


County of Jefferson
Office of the County Administrator



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

August 22, 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, August 27, 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:

Presentation:

Drescher & Malecki, LLP regarding 2018 Audit

Finance & Rules Committee Sponsored Resolutions:

1. Appointing Director of Real Property Tax Services
2. Authorizing Agreement with the New York State Office of Indigent Legal Services (Distribution #8)
3. Authorizing Agreement with the New York State Office of Indigent Legal Services (Distribution #9)

General Services Committee Sponsored Resolutions:

1. Authorizing New York State Department of Environmental Conservation Recycling Equipment Grant and Amending the 2019 County Budget in Relation Thereto
2. Amending the 2019 County Budget and Capital Plan to Recognize 2018 Revenue from

Passenger Facility Charges at Watertown International Airport

3. Authorizing Agreements with the New York State Department of Transportation, McFarland Johnson and Amending the 2019 County Budget and Capital Plan in Relation Thereto
4. Authorizing Agreement with McFarland Johnson in Relation to the Watertown International Airport Supplemental Environmental Assessment for Runway Protection Zone Land and Amending the 2019 County Budget and Capital Plan in Relation Thereto
5. Authorizing Agreement and Amending the 2019 County Budget in Relation to the FY16 State Homeland Security Program Grant

Informational Items:

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

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. _____

Appointing Director of Real Property Tax Services

By Legislator: _____

Resolved, Upon the recommendation of the County Administrator, and pursuant to Section 1530 of the Real Property Tax Law, Roxanne M. Burns is hereby appointed as Director of Real Property Tax Services, effective October 1, 2019, for a term of six years, said term to expire September 30, 2025.

Seconded by Legislator: _____

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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with the New York State Office of Indigent Legal Services
(Distribution #8)

By Legislator: _____

Whereas, In 2003, The State created the Indigent Legal Services Fund to assist counties in providing indigent legal services, primarily through reimbursing payments to attorneys representing indigent defendants, and

Whereas, This funding was contingent on a "maintenance of effort", wherein each county needed to spend at least as much as the prior year to receive it, and

Whereas, In 2010, the State created the Indigent Legal Services Board, which now oversees the fund and in order to receive the maximum amount allowable, the County must enter into an agreement with the Board as it has in past years, and

Whereas, The proposal for "Distribution #8" has been accepted by the Office of Indigent Legal Services, which covers the period January 1, 2018 through December 31, 2020 in the amount of \$388,716 (\$129,572 per year), and an agreement for it must be authorized.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the New York State Office of Indigent Legal Services for the \$388,716 grant, and that the Chairman of the Board is hereby authorized and directed to execute said agreement on behalf of the County, subject to the review and approval of the County Attorney.

Seconded by Legislator: _____

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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with the New York State Office of Indigent Legal Services
(Distribution #9)

By Legislator: _____

Whereas, In 2003, The State created the Indigent Legal Services Fund to assist counties in providing indigent legal services, primarily through reimbursing payments to attorneys representing indigent defendants, and

Whereas, This funding was contingent on a "maintenance of effort", wherein each county needed to spend at least as much as the prior year to receive it, and

Whereas, In 2010, the State created the Indigent Legal Services Board, which now oversees the fund and in order to receive the maximum amount allowable, the County must enter into an agreement with the Board as it has in past years, and

Whereas, The proposal for "Distribution #9" has been accepted by the Office of Indigent Legal Services, which covers the period January 1, 2019 through December 31, 2021 in the amount of \$194,358 (\$64,786 per year), and an agreement for it must be authorized.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the New York State Office of Indigent Legal Services for the \$194,358 grant, and that the Chairman of the Board is hereby authorized and directed to execute said agreement on behalf of the County, subject to the review and approval of the County Attorney.

