


**County of Jefferson**  
**Office of the County Administrator**



**Historic Courthouse**  
195 Arsenal Street, 2<sup>nd</sup> Floor  
Watertown, NY 13601-2567  
Phone: (315) 785-3075 Fax: (315) 785-5070

March 21, 2019

**TO:** Members of Finance & Rules Committee  
**FROM:** Robert F. Hagemann, III, County Administrator   
**SUBJECT:** Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on *Tuesday, March 26, 2019, immediately following the conclusion of the Health & Human Services Committee meeting* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Presentations:**

JCIDA/LDC - Don Alexander, Chief Executive Officer

Advocate Drum/FDRLO - Fritz Keel, Executive Director

**Finance & Rules Committee Sponsored Resolutions:**

1. Authorizing the Establishment of a Petty Cash Fund for the County Attorney's Office
2. Amending 2019 County Budget to Reappropriate Funding From NYS Department of Labor for Employment & Training Department
3. Funding Position in the Employment & Training Department

**General Services Committee Sponsored Resolutions:**

1. Authorizing Agreement and Amending the 2019 County Budget and Capital Plan in Relation to the FY18 New York State Interoperable Communications Targeted Grant (SICG)

2. Authorizing Inter-Municipal Agreement with the City of Watertown Regarding FY 2018 Edward Byrne Memorial Justice Assistance Program and Amending the 2019 County Budget in Relation Thereto
3. Authorizing Agreements for an Additional Allocation for The Governor's Traffic Safety Committee's Stop-DWI Crackdown Enforcement Grant and Amending the 2019 County Budget in Relation Thereto
4. Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Marchiselli" Program Aid Eligible Costs of a Transportation Federal-Aid Project (CR 62 over Mill Creek), Appropriating Funds Therefor and Amending the 2019 County Budget and Capital Plan
5. Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Bridge NY" Program Aid Eligible Costs of a Transportation Federal-Aid Project (County Route 62 over Mill Creek), Appropriating Funds Therefor and Amending the 2019 County Budget and Capital Plan

**Health & Human Services Committee Sponsored Resolutions:**

1. Amending 2019 County Budget Relative to Mental Health Programs and Authorizing Amended Agreements in Relation Thereto

**Informational Items:**

1. Revenue and Expenditure Spreadsheet
2. Monthly Departmental Reports  
County Clerk

If any Committee member has inquiries regarding any agenda items, please do not hesitate to contact me.

RFH:jdj

|     |                    |                        |                            |
|-----|--------------------|------------------------|----------------------------|
| cc: | Audit              | Human Resources        | Purchasing                 |
|     | County Clerk       | Information Technology | Real Property Tax Services |
|     | Board of Elections | Insurance              | County Treasurer           |
|     | Employ. & Training | JCC                    | County Attorney            |

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing the Establishment of a Petty Cash Fund for the County Attorney's Office

By Legislator: \_\_\_\_\_

Whereas, The County Attorney's Office, from time to time, requires funds on short notice to pay witness fees, filing fees, mileage fees, and other costs associated with representing the County in legal matters and the checks and balances of the County financial system precludes obtaining a check on short notice, and

Whereas, The Jefferson County Attorney has requested the establishment of a petty cash fund in the amount of \$500.00 in order to have ready access to funds for the above purposes, and

Whereas, County Law § 371 allows the Board of Legislators to establish petty cash funds for individual Departments.

Now, Therefore, Be It Resolved, That pursuant to County Law § 371, (1) and (2) , the Board of Legislators hereby establishes a revolving petty cash fund in the amount of \$500.00 in the Office of the Jefferson County Attorney.

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson )

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending 2019 County Budget to Reappropriate Funding From  
NYS Department of Labor for Employment & Training Department

By Legislator: \_\_\_\_\_

Whereas, By Resolution 258 of 2018, this Board of Legislators accepted \$50,000 in NYS Department of Labor Trade and Economic Transition National Dislocated Worker (TET-NDWG) funding, and

Whereas, Jefferson County Employment & Training Department has until September 30, 2020 to expend the funds, and

Whereas, There remain unspent training funds that must be reappropriated for 2019.

Now, Therefore, Be It Resolved, That the 2019 County Budget is hereby amended as follows:

**Increase:**

|                 |                           |           |
|-----------------|---------------------------|-----------|
| 25000000 30599  | Appropriated Fund Balance | \$ 50,000 |
| 25634000 04611  | Training On The Job       | \$ 25,000 |
| 25634000 046132 | Clients Training          | 25,000    |

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson )

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Funding Position in the Employment & Training Department

By Legislator: \_\_\_\_\_

Whereas, A vacant Employment and Training Coordinator position (#5) in the Employment and Training Department was not funded in the 2017, 2018 or 2019 County Budgets, and

Whereas, The Director of Employment and Training has recommended position modifications to reflect operational changes and facilitate efficiency including filling position #5, and

Whereas, The Department has experienced retirements in late 2018 resulting in funding available in the Personal Services account for the remainder of 2019.

