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

January 24, 2014

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, January 28, 2014 at 7:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Finance & Rules Committee Sponsored Resolutions:

1. Naming County Clerk as Records Management Officer

2. Authorizing Agreement with Systems East, Inc. Relative to Credit Card Processing Services

General Services Committee Sponsored Resolutions:

1. Authorizing Agreement and Amending the 2014 County Budget in Relation to the FY 2013 State Public Safety Answering Point (PSAP) Sustainment Grant

2. Authorizing Agreement and Amending the 2014 County Budget in Relation to the FY 2013 State Technical Rescue and Urban Search (USAR) Grant

3. Authorizing Agreement and Amending the 2014 County Budget with Respect to District Attorney's Office Grant from the New York State Department of Criminal Justice Services

4. Authorizing Agreement with the New York State Office of Indigent Legal Services, Creating a Part-Time Public Defender Position and Amending the 2014 County Budget in

Relation Thereto

5. Amending the 2014 County Budget to Recognize Insurance Recovery and Allocating Same in Sheriff's Department Budget

6. Authorizing Agreement and Amending the 2014 County Budget Relative to New York State Department of Homeland Security and Emergency Services Round 3 Statewide Interoperable Communications Grant (SIGC)

7. Recognizing NYS Governor's Traffic Safety Committee Child Passenger Safety Program Grant and Amending the 2014 County Budget in Relation Thereto

Health & Human Services Committee Sponsored Resolutions:

1. Amending the 2014 County Budget Relative to Veterans Peer Support (P2P) Program

2. Amending the 2014 County Budget Relative to Mental Hygiene/Community Services and Authorizing Amended Agreements in Relation Thereto

3. Accepting Funding in Connection iwht NYSDOH COLA for Lead Poisoning Prevention Program and Amending the 2014 County Budget in Relation Thereto

4. Amending the 2014 County Budget to Re-Appropriate Immunization Billing Grant Funding

5. Amending the 2014 County Budget to Re-Appropriate Prior Rabies Grant Funding and Accept Additional Funding

6. Amending the 2014 County Budget In Relation to Vital Access Program and Safety Net Provider Grant

7. Amending the 2014 County budget in Relation to the Department of Social Services

8. Accepting Donations on Behalf of the Department of Social Services and Amending the 2014 County Budget

Planning & Development Committee Sponsored Resolutions:

1. Amending the 2014 County Budget to Accept and Reappropriate Funds Related to the Jefferson County Agriculture and Farmland Protection Plan Update

Informational Items:

1. Revenue and Expenditure Spreadsheet

2. Monthly Departmental Reports
   County Clerk
   Health Benefits

If any Committee member has inquiries regarding any agenda items, or would like to add an item(s), please do not hesitate to contact me.

RFH:jdj

cc:	Audit	Information Services	Real Property Tax Services
	County Clerk	Insurance	County Treasurer
	Board of Elections	JCC	County Attorney
	Human Resources	Purchasing	

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Naming County Clerk as Records Management Officer

By Legislator: _____

Whereas, Pursuant to the New York Compilation of Rules and Regulations (NYCRR) of the Commissioner of Education, (Title 8 Part 185), each local government shall designate one local officer to be records management officer, and

Whereas, Such designation shall allow the official to apply for State records grants and make decisions regarding the ultimate disposition of County records.

Now, Therefore, Be It Resolved, That this Board of Legislators hereby names the County Clerk, by title, as the County's Records Management Officer.

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 Systems East, Inc.
Relative to Credit Card Processing Services

By Legislator: _____

Whereas, Pursuant to a Request for Proposals (RFP) issued by the Purchasing Department for credit card services for the various County Departments, and

Whereas, Systems East, Inc. has been selected as the preferred provider of said services, and

Whereas, it is necessary to authorize an agreement with Systems East, Inc. for said services for a term of three years from the date of the agreement's execution, plus two, one-year extensions if both parties agree.

