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

December 2, 2016

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, December 6, 2016 at 5:30 p.m.,*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Finance & Rules Committee Sponsored Resolutions:

1. Levying 2017 Taxes and Assessments for Annual Town Budgets
2. Levying 2017 Consolidated Health District Taxes
3. Levying Returned Delinquent 2016 School Taxes
4. Levying Returned Delinquent 2016 Village Taxes
5. Directing the Completion of the Tax Rolls and the Execution and Delivery of Warrants
6. Authorizing Accounts Payable Year End Adjustments to 2016 County Budget
7. Revising Premium Equivalents for Jefferson County Government Employees Health Benefits Program
8. Amending Administrative Policies and Procedures Relative to Financial Management - Control and Accountability
9. Amending Administrative Policies and Procedures Relative to Fixed Asset Control

10. Authorizing Increase in County Clerk Fees - Mortgage Tax

11. Amending the 2016 County Budget in Relation to Use of Solid Waste Management Capital Reserve Fund

12. Allowing the Enterprise Fund to Refinance It's Outstanding Principal Repayment to the General Fund and Extending the Repayment Period Accordingly

13. Authorizing an Agreement with Motorola Solutions, Inc. For the Purchase of Radio Equipment, Software, Installation and Maintenance Services for the Jefferson County Emergency Radio System Upgrade

14. Authorizing the Execution and Delivery of a Lease-Purchase Agreement to Finance the Cost of the Purchase and Installation of Equipment for an Emergency Radio Communication System for the County of Jefferson in an Amount Not to Exceed $8,295,000

15. Bond Resolution of the County of Jefferson, New York, Authorizing the Issuance of $11,000,000 Serial Bonds to Finance the Cost of Constructing and Equipping an Emergency Radio Communication System

16. Approving Management Compensation Plan for 2017

17. Amending 2016 County Budget in Relation to Insurance Department

18. Amending the 2016 County Budget in Relation to the Employment & Training Department

19. Appointing Member to the Regional Fish and Wildlife Management Board

20. Amending 2016 County Budget Relative to Cost of Living Adjustment for Community Services Programs and to Reallocate Mental Health Funds

21. Authorizing Agreement for Janitorial Services for Jefferson County Office Buildings

22. Authorizing Jefferson County to be Lead Agency Under the State Environmental Quality Review Act for the Purpose of the 2016 Jefferson County Snowmobile Trail Reroutes Pursuant to NYS Snowmobile Grant-in-Aid Program, and Making a Determination of Non-Significance

General Services Committee Sponsored Resolutions:

1. Amending the 2016 County Budget and Capital Plan in Relation to the Road and Road Machinery Funds

2. Authorizing Agreement with the NYS Division of Homeland Security and Emergency Services in Relation to the Federal Domestic Preparedness Equipment Program and Amending the 2016 County Budget in Relation Thereto

3. Authorizing Agreements for the Governor's Traffic Safety Committee's Stop-DWI Crackdown Enforcement Grant and Amending the 2016 County Budget in Relation Thereto

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	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. _____

Levying 2017 Taxes and Assessments for Annual Town Budgets

By Legislator: _____

Whereas, There has been presented to this Board of Legislators a duly certified copy of the Annual Budget for the several towns of the County of Jefferson for the fiscal year beginning January 1, 2017.

Now, Therefore, Be It Resolved, That, there shall be and is hereby levied and assessed upon and collected from the taxable real property situated in the following named towns outside any incorporated village wholly or partially located therein, the amount set forth after each town for such purposes as specified in the budgets of the respective towns as follows:

Adams	77,899
Antwerp	163,580

Further Resolved, That there shall be and hereby are assessed and levied upon and collected from the real property liable therefore within the respective fire, fire protection, water, sewer and electric light districts in the following towns as indicated below, the following amounts for the purposes of such districts as specified in the respective annual town budgets:

Adams

Adams Center Fire	176,460.00
Smithville Fire	44,963.15
Adams Fire Protection	45,000.00
Adams Center Light	7,210.00
North Adams Heights Light	400.00
Adams Sewer District #1	19,999.92
Adams Center Water	28,203.00
Adams Water Dist #2	21,843.57
Omitted Taxes - County	1,074.17
Pro-Rated Taxes - County	2,048.61
Pro-Rated Taxes - Town	148.55

Alexandria

Redwood Fire	156,958.00
Plessis Fire	50,898.00
Alexandria Fire Protection	189,069.00
Redwood Light	12,176.00
Plessis Light	4,380.00
Otter Street Light	2,998.00
Unpaid Sewer	26,171.10

Unpaid Water	28,935.33
Omitted Taxes - Town	2,104.31
Pro-Rated Taxes - Town	56.74
Pro-Rated Taxes - County	495.91

Antwerp

Oxbow Light	4,800.00
Fire Protection	97,410.00
Omitted Taxes - County	302.23

Brownville

Brownville Fire District	314,835.00
Brownville Water District 1	81,357.50
Unpaid Water	485.20
Omitted Taxes - County	900.38
Pro-Rated Taxes - County	2,061.97
Omitted Taxes - Town	75.05

Cape Vincent

Cape Vincent Fire Dist	153,300.00
Rosiere Light	1,200.00
Unpaid Water	13,583.95
Pro-Rated Taxes - County	141.62
Pro-Rated Taxes - Town	6.22

Champion

Great Bend Fire District	130,427.00
Champion Fire Protection	60,500.00
Champion Fire Protection Dist 2	31,750.00
Great Bend Light	5,000.00
Champion Sewer District 1	61,376.00
Champion Sewer District 2	40,400.00
Unpaid Sewer	2,447.43
Unpaid Water	5,999.44
Pro-Rated Taxes - County	1,649.73
Pro-Rated Taxes - Town	399.51

Clayton

Clayton Ambulance	140,000.00
Clayton Fire District	468,405.92
Depauville Light	6,000.00
Heritage Heights Light	1,500.00
Heritage Heights Sewer	38,838.28
Reed PT Sewer	5,185.00
Depauville Sewer	40,800.00

Ellisburg	
Fire Protection	154,670.00
Belleville Light	6,180.00
Pierrepont Manor Light	4,000.00
Woodville Light	1,900.00
Ellisburg Water District 1	49,368.00
Ellisburg Water District 2	87,360.00
Henderson	
Smithville Fire District	63,564.85
Henderson Fire	303,668.00
Henderson Light	8,000.00
Unpaid Water	31,460.36
Unpaid Service	41,351.20
Pro-Rated Taxes - County	211.23
Pro-Rated Taxes - Town	3.53
Hounsfield	
Hounsfield Fire Protection	68,000.00
Hounsfield Water Dist 2	103,454.00
Hounsfield Water Dist 3	54,240.00
Housnfield Water Dist 4	29,088.00
Hounsfield Water Dist 5	73,750.00
Unpaid Water	30,482.79
Pro-Rated Taxes - County	1,521.53
Pro-Rated Taxes - Town	277.49
LeRay	
Leray Drainage District	1,000.00
Calcium Fire	257,900.00
Evans Mills Fire	245,000.00
Calcium FD Com Zone	90,000.00
Black River Fire Protection	70,331.00
Leray/Pamelia Fire Protection	9,754.00
Leray Fire Protection	24,915.00
Light District No. 1	1,075.00
Light District No. 2	6,550.00
Light District No. 3	4,300.00
Leray Sewer Dist. 3	133,438.00
Leray Sewer Dist. 4	82,637.50
Leray Water 1	42,180.00
Leray Water 4	184,313.00
Unpaid Sewer	3,471.28
Unpaid Water	2,357.55
Omitted Taxes - County	1,494.74

Pro-Rated Taxes - County	261.10

Lorraine

Fire Protection	45,100.00
Lorraine Light	1,900.00

Lyme

Fire Protection	157,000.00
Three Mile Bay Light	6,210.00
Unpaid Water	7,185.34
Pro-Rated Taxes - County	83.58
Pro-Rates Taxes - Town	6.27

Orleans

Orleans Fire District	240,500.00
Highway Item No. 1	150,000.00
LaFargeville Light	12,648.00
Fishers Landing Light	5,573.00
Omar Light	2,258.00
Fineview Light No. 1	1,404.00
Fineview Light No. 2	1,239.00
Unpaid Sewer	69,787.66
Unpaid Water	12,935.00

Pamelia

Pamelia Sewer Dist. 2	33,359.50
Pamelia Sewer Dist. 3	50,318.40
Pamelia Sewer Dist. 4	10,116.00
Pamelia Sewer Dist. 5	8,149.00
Pamelia Sewer Dist 8	23,385.90
Unpaid Sewer	3,048.51
Unpaid Water	5,412.78
Pamelia Water Dist. 4	49,727.40
Pamelia Water Dist. 5	111,418.44
Pamelia Water Dist. 6	8,155.00
Pamelia Water Dist. 7	4,893.00
Pamelia Water Dist. 8	6,524.00

Philadelphia

Philadelphia Joint Ambulance	21,340.00
Fire Protection	35,000.00
Unpaid Water	2,110.66

Rodman

Rodman Fire District	31,871.00

Rodman Light	4,200.00
Rodman Water	7,061.00
Unpaid Water	564.34

Rutland

Fire District	246,224.00
Felts Mills Light	8,000.00
Tylerville Light	3,000.00
Rutland Sewer 1	169,058.00
Unpaid Sewer	17,190.13
Unpaid Water	34,833.79

Theresa

Fire District	161,850.00
Pro-Rated Taxes - County	572.81
Pro-Rated Taxes - Town	132.02

Watertown

Watertown Fire District	774,196.00
Watertown Sewer No. 1	12,892.06
Watertown Sewer No. 2	86,939.34
Watertown Sewer No. 3	106,726.00
Watertown Sewer No. 4	101,566.99
Unpaid Sewer	733.41
Unpaid Water	535.51
Watertown Water No. 1	81,255.14
Watertown Water No. 3	23,617.02
Watertown Water No. 4	83,122.01
Watertown Water No. 6	12,294.00
Omitted Taxes - County	191.03
Pro-Rated Taxes - County	1,499.39

Wilna

Natural Bridge Fire Protection	41,850.00
Carthage/Wilna Fire Protection	601,000.00
Wilna Fire Protection 2	30,000.00
Natural Bridge Light	8,000.00
Unpaid Water	5,159.64
Natural Bridge Dist 2	16,970.00
Omitted Taxes - County	198,751.88
Omitted Taxes - Town	37,222.09

Worth

Fire Protection	7,000.00

Further Resolved, The amounts to be raised by tax for all other purposes as specified in the said several budgets as presented to this Board and which are on file in the Office of the Clerk thereof, shall be assessed and levied and collected from the taxable property in the towns as enumerated below except as otherwise provided by law, namely:

Schedule

Adams	501,496.00
Alexandria	464,049.00
Antwerp	394,500.00
Brownville	584,060.00
Cape Vincent	232,458.00
Champion	845,612.00
Clayton	945,832.12
Ellisburg	614,075.00
Henderson	100,000.00
Hounsfield	626,724.00
LeRay	777,112.00
Lorraine	409,110.00
Lyme	209,577.00
Orleans	0.00
Pamelia	0.00
Philadelphia	524,000.00
Rodman	172,957.00
Rutland	450,194.00
Theresa	361,514.00
Watertown	0.00
Wilna	812,201.00
Worth	167,000.00

Further Resolved, That such taxes and assessments when collected shall be paid to the Supervisors of the several towns in the amounts as shown by this Resolution for distribution by them in the manner as provided by law.