Seconded by Legislator: _____

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

Department	Revenue through end of July 2018	Revenue through end of July 2019	2019 Amended Budget July = 58.30%	2018 Revenue as % of 2018 BUD	2019 Revenue as % of 2019 BUD
1045 - General Items 01	\$98,353,630	\$99,587,144	\$80,597,247	72.43%	72.04%
1165 - District Attorney 01	\$55,237	\$60,242	\$111,965	31.37%	31.37%
1170 - Public Defender 01	\$311,638	\$39,135	\$407,287	118.45%	5.60%
1325 - Treasurers Department 01	\$12,951	\$10,883	\$19,239	39.25%	32.98%
1345 - Purchasing 01	\$59,652	\$22,107	\$50,721	70.10%	25.41%
1355 - Real Property Tax Services 01	\$411,053	\$364,123	\$249,980	93.27%	84.92%
1410 - County Clerk 01	\$958,102	\$937,314	\$1,179,759	47.77%	46.32%
1420 - County Attorney 01	\$76,606	\$176,469	\$216,876	14.68%	47.44%
1430 - Human Resources 01	\$4,075	\$4,520	\$5,247	54.33%	50.22%
1436 - Insurance Department 01	\$0	\$0	\$12,826	0.00%	0.00%
1450 - Board of Elections 01	\$430	\$185	\$554	45.29%	19.43%
1620 - Buildings 01	\$235,080	\$235,079	\$490,595	25.24%	27.94%
1680 - Information Technology 01	\$0	\$356	\$32,065	0.00%	0.65%
3110 - Sheriff - Criminal & Civil.Div 01	\$296,422	\$302,472	\$676,053	42.73%	26.08%
3140 - Probation 01	\$182,290	\$104,523	\$336,024	30.01%	18.13%
3315 - STOP DWI Program 01	\$108,493	\$100,879	\$101,938	54.71%	57.69%
3410 - Fire & Emergency Management 01	\$442,267	\$462,414	\$380,210	78.00%	70.90%
3510 - Dog Control 01	\$21,595	\$20,858	\$194,570	5.97%	6.25%
3620 - Code Enforcement 01	\$44,366	\$45,705	\$58,300	49.30%	45.71%
4050 - Public Health 01	\$1,614,617	\$1,238,342	\$3,558,273	25.39%	20.29%
4310 - Mental Health Services 01	\$5,080,997	\$5,452,793	\$5,955,874	51.49%	53.38%
5610 - Airport 01	\$927,351	\$632,879	\$1,116,305	50.82%	33.05%
6010 - Social Services Administration 01	\$5,833,322	\$5,068,988	\$5,970,136	59.72%	49.50%
6070 - Services for Recipients 01	\$8,558,885	\$9,425,422	\$11,542,918	42.66%	47.61%
6510 - Veterans Service Agency 01	\$8,529	\$10,000	\$4,972	100.00%	117.25%
6540 - Consumer Affairs - County Seal 01	\$33,053	\$36,893	\$41,497	55.14%	51.83%
6772 - Office for the Aging 01	\$388,889	\$381,476	\$897,850	25.52%	24.77%
8020 - Planning 01	\$48,079	\$48,728	\$45,277	31.69%	62.74%
8730 - Forestry 01	\$11,507	\$0	\$0	#Error	NaN
8990 - Employee Benefits 01	\$0	\$0	\$23,320	NaN	0.00%
9150 - Debt Service 01	\$8,895	\$0	\$76,956	#Error	0.00%
01 - General Fund	\$124,088,012	\$124,769,929	\$114,354,835	64.47%	63.61%
9003 - Highway 05	\$9,673,348	\$10,029,927	\$8,282,939	68.01%	70.60%
9004 - Road Machinery 10	\$2,366,293	\$2,360,172	\$1,489,723	98.66%	92.36%
9101 - Solid Waste - Recycling 15	\$1,792,702	\$1,486,667	\$1,801,859	69.81%	48.10%
9006 - Capital 20	\$3,007,196	\$3,287,784	\$15,923,757	12.11%	12.04%
6340 - Employment and Training 25	\$1,012,752	\$875,911	\$1,545,425	37.75%	33.04%
1436 - Insurance Department 35	\$1,984,061	\$2,056,572	\$1,466,095	80.29%	81.78%
9021 - Health Benefits 40	\$12,442,092	\$12,174,000	\$13,687,808	54.70%	51.85%
9023 - Occupancy Tax 50	\$137,036	\$136,144	\$291,500	29.16%	27.23%
9150 - Debt Service 55	\$2,253,936	\$2,346,566	\$1,944,824	62.44%	70.34%
Total All Funds	\$158,757,428	\$159,523,672	\$160,788,765	59.14%	57.84%

