

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

February 18, 2021

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

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on ***Tuesday, February 23, 2021, immediately following the conclusion of the Health & Human Services Committee meeting virtually.*** For members of the public who would like to view the meeting, as is our normal practice, it will be broadcast live through the **County's website at co.jefferson.ny.us/Departments/Legislature/Legislative-Meeting-Broadcast**. A recording of the meeting can also be viewed after the fact on You Tube.

Following is a list of agenda items for the meeting:

Finance & Rules Committee Sponsored Resolutions:

1. Authorizing Agreement with Maximus, Inc. for Professional Services Relative to the Development of Cost Allocation Plans
2. Reappropriating Funds from the Center for Tech and Civil Life and Amending the 2021 County Budget in Relation Thereto
3. Authorizing the Chief Election Official Local Agreement Under the Workforce Innovation and Opportunity Act of 2014
4. Establishing Time and Place for Public Hearing Related to the 2020 Community Development Block Grant (CDBG) Process
5. Requesting the New York State Legislature Provide Level Funding for the Northern New York Agricultural Development Board in the FY2022 State Budget at \$300,000

General Services Committee Sponsored Resolutions:

1. Reappropriating Funds from Various Unspent Grants Relative to the Fire and Emergency Management Department and Amending the 2021 County Budget in Relation Thereto
2. 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 189 over Grunley Creek), Appropriating Funds Therefor and Amending the 2021 County Budget and Capital Plan
3. Reappropriating Funds from Various Unspent Homeland Security Grants Relative to the Sheriff's Department and Amending the 2021 County Budget in Relation Thereto
4. Authorizing Inter-Municipal Agreement with the City of Watertown Regarding FY 2020 Edward Byrne Memorial Justice Assistance Program and Amending the 2021 County Budget in Relation Thereto

Health & Human Services Committee Sponsored Resolutions:

1. Amending 2021 County Budget Relative to Additional Revenue From the Redlich Horwitz Foundation for Family First Readiness Funding

Informational Items:

1. 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. _____

Authorizing Agreement with Maximus, Inc. for Professional Services
Relative to the Development of Cost Allocation Plans

By Legislator: _____

Whereas, Jefferson County is responsible for the operation of certain federally funded programs and provides central service support to such programs utilizing local tax monies, and

Whereas, Federal Office of Management and Budget Circular A-87 provides that the Federal Government will reimburse counties for an equitable share of central service support costs through the development of a cost allocation plan, and

Whereas, It is desirable to utilize the professional services of a consultant experienced in preparation of cost allocation plans in the development of Jefferson County's Cost Allocation Plan as a means of insuring maximum federal reimbursement, and

Whereas, In response to a request for proposals, three proposals were received and reviewed in detail.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Maximus, Inc. for professional services in the development of central services cost allocation plans based on actual costs for 2020, 2021, 2022, 2023, and 2024 with an option for 2025, including related documents in conformance with Federal Office of Management and Budget requirements, consideration to be paid shall be \$8,500 for each of the 2020, 2021, and 2022 years, and \$8,675 for each of the 2023, 2024 and the optional 2025 years, and be it further

Resolved, That, pursuant to Section 450 of County Law, the Chairman of the Board of Legislators be and is hereby authorized and directed to execute such contract on behalf of Jefferson County, subject to approval by the County Attorney as to form.

Seconded by Legislator: _____

State of New York)
)
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. _____

Reappropriating Funding from the Center for Tech and Civic Life and
 Amending the 2021 County Budget in Relation Thereto

By Legislator: _____

Whereas, By Resolution 188 of 2020, this Board of Legislators accepted Center for Tech and Civic Life grant funding for local election jurisdictions to provide safe and secure voting in 2020, and

Whereas, There remain unspent funds for which the deadline has been extended until June 30, 2021.