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. _____

Levying 2017 Consolidated Health District Taxes

By Legislator: _____

Resolved, That, pursuant to Section 399 of the Public Health Law, there shall be and hereby is assessed and levied upon and collected from the taxable real property of the several consolidated health districts located in the below listed towns the amount set forth opposite each town as follows:

Antwerp	$ 1,000.00
Cape Vincent	1,000.00
Champion	9,020.28
Clayton	2,955.00
LeRay	600.00
Lyme	2,153.00
Theresa	500.00
Wilna	15,959.72

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. _____

Levying Returned Delinquent 2016 School Taxes

By Legislator: _____

Whereas, The Boards of Education of the several school districts in Jefferson County have transmitted to the Jefferson County Treasurer a duly verified and certified statement of the several amounts of returned delinquent 2016 School Taxes.

Now, Therefore, Be It Resolved, That, pursuant to Section 1330 of the Real Property Tax Law, there shall be and hereby is assessed and levied upon and collected from the Real Property of the several Towns as hereinafter listed, upon which the same were originally imposed, the amounts of said returned delinquent 2016 School Taxes, as certified, together with seven percentum thereon in addition, as follows:

Adams	$	Lorraine	$
Alexandria		Lyme	
Antwerp		Orleans	
Brownville		Pamelia	
Cape Vincent		Philadelphia	
Champion		Rodman	
Clayton		Rutland	
Ellisburg		Theresa	
Henderson		Watertown	
Hounsfield		Wilna	
LeRay		Worth	

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. _____

Levying Returned Delinquent 2016 Village Taxes

By Legislator: _____

Whereas, The Boards of Trustees of the several villages of Jefferson County have transmitted to the Jefferson County Treasurer a duly verified and certified statement of the several amounts of returned delinquent 2016 Village Taxes.

Now, Therefore, Be It Resolved, That, pursuant to Jefferson County Local Law No. 1 of the Year 1978 and Section 1442 of the Real Property Tax Law, there shall be and hereby is assessed and levied upon and collected from the Real Property of the several villages located in the Towns as hereinafter listed, upon which the same were originally imposed, the amounts of said returned delinquent 2016 Village Taxes, as certified, together with seven percentum thereon in addition, as follows:

Adams	$	Lorraine	$
Alexandria		Lyme	
Antwerp		Orleans	
Brownville		Pamelia	
Cape Vincent.....		Philadelphia	
Champion		Rodman	
Clayton		Rutland	
Ellisburg		Theresa	
Henderson		Watertown	
Hounsfield		Wilna	
Leray		Worth	

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. _____

Directing the Completion of the Tax Rolls and
the Execution and Delivery of Warrants

By Legislator: _____

Resolved, That, pursuant to Section 900 of the Real Property Tax Law, taxes for the County for fiscal year 2017 be and are hereby levied, and the amount of tax to be paid shall be entered on each assessment roll opposite the assessment of each parcel, and be it further

Resolved, That, pursuant to Section 904 of the Real Property Tax Law, a tax warrant bearing the seal of this Board and signed by the Chairman and Clerk of this Board shall be annexed to each assessment roll, and the completed tax roll shall be delivered to the respective collecting officers prior to December 31, 2016.

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 Accounts Payable Year End Adjustments to 2016 County Budget

By Legislator: _____

Whereas, Provisions of the Federal Single Audit Act and regulations of the State Comptroller require Jefferson County to utilize modified accrual as the basis for governmental fund accounting, and

Whereas, Modified accrual accounting principles require that the County accrue accounts payable so that expenditures are generally reflected in the period for which the goods or services are received, and

Whereas, Application of this principle may result in the over expenditure of certain individual line item applications, particularly in areas where spending is mandated by State or Federal requirements.

Now, Therefore, Be It Resolved, That the Board of Legislators herewith authorizes the County Treasurer to make adjusting entries to provide sufficient appropriations to avoid individual line item deficits upon the accrual of year end accounts payable, provided that such entries do not result in an increase in total appropriations approved by the Board of Legislators for 2016, and be it further

Resolved, That said adjusting entries shall be subject to approval by the Chairman of the Board and the County Administrator, who shall, upon completion of the year end closing, report same to the Finance & Rules Committee and Board of Legislators.

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. _____

Revising Premium Equivalents for Jefferson County
Government Employees Health Benefits Program

By Legislator: _____

Whereas, Coincidental with the commencement of the Jefferson County Government Employees Health Benefits Program, the Jefferson County Board of Supervisors, by Resolution No. 97 of 1988, established premium equivalents to be charged to those individuals or County agencies responsible for funding the cost of their participation in the County's self funded health benefits program, and

Whereas, POMCO, the County's health benefits program third party administrator has provided the County with suggested premium equivalents based upon projected claims paid during the period January 1, 2017 through December 31, 2017, which have been added to the administrative cost-based premium equivalents.

Now, Therefore, Be It Resolved, That effective January 1, 2017, the monthly premium equivalents to be charged to those retirees or County agencies responsible for funding the cost of their participation in the Jefferson County Government Employees Health Benefits Program shall be $1,006.46 for individual coverage and $2,314.33 for family coverage, with the additional categories of $700.89 for an individual with Medicare coverage and $1,176.27 for a family with Medicare coverage, and be it further

Resolved, That the Director of Insurance is hereby directed to notify the affected parties of this revision.

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. _____

Amending Administrative Policies and Procedures Relative to Financial Management - Control and Accountability

By Legislator: _____

Whereas, Local Law No 10 of 1986, as amended, provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, Pursuant to Resolution No. 114 of 1987 Jefferson County approved administrative policies and procedures related to financial management - control and accountability, and

Whereas, It is the desire of the County Administrator and Board of Legislators to amend said policies and procedures to reflect the County's current practices.

Now, Therefore, Be It Resolved, That the Administrative Policy Section 1.01 Finance - Control and Accountability, as amended is hereby approved and by reference is incorporated herein, and be it further

Resolved, That any provision of said Administrative Policies and Procedures which is in violation of the provisions of Local Law No. 10 of 1986, as same may be amended, shall be deemed null and void and shall not be enforced, and be it further

Resolved, That this resolution shall take effect immediately.

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

ADMINISTRATIVE MEMORANDUM
POLICIES AND PROCEDURES

County of Jefferson **Board of Legislators** **Office of the County Administrator**

Section:	FINANCE	**Issued:**	4/1987
Subsection:	1.02 Control and Accountability	**Revised:**	12/2016

POLICY:

A department head of County Government shall have the primary responsibility and accountability for the department's budget, expenditures and revenues. When a department head authorizes or empowers a designee to authorize any payroll, claim vouchers, contract or any obligation against the County, the department head is attesting to the availability of funds within his/her budget and shall be responsible to insure sufficient funds are available.

The County Auditor shall be responsible for the audit of all claims, accounts and demands which are made County charges by law and which would otherwise be audited by the Board of Legislators, except where limited by the Board of Legislators.

The County Treasurer shall be responsible for the duties prescribed by law as the chief fiscal officer of the County, financial accounting and the overall financial affairs of the County as may be directed by the Board of Legislators.

The County Administrator shall be responsible for the duties of Budget Officer including but not limited to budgeting controls, and to promote the efficient and economical management of funds.

GUIDELINES:

1. Department heads are required to establish internal controls within their departments for financial control and accountability related to all expenditures and revenues provided for in the adopted budget of their department.

2. Department heads are required to insure that there are sufficient funds in an account when he/she authorizes an expenditure from said account.

3. Department heads are required to insure that revenues are received in a timely manner with regard to the timely processing of federal or state assistance claims and the collection of accounts receivables.

4. The department heads are required to review financial information reports to insure the financial integrity of their various accounts. In instances where a deficit is anticipated, it is the responsibility of the department head to secure the necessary administrative and/or board authorization to avoid an over expenditure and deficit.

5. The County Auditor shall review claims against the County. If there is a determination that insufficient funds exist to process said claim, the County Auditor shall not process payment and shall return said claim to the department head. The department head shall initiate the action necessary to provide for sufficient funds.

6. The County Treasurer shall monitor the financial activity of the operating departments and shall notify the department head of potential deficiencies in funds, shortfalls in revenues, and recommend action to be taken to correct same.

7. The County Treasurer shall provide the County Administrator, Finance & Rules Committee and the Board of Legislators reports of the County's financial affairs upon request or as deemed necessary and appropriate.

8. Instances of failure to comply with this policy and guidelines as identified by the County Treasurer and/or the County Auditor shall be reported to the County Administrator. The County Administrator shall keep the Board Chairman and Chairman of the Finance & Rules Committee apprised of non compliance, financial control and accountability problems and initiate appropriate corrective actions.

9. Any questions relative to the intent or clarification of the policy and guidelines contained herein shall be subject to a determination of the Finance & Rules Committee or the Board of Legislators if determined to be necessary and appropriate.