Now, Therefore, Be it Resolved, That Jefferson County enter into an agreement with Systems East, Inc for a period of three years, with the option of two one-year extensions if approved by both parties, for the purposes stated above and the Chairman of the Board of Legislators be and hereby authorized to execute said agreement of behalf of the County subject to the review of the County Attorney as to 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

Departmental Revenue (YTD)

Code-Department	Revenue 12/31/2012	Revenue 12/31/2013	2013 Amended Budget 12/12=100%	2012 Revenue as a % of 2012 Budget	2013 Revenue as a % of 2013 Budget
(Year:2013, Month Ending:December)					
1040-Board Office Misc Items	127,027,859	124,382,815	125,601,254	103.11%	99.03%
1165-District Attorney	204,473	145,041	197,706	102.13%	73.36%
1170-Public Defender	142,672	0	215,000	48.20%	.00%
1325-Treasurer	39,949	33,060	29,750	143.96%	111.13%
1345-Purchasing	116,843	99,658	86,993	132.32%	114.56%
1355-Real Property Tax Service	417,328	381,797	401,135	101.05%	95.18%
1410-County Clerk	2,026,655	1,933,518	1,986,977	99.00%	97.31%
1420-County Attorney	521,130	463,196	700,000	65.14%	66.17%
1430-Human Resources	8,425	14,550	10,000	84.84%	145.50%
1450-Elections	385	667	500	1.69%	133.40%
1620-Facilities - General	1,039,992	725,572	1,372,644	70.88%	52.86%
1680-Information Technology	47,341	13,942	45,000	86.08%	30.98%
3110-Sheriff Criminal & Civil	925,306	708,101	1,224,813	118.11%	57.81%
3140-Probation	889,096	599,606	922,830	111.65%	64.97%
3315-Stop DWI	270,285	267,091	256,860	103.41%	103.98%
3410-Fire & Emergency Mngt	313,072	403,671	191,000	69.86%	211.35%
3510-Dog Control	375,588	68,113	472,362	91.84%	14.42%
3620-Code Enforcement	165,314	170,593	140,000	118.08%	121.85%
4050-Public Health Service	6,403,345	5,276,897	7,319,539	82.85%	72.09%
4310-Mental Health & Hygiene	5,502,015	5,733,483	9,146,773	61.43%	62.68%
5610-Airport	1,284,722	1,579,314	1,698,880	90.77%	92.96%
6010-Social Service Admin	12,127,904	10,468,454	9,808,885	119.75%	106.72%
6030-Adult Care Facility	1,519,289	347,546	1,796,497	101.65%	19.35%
6070-Social Service Programs	18,373,282	16,356,561	21,062,100	89.37%	77.66%
6510-Veterans Service Agency	8,529	8,529	8,654	98.56%	98.56%
6540-Consumer Affairs	8,970	9,951	10,366	85.71%	96.00%
6772-Office for the Aging	1,400,732	839,326	1,410,513	90.40%	59.50%
7310-Youth Bureau	78,992	71,392	100,306	77.36%	71.17%
8020-Planning	142,130	82,029	70,574	170.41%	116.23%
8989-Authorized Agencies	0	443,597	443,597	.00%	100.00%
8992-Interfund Transfers	186,354	71,011	71,011	89.59%	100.00%
9150-Debt Service	100,596	0	0	76.56%	.00%
01-General Fund	181,668,575	171,699,082	186,802,519	98.82%	91.91%
9003-Highway	12,554,619	13,240,565	13,207,780	99.77%	100.25%
9004-Road Machinery	2,089,915	2,016,254	2,214,783	97.66%	91.04%
9101-Solid Waste - Recycling	2,775,321	2,328,201	2,872,321	98.24%	81.06%
9006-General Govt Capital	8,020,806	6,405,678	16,479,516	100.00%	38.87%
6340-Employment & Training	2,687,842	1,961,107	2,224,709	113.73%	88.15%
8668-Federal Revenue Sharing	2,159,020	1,323,628	19,490	153.98%	6,791.32%
1436-Insurance	2,602,478	2,732,854	2,758,256	98.48%	99.08%
9021-Health Benefits	17,394,850	15,115,529	17,267,938	99.27%	87.54%
9022-Insurance Reserve	2,988	2,095	0	.00%	.00%
9023-Occupancy Tax	470,857	464,029	485,800	142.99%	95.52%
9150-Debt Service	3,055,001	3,085,533	3,108,474	99.99%	99.26%
Total All Funds	235,355,472	220,345,985	247,441,586	99.42%	89.05%

