

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

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



November 25, 2020

**TO:** Members of Finance & Rules Committee

**FROM:** Sarah H. Baldwin, Deputy County Administrator *SHB*

**SUBJECT:** Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on ***Tuesday, December 1, 2020, immediately following the conclusion of the Health & Human Services Committee meeting*** virtually.

For members of the public who would like to view the meeting, as is our normal practice, it will be broadcast live through the **County's website at [co.jefferson.ny.us/Departments/Legislature/Legislative-Meeting-Broadcast](http://co.jefferson.ny.us/Departments/Legislature/Legislative-Meeting-Broadcast)**. A recording of the meeting can also be viewed after the fact on YouTube.

Following is a list of agenda items for the meeting:

**Finance & Rules Committee Sponsored Resolutions:**

1. Levying 2021 Taxes and Assessments for Annual Town Budgets
2. Levying 2021 Consolidated Health District Taxes
3. Levying Returned Delinquent 2020 School Taxes
4. Levying Returned Delinquent 2020 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 2020 County Budget
7. Levying Hudson River-Black River Regulating District Assessments

8. Amending the 2020 County Budget in Relation to Debt Service
9. Authorizing the Acceptance of Offers to Purchase Real Property Acquired By Tax Foreclosure But Not Sold at Auction
10. Appointing Election Commissioners
11. Amending 2020 County Budget in Relation to Employment & Training Department
12. Authorizing Renewal of Facilities Lease Agreement with Watertown Savings Bank for Employment and Training Department, and Authorizing Sublease with NYS Department of Labor
13. Approving Management Compensation Plan for 2021
14. Revising Premium Equivalents for Jefferson County Government Employees Health Benefits Program
15. Appointing Members to Jefferson Community College Board of Trustees
16. Amending Jefferson County Administrative Policies and Procedures for Investments
17. Appointing Members to Soil & Water Conservation District Board of Directors
18. Approving Appointment and Re-Appointment to the Thousand Islands Bridge Authority

**General Services Committee Sponsored Resolutions:**

1. Amending the 2020 County Budget and Capital Plan in Relation to the Watertown International Airport Runway 7/25 and Intersection Rehabilitation Construction Project
2. Amending the 2020 County Budget and Capital Plan in Relation to the Watertown International Airport Aircraft Rescue Fire Fighting Facility Construction Project
3. Amending the 2020 County Budget and Capital Plan in Relation to Lake Ontario Flooding
4. Amending the 2020 County Budget to Recognize Insurance Recovery and Allocating Same in Highway Department Budget
5. Amending the 2020 County Budget and Capital Plan in Relation to a County Road Account
6. Authorizing Agreements for The Governor's Traffic Safety Committee's Stop-DWI Crackdown Enforcement Grant and Amending the 2020 County Budget in Relation

There to

**Discussion Item:**

1. Insurance Settlement

**Informational Items:**

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

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

SHB: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 2021 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, 2021.

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	\$ 90,010.00
Antwerp	\$161,686.00

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	55,550.44
Adams Fire Protection	45,900.00
Adams Center Light	11,560.00
North Adams Heights Light	1,200.00
Adams Sewer District #1	19,999.81
Adams Center Water	28,494.00
Adams Water Dist #2	21,843.64
Pro-Rated Taxes - County	952.53
Unpaid Water	2,392.67

Alexandria

Redwood Fire	170,860.00
Plessis Fire	57,978.58
Alexandria Fire Protection	223,864.00
Unpaid Sewer	40,514.70
Unpaid Water	36,396.14
Pro-Rated Taxes - County	52.03
Pro-Rated Taxes - Town	6.66