Now, Therefore, Be It Resolved, That the Board of Legislators concurs with the recommendation to fund the Employment and Training Coordinator position #5, at an annual cost \$32,760, for which the prorated amount of \$24,570 is available in position #12.

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson )

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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| Department                               | Revenue through end of February 2018 | Revenue through end of February 2019 | 2019 Amended Budget February = 16.60% | 2018 Revenue as % of 2018 BUD | 2019 Revenue as % of 2019 BUD |
|--|--------------------------------------|--------------------------------------|---------------------------------------|-------------------------------|-------------------------------|
| 1045 - General Items 01                  | (\$64,205,704)                       | (\$65,636,139)                       | (\$22,948,787)                        | 47.285%                       | 47.48%                        |
| 1165 - District Attorney 01              | (\$10,527)                           |                                      | (\$31,880)                            | 5.978%                        | 0.00%                         |
| 1170 - Public Defender 01                | \$0                                  |                                      | (\$43,675)                            | 0.000%                        | 0.00%                         |
| 1325 - Treasurers Department 01          | (\$3,405)                            | (\$839)                              | (\$5,478)                             | 10.317%                       | 2.54%                         |
| 1345 - Purchasing 01                     | (\$6,175)                            | (\$2,058)                            | (\$14,442)                            | 7.256%                        | 2.37%                         |
| 1355 - Real Property Tax Services 01     | (\$398,575)                          | (\$350,116)                          | (\$71,178)                            | 93.064%                       | 81.65%                        |
| 1410 - County Clerk 01                   | (\$151,246)                          | (\$149,117)                          | (\$335,918)                           | 7.542%                        | 7.37%                         |
| 1420 - County Attorney 01                | (\$13,563)                           | (\$25,017)                           | (\$61,752)                            | 2.598%                        | 6.73%                         |
| 1430 - Human Resources 01                | (\$845)                              | (\$1,595)                            | (\$1,494)                             | 11.267%                       | 17.72%                        |
| 1436 - Insurance Department 01           | \$0                                  |                                      | (\$3,652)                             | 0.000%                        | 0.00%                         |
| 1450 - Board of Elections 01             | (\$54)                               |                                      | (\$158)                               | 5.632%                        | 0.00%                         |
| 1620 - Buildings 01                      | \$174,902                            | (\$115)                              | (\$139,689)                           | -18.780%                      | 0.01%                         |
| 1680 - Information Technology 01         | \$0                                  |                                      | (\$9,130)                             | 0.000%                        | 0.00%                         |
| 3110 - Sheriff - Criminal & Civil Div 01 | (\$23,062)                           | (\$30,126)                           | (\$112,382)                           | 3.417%                        | 4.45%                         |
| 3140 - Probation 01                      | (\$1,644)                            | (\$748)                              | (\$78,031)                            | 0.271%                        | 0.16%                         |
| 3315 - STOP DWI Program 01               | (\$24,694)                           | (\$22,253)                           | (\$27,122)                            | 14.610%                       | 13.62%                        |
| 3410 - Fire & Emergency Management 01    | (\$10,456)                           | (\$9,661)                            | (\$108,259)                           | 1.884%                        | 1.48%                         |
| 3510 - Dog Control 01                    | (\$2,584)                            | (\$2,429)                            | (\$55,401)                            | 0.714%                        | 0.73%                         |
| 3620 - Code Enforcement 01               | (\$4,176)                            | (\$3,689)                            | (\$16,600)                            | 4.640%                        | 3.69%                         |
| 4050 - Public Health 01                  | (\$46,210)                           | (\$52,754)                           | (\$1,012,830)                         | 0.728%                        | 0.86%                         |
| 4310 - Mental Health Services 01         | (\$1,978,462)                        | (\$1,492,725)                        | (\$1,580,997)                         | 21.256%                       | 15.67%                        |
| 5610 - Airport 01                        | (\$321,305)                          | (\$82,469)                           | (\$307,890)                           | 17.608%                       | 4.45%                         |
| 6010 - Social Services Administration 01 | (\$1,468,570)                        | (\$742,595)                          | (\$1,699,852)                         | 15.035%                       | 7.25%                         |
| 6070 - Services for Recipients 01        | (\$1,768,874)                        | (\$1,961,412)                        | (\$3,286,630)                         | 8.887%                        | 9.91%                         |
| 6510 - Veterans Service Agency 01        | \$0                                  |                                      | (\$1,416)                             | 0.000%                        | 0.00%                         |
| 6540 - Consumer Affairs - County Seal 01 | \$0                                  | (\$900)                              | (\$11,816)                            | 0.000%                        | 1.26%                         |
| 6772 - Office for the Aging 01           | (\$9,261)                            | (\$6,535)                            | (\$253,260)                           | 0.608%                        | 0.43%                         |
| 8020 - Planning 01                       | (\$116,763)                          | (\$118,340)                          | (\$1,336)                             | 152.166%                      | 1470.07%                      |
| 9150 - Debt Service 01                   | (\$8,895)                            |                                      | \$0                                   | #Error                        | #Error                        |
| <b>Total</b>                             | <b>(\$70,400,149)</b>                | <b>(\$70,691,632)</b>                | <b>(\$32,221,053)</b>                 | <b>36.744%</b>                | <b>36.42%</b>                 |
| 9003 - Highway 05                        | (\$4,874)                            | (\$6,310)                            | (\$2,358,436)                         | 0.034%                        | 0.04%                         |
| 9004 - Road Machinery 10                 | (\$5,228)                            | (\$231)                              | (\$401,765)                           | 0.218%                        | 0.01%                         |
| 9101 - Solid Waste - Recycling 15        | (\$396,168)                          | (\$215,458)                          | (\$513,051)                           | 15.427%                       | 6.97%                         |
| 9006 - Capital 20                        | (\$20,379,196)                       | (\$589,825)                          | (\$618,253)                           | 85.657%                       | 15.84%                        |
| 6340 - Employment and Training 25        | (\$72,002)                           | (\$94,789)                           | (\$414,035)                           | 2.939%                        | 3.80%                         |
| 1436 - Insurance Department 35           | (\$1,464,527)                        | (\$1,483,970)                        | (\$417,447)                           | 59.268%                       | 59.01%                        |
| 9021 - Health Benefits 40                | (\$2,377,251)                        | (\$3,015,499)                        | (\$3,897,386)                         | 10.451%                       | 12.84%                        |
| 9023 - Occupancy Tax 50                  | (\$54,407)                           |                                      | (\$83,000)                            | 11.576%                       | 0.00%                         |
| 9150 - Debt Service 55                   | (\$1,443,118)                        | (\$1,212,977)                        | (\$542,840)                           | 39.978%                       | 37.09%                        |
| <b>Total All Funds</b>                   | <b>(\$96,596,920)</b>                | <b>(\$77,310,693)</b>                | <b>(\$41,467,265.58)</b>              | <b>36.271%</b>                | <b>30.95%</b>                 |