Department	Spending through end of July 2018	Spending through end of July 2019	2019 Amended Budget July = 58.30%	2018 Spending as % of 2018 BUD	2019 Spending as % of 2019 BUD
1010 - Legislative Board 01	\$548,657	\$558,686	\$606,848	53.64%	53.67%
1045 - General Items 01	\$19,573,333	\$19,281,804	\$23,027,708	50.13%	48.82%
1165 - District Attorney 01	\$970,558	\$965,976	\$1,186,126	51.64%	47.48%
1170 - Public Defender 01	\$766,911	\$898,880	\$1,505,050	37.17%	34.82%
1325 - Treasurers Department 01	\$323,299	\$327,747	\$357,143	52.00%	53.50%
1345 - Purchasing 01	\$345,493	\$305,620	\$314,962	56.13%	56.57%
1355 - Real Property Tax Services 01	\$404,323	\$422,776	\$517,489	45.18%	47.63%
1410 - County Clerk 01	\$938,531	\$958,461	\$1,050,328	54.51%	53.20%
1420 - County Attorney 01	\$727,128	\$706,168	\$885,893	53.12%	46.47%
1430 - Human Resources 01	\$184,087	\$187,077	\$213,605	50.31%	51.06%
1436 - Insurance Department 01	\$372,695	\$415,599	\$269,624	80.93%	89.86%
1450 - Board of Elections 01	\$377,338	\$378,483	\$456,238	46.05%	48.36%
1620 - Buildings 01	\$1,914,655	\$1,832,933	\$2,005,138	52.77%	53.29%
1680 - Information Technology 01	\$775,154	\$822,734	\$829,132	56.34%	57.85%
1910 - Special Items 01	\$1,678	(\$3,112)	\$584,486	0.17%	-0.31%
2490 - Education 01	\$5,142,796	\$5,209,542	\$3,180,824	95.74%	95.48%
3110 - Sheriff - Criminal & Civil Div 01	\$7,995,017	\$8,118,342	\$9,570,191	52.99%	49.46%
3140 - Probation 01	\$1,911,730	\$1,990,900	\$2,291,450	51.27%	50.65%
3315 - STOP DWI Program 01	\$71,304	\$68,551	\$101,938	35.55%	39.21%
3410 - Fire & Emergency Management 01	\$1,780,636	\$1,828,600	\$2,113,785	51.95%	50.43%
3510 - Dog Control 01	\$182,873	\$194,755	\$208,670	50.49%	54.41%
3620 - Code Enforcement 01	\$274,849	\$287,141	\$331,145	46.88%	50.55%
4050 - Public Health 01	\$3,409,553	\$3,336,318	\$4,201,361	45.68%	46.30%
4310 - Mental Health Services 01	\$5,333,105	\$5,497,912	\$7,781,922	40.83%	41.19%
5610 - Airport 01	\$1,772,604	\$1,601,766	\$1,369,953	71.24%	68.17%
6010 - Social Services Administration 01	\$9,342,571	\$10,022,244	\$11,628,861	48.42%	50.25%
6030 - Adult Care Facility 01	\$0	\$500,000	\$291,500	NaN	100.00%
6070 - Services for Recipients 01	\$22,127,260	\$22,206,813	\$25,105,314	52.10%	51.57%
6510 - Veterans Service Agency 01	\$104,577	\$107,453	\$119,381	51.33%	52.47%
6540 - Consumer Affairs - County Seal 01	\$85,972	\$120,145	\$117,528	53.50%	59.60%
6772 - Office for the Aging 01	\$1,114,054	\$1,069,542	\$1,494,931	44.27%	41.71%
8020 - Planning 01	\$264,753	\$266,393	\$438,298	35.38%	35.43%
8730 - Forestry 01	\$113,731	\$113,983	\$97,944	67.70%	67.85%
8989 - Public Benefit Agencies 01	\$1,206,488	\$1,211,690	\$1,010,120	69.63%	69.93%
8990 - Employee Benefits 01	\$2,144,497	\$2,619,859	\$4,338,154	24.93%	35.21%
8992 - Interfund Transfers 01	\$14,254,823	\$14,444,763	\$8,789,308	95.24%	95.81%
9150 - Debt Service 01	\$0	\$0	\$768,394	0.00%	0.00%
01 - General Fund	\$106,857,034	\$108,876,543	\$119,160,742	53.48%	53.27%
9003 - Highway 05	\$9,370,638	\$10,450,955	\$8,304,221	65.52%	73.37%
9004 - Road Machinery 10	\$1,829,705	\$2,125,195	\$1,625,308	71.70%	76.23%
9101 - Solid Waste - Recycling 15	\$1,568,563	\$1,600,438	\$1,804,734	60.61%	51.70%
9006 - Capital 20	\$12,421,051	\$9,091,025	\$21,425,276	31.08%	24.74%
6340 - Employment and Training 25	\$1,284,834	\$1,150,343	\$1,598,452	47.83%	41.96%
1436 - Insurance Department 35	\$1,154,891	\$1,050,869	\$1,466,095	46.73%	41.79%
9021 - Health Benefits 40	\$9,707,167	\$9,951,866	\$13,687,808	42.68%	42.39%
9023 - Occupancy Tax 50	\$498,300	\$511,800	\$312,954	90.88%	95.34%
9150 - Debt Service 55	\$2,523,555	\$2,277,788	\$1,944,824	69.91%	68.28%
Total All Funds	\$147,215,737	\$147,086,822	\$171,330,414	50.54%	50.05%