REFERENCE:

1. County Law - Section 550, 351, 362
2. County Law - Section 660, 369
3. Jefferson County Local Law No. 10 - 1986
4. Jefferson County Board of Supervisors Resolution No. 114 - 1987
5. Jefferson County Board of Legislators Resolution No. - 2016

ISSUED: April 14, 1987

REVISED: December 13, 2016

Robert F. Hagemann, III
County Administrator

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending Administrative Policies and Procedures
Relative to Fixed Asset Control

By Legislator: _____

Whereas, Local Law No. No. 10 of 1986, as amended, provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, Pursuant to Resolution Nos. 353 of 1987, 202 of 1991, 109 of 1996, 84 of 2001, and 184 of 2003 the Board of Legislators approved, and subsequently amended, administrative policies and procedures relative to the control and disposal of fixed assets of Jefferson County, and

Whereas, The County Administrator recommends that these policies and procedures be further amended to provide for greater flexibility, and cost effectiveness, and to clarify the procedural steps in the acquisition and disposition of fixed assets and surplus property.

Now, Therefore, Be It Resolved, That the Administrative Policies and Procedures Finance: Subsection 1.03 Fixed Asset Control promulgated by the County Administrator pursuant to Local Law No. 10 of 1986, adopted by Resolution No. 353 of 1987, and subsequently amended pursuant to Resolutions 202 of 1991, 109 of 1996, 84 of 2001, and 184 of 2003 be and is hereby further amended, as attached, and be it further

Resolved, That this resolution shall take effect immediately.

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

ADMINISTRATIVE MEMORANDUM
POLICIES AND PROCEDURES

County of Jefferson **Board of Legislators** **Office of the County Administrator**

Section: Finance **Issued: 12/87**

Subsection: 1.03 Fixed Asset Control **Revised: 12/16**

POLICY

To communicate the objectives of the Jefferson County Board of Legislators and to ensure compliance with the Governmental Accounting Standards Board, Generally Accepted Accounting Principles, and guidelines issued by the Office of the New York State Comptroller by establishing written criteria that will facilitate the consistent recognition, monitoring, accounting, and protection of fixed assets.

SCOPE

This policy applies to all employees and Departments of Jefferson County and is in addition to and in conjunction with Policies 1.04, 4.01, 4.02, 8.01, 8.02, and 8.03

A separate Asset Capitalization Policy (Policy 1.10) provides guidelines and capitalization thresholds for financial reporting and is intended for use by the County Treasurer and Purchasing Department.

INTRODUCTION

Fixed assets are defined as tangible or intangible assets that are used in operations and have a useful life of more than one year such as land and improvements to land, buildings and building improvements, vehicles, machinery, equipment, and infrastructure.

Fixed assets generally are acquired to help provide essential services (directly or indirectly) to citizens and often represent the most significant investment of resources for local governments. An accurate and up-to-date inventory of fixed assets (including lower cost assets that are not reported in financial statements) ensures that both physical control and accountability is maintained and can have a direct impact on the various costs (insurance, replacement, etc.) associated with ownership of fixed assets. Public officials have a fiduciary responsibility to ensure such assets are protected from loss, waste, or misuse through the development of a comprehensive policy and procedure that establish responsibilities, guidelines, and definitions for maintaining the asset records.

GUIDELINES

FUND SOURCE

Fixed assets purchased for Jefferson County shall be identified and funded as follows:

1. **General Fixed Assets**- Assets which have a useful life **of two years or more** and a minimum value of **$5,000.00.** All General Fixed Assets shall be funded from a .2 account line.

2. **Sensitive Assets**- A specific group of assets which have a useful life greater than one year and are valued **at less than $5,000.**
   These assets shall include, but may not be limited to the following:
   Audio/Visual Equipment such as cameras, televisions, etc.
   Communications Equipment such as radios
   Computer Equipment such as laptops, Ipads, etc

   Tools and Equipment used in the construction and maintenance of buildings and infrastructure.

Firearms

RESPONSIBILITIES

Purchasing Department:

The Purchasing Department, under the direction of the Purchasing Director, shall be responsible for the acquisition, recording and tracking of all fixed assets including real and personal property while ensuring the accuracy and usefulness of the asset records through the use of an automated and integrated management information system. As the designated Property Control Manager, the Purchasing Director, subject to approval of the County Administrator and the Board of Legislators, shall be responsible for the development of detailed policies and procedures including the design and distribution of applicable documents used to record and maintain asset records. The Purchasing Department shall be responsible for the management of fixed assets while ensuring appropriate entries are made to the inventory records.

By no later than **the end of the first quarter** of each year, the Purchasing Director shall submit a report of General Fixed Assets to the County Treasurer and the Director of Insurance.

Buildings Department

If applicable, upon receipt of an approved ***Asset Transaction Record*** from the Purchasing Department, the Buildings Department will be responsible for the physical transfer of assets in accordance with the procedures defined herein. Assets will not be transferred without authorization from the Purchasing Department.

Department Heads:

Department Heads shall be designated as Fixed Asset Custodians for the assets assigned to their Department with the provision that they may appoint a designee. Such designation must be in writing and forwarded to the Purchasing Department.

Department Heads shall also ensure that all required information relating to the acquisition, change, or transfer, of a fixed asset is provided to the County Auditor and Purchasing Department in a timely manner as defined in this policy.

Prior to January 15th of each year, Department Heads shall be responsible for verification of the prior year-end fixed asset inventory of their Department and submission of the ***Asset Confirmation*** to the Purchasing Department.

County Auditor:

The County Auditor shall have the responsibility of reviewing all payment requests for fixed asset purchases to ensure that all information required to properly update the fixed asset inventory is available before payments are processed.

The County Auditor shall also be responsible for conducting random asset inventories of each department. Such inventories will be scheduled at the discretion of the County Auditor and will ensure that a physical inventory of all departments will be performed at least once in a three-year period. Assets which cannot be verified will be compared to the master asset inventory records maintained in the Purchasing Department and, if confirmed to be missing, will be reported to the Department Head, Purchasing Director, County Treasurer and County Administrator within thirty days of the completion of the audit.

County Treasurer:

The County Treasurer shall be advised of all changes to the fixed asset inventory in order to ensure that the appropriate general ledger entries are completed in a timely manner for the purposes of financial reporting.

County Administrator:

The County Administrator shall be responsible for ensuring appropriate administrative action and controls are implemented to ensure policy compliance.

ASSET CLASSES

The County has established the following classes of assets:

Land

Definition: The surface or crust of the earth which can be used to support structures and may be used to grow crops, grass, shrubs, and trees. Land is characterized as having an unlimited life. (Indefinite)

Examples of Expenditures to be capitalized as land:

- Purchase price or fair market value at time of acquisition
- Commissions
- Professional fees (title searches, architects, legal, engineering, appraisals, surveying, etc.)
- Accrued and unpaid taxes at date of purchase
- Right of way
- Other costs incurred in the acquisition process

Land Improvements

Definition: Land improvements consist of betterments, site preparation, and site improvements (other than buildings) that ready the land for its intended use. They can be exhaustible or non-exhaustible.

- Non-exhaustible land improvements - Expenditures for improvements that do not require maintenance or replacement. Expenditures to bring land into condition to commence construction of structures and improvements that do not deteriorate with use over the passage of time. This type of expenditure is an addition to the cost of the land and is generally not exhaustible and therefore not depreciated.

- Exhaustible land improvements - Expenditures for improvements that are part of a site such as parking lots, landscaping, and fencing which are usually exhaustible and depreciated.

Examples of Expenditures to be capitalized as land improvements:

- Site improvements such as excavation, fill, grading, and utility installation.
- Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines).
- Fencing
- Landscaping
- Parking lots
- Retaining walls

Buildings

Definition: A structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Buildings that are an ancillary part of a network such as rest area facilities incorporated into a highway network will be reported as infrastructure rather than as buildings.

Examples of Expenditures to be capitalized as buildings:

Purchased buildings

- Original purchase price
- Expenses for remodeling, reconditioning, or altering a purchased building to make it ready to use for the purpose for which it was acquired.
- Environmental compliance (i.e., asbestos abatement).
- Professional fees (legal, architects, inspections, title searches, etc.)
- Payment of unpaid or accrued taxes on the building to date of purchase.
- Cancellation or buyout of existing leases.
- Other costs required to place the asset into operation.

Constructed buildings

- Completed project costs (including labor)
- Interest accrued during construction.

- Cost of excavation, grading, or filling of land ***for a specific building***.
- Professional fees (architect, engineers, management fees for design and supervision, legal).
- Costs of temporary buildings used during construction.
- Unanticipated costs such as rock blasting or piling.
- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building.
- Additions to buildings (expansions, extension, or enlargements).

Building Improvements

Definition: Capital events that materially extend the useful life of a building or increase the value of a building or both. A building improvement should be capitalized as a betterment and recorded as an addition to the value of the existing building if the expenditure for the improvement meets the capitalization threshold and increases the useful life or value of the building.

Examples of Expenditures to be capitalized as improvements to buildings:

Note: For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project which increases the value and/or extends the useful life of the building. A replacement may also be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item. Ex: replacing an old shingle roof with a new fire proof tile roof. Replacement or restoration to original utility level would not be capitalized. If an expenditure is subject to interpretation of this policy, determinations will be made on a case-by-case basis in coordination with the County Treasurer, County Auditor, and Purchasing Director.

- Conversions of attics, basements, etc. to usable office, clinic, research or classroom space.
- Structures attached to buildings, i.e.: covered patios, garages, carports, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems including ceiling fans and vents.
- Installation or upgrade of plumbing and electrical wiring.
- Original installation/upgrade of wall or ceiling coverings such as carpeting, tiles, paneling, etc.
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing.
- Interior and exterior renovations that extend life or increase value.
- Installation or upgrade of a phone or closed circuit television systems, fiber optic cable, or wiring required for installation of equipment (that will remain with the building).

Examples of expenditures that should not be capitalized as improvements to buildings but should be recorded as maintenance expense:

- Adding, removing, and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value or extend the life of the building.
- Improvement projects of minimal or no added life expectancy and/or value to the building.
- Plumbing or electrical repairs.
- Cleaning, pest extermination, or other periodic maintenance.
- Maintenance-type interior renovation, such as repainting, touch up plastering, replacement of carpet, tile, or panel sections, sink and fixture refinishing, etc.
- Maintenance-type exterior renovations such as repainting, replacement of deteriorated siding, roof, or masonry sections.
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities.
- Any other maintenance-related expenditure which does not increase the value of the building.

