with vendors. Also, to document the existence of a compliance plan that vendors have implemented to safeguard their PHI, and PHI that is shared with their organization.

**Scope:**

Vendors that have obtained or shared Wayne County PHI and meet the state and federal funding requirements to have a compliance plan; as defined in 18 NYCRR Part 521, during 2018 or 2019.

**Report:**

18 NYCRR Part 521 requires an organization to have a compliance plan in place if they meet certain guidelines. If they are subject to Article 28 or Article 36 of Public Health Law, subject to Article 16 and Article 31 of the NYS Mental Hygiene Law, claim at least \$500,000 of Medicaid services in any 12-month period, or if the organization submits claims of at least \$500,000 in any 12-month period on behalf of another person or organization then the organization is required to have a Compliance Plan in place.

The Compliance Officer requested all department heads to submit a list of vendors that meet the state and federal funding criteria, listed above to the Compliance Office. The lists of vendors from the individual departments were combined to create a master list. This master list was given to the County Auditor's Office in October of 2019.

The list contained a total of 42 vendors that met the initial criteria to be included in the business associate audit. Of the 42, our office selected seven vendors at random to reach out to for more information about their organization. We gathered information about the vendor's organization with the use of a questionnaire that was sent to the vendors in early November. The questionnaire determined whether Wayne County PHI is obtained or shared with the organization, and whether they meet the federal guidelines defined in 18 NYCRR Part 521 for implementing a Compliance plan. Of the seven vendors, one vendor was found to neither obtain

nor share protected health information, and therefore were excluded from participating in the audit. Of the remaining six vendors, one vendor was excluded from the audit because they did not meet the requirements to have a compliance plan. The five remaining vendors that Wayne County departments shared PHI with and met the qualifications to have a compliance plan in place were chosen to continue in the audit.

Those five vendors were contacted and a written request for their compliance plan and policies was made. Four of the five vendors supplied us with their current compliance plan. After a second and third contact attempt was made in mid-December, the fifth vendor also supplied us with their compliance plan. These plans were then scanned and saved for documentation purposes.

**Conclusion:**

The completion of this audit satisfies the recommendation from the Office for Civil Rights and fulfills the annual requirement outlined in the Wayne County Compliance Plan. Five out of five audited business associates provided their compliance plans to our office to document their policies regarding the protection of Wayne County's PHI.

**Management's Response:**

A draft report was sent to Interim Compliance Officer, Ed Hunt, on December 27<sup>th</sup>, 2019 inviting him to respond to this audit report to be presented to the Finance Committee, but a response was not received.

The Real Property Tax Service Agency

- Attended Public Hearing for 2020 budget
- Attended BOS meeting
- Attended the WCAA Holiday Party. Congratulations to Larry Quinn, Arcadia assessor, on his retirement
- Keyed water/sewer & property maintenance relevy information
- Verified town levy and taxable information matched
- Changed several special district unit charges because of inaccurate units submitted by the towns
- Prepared control cards to be sent to IT to print bills. Zero bills were printed and provided to the town collector. RPTL 922.
- Downloaded bank codes to file
- Developed local file
- Approvals between RPT & IT were signed off on before the other department moved forward on the tax bill process
- Custom reports were created
- 212 property transfers were processed and mapped
- Worked with part-time, temporary tax map technician
- Worked with towns to answer question of property boundary
- Processed several splits/merges.
- There were many bumps in the road this year with tax bill processing. RPT will investigate different practices going forward to make the process smoother for all involved, if possible.
- This year all tax bills were printed by December 24.

Happy New Year!

Respectfully submitted

Karen Ambroz, CCD



**RESOLUTION TRANSMITTAL**

Committee No. 1 Date: January 14, 2020

Committee Chair: Bender  
Department Head: Ambroz

**APPROVING APPLICATIONS FOR CORRECTED TAX ROLLS**

WHEREAS, applications for correction of tax rolls in relation to parcels of property identified below have been filed with the Director of Real Property Tax Services ("Director"); and

WHEREAS, the Director investigated the circumstances of the claimed errors on the tax rolls and recommends that the applications be approved; now, therefore, be it

RESOLVED, pursuant to Article 5, Title 3 of the Real Property Tax Law, the applications are approved and the officers having jurisdiction of the tax rolls are hereby authorized to make the following corrections:

**TOWN OF HURON**

2020 Tax Roll

Account No.	72118-00-574762	
Assessed to:	Teeple, Franklin	
Total Tax Difference	\$1,021.18	Total County Tax Difference: \$ 0
Corrected Total Tax:	\$ 428.37	

2020 Tax Roll

Account No.	72118-00-573766	
Assessed to:	Connely, Timothy	
Total Tax Difference	\$1,021.18	Total County Tax Difference: \$ 0
Corrected Total Tax:	\$ 160.04	

2020 Tax Roll

Account No.	72118-00-575757	
Assessed to:	Scheible, Paul	
Total Tax Difference	\$1,021.18	Total County Tax Difference: \$ 0
Corrected Total Tax:	\$ 184.67	

**TOWN OF PALMYRA**

2020 Tax Roll

Account No.	64111-10-298574	
Assesd to:	Collie, Charles G & Kathleen G	
Total Tax Difference	\$ 229.78	Total County Tax Difference: \$ 150.71
Corrected Total Tax:	\$ -0-	

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:  
Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 01/14/20

Committee Chair: Jody Bender  
Department Head: Richard House

**AUTHORIZATION FOR WAYNE COUNTY TO UTILIZE NATIONAL COOPERATIVE PURCHASING ALLIANCE CONTRACTS FOR PROCUREMENT**

WHEREAS, General Municipal Law 103, subdivision 16, provides authorization to political subdivisions to purchase apparatus, materials, equipment and supplies as well as the ability to contract for services through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein; and

WHEREAS, the National Cooperative Purchasing Alliance (NCPA) is a leading national government purchasing cooperative that works with lead public agencies to competitively solicit master contracts, making them available for use by political subdivisions; and

WHEREAS, the County Attorney and the County Purchasing Clerk have reviewed the cooperative and consent to its use; and

WHEREAS, cooperative purchasing organizations continue to be advantageous as it allows the County to leverage nationwide collective buying power to achieve competitive pricing; now therefore be it

RESOLVED, that Wayne County is hereby authorized to register as a public agency participant of NCPA for the use of cooperative contracts; and be it further

RESOLVED, that the use of each contract will be subject to review and approval of the County Attorney as to form, content and compliance with County Purchasing Policy.

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \_\_\_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \_\_\_\_\_

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

**Committee No: 1**

**Date: January 14, 2020**

**Committee Chair: Jody Bender  
Department Head: Dan Connors**

**AUTHORIZATION TO REQUEST STATE MUNICIPAL HOME RULE LEGISLATION FOR  
EXTENSION OF ADDITIONAL 1% SALES TAX TO NOVEMBER 30, 2023**

WHEREAS, the County of Wayne presently has authority to collect an additional 1% sales tax, but said authority expires as of November 30, 2020; and

WHEREAS, without said additional 1% sales tax, real estate taxes would be further burdened and would be significantly increased; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors hereby requests State Legislators, Senator Pamela Helming and Assemblymen Brian Manktelow to prepare a municipal Home Rule Statute giving the County of Wayne authority to extend the additional 1% sales tax from December 1, 2020 to November 30, 2023.

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \_\_\_0\_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \_\_\_0\_\_\_

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:  
Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_