Departmental Spending (YTD)

Code-Department	Spending 12/31/2012	Spending 12/31/2013	2013 Amended Budget 12/12=100%	2012 Spending as a % of 2012 Budget	2013 Spending as a % of 2013 Budget
(Year:2013, Month Ending:December)					
1010-Board Office	924,714	940,822	1,003,598	92.72%	93.74%
1040-Board Office Misc Items	38,444,907	37,823,737	38,622,340	100.00%	97.93%
1165-District Attorney	1,527,474	1,618,619	1,682,957	96.48%	96.18%
1170-Public Defender	1,853,243	1,795,264	1,865,947	112.80%	96.21%
1325-Treasurer	650,226	646,823	693,561	99.74%	93.26%
1345-Purchasing	537,942	534,648	589,635	95.72%	90.67%
1355-Real Property Tax Service	867,477	873,349	910,359	93.81%	95.93%
1410-County Clerk	1,841,756	1,752,469	2,032,944	91.65%	86.20%
1420-County Attorney	1,269,406	1,276,176	1,257,806	107.81%	101.46%
1430-Human Resources	355,160	339,720	378,585	98.06%	89.73%
1436-Insurance	404,995	414,769	447,705	100.38%	92.64%
1450-Elections	763,736	652,046	826,963	85.53%	78.85%
1620-Facilities - General	3,278,530	3,468,569	4,012,518	83.11%	86.44%
1680-Information Technology	977,066	985,845	1,125,250	85.92%	87.61%
1910-Special Items	10,214	549	400,856	.40%	.14%
2490-Education	4,821,960	5,012,820	4,990,151	99.76%	100.45%
3110-Sheriff Criminal & Civil	13,484,609	13,842,937	14,968,367	100.76%	92.48%
3140-Probation	3,543,588	3,513,886	3,913,006	98.37%	89.80%
3315-Stop DWI	248,291	46,852	256,860	95.00%	18.24%
3410-Fire & Emergency Mngt	2,623,319	2,885,638	3,103,146	84.70%	92.99%
3510-Dog Control	371,113	443,580	478,159	91.71%	92.77%
3620-Code Enforcement	584,944	566,827	618,263	93.79%	91.68%
4050-Public Health Service	7,588,910	7,569,136	8,336,958	90.02%	90.79%
4310-Mental Health & Hygiene	10,249,450	9,594,610	12,797,958	82.17%	74.97%
5610-Airport	2,997,102	1,829,435	1,937,292	84.97%	94.43%
6010-Social Service Admin	17,356,034	16,341,654	17,725,489	95.42%	92.19%
6030-Adult Care Facility	2,034,490	605,454	2,013,006	28.30%	30.08%
6070-Social Service Programs	42,449,540	40,903,047	45,867,966	96.65%	89.18%
6510-Veterans Service Agency	159,059	165,019	168,489	98.87%	97.94%
6540-Consumer Affairs	148,079	150,288	155,619	97.43%	96.57%
6772-Office for the Aging	2,075,176	2,004,455	2,265,980	91.47%	88.46%
7310-Youth Bureau	103,828	100,649	130,448	78.71%	77.16%
8020-Planning	767,905	698,689	733,219	97.70%	95.29%
8710-Forestry	231,467	240,014	265,763	88.16%	90.31%
8989-Authorized Agencies	1,675,500	1,794,140	2,237,737	80.53%	80.18%
8990-Employee Benefits	3,740,604	3,562,868	3,815,260	95.52%	93.38%
8992-Interfund Transfers	14,973,942	15,856,273	15,856,273	100.00%	100.00%
01-General Fund	185,935,757	180,851,674	198,486,432	92.07%	91.12%
9003-Highway	11,620,481	12,774,874	13,045,139	95.47%	97.93%
9004-Road Machinery	1,846,701	1,863,160	2,069,278	94.18%	90.04%
9101-Solid Waste - Recycling	2,652,706	2,733,756	2,807,480	98.57%	97.37%
9006-General Govt Capital	9,195,217	6,471,780	17,633,096	100.00%	36.70%
6340-Employment & Training	2,447,138	2,221,095	2,138,555	113.72%	103.86%
1436-Insurance	2,422,347	2,373,858	2,753,416	91.63%	86.22%
9021-Health Benefits	16,142,509	14,614,740	17,109,727	92.12%	85.42%
9023-Occupancy Tax	329,300	485,800	485,800	100.00%	100.00%
9150-Debt Service	3,120,163	3,108,474	3,108,474	100.00%	100.00%
0112-Depreciation-Buildings	1,746,353	0	0	.00%	.00%
0113-Depreciation-Imp O/T Bldg	28,842	0	0	.00%	.00%
0114-Depreciation-Mach & Equip	1,971,738	3,804	0	.00%	.00%
0116-Depreciation-Infrastruct	3,852,188	0	0	.00%	.00%
65-Fixed Assets Fund	7,599,121	3,804	0	.00%	.00%
Total All Funds	243,311,441	227,503,014	259,637,398	95.89%	87.62%