Machinery and Equipment

Definition: Fixed or movable tangible assets used for operations, the benefits of which extend beyond one year from date acquired and rendered into service. Improvements or additions to existing personal property that constitute a capital outlay or increase the value or life of the asset should be capitalized as a betterment and recorded as an addition of value to the existing asset.

Note: Costs of extended warranties and/or maintenance agreements, which can be separately identified from the equipment to which it applies should not be capitalized.

Examples of Machinery & Equipment

- Office Equipment
- Furniture
- Vehicles
- Heavy Equipment
- Other

Examples of Expenditures to be Capitalized as Machinery and Equipment

- Original contract or invoice price.
- Freight charges
- Handling and storage charges
- In-transit insurance charges
- Charges for testing and preparation for use
- Costs of reconditioning used items when purchased
- Parts and labor associated with the construction of equipment

Sensitive Assets

Definition: A specific group of assets which have a useful life greater than one year and are **less than $5,000.**

Infrastructure

Definition: Long-lived capital assets that are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous in nature.

Infrastructure Improvements

Definition: Infrastructure improvements are capital events that materially extend the useful life or increase the value of the infrastructure or both. Infrastructure improvements should be capitalized as a betterment and recorded as an addition of value to the infrastructure if the improvement or addition of value is at the capitalization threshold or increases the life of value of the asset.

Jointly Funded Infrastructure

Infrastructures paid for jointly by multiple governmental entities should be capitalized by the entity responsible for future maintenance.

Maintenance Costs

Maintenance costs are recurring costs that allow an asset to continue to be used during its originally established useful life. Maintenance costs are expensed in the period incurred.

Preservation Costs

Preservation Costs are generally considered to be those outlays that extend the useful life of an asset beyond its original estimated useful life but do not increase the capacity or efficiency of the asset.

Additions and Improvements

Additions and improvements are those capital outlays that generally increase the capacity or efficiency of the asset. A change in capacity increases the level of service provided by an asset. For example, additional lanes can be added to a highway or the weight capacity of a bridge could be increased. A change in efficiency maintains the same service level but at a reduced cost. The cost of additions and improvements should be capitalized.

Infrastructure Classifications

- Roads
- Bridges (including culverts)
- Traffic Control Systems
- Water and Sewer Systems
- Airport Aprons, Taxiways and Runways

Examples of Expenditures to be Capitalized as Infrastructure

- Highway and rest areas
- Roads, streets, curbs, gutters, sidewalks, fire hydrants
- Bridges, culverts, trestles
- Dams, drainage facilities
- Signage
- Fiber optic and telephone distribution systems (between buildings).
- Airport Aprons, Taxiways and Runways

Works of Art and Historical Treasures

Definition: Collections or individual items of significance which are owned and are not held for financial gain but rather for public exhibition, education or research, or in furtherance of public service. Collections or individual items that are protected, maintained, or preserved.

- **Exhaustible collections or items** - items whose useful lives are diminished by display, educational, or research applications.

- **Inexhaustible collection or items** - where the economic benefit or service potential is used up so slowly that the estimated useful life is extraordinarily long. Because of their cultural, aesthetic, or historical value, the holder of the asset applies efforts to protect and preserve the asset in a manner greater than that for similar assets without such cultural, aesthetic, or historical value.

* If a collection is held for financial gain and not capitalized, disclosures must be made in the notes that provide a description of the collection and the reasons these assets are not capitalized. When donated collection items are added to non-capitalized collections, program expense equal to the amount of revenues should be recognized.

Examples of Expenditures to be Capitalized as Works of Art and Historical Treasures

- Collection of rare books or manuscripts
- Maps, documents, and recordings
- Works of art such as paintings, sculptures, and designs
- Artifacts, memorabilia, exhibits
- Unique or significant structures such as monuments and statues

Construction in Progress

Definition: Construction in Progress reflects the economic construction activity, status of buildings and other structures, infrastructures (highways, energy distribution systems, pipelines, etc.), additions, alterations, reconstruction, installation, maintenance and repairs, which are substantially incomplete.

ASSET ACQUISITION COST

Assets should be recorded at their historical acquisition costs. The cost of an asset should include any ancillary costs that are necessary to place the asset in its intended condition for use. These include purchase price (plus the value of any trade in if reflected in the invoice), initial installation cost, modifications, attachments, accessories, or apparatus necessary to make the asset usable and render it into service, freight and transportation charges, site preparation costs, and professional fees. The cost of assets for government activities do not include capitalized interest.

ASSET DONATIONS

Donations shall be defined as voluntary contributions of resources to a governmental entity by a non-governmental entity. Donated assets shall be recorded and reported at fair market value at the time of acquisition. Ancillary charges, if any, will be added to the value of the asset (Note: Fair value is defined as the amount at which an asset could be exchanged in a current transaction between willing parties).

LEASED EQUIPMENT

Equipment shall be capitalized if the lease agreement meets any of the following criteria:

* The lease transfers ownership of the property to the lessee by the end of the lease term.
* The lease contains a bargain purchase option.
* The lease term is equal to 75 percent or more of the estimated economic life of the leased property.
* The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90 percent of the fair market value of the property.

Leases that do not meet any of the above requirements shall be considered and recorded as an operating lease.

PROCEDURE

A. ACQUISITIONS - NEW AND REPLACEMENTS

To ensure the acquisition of Fixed Assets accurately reflects the intent of the adopted budget, the following procedures shall apply to all fixed asset purchases:

1. Requests shall be consistent with the respective budget detail and funds approved and shall include the following information:
   - Quantity, description and funds approved for the purchase
   - Notation of whether the purchase was approved as a new addition or replacement for an existing asset
   - If replacement, the Asset ID number or, if unavailable, the description, model, and serial number of the asset being replaced

   Deviations from the adopted budget must be approved by the County Administrator's Office through appropriate correspondence and/or budget modifications **before** the request is submitted to the Purchasing Department. A copy of the approval and/or **budget modifications** supporting the deviation should be forwarded to Purchasing.

   Examples of deviations include:
   - Additional features, options, etc.,
   - Substitutions (ie: the purchase of a pick-up truck vs sport utility vehicle)
   - A request to retain or substitute an asset identified in the budget as being replaced or traded in

   The purchase of Computer hardware or software must be approved by the Director of Information Technology or his designee and be in compliance with Policies 8.01, 8.02, and/or 8.03 before being submitted to Purchasing. Applicable quotations solicited and approved by the Director of Information Technology or his designee, shall be forwarded to Purchasing by the Information Technology Department.

   Any request which is inconsistent with the above criteria will be rejected from the Munis system and returned to the Department Head noting the reason for rejection. It will be the responsibility of the Department to re-submit the request and ensure the required information is provided.

2. Requests for fixed asset purchases funded through a .2 budget line will require Administrative approval prior to the solicitation of quotations and/or formal bids including those related to a previously approved budget modification submitted for the intended purchase.

3. Upon approval of the County Administrator's Office, quotations or formal bids will be solicited consistent with adopted Purchasing Policy and Procedures (Policies 4.01 and 4.02).

4. When a purchase order is issued to acquire an asset, additional information required to complete the asset record shall

be provided by the Department by attaching the appropriate Asset Transaction Record(s) to the invoice submitted for payment to the County Auditor.

5. Purchasing shall forward the **Asset Transaction Record** to the Department with the corresponding Asset ID tag and Department copy of the purchase order.

6. Upon receipt, the Department shall be responsible for recording the information required to complete the asset record and for placement of the ID tag in an accessible location which will ensure readability by a hand-held scanner and facilitate future inventory audits.

7. All invoices submitted to the County Auditor authorizing payment of fixed asset purchases must be accompanied by **the Asset Transaction Record. This document is intended to capture information required by the County's Financial Management software to update the fixed asset inventory and meet mandatory financial reporting requirements or document the replacement of a fixed asset, authorize the physical transfer, and corresponding departmental responsibility relating to inventory.**

Invoices submitted without appropriate supporting document or required information will be rejected in a timely manner and returned to the Department Head unpaid.

Repeated instances of non-compliance with these procedures as determined by the County Auditor will be reported to the County Administrator's Office for appropriate action by the County Administrator and/or jurisdictional legislative committee.

8. Upon receipt and verification of the required information, the County Auditor shall forward the applicable documents to the Purchasing Department authorizing the update of the asset records. Payment of the invoice will then be approved by the County Auditor.

9. The Purchasing Department will process fixed asset updates in conjunction with the published audit schedule.

10. The Purchase of computer equipment (personal computers, printers, scanners, etc.) which is delivered to the Information Technology Department shall be processed in the same manner as assets which are delivered directly to a Department with the following exceptions:

    A. Copies of the purchase order will be forwarded to both the ordering Department and Information Technology.

    B. **The fixed asset documents will be attached to the Information Technology copy of the Purchase Order who will be responsible for completion of the manufacture, model and serial number fields.**

    C. **The Asset Transaction Record** shall be delivered to the Department receiving the equipment for completion and invoice processing as defined in this procedure.

11. Purchases of Vehicles or Heavy Equipment shall be processed in the following manner:

    A. All vehicle and heavy equipment purchases, with the exception of the Jefferson County Sheriff's Department, shall be delivered to the County Highway Facility for initial inspection and receipt. All vendors will be required to provide a minimum of forty-eight (48) hours advance notice of delivery to the Purchasing Department who will coordinate the final delivery to the ordering Department as follows:

        1. Purchasing will provide the anticipated delivery date to the Department and Highway Garage and will make every effort to be present to accept delivery. A Department representative, at their discretion, may or may not elect to be present at delivery. If the purchase incorporates the trade of an existing vehicle, the Department will be responsible for submitting the **Asset Transaction Record** to Purchasing and for delivery of the trade to the Highway Department prior to the scheduled delivery date.

        2. Upon delivery, the vehicle/equipment will be inspected and accepted, and (if applicable) the old asset will be transferred to the vendor.

        3. With the assistance of the Highway Department, Purchasing will complete the Asset Acquisition Form to reflect information available at the time of delivery including:
            - Department
            - New/Replacement

- Purchase order number
  - Description
  - Manufacturer
  - **Vehicle Identification Number**
  - Fleet number assigned
  - Date received

The form will be forwarded to the ordering Department for final completion and submission with the invoice when processed for payment.