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 July 1, 2019 through July 31, 2019 as follows:

DMV Fees:

CC06 Retention	\$ 64,303.72
CC05 Sales Tax Ret	\$ 660.00
CC05 FS-6 Ret	\$ 831.00
Total	\$ 65,794.72

Land Records Fees:

CC07 Recording Fees	\$ 58,554.50
CC07 Filing Fees	\$ 1,990.00
CC07 Passport Fes	\$ 1,365.00
CC07 Photo Fees	\$ 440.00
CC07 RETT	\$ 395.00
CC07 RP5217 Ret	\$ 3,366.00
CC07 Notary Ret	\$ 120.00
CC07 NY Ed. Ret/RM	\$ 1,385.00
CC07 UCC's	\$ 1,120.00
CC07 Miscellaneous	\$ 623.20
CC07 Cover Page Fee	\$ 6,040.00
CC07 Overages	\$ 24.95
CC07 Copy Fees	\$ 3,969.25
CC07 General Int.	\$ 2.44
CC07 DMV Int.	\$ 0.64
CC07 E-Subscription	\$ 3,045.00
Total	\$ 82,440.98

Mortgage Tax Fees:

CC07 Expense	\$ 29,083.00
CC07 Interest	\$ 0.12
Total	\$ 29,083.12

Total By Account

CC05	\$ 1,491.00
CC06	\$ 58,770.26
CC07	\$ 90,490.55
CC08	\$ 4,470.25
CC50	\$ 8,360.00
TR50	\$ 1,030.00
TA0761	\$ -
Total	\$ 164,612.06

Court Record Fees:

CC08 Index Fees	\$ 4,430.25
CC08 Misc. Court	\$ 40.00
CC50 County Fines	\$ 8,360.00
Total	\$ 12,830.25

Fees Collected for Other Depts.:

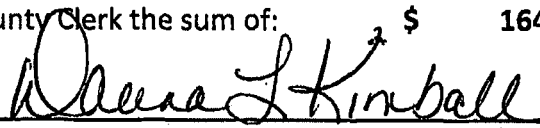
TR50 Stop DWI	\$ 1,030.00
TT61 Deposit Into Court	\$ -
Total	\$ 1,030.00

Adjustments (Deductions):