STATEMENT OF COUNTY CLERK FEES RECEIVED

I, Cheryl D. Lane, County Clerk of Jefferson County, New York, do hereby report the receipts of the Jefferson County Clerk's Office for the Month of **NOVEMBER 2013** as follows:

MOTOR VEHICLE FEES

CC06-MV Ret	$ 50,461.03
CC05-Sales Tax Ret	$ 657.50
CC05-FS-6 Fees	$ 735.00
Total	**$ 51,853.53**

COURT RECORD FEES

CC08-Index Number Fees	$ 3,328.00
CC50-County Court Fines	$ -
CC08-Miscellaneous	$ 4,507.40
Total	**$ 7,835.40**

LAND RECORDS FEES

CC07-Deeds, etc	$ 8,485.00
CC07-Mortgages	$ 22,745.00
CC07-Discharges	$ 6,384.00
CC07-RETT	$ 321.00
CC07-RP5217 ret	$ 2,124.00
CC07-Notary ret	$ 280.00
CC07-NY Ed ret	$ 248.75
CC07-Cultural Ed	$ 746.25
CC07-UCCs	$ 920.00
CC07-Misc	$ 17,311.64
CC07-Interest	$ 2.17
CC07-C Page Processing	$ 4,855.00
CC07-E-Search Subscription	$ 500.00
CC07-E-Search Copies	$ 950.00
Total	**$ 65,872.81**

$ 1.86	Gen. Int.	**$ 0.31**	DMV Int.

MORTGAGE TAX FEES

CC07-Interest	$ 0.20
CC07-Expense	$ 13,370.00
Total	**$ 13,370.20**

FEES COLLECTED FOR OTHER DEPARTMENTS

TR50-Stop DWI	$ 4,990.00
TT61-Deposit/Court	$0.00
Total	**$ 4,990.00**

TOTAL BY ACCOUNTS

CC05	$ 1,392.50
CC06	$ 50,461.03
CC07	$ 79,243.01
CC08	$ 7,835.40
CC50	$ -
TR50	$ 4,990.00
TT61	$0.00
TOTAL	**$ 143,921.94**

RECEIVED FROM CHERYL D. LANE, JEFFERSON COUNTY CLERK THE SUM OF **$ 143,921.94**
BEING JEFFERSON COUNTY FEES FOR THE MONTH OF **NOVEMBER 2013**

12/5/13
DATE

Karen Christi
JEFFERSON COUNTY TREASURER/DEPUTY

CCF-2 (REV 8/02)

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STATEMENT OF COUNTY CLERK FEES RECEIVED