Now, Therefore, Be It Resolved, That the 2021 County Budget is hereby amended as follows:

Increase:

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$19,421.12
Expenditure		
01145000 01110	Temporary	\$ 5,351.12
01145000 04116	Postage	2,500.00
01145000 04117	Printing	3,500.00
01145000 04211	Building/Property Maintenance	1,070.00
01145000 04212	Building Maint Contracts	5,000.00
01145000 04414	Supporting Services	1,000.00
01145000 04585	Operating Supplies	1,000.00

Seconded by Legislator: _____

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

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 The Chief Elected Official Local Agreement
Under the Workforce Innovation and Opportunity Act of 2014

By Legislator: _____

Whereas, The Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 requires that Chief Elected Officials of Jefferson and Lewis County enter into an agreement outlining the sharing of funds and the responsibilities of each County and said agreement be signed by the Chief Elected Officer of each County and approved by the County Boards.

Now, Therefore, Be it Resolved, That Jefferson County enter into a Chief Elected Official Local Agreement with Lewis County for a term of July 1, 2020 through June 30, 2021 and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to sign the above referenced agreement on behalf of the County of Jefferson, subject to approval by the County Attorney as to the form and content.

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. _____

Establishing Time and Place for Public Hearing Related to the
2020 Community Development Block Grant (CDBG) Process

By Legislator: _____

Whereas, Jefferson County is in the process of evaluating grant opportunities in anticipation of a 2020 Community Development Block Grant (CDBG) Program administered by the NYS Office of Community Renewal, and

Whereas, The CDBG application process requires applicants to hold a public hearing to obtain the views of the general public on community development needs.

Now, Therefore, Be It Resolved, that Pursuant to Section 104(A)(2) of the Federal Housing and Community Development Act, as amended, a CDBG public hearing shall be held on Tuesday, April 6, 2021, at 6:00 p.m. in the Jefferson County Board of Legislator Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, New York, or virtually if necessary, and be it further

Resolved, That notice of such public hearing shall be given in accordance with law, and be it further

Resolved, That the Chairman of the Board is hereby authorized to execute all necessary CDBG application documents, and the Department of Planning is hereby authorized as the County's agent to act in connection with the submission of any authorized application and to provide any supplemental information that may be required by the NYS Office of Community Renewal.

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. _____

Requesting The New York State Legislature Provide Level Funding for the Northern New York Agricultural Development Program in the FY2022 State Budget at \$300,000

By Legislator: _____

Whereas, The Northern New York Agricultural Development Program was established by the New York State Legislature in 1961 as a farmer-driven small grants program funding high priority, cutting-edge research and technical assistance in all sectors of agriculture in Jefferson, Lewis, St. Lawrence, Clinton, Essex, and Franklin Counties, and

Whereas, This critical funding is administered by the NYS Department of Agriculture and Markets and implemented by a steering committee of nearly 100 local farmers representing the diverse agricultural sectors in NNY and farm enterprises of all sizes, and

Whereas, Projects selected for funding by the steering committee involve important on-farm research which provides NNY farmers with practical, real-world results to guide innovative agricultural practices shaped by the region's unique soils, climate and short growing season, and

Whereas, The NNY region is ranked second in the State for agricultural production with annual farm product market values in excess of \$776.5 million, thus making agriculture a driving economic engine important to local, regional and State economies, and

Whereas, Funding for the Northern New York Agricultural Development Program was dramatically reduced in the FY2021 State Budget, representing a 50% drop in historical funding levels from \$600,000 to \$300,000, and

Whereas, Funding for the Northern New York Agricultural Development Program was not included in the FY2022 Executive Budget, nor has it ever been in an Executive Budget as it is a New York State Legislature initiative.

Now, Therefore, Be It Resolved, That the Board of Legislators requests the New York State Legislature provide level funding for the Northern New York Agricultural Development Program in the FY2022 State Budget at \$300,000, and be it further

Resolved that copies of this resolution be forwarded to Senator Patty Ritchie, Senator Michelle Hinchey, Chair of Senate Committee on Agriculture, Assemblyman Ken Blankenbush, Assemblyman Mark Walczyk, Assemblyman William Barclay, and Assemblywoman Donna Lupardo, Chair of Assembly Committee on Agriculture, St. Lawrence County Board of Legislators, Lewis County Board of Legislators, Clinton County Board of Legislators, Essex County Board of Supervisors, and Franklin County Board of Legislators.