| Department                               | Spending through end of February 2018 | Spending through end of February 2019 | 2019 Amended Budget February = 16.60% | 2018 Spending as % of 2018 BUD | 2019 Spending as % of 2019 BUD |
|--|---------------------------------------|---------------------------------------|---------------------------------------|--------------------------------|--------------------------------|
| 1010 - Legislative Board 01              | \$143,282                             | \$149,296                             | \$172,790                             | 14.007%                        | 14.34%                         |
| 1045 - General Items 01                  | \$3,004,310                           | \$3,057,511                           | \$6,556,775                           | 7.694%                         | 7.74%                          |
| 1165 - District Attorney 01              | \$235,748                             | \$215,428                             | \$336,685                             | 12.543%                        | 10.62%                         |
| 1170 - Public Defender 01                | \$133,130                             | \$136,966                             | \$229,659                             | 6.452%                         | 9.90%                          |
| 1325 - Treasurers Department 01          | \$84,741                              | \$84,365                              | \$101,691                             | 13.629%                        | 13.77%                         |
| 1345 - Purchasing 01                     | \$161,938                             | \$64,807                              | \$88,258                              | 26.309%                        | 12.19%                         |
| 1355 - Real Property Tax Services 01     | \$96,312                              | \$102,464                             | \$147,180                             | 10.761%                        | 11.56%                         |
| 1410 - County Clerk 01                   | \$317,456                             | \$314,300                             | \$302,332                             | 18.437%                        | 17.26%                         |
| 1420 - County Attorney 01                | \$157,630                             | \$169,200                             | \$248,329                             | 11.516%                        | 11.31%                         |
| 1430 - Human Resources 01                | \$43,924                              | \$43,455                              | \$60,818                              | 12.005%                        | 11.86%                         |
| 1436 - Insurance Department 01           | \$379,632                             | \$390,342                             | \$76,771                              | 82.436%                        | 84.40%                         |
| 1450 - Board of Elections 01             | \$111,300                             | \$71,504                              | \$129,877                             | 13.582%                        | 9.14%                          |
| 1620 - Buildings 01                      | \$833,086                             | \$628,857                             | \$556,682                             | 22.957%                        | 18.75%                         |
| 1680 - Information Technology 01         | \$210,388                             | \$298,196                             | \$231,997                             | 15.293%                        | 21.34%                         |
| 1910 - Special Items 01                  | \$303                                 |                                       | \$174,300                             | 0.029%                         | 0.00%                          |
| 2490 - Education 01                      | \$4,964,815                           | \$5,074,433                           | \$905,689                             | 92.425%                        | 93.01%                         |
| 3110 - Sheriff - Criminal & Civil Div 01 | \$1,899,921                           | \$1,837,181                           | \$2,576,795                           | 12.735%                        | 11.84%                         |
| 3140 - Probation 01                      | \$434,140                             | \$441,347                             | \$649,984                             | 11.644%                        | 11.27%                         |
| 3315 - STOP DWI Program 01               | \$1,875                               | \$534                                 | \$28,150                              | 1.109%                         | 0.31%                          |
| 3410 - Fire & Emergency Management 01    | \$795,388                             | \$526,814                             | \$547,775                             | 23.288%                        | 15.96%                         |
| 3510 - Dog Control 01                    | \$46,659                              | \$49,785                              | \$59,415                              | 12.881%                        | 13.91%                         |
| 3620 - Code Enforcement 01               | \$65,621                              | \$64,764                              | \$94,288                              | 11.192%                        | 11.40%                         |
| 4050 - Public Health 01                  | \$1,088,237                           | \$1,014,335                           | \$1,192,598                           | 14.605%                        | 14.12%                         |