Antwerp	
Oxbow Light	5,400.00
Fire Protection	102,445.00
Brownville	
Brownville Fire District	360,146.00
Brownville Water District 1	83,081.75
Unpaid Water	1,080.70
Cape Vincent	
Cape Vincent Fire Dist	153,300.00
Rosiere Light	850.00
Unpaid Water	6,110.96
Champion	
Great Bend Fire District	146,540.00
Champion Fire Protection	63,761.00
Champion Fire Protection Dist 2	36,085.00
Great Bend Light	6,000.00
Champion Sewer District 1	63,392.00
Champion Sewer District 2	44,800.00
Unpaid Sewer	3,025.47
Unpaid Water	6,604.35
Pro-Rated Taxes - County	561.70
Pro-Rated Taxes - Town	154.26
Clayton	
Clayton Ambulance	150,000.00
Clayton Fire District	486,053.77
Depauville Light	6,000.00
Heritage Heights Light	1,500.00
Heritage Heights Sewer	50,642.82
Reed Point Sewer	5,642.50
Route 12 Sewer	158,760.25
Depauville Sewer	42,840.00
Omitted Taxes - County	269.00
Ellisburg	
Ellisburg Fire Protection	171,278.00
Belleville Light	4,500.00
Pierrepont Manor Light	3,000.00
Woodville Light	1,200.00
Ellisburg Water District 1	49,640.00
Ellisburg Water District 2	86,775.00

### Henderson

Smithville Fire District	76,649.56
Henderson Fire	332,829.00
Henderson Light	6,500.00
Unpaid Water	20,385.08
Pro-Rated Taxes - County	564.30
Pro-Rated Taxes - Town	30.46

### Hounsfield

Hounsfield Fire Protection	81,350.00
Hounsfield Water Dist 2	105,530.00
Hounsfield Water Dist 3	54,432.00
Hounsfield Water Dist 4	29,664.00
Hounsfield Water Dist 5	74,000.00
Hounsfield Water Dist 7	16,245.00
Unpaid Water	29,231.42
Pro-Rates Taxes - County	492.82
Pro-Rates Taxes - Town	57.49

### LeRay

Leray Drainage District	991.00
Calcium Fire	263,900.00
Evans Mills Fire	245,000.00
Calcium FD Com Zone	90,000.00
Black River Fire Protection	85,504.00
Leray/Pamelia Fire Protection	12,132.00
Leray Fire Protection	19,014.00
Light District No. 1	1,203.00
Light District No. 2	6,741.00
Light District No. 3	4,389.00
Leray Sewer Dist. 3	139,236.00
Leray Sewer Dist. 4	82,637.50
Leray Water 2	227,351.50
Leray Water 4	185,505.00
Unpaid Sewer	3,072.66
Unpaid Water	4,431.83
Pro-Rated Taxes - County	3,758.37

### Lorraine

Fire Protection	50,200.00
Lorraine Light	3,000.00

### Lyme

Fire Protection	157,000.00
Three Mile Bay Light	5,700.55
Unpaid Water	8,723.84

Pro-Rated Taxes - County	271.38
Pro-Rated Taxes - Town	11.57

Orleans

Highway Item No. 1	156,000.00
Orleans Fire District	388,434.00
LaFargeville Light	13,287.00
Fishers Landing Light	5,798.00
Omar Light	2,373.00
Fineview Light No. 1	1,475.00
Fineview Light No. 2	1,302.00
Unpaid Sewer	71,332.08
Unpaid Water	16,859.00

Pamelia

Pamelia Sewer Dist. 2	34,172.25
Pamelia Sewer Dist. 3	50,952.00
Pamelia Sewer Dist. 4	11,802.00
Pamelia Sewer Dist. 5	8,149.00
Pamelia Sewer Dist. 8	24,621.00
Pamelia Water Dist. 4	51,355.50
Pamelia Water Dist. 5	112,440.44
Pamelia Water Dist. 6	9,786.00
Pamelia Water Dist. 7	5,009.00
Pamelia Water Dist. 8	6,757.00
Unpaid Sewer	1,072.98
Unpaid Water	2,307.97
Unpaid Service	12,414.33
Pro-Rates Taxes - County	1,988.21