Seconded by Legislator: _____

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 January 1, 2021 through January 31, 2021 as follows:

DMV Fees:

CC06	Retention	\$ 63,440.47
CC05	Sales Tax Ret	\$ 581.50
CC05	FS-6 Ret	\$ 534.00
Total		\$ 64,555.97

Land Records Fees:

CC07	Recording Fees	\$ 67,153.45
CC07	Filing Fees	\$ 1,755.00
CC07	Passport Fes	\$ 140.00
CC07	Photo Fees	\$ 150.00
CC07	RETT	\$ 376.00
CC07	RP5217 Ret	\$ 2,664.00
CC07	Notary Ret	\$ 320.00
CC07	NY Ed. Ret/RM	\$ 1,376.00
CC07	UCC's	\$ 1,400.00
CC07	Miscellaneous	\$ 244.00
CC07	General Int.	\$ 3.24
CC07	DMV Int.	\$ 0.69
CC07	Cover Page Fee	\$ 5,875.00
CC07	Overages	\$ 268.87
CC07	Copy Fees	\$ 2,200.75
CC07	E-Subscription	\$ 4,210.50
Total		\$ 88,137.50

Mortgage Tax Fees:

CC07	Expense	\$ 29,083.00
CC07	Interest	\$ 0.25
Total		\$ 29,083.25

Total By Account

CC05	\$ 1,115.50
CC06	\$ 63,440.47
CC07	\$ 108,662.60
CC08	\$ 5,025.00
CC50	\$ 400.00
PROJECT TR50	\$ 520.00
TT61	\$ -
Total \$ 179,163.57	

Court Record Fees:

CC08	Index Fees	\$ 5,025.00
CC08	Misc. Court	\$ -
CC50	County Fines	\$ 400.00
Total		\$ 5,425.00

Fees Collected for Other Depts.:

TR50	Stop DWI	\$ 520.00
TT61	Deposit Into Court	\$ -
Total		\$ 520.00

Adjustments (Deductions):

CC06	DMV Online Revenue:	\$ -
		\$ -
Total		\$ -

CC07	Credit Cards	\$ 8,188.15
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CC07	Notaries: Vouchers	\$ 60.00
		\$ -
		\$ -
Total		\$ 60.00

CC07	Incorporations:	\$ -
		\$ -
Total		\$ -

CC07	Tax Sale - Rec. Fees	\$ 310.00
		\$ -
		\$ -
Total		\$ 310.00

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ 179,163.57

2/3/21

Date

Donna L. Kimball

Jefferson County Treasurer/Deputy

Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual	Total
2021	1,391,643													1,391,643
2020	2,000,523	1,959,018	1,955,959	1,611,645	1,645,789	1,474,318	2,086,246	1,622,635	2,008,568	1,731,176	1,597,596	1,493,882		21,187,355
2019	1,706,282	1,487,006	1,495,967	1,370,373	1,733,868	1,533,132	1,751,872	1,629,898	1,867,896	2,059,652	1,836,676	1,687,820	-625,042	19,535,402
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
Monthly Average Percent	7.68%	8.18%	8.98%	8.37%	8.28%	7.97%	8.26%	8.34%	8.63%	9.30%	8.18%	8.61%	-0.78%	100.00%

Estimated Cost Scenarios **2021 Budget** **22,500,000**

Average % compared to rest of years

2014-2020 Average Cost percentage by month/year total	8.33%	
Estimated 2021 Cost	16,707,358	5,792,642
2020 Cost percentage by month/year total	9.44%	
Estimated 2021 Cost	14,738,765	7,761,235
Straight 12 Month Cost by average month to date	16,699,722	5,800,278
2007 - 2020 average monthly percentage of total	18,126,805	4,373,195