

County of Putnam  
Local Law # 14 of 2011  
(Passed at the Regular Full Mtg June 7, 2011)

**APPROVAL/LOCAL LAW/AMEND ARTICLE 7, SECTION 7.05/PUTNAM COUNTY  
CHARTER/ENTITLED "CAPITAL PROGRAM AND CAPITAL BUDGET"**

Be it enacted by the Legislature of the County of Putnam as follows:

**Section 1.**

Article 7, Section 7.05 of the Putnam County Charter is hereby amended to read as follows:

**§ 7.05. Capital program and capital budget.**

**A. Definitions**

1. The term "capital project" as used herein shall mean:
  - a. Any physical betterment or improvement, including furnishings, machinery, apparatus or equipment for such physical betterment or improvement.
  - b. Any preliminary study and/or surveys relating to any physical betterment or improvement.
  - c. Any acquisitions of land or rights in the land; or
  - d. Any combination of "a", "b" and "c" above.
2. The term "capital program" as used herein shall mean the program which consists of capital projects for the ensuing six (6) fiscal years and considers the feasibility of all proposed capital projects in reference to their necessity, priority, location, cost and method of financing.

**B. Preparation of the capital program and the capital budget.**

1. Preparation and submission of the capital projects requests. On or before the fifteenth (15<sup>th</sup>) day of March, the County Executive shall furnish all necessary forms to the head of each administrative unit of County government or authorized agency receiving County funds for the ensuing fiscal year for capital projects. The capital project requests must include the description, justification and estimate of costs for each capital project request proposed during the ensuing six (6) years. On or before the fifteenth (15<sup>th</sup>) day of April, the head of each administrative unit of County government or authorized agency shall file his or her capital requests, including accompanying documentation with the County Executive.
2. Preliminary review by the Department of Planning, Development and Public Transportation. Upon receipt of the proposed capital project requests from the County Executive, the Department of Planning, Development and Public Transportation shall review the information provided therein. On or before the fifteenth (15<sup>th</sup>) day of June, the Department of Planning, Development

and Public Transportation shall submit a report to the County Executive which shall include a compilation of the capital project requests, an opinion of each capital project request in relation to the long-range capital needs of the County, any recommendation of additional capital projects requests in order of priority to the County.

3. **Review by the Capital Projects Committee.** There shall be a Capital Projects Committee consisting of the County Executive as Chairman, the Commissioner of Finance as Vice-Chairman, the Commissioner of Planning, Development and Public Transportation, the Commissioner of Highways and Facilities, the Chairman of the County Legislature, a designee of the Budget and Finance Committee and a member of the County Legislature representing the minority political party, if another party is represented, or a member elected without party endorsement, to review the capital project requests in consideration of the capital program and the capital budget.
  - a. The Capital projects Committee shall meet each year during the period between the fifteenth (15<sup>th</sup>) day of June through the first (1<sup>st</sup>) day of August, as directed by the Chairman of this Committee, and shall prepare a report, including a proposed capital budget for the ensuing fiscal year and a proposed capital program for the next six (6) years, for both existing and newly proposed capital projects.
  - b. The report shall also indicate the order of priority of each proposed capital project and shall state the following:
    - i. A description of the project and the estimated total cost thereof.
    - ii. The proposed method of financing, indicating the amount proposed to be financed by direct budgetary appropriation; the amount, if any, estimated to be received from the federal and/or state governments; and the amount to be financed by the issuance of obligations, showing the proposed type or types of obligations, together with the period of probable usefulness for which they are proposed to be issued.
    - iii. An estimate of the financial impact, if any, upon the operating budget of the County for each of the next six (6) fiscal years.
  - c. On or before the first (1<sup>st</sup>) day of August, such Committee shall submit the written report to the County Legislature and to the County Executive to be included with the submission of the tentative annual operating budget.
4. **Preparation of the capital program and the capital budget.** The Commissioner of Finance shall prepare the proposed capital program and the proposed capital budget under the direction of the County Executive. The proposed capital budget shall include the amount proposed for the capital program to be financed by direct budgetary appropriation for the ensuing fiscal year and shall indicate the proposed down payments and other expenditures for the new capital projects and shall provide all proposed capital financing, including but not limited to reserve funds, sinking funds, current revenues, temporary borrowing, bond sales, federal and state grants, loans or advances. The capital budget for the ensuing fiscal year shall be incorporated into the tentative annual operating budget

and shall be submitted to the Legislature by the fifth (5<sup>th</sup>) day of September in accordance with section 7.04(A)(5) of this Charter.

**C. Monthly Report.**

The Chairman of the Capital Projects Committee, or his/her designee, shall report on a monthly basis to the Physical Services Committee of the County Legislature and provide a detailed status report on all capital projects.

**Section 2.**

This Local law shall take effect forty-five (45) days after its adoption, subject to referendum on petition in accordance with the provisions of Section 24 of the New York State Municipal Home Rule Law.