CC06 DMV Online Revenue:	
June	\$ 5,533.46
	\$ -
Total	\$ 5,533.46
CC07 Credit Cards	\$ 9,016.05
CC07 Notaries:	\$ -
CC07 Incorporations:	\$ -
CC07 Tax Sale - Rec. Fees	\$ 9,835.50
Tax Sale - RETT	\$ 1,872.00
Total	\$ 11,707.50
CC07 Bartlett Deed	\$ 310.00
Munis Receipt#1905272	

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ 164,612.06

8/8/19
Date



Jefferson County Treasurer/Deputy

Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual	Total
2019	1,706,282	1,487,006	1,495,967	1,370,373	1,733,868	1,533,132	1,751,872							11,078,501
2018	1,592,534	1,785,350	2,113,093	1,848,874	1,279,299	1,162,251	1,400,942	1,999,071	1,431,052	1,862,490	1,355,279	1,583,609	-967,059	18,446,785
2017	1,529,529	1,866,306	1,825,608	1,572,248	1,819,815	1,815,944	1,488,988	1,596,965	1,511,099	1,561,197	1,876,330	1,697,642	-188,804	19,972,868
2016	1,633,556	1,631,731	1,966,926	1,395,394	1,555,709	1,782,977	1,674,534	1,427,421	1,982,882	1,689,937	1,380,652	1,715,106	-151,825	19,685,000
2015	1,447,909	1,711,206	1,323,090	1,832,204	1,671,467	1,478,813	1,659,141	1,336,322	1,720,703	1,832,887	1,294,288	2,045,210	-1,169,591	18,183,649
2014	1,278,930	1,130,181	1,468,292	1,665,269	1,460,980	1,536,745	1,449,695	1,374,535	1,203,417	1,289,949	1,380,933	1,362,655	275,388	16,876,970
2013	579,446	894,308	1,505,686	1,533,248	1,273,873	1,186,989	924,809	1,435,050	1,133,361	1,286,329	1,208,752	1,523,899	702,604	15,188,353
2012	701,835	1,236,667	1,325,449	958,983	1,333,307	1,090,308	1,234,885	1,319,356	1,470,833	1,356,075	1,286,161	1,390,545	468,831	15,173,236
2011	1,299,479	1,252,851	1,326,540	1,150,034	1,174,784	1,306,781	1,133,739	1,046,098	1,173,697	1,337,826	1,057,304	1,347,532	-278,692	14,327,973
2010	1,077,789	1,095,074	1,154,761	1,114,950	1,040,417	1,115,092	1,213,479	1,187,037	1,222,667	1,366,459	1,245,518	1,163,920	108,292	14,105,456
2009	1,027,412	1,084,751	1,246,381	1,165,052	1,188,985	1,244,707	1,083,067	1,190,211	1,179,638	1,313,914	1,128,054	1,019,671	-45,041	13,826,803
2008	977,732	805,876	995,288	1,147,285	921,384	812,620	965,724	1,006,833	1,198,851	1,250,648	1,084,114	950,708	21,913	12,138,976
2007	927,080	1,008,645	1,103,535	1,027,853	1,074,040	906,375	1,066,215	1,145,636	881,849	1,591,903	1,206,268	952,953	52,108	12,944,462
2006	920,372	862,003	943,946	835,357	988,449	901,759	861,100	975,331	973,716	1,024,272	1,102,396	1,093,613	72,205	11,554,521
2005	819,961	706,348	955,991	818,370	736,199	882,715	743,513	963,778	771,301	923,003	799,497	753,972	332	9,874,980
Monthly Average Percent	7.45%	8.03%	9.06%	8.48%	8.24%	8.05%	8.01%	8.45%	8.45%	9.29%	8.22%	8.74%	-0.45%	100.00%

Estimated Cost Scenarios 2019 Budget 22,100,000

Average % compared to rest of years

2012-2018 Average Cost percentage by month/year total	57.68%
Estimated 2019 Cost	19,207,668 2,892,332
2018 Cost percentage by month/year total	60.62%
Estimated 2019 Cost	18,275,484 3,824,516
Straight 12 Month Cost by average month to date	18,991,716 3,108,284
2005 - 2018 average monthly percentage of total	19,332,930 2,767,070