Philadelphia

Unpaid Sewer	1,100.01
Unpaid Water	913.45

Rodman

Rodman Fire District	35,445.00
Rodman Light	4,632.00
Rodman Water	7,952.00
Unpaid Water	644.96
Pro-Rated Taxes - County	260.21

Rutland

Fire District	253,720.00
Felts Mills Light	6,000.00
Tylerville Light	2,000.00
Rutland Sewer 1	174,448.50

Unpaid Sewer	31,364.14
Unpaid Water	42,484.35

Theresa

Fire District	164,090.00
Pro-Rated Taxes - County	258.47
Pro-Rated Taxes - Town	65.85

Watertown

Watertown Fire District	910,633.00
Watertown Sewer No. 1	20,146.01
Watertown Sewer No. 2	88,759.99
Watertown Sewer No. 3	115,392.99
Watertown Sewer No. 4	132,532.97
Watertown Water No. 1	134,295.08
Watertown Water No. 3	23,648.01
Watertown Water No. 4	122,142.97
Watertown Water No. 6	14,084.99
Unpaid Water	1,071.16
Pro-Rated Taxes - County	333.30

Wilna

Natural Bridge Fire Protection	43,198.00
Carthage/Wilna Fire Protection	643,474.00
Wilna Fire Protection 2	20,000.00
Natural Bridge Light	9,000.00
Herrings Light	6,000.00
Natural Bridge Dist 2	26,865.00
Unpaid Water	27,093.10
Omitted Taxes - County	8,407.58

Worth

Fire Protection	9,000.00
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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	528,804.00
Alexandria	560,546.00
Antwerp	385,050.00
Brownville	541,880.00
Cape Vincent	264,087.00



Champion	990,970.00
Clayton	1,040,604.99
Ellisburg	630,537.00
Henderson	233,177.00
Hounsfield	650,330.00
LeRay	732,405.00
Lorraine	400,412.00
Lyme	226,654.00
Orleans	0.00
Pamelia	0.00
Philadelphia	557,524.00
Rodman	118,539.00
Rutland	483,493.00
Theresa	440,998.00
Watertown	0.00
Wilna	815,102.00
Worth	177,510.00

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 2021 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	9,467.42
LeRay	600.00
Lyme	2,150.00
Theresa	500.00
Wilna	15,512.58

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 2020 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 2020 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 2020 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 2020 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 2020 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 2020 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 )  
County of Jefferson ) ss.:

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

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

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

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 2021 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, 2020.

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

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

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

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

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

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

Authorizing Accounts Payable Year End Adjustments to 2020 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 2020, 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: \_\_\_\_\_

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

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

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

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

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

Levying Hudson River-Black River Regulating District Assessments

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

Whereas, The Board of the Hudson River-Black River Regulating District, pursuant to provisions of the Environmental Conservation Law, has filed a certified statement with the Clerk of the County of Jefferson showing the name of each public corporation or a brief description of each parcel of real estate and the name of the owner, or owners, so far as can be ascertained, and the proportionate amount of the cost of storage reservoirs and the expense of maintenance and operation of such reservoirs to be borne by each parcel of real estate during the year ending June 30, 2021, and

Whereas, Pursuant to Subdivision Six of Section 15-2123 of the Environmental Conservation Law, signed into law on August 8, 1983 "...All moneys required to be collected and not paid directly to the River Regulating District by the thirty-first day of October of the year in which the assessment is levied shall be payable to the County Treasurer as provided under subdivision four of this Section and shall be subject to a service fee of one percent of the total amount assessed which shall be added to the amount to be collected and which shall be in addition to any penalties which may be imposed in the case of failure to pay general taxes within the time prescribed by law, and when collected, such penalties shall be deemed part of the assessment...".