| 4310 - Mental Health Services 01         | \$831,017                             | \$820,740                             | \$2,022,417                           | 6.770%                         | 6.74%                          |
| 5610 - Airport 01                        | \$1,163,336                           | \$1,026,600                           | \$385,570                             | 46.691%                        | 44.20%                         |
| 6010 - Social Services Administration 01 | \$2,184,225                           | \$2,757,916                           | \$3,281,218                           | 11.319%                        | 13.95%                         |
| 6070 - Services for Recipients 01        | \$5,402,553                           | \$5,498,672                           | \$7,147,220                           | 12.729%                        | 12.77%                         |
| 6510 - Veterans Service Agency 01        | \$24,598                              | \$24,389                              | \$33,992                              | 12.073%                        | 11.91%                         |
| 6540 - Consumer Affairs - County Seal 01 | \$20,144                              | \$20,568                              | \$27,629                              | 12.535%                        | 12.36%                         |
| 6772 - Office for the Aging 01           | \$151,432                             | \$245,719                             | \$418,152                             | 6.124%                         | 9.75%                          |
| 8020 - Planning 01                       | \$126,828                             | \$199,967                             | \$101,249                             | 18.837%                        | 32.78%                         |
| 8730 - Forestry 01                       | \$16,231                              | \$68,983                              | \$27,888                              | 9.661%                         | 41.06%                         |
| 8989 - Public Benefit Agencies 01        | \$248,625                             | \$438,499                             | \$287,616                             | 14.350%                        | 25.31%                         |
| 8990 - Employee Benefits 01              | \$0                                   | \$544,429                             | \$1,235,221                           | 0.000%                         | 7.32%                          |
| 8992 - Interfund Transfers 01            | \$1,448,550                           | \$1,203,000                           | \$2,502,616                           | 9.678%                         | 7.98%                          |
| 9150 - Debt Service 01                   | \$0                                   |                                       | \$64,740                              | 0.000%                         | 0.00%                          |
| Total                                    | \$26,827,374                          | \$27,585,368                          | \$33,004,365                          | 13.497%                        | 13.87%                         |
| 9003 - Highway 05                        | \$2,324,426                           | \$4,058,847                           | \$2,357,108                           | 16.342%                        | 28.58%                         |
| 9004 - Road Machinery 10                 | \$1,181,158                           | \$891,312                             | \$328,430                             | 48.170%                        | 45.05%                         |
| 9101 - Solid Waste - Recycling 15        | \$347,812                             | \$607,903                             | \$475,812                             | 13.544%                        | 21.21%                         |
| 9006 - Capital 20                        | \$42,158,308                          | \$10,973,108                          | \$1,034,286                           | 108.313%                       | 176.12%                        |
| 6340 - Employment and Training 25        | \$206,292                             | \$266,340                             | \$440,872                             | 8.418%                         | 10.03%                         |
| 1436 - Insurance Department 35           | \$251,786                             | \$325,735                             | \$417,447                             | 10.189%                        | 12.95%                         |
| 9021 - Health Benefits 40                | \$1,431,695                           | \$1,709,362                           | \$3,897,386                           | 6.294%                         | 7.28%                          |
| 9023 - Occupancy Tax 50                  | \$0                                   |                                       | \$89,109                              | 0.000%                         | 0.00%                          |
| 9150 - Debt Service 55                   | \$1,448,550                           | \$1,203,000                           | \$553,758                             | 40.128%                        | 36.06%                         |
| Total All Funds                          | \$76,177,401                          | \$47,620,976                          | \$42,598,573.01                       | 26.381%                        | 18.56%                         |