4. Purchasing will process documents required by the Department of Motor Vehicles to obtain license plates, registration, and title certificates. License plates and registration stickers will be forwarded to the Highway Department for proper attachment to the vehicle/equipment. A copy of the registration and original title will be filed with the County Clerk to facilitate subsequent annual renewals.

B. Vehicles purchased for the Jefferson County Sheriff shall be subject to the same procedure with the following exception: the registration, titles, and license plates will be processed through the Sheriff's office. A copy of the registration and title will be forwarded to Purchasing for filing with other County owned vehicles and equipment records.

B. REPORTS

1. The Purchasing Department will provide a complete inventory of Fixed Assets to all Departments by December 1st of each year. Department Heads will be required to submit an annual ***Asset Confirmation Letter*** to Purchasing attesting to the accuracy of the Fixed Asset inventory of their Department including new assets received in the month of December by no later than January 15th.

2. The Purchasing Director shall submit a Statement of Fixed Assets to the County Treasurer and Director of Insurance by no later than **the end of the first quarter.**

3. The County Auditor shall periodically select departments for the purpose of conducting a physical inventory of fixed assets assigned to the Department. The results of this inventory, along with any noted deviations, shall be reported to the Department Head, Purchasing Director, and County Administrator.

4. Instances of failure to comply with this policy and procedure as identified by the County Auditor shall be reported to the County Administrator on a quarterly basis. The County Administrator shall keep the Board Chairman and appropriate Jurisdictional Committee appraised of non-compliance and initiate appropriate corrective action.

REFERENCE:
1. Section 36, General Municipal Law
2. Jefferson County Board of Supervisors Resolution No. 353 of 1987, No. 202 of 1991, **No.** 84 of 2001, **No. 184** of 2003 and **No. of 2016**

FORMS:
1.Asset Transaction Record
2.Asset Confirmation Letter

ISSUED: 12/87
REVISED: 7/91
James W. Wright
County Administrator

REVISED: 3/01, 9/03 and 12/16
Robert F Hagemann III
County Administrator

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Increase in County Clerk Fees – Mortgage Tax

By Legislator: _____

Whereas, In accordance with Article 11, Section 250 through 267 of the Tax Law, the County Clerk is charged with the collection and administration of mortgage tax monies, and

Whereas, Section 262 of the Tax Law authorizes reimbursement of the costs associated with the collection and administration of mortgage tax monies, and

Whereas, Pursuant to a 2000 request by the County Clerk to increase the Clerk's $160,000 mortgage tax administrative fee to cover actual costs, the Board of Legislators authorized an increase in the Clerk's fee to $160,440, and

Whereas, The County Clerk has estimated that the actual cost associated with the collection and administration of the mortgage tax currently amounts to over $349,000 annually.

Now, Therefore, Be It Resolved, That this Board of Legislators does hereby authorize the County Clerk's Mortgage Tax Fee to be raised to $349,000 per year effective January 1, 2017 and directs the County Clerk to deduct said amount from the mortgage tax monies collected, and be it further

Resolved, That a certified copy of this resolution be forwarded to the New York State Department of Taxation and Finance for approval.

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. _____

Amending the 2016 County Budget in Relation
to Use of Solid Waste Management Capital Reserve Fund

By Legislator: _____

Whereas, Pursuant to Resolution 332 of 1994 Jefferson County established a Solid Waste Management Capital Reserve Fund for the purpose of financing the cost of equipment replacement and capital improvements, including facility reconstruction, and

Whereas, The Solid Waste Management Capital Reserve Fund is managed in accordance with Section 6-c of the General Municipal Law with respect to financial management and expenditures of moneys, and

Whereas, The Enterprise Fund has experienced a negative cash flow in 2014 and 2015 due to equipment replacement and facility capital improvements, and

Whereas, The Board of Legislators wishes to use funds from the Solid Waste Management Capital Reserve Fund for a portion of the cost of the equipment replacement and facility improvements.

Now Therefore, Be It Resolved, That the 2016 County Budget be and is hereby amended as follows:

Decrease:

15000000 30599	Solid Waste Appropriated Fund Balance	$230,000
15000000 120100	Solid Waste Special Reserves	$230,000

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. _____

Allowing the Enterprise Fund to Refinance It's Outstanding Principal Repayment to the General Fund and Extending the Repayment Period Accordingly

By Legislator: _____

Whereas, Pursuant to Resolution 57 of 2010, the General Fund provided a capital equity transfer of $1,500,000 to the Enterprise Fund for improvements to its transfer station operation, including the demolition of the original transfer station building and the construction of a new transfer station building, and

Whereas, In lieu of bonding for the project, said capital equity transfer was to be repaid by the Enterprise Fund over the period of 15 years with interest, and

Whereas, For the first three subsequent years an annual repayment to the General Fund of $100,000 was made by the Enterprise Fund, and

Whereas, The Enterprise Fund has experienced a negative cash flow in 2014, 2015, and 2016 and was not able to make a repayment in that large of an amount, and

Whereas, It is the desire of this Board of Legislators to allow the Enterprise Fund to alter the original repayment plan to $50,000 per year for 20 years with interest.

Now, Therefore, Be It Resolved, That in 2017 the Enterprise Fund begin making annual reimbursement to the General Fund of a minimum amount of $50,000 per year until the debt is fully retired in 2037.

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 an Agreement With Motorola Solutions, Inc. for the Purchase of Radio Equipment, Software, Installation and Maintenance Services for the Jefferson County Emergency Management Radio System Upgrade.

By Legislator: _____

Whereas, Jefferson County is presently implementing a rebuild of its County wide emergency management radio system to accomplish complete interoperability between agencies and 97% reliable geographic coverage for portable radio units, and

Whereas, Jefferson County will be replacing radio transmission equipment, microwave interconnections between tower structures and computer control systems to achieve the system goals set forth above, and

Whereas, Proposals have been sought and received from various vendors and reviewed by the County's consultant and the Board of Legislators *ad hoc* committee overseeing the Emergency Management Radio System upgrade project, and

Whereas, Motorola Solutions, Inc. (hereinafter "Motorola") has been recommended by the *ad hoc* committee as the preferred vendor to supply radio equipment hardware, software, installation services, training and maintenance, and

Whereas, Motorola has submitted a bid to supply the above products, goods and services for the sum of $8,281,489.94.

Now, Therefore, Be It Resolved, That the Chairman of the Board is hereby authorized and directed by the Board of Legislators to execute an agreement with Motorola for the purposes, goods and services set forth above, for the consideration of $8,281,489.94, subject to the approval 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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing the Execution and Delivery of a Lease-Purchase Agreement to Finance the Cost of the Purchase and Installation of Equipment for an Emergency Radio Communication System for the County of Jefferson in an Amount Not to Exceed $8,295,000

By Legislator: _____

Whereas, The County Board of Legislators of the County of Jefferson, New York (the "County") desires to finance the cost of purchasing and installing machinery, equipment and apparatus for an emergency radio communication system (the "Equipment") by executing and delivering a lease-purchase agreement (the "Lease-Purchase Agreement") between the County and a lessor to be determined (the "Lessor"), and

Whereas, The County Board of Legislators now intends to authorize the acquisition of the Equipment by execution and delivery of the Lease-Purchase Agreement between the County and the Lessor, and to authorize the County Treasurer to execute and deliver the Lease-Purchase Agreement and related documents.

Now, Therefore, Be It Resolved, By the County Board of Legislators of the County of Jefferson, New York as follows:

Section 1. The County Treasurer has prepared an evaluation of the financing alternatives available to the County for financing the cost of the Equipment, which alternatives include the issuance of indebtedness of the County (including serial bonds, a statutory installment bond or bond anticipation notes), or the financing of the Equipment pursuant to the Lease-Purchase Agreement. After considering such evaluation, the County Board of Legislators hereby determines that it is in the County's best interests to finance the acquisition of the Equipment pursuant to the Lease-Purchase Agreement for the following reasons:

a. As set forth in the evaluation of financing alternatives prepared by the Comptroller, the cost of financing the Equipment pursuant to the Lease-Purchase Agreement is approximately equal to the cost of financing the Equipment by issuing indebtedness of the County.

b. The Lease-Purchase Agreement provides the County with greater flexibility in structuring the principal repayment schedule than would generally be available with bonds or notes. In particular, the Lease-Purchase Agreement provides for annual principal and interest repayments and the ability to use available funds, including grant funds, to prepay principal prior to scheduled maturity.

c. The payments under the Lease-Purchase Agreement are not a general obligation of the County and the County is under no obligation to appropriate funds for

lease payments, which may be advantageous in the event that the County encounters financial hardship or for some other unforeseen reason fails to appropriate funds for payments due under the Lease-Purchase Agreement.

Section 2. The County is hereby authorized to enter into the Lease-Purchase Agreement, pursuant to which the County will lease the Equipment for lease payments aggregating not more than $8,295,000 (exclusive of interest) with an option to purchase the Equipment at the end of the lease term for $1.00.

Section 3. The County Treasurer, as the Chief Fiscal Officer of the County, is hereby authorized to execute and deliver on behalf of the County the Lease-Purchase Agreement and any addenda, schedules or any other documents or instruments which may be necessary or expedient in connection with the execution and delivery of the Lease-Purchase Agreement. The County Clerk is hereby authorized to affix the seal of the County thereof, and to attest the same.

Section 4. It is hereby determined that the period of probable usefulness of the Equipment is ten years pursuant to Paragraph 25 of Section 11.00(a) of the Local Finance Law. The term of the Lease-Purchase Agreement shall not exceed ten years.

Section 5. This resolution is not subject to a mandatory or permissive referendum.

Section 6. This resolution is intended to constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by this resolution pursuant to the Lease-Purchase Agreement authorized herein, as required by Treasury Regulation Section 1.150-2.

Section 7. The County hereby determines that the provisions of the State Environmental Quality Review Act and the regulations thereunder have previously been satisfied with respect to the Equipment authorized to be financed pursuant to this resolution.

Section 8. This resolution shall take effect immediately upon its adoption.