I, Cheryl D. Lane, County Clerk of Jefferson County, New York, do hereby report the receipts of the Jefferson County Clerk's Office for the Month of **DECEMBER 2013** as follows:

MOTOR VEHICLE FEES

CC06-MV Ret	$ 52,880.20
CC05-Sales Tax Ret	$ 623.00
CC05-FS-6 Fees	$ 796.00
Total	**$ 54,299.20**

COURT RECORD FEES

CC08-Index Number Fees	$ 3,130.50
CC50-County Court Fines	$ 98.06
CC08-Miscellaneous	$ 4,292.60
Total	**$ 7,521.16**

LAND RECORDS FEES

CC07-Deeds, etc	$ 9,546.50
CC07-Mortgages	$ 24,550.50
CC07-Discharges	$ 8,608.50
CC07-RETT	$ 282.00
CC07-RP5217 ret	$ 2,376.00
CC07-Notary ret	$ 480.00
CC07-NY Ed ret	$ 264.00
CC07-Cultural Ed	$ 792.00
CC07-UCCs	$ 1,760.00
CC07-Misc	$ 14,284.77
CC07-Interest	$ 2.13
CC07-C Page Processing	$ 5,080.00
CC07-E-Search Subscription	$ 600.00
CC07-E-Search Copies	$ 952.70
Total	**$ 69,579.10**

$ 1.77	Gen. Int.	$ 0.36	DMV Int.

MORTGAGE TAX FEES

CC07-Interest	$ 0.21
CC07-Expense	$ 13,370.00
Total	**$ 13,370.21**

FEES COLLECTED FOR OTHER DEPARTMENTS

TR50-Stop DWI	$ 2,650.00
TT61-Deposit/Court	$0.00
Total	**$ 2,650.00**

TOTAL BY ACCOUNTS

CC05	$ 1,419.00
CC06	$ 52,880.20
CC07	$ 82,949.31
CC08	$ 7,423.10
CC50	$ 98.06
TR50	$ 2,650.00
TT61	$0.00
TOTAL	$ 147,419.67

RECEIVED FROM CHERYL D. LANE, JEFFERSON COUNTY CLERK THE SUM OF **$ 147,419.67**
BEING JEFFERSON COUNTY FEES FOR THE MONTH OF **DECEMBER 2013**

1/14/14
DATE

Donna L Kimball
JEFFERSON COUNTY TREASURER/DEPUTY

CCF-2 (REV 8/02)

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Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual	Total
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		14,485,749
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	200,000	14,904,405
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	-340,401	14,266,264
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
2004	616,206	627,058	815,720	762,609	717,780	853,213	601,381	737,647	625,490	719,018	790,874	716,167	107,250	8,690,413
2003	644,323	525,605	604,982	690,366	548,629	610,538	713,408	572,613	628,941	601,781	583,022	709,051	35,141	7,468,400
2002	664,073	589,164	586,347	613,994	559,182	719,379	653,723	618,333	537,552	577,307	422,042	584,256	64,379	7,189,730
2001	460,447	475,577	546,044	469,544	494,010	365,507	599,023	463,528	617,516	630,520	561,550	495,002	106,457	6,284,724
2000	372,095	425,053	409,228	428,247	565,098	565,098	442,665	456,219	388,523	388,523	644,147	409,683	36,541	5,531,122
Monthly Average Percent														
	7.57%	7.71%	8.66%	8.06%	8.17%	8.20%	8.15%	8.42%	8.41%	9.43%	8.58%	8.35%	0.30%	100.00%

Estimated Cost Scenarios	**2013 Budget**	**16,000,000**	
Average % compared to rest of years			
1999 - 2012 Average Cost percentage by month/year total		107.87%	
Estimated 2013 Cost		13,428,934	-2,571,066
2012 Cost percentage by month/year total		98.66%	
Estimated 2013 Cost		14,682,775	-1,317,225
Straight 12 Month Cost by average month to date		14,485,749	-1,514,251
2000 - 2012 average monthly percentage of total		14,529,635	-1,470,365