## Statement of County Clerk's Fees Received

I, Gizelle J. Meeks, County Clerk of Jefferson County, New York, do hereby report the receipts of the Jefferson County Clerk's Office for the Month of **February 1, 2019 through February 28, 2019** as follows:

### DMV Fees:

|                    |                     |
|--------------------|---------------------|
| CC06 Retention     | \$ 41,507.55        |
| CC05 Sales Tax Ret | \$ 486.00           |
| CC05 FS-6 Ret      | \$ 616.00           |
| <b>Total</b>       | <b>\$ 42,609.55</b> |

### Land Records Fees:

|                     |                     |
|---------------------|---------------------|
| CC07 Recording Fees | \$ 33,390.50        |
| CC07 Filing Fees    | \$ 1,350.00         |
| CC07 Passport Fes   | \$ 2,625.00         |
| CC07 Photo Fees     | \$ 650.00           |
| CC07 RETT           | \$ 214.00           |
| CC07 RP5217 Ret     | \$ 1,890.00         |
| CC07 Notary Ret     | \$ 610.00           |
| CC07 NY Ed. Ret/RM  | \$ 801.00           |
| CC07 UCC's          | \$ 720.00           |
| CC07 Miscellaneous  | \$ 439.00           |
| CC07 Cover Page Fee | \$ 3,310.00         |
| CC07 Overages       | \$ (26.49)          |
| CC07 Copy Fees      | \$ 3,259.75         |
| CC07 General Int.   | \$ 1.44             |
| CC07 DMV Int.       | \$ 0.25             |
| CC07 E-Subscription | \$ 5,439.00         |
| <b>Total</b>        | <b>\$ 54,673.45</b> |

### Mortgage Tax Fees:

|               |                     |
|---------------|---------------------|
| CC07 Expense  | \$ 29,083.00        |
| CC07 Interest | \$ 0.06             |
| <b>Total</b>  | <b>\$ 29,083.06</b> |

### Total By Account

|              |                      |
|--------------|----------------------|
| CC05         | \$ 1,102.00          |
| CC06         | \$ 41,507.55         |
| CC07         | \$ 77,234.21         |
| CC08         | \$ 3,480.25          |
| CC50         | \$ 50.00             |
| TR50         | \$ 7,444.00          |
| TA0761       | \$ -                 |
| <b>Total</b> | <b>\$ 130,818.01</b> |

### Court Record Fees:

|                   |                    |
|-------------------|--------------------|
| CC08 Index Fees   | \$ 3,480.25        |
| CC08 Misc. Court  | \$ -               |
| CC50 County Fines | \$ 50.00           |
| <b>Total</b>      | <b>\$ 3,530.25</b> |

### Fees Collected for Other Depts.:

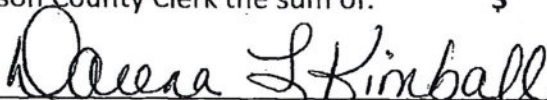
|                         |                    |
|-------------------------|--------------------|
| TR50 Stop DWI           | \$ 7,444.00        |
| TT61 Deposit Into Court | \$ -               |
| <b>Total</b>            | <b>\$ 7,444.00</b> |

### Adjustments (Deductions):

|                           |                    |
|---------------------------|--------------------|
| CC06 DMV Online Revenue:  | \$ -               |
| <b>Total</b>              | <b>\$ -</b>        |
| CC07 Credit Cards         | \$ 6,402.30        |
| <b>Total</b>              | <b>\$ 6,402.30</b> |
| CC07 Notaries:            | \$ 120.00          |
| CC07 Tax Sale - Rec. Fees | \$ -               |
| CC07 Tax Sale - RETT      | \$ -               |
| <b>Total</b>              | <b>\$ -</b>        |

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ 130,818.01

3/5/19  
Date

  
Deena L. Kimball  
Jefferson County Treasurer/Deputy