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. _____

Bond Resolution of the County of Jefferson, New York, Authorizing the Issuance of $11,000,000 Serial Bonds to Finance the Cost of Constructing and Equipping an Emergency Radio Communication System

By Legislator: _____

Be it Resolved, By the County Board of Legislators of the County of Jefferson, New York (the "County") as follows:

Section 1. The County is hereby authorized to undertake the construction and equipping of an emergency radio communication system at an aggregate maximum cost of $11,000,000, the estimated cost of the components thereof being as follows:

(a) Buildings. The construction of buildings, including the acquisition of land or rights in land, grading or improvement of the sites, preliminary costs of surveys, maps, plans and estimates in connection therewith and original furnishings, equipment, machinery or apparatus required for the purposes for which such buildings are to be used, at a maximum estimated cost not to exceed $5,735,000;

(b) Towers. The construction of communication towers and other structures, including grading or improvement of the sites, and preliminary costs of surveys, maps, plans and estimates in connection therewith, at a maximum estimated cost not to exceed $1,200,000; and

(c) Communication Equipment. The purchase and installation of emergency radio communication equipment, machinery and apparatus, including the acquisition of radio frequencies, at an estimated maximum cost not to exceed $4,065,000.

Section 2. It is hereby determined that the aggregate maximum estimated cost of the aforesaid specific objects or purposes to be financed by the County is $11,000,000, said amount is hereby appropriated therefor, and the plan for the financing thereof shall consist of the issuance of $11,000,000 in serial bonds (the "Bonds") of the County authorized to be issued pursuant to this resolution and the provisions of the Local Finance Law.

Section 3. It is hereby determined that the periods of probable usefulness of the aforesaid specific objects or purposes set forth in Section 1 are pursuant to paragraph 4 of Section 11.00(a) of the Local Finance Law are as follows:

		Period of Probable Usefulness (Years)	Local Finance Law Section
1.	Buildings	30	11(a)(1)
2.	Towers	15	35
3.	Communication Equipment	10	25

Section 4. Pursuant to Section 107.00(d)(9) of the Local Finance Law, current funds are not required to be provided prior to issuance of the Bonds or any bond anticipation notes issued in anticipation of issuance of the Bonds. If Section 107.00(d)(9) of the Local Finance Law is not in effect and current funds are required to be provided prior to issuance of the Bonds or any bond anticipation notes authorized by this resolution, the appropriate amount of funds required by Local Finance Law Section 107.00 shall be provided prior to the issuance of such Bonds or bond anticipation notes.

Section 5. The temporary use of available funds of the County, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this resolution.

Section 6. The Bonds, and any bond anticipation notes issued in anticipation of the Bonds, shall contain the recital of validity prescribed by Section 52.00 of the Local Finance Law and the Bonds, and any bond anticipation notes issued in anticipation of the Bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the real property within the County without legal or constitutional limitation as to rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the Bonds and bond anticipation notes to mature in such year, and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this resolution and of the Local Finance Law, and pursuant to the provisions of Sections 21.00, 30.00, 50.00 and 56.00 to 63.00, inclusive, of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the Bonds herein authorized, including renewals of such notes, the power to prescribe the terms, form and contents of the Bonds, and any bond anticipation notes, the power to sell and deliver the Bonds and any bond anticipation notes issued in anticipation of the issuance of the Bonds, and the power to issue bonds providing for level or substantially level or declining annual debt service, is hereby delegated to the County Treasurer, the Chief Fiscal Officer of the County.

Section 8. The Bonds and bond anticipation notes authorized to be issued by this resolution are hereby authorized to be consolidated, at the option of the County Treasurer, the Chief Fiscal Officer of the County, with the serial bonds and bond anticipation notes authorized by bond resolutions previously adopted by the County Board of Legislators for purposes of sale into one or more bond or note issues aggregating an amount not to exceed the amount authorized in such resolutions. All matters regarding the sale of the Bonds, including the dated date of the Bonds, the consolidation of the Bonds and bond anticipation notes with other issues of the County and the serial maturities of the Bonds are hereby delegated to the County Treasurer, the Chief Fiscal Officer of the County.

Section 9. The validity of the Bonds or of any bond anticipation notes issued in anticipation of the sale of the Bonds may be contested only if:

(1) (a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of publication of this resolution or a summary thereof are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication; or

(2) such obligations are authorized in violation of the provisions of the Constitution of New York.

Section 10. The County Treasurer, the Chief Fiscal Officer of the County, is hereby authorized to enter into an undertaking for the benefit of the holders of the Bonds from time to time, and any bond anticipation notes issued in anticipation of the sale of the Bonds, requiring the County to provide secondary market disclosure as required by Securities and Exchange Commission Rule 15c2-12.

Section 11. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this resolution shall be from the County's General Fund. It is intended that the County shall then reimburse such expenditures with the proceeds of the Bonds and bond anticipation notes authorized by this resolution and that the interest payable on the Bonds and any bond anticipation notes issued in anticipation of the Bonds shall be excludable from gross income for federal income tax purposes. This resolution shall constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by this resolution with the proceeds of the Bonds and bond anticipation notes authorized herein, as required by Regulation Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein.

Section 12. This resolution, or a summary hereof, shall be published in the Watertown Daily Times, the official newspaper of the County, together with a notice of the Clerk of the County Board of Legislators, in substantially the form provided in Section 81.00 of the Local Financial Law.

Section 13. This resolution is not subject to a mandatory or permissive referendum.

Section 14. The County Board of Legislators hereby determines that the provisions of the State Environmental Quality Review Act and the regulations thereunder have previously been satisfied with respect to the expenditures authorized by this resolution.

Section 15. This resolution shall take effect immediately upon its adoption.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Approving Management Compensation Plan for 2017

By Legislator: _____

Whereas, As part of the Administrative Policies and Procedures governing Management and Management Confidential employees adopted by Resolution No. 18 of 1989, as amended, this Board approved a compensation plan which provides for compensation to be paid in accordance with a schedule of grades and steps, and

Whereas, The adopted 2017 County Budget provides funding for compensation increases for management and management confidential employees effective January 1, 2017, and

Whereas, The Board of Legislators wishes to amend the compensation plan to provide for an adjustment of 2% to the general management schedule; management/confidential schedule; part-time court security personnel rates; to adjust increments in accordance with the attached schedule, and

Whereas, Resolution No. 18 of 1989, as amended, is in need of further amendment to reflect a special change to the terms and conditions of employment for management and management/confidential employees.

Now, Therefore Be It Resolved, That the attached schedules be and are hereby adopted as the Management and Management Confidential Compensation Plan for Jefferson County effective January 1, 2017, and be it further

Resolved, That Resolution No. 18 of 1989, as amended, is further amended to transform the health benefit employee premium bi-weekly payment flat fee system referenced in Article II.3 (Health Insurance) to a percentage based system of 11% of the annual premium equivalent.

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

		2017 ADMINISTRATIVE SCHEDULE					
GRADE		LEVLEL A	LEVEL B	LEVEL C	LEVEL D	RATE	MAXIMUM
I		88715	91361	94002	96644	99287	115711
II		81063	83480	85892	88307	90718	104242
III		74105	76309	78513	80719	82925	93521
IV		67784	69799	71810	73825	75838	87931
IVPH		77376	79690	81972	84286	86569	100390
V		64175	66013	67864	69767	71667	78432
VI		59125	60812	62498	64186	65874	71900
VIPH		67486	69397	71332	73271	75180	82088
VII		54619	56167	57720	59271	60821	65758
VIII		50561	51992	53423	54851	56283	60687
IX		46880	48200	49517	50836	52155	56083
X		43536	44754	45972	47191	48411	51905
XI		40487	41614	42741	43867	44993	48099

2017 MANAGEMENT CONFIDENTIAL								
SALARY SCHEDULE								
GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
MC1		37710	39021	40641	42206	43880	45591	47375
		20.72	21.44	22.33	23.19	24.11	25.05	26.03
MC2		33415	34453	35654	36873	38220	39694	41150
		18.36	18.93	19.59	20.26	21.00	21.81	22.61
MC3		31868	32851	33834	34980	36072	37274	38730
		17.51	18.05	18.59	19.22	19.82	20.48	21.28
MC4		30394	31249	32196	33160	34143	35162	36941
		16.70	17.17	17.69	18.22	18.76	19.32	20.05
40 HR WRK WK		34736	35714	36795	37898	39021	40186	41704
MC5		28993	29775	30649	31504	32360	33361	34325
		15.93	16.36	16.84	17.31	17.78	18.33	18.86
40 HR WRK WK		33134	34029	35027	36005	36982	38126	39229

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending 2016 County Budget in Relation to Insurance Department

By Legislator: _____

Whereas, There was an unanticipated increase in the Medicare Part B premium earlier this year, and

Whereas, An increasing number of retirees and dependents are reaching Medicare Part B eligibility, and

Whereas, The Insurance Director has estimated that the semi-annual Medicare Part B premium reimbursement account will be short by approximately $22,000, and funds are available within the departmental budget to cover these unanticipated expenses.

Now, Therefore, Be It Resolved, That, the 2016 County Budget be and is hereby amended as follows:

Increase:

Revenue

40902100 92700	Reimbursement of Medicare Part D	$22,000

Expense

40906000 08002	Reimbursement of Medicare Part B	$22,000

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. _____

Amending the 2016 County Budget in Relation to the Employment & Training Department

By Legislator: _____

Whereas, The Jefferson-Lewis Workforce Development Board was awarded $59,000 in Jobs Driven grant funds from the New York State Department of Labor, and

Whereas, The 2016 County Budget must be amended to accept the funds and allocate them to the proper accounts.

Now, Therefore, Be It Resolved, That the 2016 County Budget is amended as follows:

Increase:

Revenue		
25634000 94616	Fed Aid Job Training	$59,000
Expense		
25634000 04611	Training on the Job	$59,000

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. _____

Appointing Member to the Regional Fish and Wildlife Management Board

By Legislator: _____

Pursuant to Section 11-0501 of the Environmental Conservation Law, this Board hereby approves the following appointment by the Chairman of the Board of Legislators to the Regional Fish and Wildlife Management Board:

Name	Term to Expire
Linda Sicley, Landowner Representative	12/31/18

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. _____

Amending the 2016 County Budget Relative to a Cost of Living Adjustment for Community Services Programs and to Reallocate Mental Health Funds

By Legislator: _____

Whereas, By Resolution No. 110 of 2015 and 172 of 2016 contracts for various mental hygiene programs were authorized for the period of July 1, 2015 to June 30, 2016, and July 1, 2016 to June 30, 2017, respectively, and

Whereas, The New York State Office of Mental Health has approved additional State Aid funding for a statutory 0.2% cost of living adjustment (COLA) effective April 1, 2016, and

Whereas, It is also necessary to reallocate anticipated underutilized county aid funds within mental health agency programs to ensure the quality of existing mental health services.