Now, Therefore, Be It Resolved, That, in accordance with the certified statements of annual assessment received from the Regulating District dated October 31, 2020, the sum set after the description of each parcel of real estate in the following list is hereby levied and assessed against said parcel of real estate to wit:

Parcel No. 31	Town of Wilna	
Tax Map Parcel #	Ampersand Tannery Island	\$5,254.00
86.40-2-38.1	1% Fee	52.54
	Total	\$5,306.54
Parcel No. 34	Town of Wilna	
Tax Map Parcel #	Ampersand Long Falls Hydro, LLC	\$8,667.00
86.40-1-1.1	1% Fee	86.67
	Total	\$8,753.67

and be it further

Resolved, That the collector of taxes and assessments in each Town or City in which any such parcel of real estate is situated be and is hereby directed and commanded to collect said sum set forth after the description of each such parcel of real estate in the forgoing list, or in case the

property is situated in more than one Town, to collect the sum set forth after the name of each Town following said description, in the same manner and by the same procedure as general taxes are collected and to pay the same to the County Treasurer of Jefferson County, and be it further

Resolved, That the Clerk of the Board of Legislators be and is hereby directed to furnish a certified copy of this resolution to the Hudson River-Black River Regulating District.

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

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

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

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

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

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

Amending the 2020 County Budget in Relation to Debt Service

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

Whereas, Pursuant to Resolutions No. 108, 111 and 280 of 2016, this Board of Legislators authorized the issuance of serial bonds to finance the cost of various capital improvements, and

Whereas, Bond Anticipation Notes (BANs) were issued in 2017 and renewed in 2018 and 2019, with the bond issuance finalized in September of this year, and

Whereas, Debt service related to BANs is accounted for in the General Fund while debt service related to bonds is accounted for in the Debt Service Fund, and

Whereas, The 2020 County Budget does not reflect in appropriate accounts the restricted bond issue premiums with interest nor the JCC payment for a portion of debt service.

Now, Therefore Be It Resolved, That the 2020 County Budget is hereby amended as follows:

**Increase:**

Expenditure

01990200 09003	Transfer to Debt Service	\$271,667
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Revenue

55915000 95031	Transfer from General Fund	\$181,667
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**Decrease:**

Expenditure

01973000 06000	BANs Principal	\$271,667
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Revenue

55915000 92392	Debt Service Other Governments	\$106,667
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55000000 30599	Appropriated Fund Balance	75,000
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Seconded by Legislator: \_\_\_\_\_

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

Authorizing the Acceptance of Offers to Purchase Real Property Acquired By  
Tax Foreclosure But Not Sold at Auction.

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

Whereas, by Resolution No. 115 of 2001, this Board authorized the County Attorney and Tax Enforcement Officer to dispose of certain real property acquired by tax foreclosure when special conditions restrict the marketability of such parcels at auction, and

Whereas, the County Attorney has offered the following parcels for sale to the adjoining land owners by sealed bid, and

Whereas, the highest bidder has been determined by the County Attorney as follows:

<b>Town</b>	<b>Parcel</b>	<b>Buyer</b>	<b>Bid Price</b>
Wilna	86.40-2-35	Mary Vaerewyck	\$ 200.00

Now, Therefore, Be It Resolved, That the offers to Purchase Real Property at the sales price set forth herein above, plus the cost of recording the said conveyances, be and hereby are approved by the Board of Legislators, and the County Attorney is directed to prepare and execute a quit claim deed in favor of the above buyers to be executed by the Chairman on behalf of the Board of Legislators; and it is further

Resolved, That the Chairman of the Board is hereby authorized and directed to execute the necessary agreements and other documents constituting the contract of sale and conveyance documents, subject to the review and 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. \_\_\_\_\_**

Appointing Election Commissioners

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

Resolved, That pursuant to Section 3-204 of the Elections Law, Jude R. Seymour, Republican and Michelle LaFave, Democrat, be and are hereby appointed as Election Commissioners of the County of Jefferson for two year terms beginning January 1, 2021.