Now, Therefore, Be It Resolved, That the 2016 County Budget is hereby amended as follows:

Increase:

Revenue		
01431000 93490	State Aid - Mental Health	$ 433.00
Expenditures:		
01432000 04708	NRCIL FSS RIV	61.00
01423000 04718	JRC Employment	367.00
01432000 04721	Mental Health Assn.	181.00
01432000 04708	NRCIL FSS RIV	12,272.00

Decrease:

01432000 04732	Children's Home - Jeff. Co.	176.00
01432000 04736	NCCC - Children's Clnic	$12,272.00

and be it further

Resolved, That the Chairman of the Board of Legislators and the Community Services Director are hereby authorized and directed to execute any necessary amended agreements relative to these funds with the approval of the County Attorney as to form and content.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement for Janitorial
Services for Jefferson County Office Buildings

By Legislator: _____

Whereas, The Jefferson Rehabilitation Center (JRC)/DOHL Development Corporation (DOHL) is currently providing janitorial services to Jefferson County, and

Whereas, Renewal of said contract will provide the County with necessary janitorial services, while also providing training and work experience for the clients of JRC/DOHL.

Whereas, Both JRC/DOHL and Jefferson County wish to renew the custodial services agreement for an additional one year term (1/1/17-12/31/17), with rates to take effect on January 1, 2017.

Now, Therefore, Be It Resolved, That the Board of Legislators hereby authorizes the award of a contract to JRC/DOHL for janitorial services for County facilities in accordance with the County's specifications and at a cost not to exceed $326,882, and be it further

Resolved, That the Chairman of the Board be and is hereby authorized to execute said contract on behalf of Jefferson County, subject to approval by 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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2016 Jefferson County Snowmobile Trail Reroutes Pursuant to NYS Snowmobile Grant-in-aid Program, and Making a Determination of Non-significance.

By Legislator: _____

Whereas, Article 27 of New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, and

Whereas, Having reviewed the criteria contained in 6NYCRR, Section 617.7, Jefferson County finds that there will be no significant adverse environmental impact resulting from the changes/reroutes and use of the snowmobile trails though Jefferson County, and

Whereas, It is the County's intent to support the development and maintenance of snowmobile trails as an important economic and recreational resource for Jefferson County, and

Whereas, An Environmental Assessment Form (EAF) has been completed which reviews potential environmental impacts and determines that no significant impacts will occur.

Now, Therefore, Be It Resolved, That Jefferson County shall assume lead agency status for this action pursuant to SEQR and has determined that this is an unlisted action and will not have any adverse environmental impacts, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Environmental Assessment Form\Determination of Significance and forward same to all involved agencies.

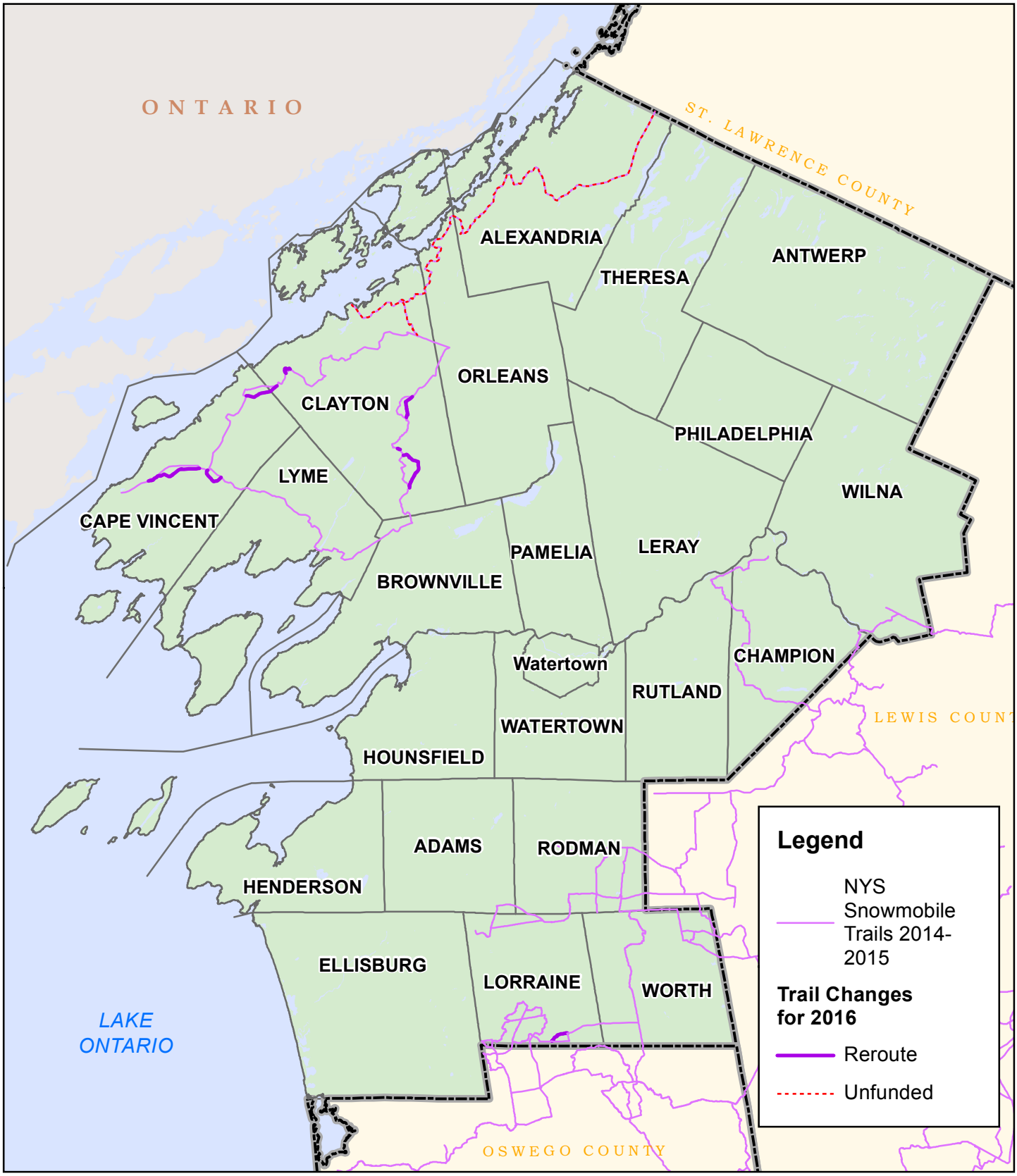
Seconded by Legislator: _____

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



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Snowmobile Trail Changes 2016

Jefferson County

0 5 10 20 Miles

Jefferson County Department of Planning

November 2016

Data Sources:
New York State Office of Parks, Recreation and Historic Preservation; Jefferson County Real Property Services; ESRI 2005;
New York State Office of Cyber Security and Critical Infrastructure Coordination

Year: 2016 Month Ending: November | Departmental Revenue (YTD) | Date Run: 12/1/2016

Department	Revenue through end of November 2015	Revenue through end of November 2016	2016 Amended Budget November = 91.60%	2015 Revenue as % of 2015 BUD	2016 Revenue as % of 2016 BUD
1045 - General Items 01	$114,482,293	$121,335,683	$123,118,300	87.93%	90.27%
1165 - District Attorney 01	$118,705	$112,235	$171,515	61.78%	59.94%
1170 - Public Defender 01	$162,237	$294,281	$217,000	72.72%	124.22%
1325 - Treasurers Department 01	$30,193	$27,552	$30,457	93.62%	82.86%
1345 - Purchasing 01	$53,084	$72,199	$55,052	58.85%	120.13%
1355 - Real Property Tax Services 01	$404,289	$409,998	$387,533	99.68%	96.91%
1410 - County Clerk 01	$1,464,738	$1,418,993	$1,489,782	92.49%	87.25%
1420 - County Attorney 01	$115,288	$129,049	$458,000	21.12%	25.81%
1430 - Human Resources 01	$6,100	$8,650	$9,160	61.00%	86.50%
1450 - Board of Elections 01	$54,616	$690	$458	10923.25%	137.93%
1620 - Buildings 01	$418,805	$423,070	$871,940	42.41%	44.44%
1680 - Information Technology 01	$1,800	$1,800	$68,700	1.89%	2.40%
3110 - Sheriff - Criminal & Civil Div 01	$531,733	$562,524	$704,204	64.18%	73.17%
3140 - Probation 01	$460,171	$420,514	$727,896	55.52%	52.92%
3315 - STOP DWI Program 01	$202,265	$162,954	$242,093	68.78%	61.66%
3410 - Fire & Emergency Management 01	$437,191	$340,648	$569,805	64.86%	54.76%
3510 - Dog Control 01	$57,541	$67,983	$497,996	10.92%	12.50%
3620 - Code Enforcement 01	$79,929	$67,782	$141,980	51.57%	43.73%
4050 - Public Health 01	$4,126,747	$3,270,083	$6,521,481	53.20%	45.93%
4310 - Mental Health Services 01	$6,141,357	$6,864,661	$9,090,392	65.39%	69.17%
5610 - Airport 01	$1,054,211	$662,259	$1,592,466	54.66%	38.09%
6010 - Social Services Administration 01	$8,630,926	$8,152,311	$9,461,333	85.45%	78.93%
6070 - Services for Recipients 01	$15,955,936	$15,006,113	$19,602,099	72.94%	70.12%
6510 - Veterans Service Agency 01	$8,529	$8,529	$7,813	100.00%	100.00%
6540 - Consumer Affairs - County Seal 01	$7,031	$6,430	$8,794	73.24%	66.98%
6772 - Office for the Aging 01	$794,377	$333,265	$1,509,676	47.20%	20.22%
8020 - Planning 01	$77,939	$84,019	$76,368	95.40%	100.78%
8730 - Forestry 01	$0	$30,500	$0	NaN #Error	
8992 - Interfund Transfers 01	$79,135	$146,500	$134,194	100.00%	100.00%
9150 - Debt Service 01	$0	$31,518	$0	NaN #Error	
01 - General Fund	$155,957,168	$160,452,791	$177,766,486	81.83%	82.68%
9003 - Highway 05	$13,839,907	$13,961,331	$12,746,196	100.24%	100.33%
9004 - Road Machinery 10	$2,118,822	$2,263,244	$2,307,350	87.92%	89.85%
9101 - Solid Waste - Recycling 15	$2,333,587	$2,046,233	$2,445,840	81.35%	76.63%
9006 - Capital 20	$11,271,285	$7,760,655	$27,800,331	28.69%	25.57%
6340 - Employment and Training 25	$1,820,494	$1,878,991	$2,283,916	76.96%	75.36%
1436 - Insurance Department 35	$2,376,791	$2,328,807	$2,169,855	95.70%	98.31%
9021 - Health Benefits 40	$15,816,584	$15,863,548	$19,145,818	82.38%	75.90%
9023 - Occupancy Tax 50	$442,274	$368,144	$412,200	98.28%	81.81%
9150 - Debt Service 55	$2,766,834	$2,540,448	$2,323,024	102.88%	100.17%
Total All Funds	$208,743,745	$209,464,192	$249,401,015	75.59%	76.93%

Year: 2016 Month Ending: November | Departmental Spending (YTD) | Date Run: 12/1/2016

Department	Spending through end of November 2015	Spending through end of November 2016	2016 Amended Budget November = 91.60%	2015 Spending as % of 2015 BUD	2016 Spending as % of 2016 BUD
1010 - Legislative Board 01	$776,201	$707,330	$922,652	75.82%	70.22%
1045 - General Items 01	$30,794,490	$32,161,073	$36,152,766	79.73%	81.49%
1165 - District Attorney 01	$1,345,087	$1,348,033	$1,651,991	77.63%	74.75%
1170 - Public Defender 01	$1,383,109	$1,354,042	$1,989,883	64.06%	62.33%
1325 - Treasurers Department 01	$497,421	$463,911	$556,971	69.30%	76.30%
1345 - Purchasing 01	$454,311	$423,010	$503,015	76.61%	77.03%
1355 - Real Property Tax Services 01	$714,160	$665,023	$855,474	75.50%	71.21%
1410 - County Clerk 01	$1,484,898	$1,379,151	$1,646,888	75.65%	76.71%
1420 - County Attorney 01	$1,026,918	$1,024,932	$1,208,373	77.19%	77.69%
1430 - Human Resources 01	$252,553	$256,980	$308,591	77.63%	76.28%
1436 - Insurance Department 01	$473,226	$469,352	$473,617	89.90%	90.78%
1450 - Board of Elections 01	$609,477	$574,673	$709,578	73.29%	74.18%
1620 - Buildings 01	$2,927,615	$2,728,502	$3,372,362	76.79%	74.11%
1680 - Information Technology 01	$893,233	$993,733	$1,197,062	64.35%	76.04%
1910 - Special Items 01	$9,943	$51,190	$1,950,622	0.78%	2.40%
2490 - Education 01	$5,135,602	$5,235,502	$4,810,315	99.60%	99.70%
3110 - Sheriff - Criminal & Civil Div 01	$11,403,004	$10,593,435	$12,958,438	80.65%	74.88%
3140 - Probation 01	$2,847,787	$2,769,993	$3,376,755	74.23%	75.14%
3315 - STOP DWI Program 01	$82,428	$59,832	$242,093	22.47%	22.64%
3410 - Fire & Emergency Management 01	$2,496,892	$2,347,524	$3,073,305	72.15%	69.97%
3510 - Dog Control 01	$388,455	$425,723	$521,918	73.46%	74.72%
3620 - Code Enforcement 01	$440,281	$415,734	$481,427	84.61%	79.10%
4050 - Public Health 01	$5,760,852	$5,445,551	$7,297,716	69.01%	68.35%
4310 - Mental Health Services 01	$7,731,389	$8,160,139	$12,358,856	57.93%	60.48%
5610 - Airport 01	$1,694,869	$2,157,183	$2,353,688	62.68%	83.95%
6010 - Social Services Administration 01	$13,713,210	$13,967,874	$17,152,248	73.66%	74.59%
6030 - Adult Care Facility 01	$0	$500,000	$458,000	NaN	100.00%
6070 - Services for Recipients 01	$36,103,682	$34,261,141	$41,961,738	76.82%	74.79%
6510 - Veterans Service Agency 01	$126,886	$123,274	$167,266	65.36%	67.51%
6540 - Consumer Affairs - County Seal 01	$94,126	$102,236	$113,048	82.65%	82.84%
6772 - Office for the Aging 01	$1,720,282	$1,678,342	$2,234,325	72.69%	68.81%
8020 - Planning 01	$585,692	$468,600	$688,814	75.84%	62.32%
8730 - Forestry 01	$164,351	$166,451	$153,888	97.83%	99.08%
8989 - Authorized Agencies 01	$1,674,140	$1,674,140	$1,533,512	100.00%	100.00%
8990 - Employee Benefits 01	$3,750,548	$3,562,663	$6,781,477	63.29%	48.12%
8992 - Interfund Transfers 01	$14,573,116	$14,300,796	$13,099,529	100.00%	100.00%
9150 - Debt Service 01	$20,899	$66,580	$96,134	33.44%	63.44%
01 - General Fund	$154,151,133	$153,083,647	$185,414,335	76.65%	75.63%
9003 - Highway 05	$12,504,054	$12,345,512	$12,746,196	90.78%	88.72%
9004 - Road Machinery 10	$2,004,613	$2,157,460	$2,360,269	78.92%	83.73%
9101 - Solid Waste - Recycling 15	$2,426,022	$2,153,062	$2,458,929	80.25%	80.21%
9006 - Capital 20	$24,699,652	$17,973,826	$36,511,690	51.97%	45.09%
6340 - Employment and Training 25	$1,767,100	$1,814,456	$2,286,390	75.98%	72.69%
1436 - Insurance Department 35	$1,776,334	$2,089,516	$2,172,009	72.82%	88.12%
9021 - Health Benefits 40	$15,654,603	$16,570,569	$19,041,028	81.54%	79.72%
9023 - Occupancy Tax 50	$520,800	$520,800	$477,053	100.00%	100.00%
9150 - Debt Service 55	$2,669,783	$2,536,050	$2,323,024	99.27%	100.00%
Total All Funds	$218,174,094	$211,244,898	$265,790,923	73.92%	72.80%

STATEMENT OF COUNTY CLERK 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 **OCTOBER 1, 2016 THROUGH OCTOBER 31, 2016** as follows:

MOTOR VEHICLE FEES

CC06-MV Ret	$ 43,055.94	*
CC05-Sales Tax Ret	$ 737.00	
CC05-FS-6 Fees	$ 741.00	
Total	**$ 44,533.94**	

COURT RECORD FEES

CC08-Index Number Fees	$ 3,205.25
CC50-County Court Fines	$ -
CC08-Miscellaneous	$0.00
Total	**$ 3,205.25**

LAND RECORDS FEES

CC07-Recording Fees	$ 55,165.50	***
CC07-Filing Fees	$ 3,215.00	
CC07-Passport Fees	$ 1,950.00	
CC07-Passport Photo Fees	$ 820.00	
CC07-RETT	$ 373.00	
CC07-RP5217 ret	$ 2,898.00	
CC07-Notary ret	$ 460.00	**
CC07-NY Ed ret/Rec Mgt	$ 1,235.00	
CC07-UCCs	$ 920.00	
CC07-Misc	$ 534.50	
CC07-Cover Page Fees	$ 5,400.00	
CC07-Overages	$ 91.15	
CC07 - Copy Fees	$ 6,047.80	
CC07-Interest	$ 2.54	$ 2.04 Gen. Int. / $ 0.50 DMV Int.
Total	**$ 79,112.49**	

MORTGAGE TAX FEES

CC07-Interest	$ 13,370.00
CC07-Expense	$ 0.25
Total	**$ 13,370.25**

FEES COLLECTED FOR OTHER DEPARTMENTS

TR50-Stop DWI	$ 1,525.00
TT61-Deposit/Court	$ -
Total	**$ 1,525.00**

*** $ 880.00 **County Attorney Tax Sale Deeds**
*** $ 325.00 **Fire & EMS Deed - Voucher**
* $ 4,498.94 **August 2016 DMV Rev Rec'd ACH**
* $ 3,940.47 **September 2016 DMV Rev Rec'd ACH**
** $ 60.00 **Notary Voucher - Kristopher Spencer**

$ (3,551.85) CREDIT CARD TRANSACTIONS

TOTAL BY ACCOUNTS

CC05	$ 1,478.00
CC06	$ 43,055.94
CC07	$ 92,482.74
CC08	$ 3,205.25
CC50	$ -
TR50	$ 1,525.00
TT61	
TOTAL	**$ 141,746.93**

RECEIVED FROM GIZELLE J. MEEKS, JEFFERSON COUNTY CLERK THE SUM OF **$ 138,195.08**
BEING JEFFERSON COUNTY FEES FOR THE MONTH OF OCTOBER **2016**

11/2/16
DATE

Karen M. Phillips
JEFFERSON COUNTY TREASURER/DEPUTY

Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual	Total
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				16,741,066
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		19,353,240
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
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
Monthly Average Percent														
	7.24%	7.42%	8.80%	8.42%	8.16%	8.17%	8.00%	8.47%	8.22%	9.22%	8.37%	8.49%	1.02%	100.00%

Estimated Cost Scenarios	**2016 Budget**	**19,500,000**	
Average % compared to rest of years			
2009 - 2015 Average Cost percentage by month/year total		81.94%	
Estimated 2016 Cost		20,429,741	(929,741)
2015 Cost percentage by month/year total		82.74%	
Estimated 2016 Cost		20,232,239	(732,239)
Straight 12 Month Cost by average month to date		20,089,279	(589,279)
2002 - 2015 Average monthly percentage of total		20,385,243	(885,243)