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

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

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

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

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

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

Amending 2020 County Budget in Relation to Employment & Training Department

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

Whereas, The Jefferson-Lewis Workforce Development Board has been awarded an additional \$45,569.94 in Trade Act Adjustment Assistance Program funds from Federal fiscal year 2019, and

Whereas, The 2020 County Budget must be amended to accept this New York State funding and appropriate it for clients training and relocation.

Now, Therefore, Be It Resolved, That the 2020 County Budget is amended as follows:

**Increase:**

Revenue		
25634000 94616	Fed Aid Job Training	\$45,569.94

Expense		
25634000 046132	Clients Training	\$45,569.94

Secónded by Legislator: \_\_\_\_\_

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

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

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

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

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

Authorizing Renewal of Facilities Lease Agreement with Watertown Savings Bank  
for Employment and Training Department, and Authorizing Sublease with  
NYS Department of Labor

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

Whereas, Pursuant to Resolutions 176 of 2009, 211 of 2012, 169 of 2015 and 20 of 2017 this Board authorized the lease of office space from Watertown Savings Bank at 1000 Coffeen Street for the co-location of the Jefferson County Department of Employment and Training and the NYS Department of Labor to function as a One Stop Career Center, and

Whereas, Said lease has expired and the Bank and County desire to renew the lease for a one year term from November 1, 2020 expiring on October 31, 2021 at the rate of \$20/sq. ft., and

Whereas, Because the County sub-leases a portion of the above space to the NYS Department of Labor a separate agreement with NYSDOL is hereby renewed for the same period so that the County may recoup a proportionate share of the rent and direct expenses incurred due to the presence of NYSDOL.

Now, Therefore, Be it Resolved, that Jefferson County enter into a one year agreement with Watertown Savings Bank to lease 8940 sq. ft. of office space at 1000 Coffeen Street, upon the terms set forth above, and be it further

Resolved, That Jefferson County enter into a one year agreement under the current terms of the lease agreement with NYS Department of Labor to sub lease space in the above premises based on proportionate square footage occupied and direct expenses incurred in connection with such occupancy, and be it further

Resolved, That the Chairman of the Board be and is hereby authorized and directed to execute the above-referenced agreements on behalf of Jefferson County subject to the approval of the County Attorney as to form and content.

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

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

Approving Management Compensation Plan for 2021

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 2021 County Budget provides funding for step increases within the grade for management and management confidential employees effective January 1, 2021, and

Whereas, The Board of Legislators does not wish to amend the compensation plan other than to provide said step increases and to adjust step increments in accordance with the attached schedule.

Now, Therefore Be It Resolved, That the attached schedules are hereby adopted as the Management and Management Confidential Compensation Plan for Jefferson County effective January 1, 2021.

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

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State of New York     )

) ss.:  
County of Jefferson    )

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

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

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Clerk of the Board of Legislators

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2021 ADMINISTRATIVE SCHEDULE							
GRADE	LEVEL A	LEVEL B	LEVEL C	LEVEL D	RATE	MAXIMUM	
I	94606	97428	100245	103063	105880	123396	
II	86446	89024	91596	94171	96743	111165	
III	79026	81377	83727	86080	88433	99731	
IV	72286	74434	76579	78728	80875	93771	
IVPH/ATTY	82515	84983	87415	89883	92318	107057	
V	68437	70397	72370	74400	76426	83641	
VPH/ATTY	78018	80253	82502	84816	87126	95351	
VI	63052	64851	66649	68448	70248	76675	
VIPH/ATTY	71968	74006	76069	78137	80173	87540	
VII	58246	59897	61552	63207	64860	70124	
VIII	53918	55445	56971	58494	60021	64717	
IX	49993	51401	52805	54212	55619	59808	
X	46427	47726	49025	50325	51626	55352	
XI	43176	44377	45580	46780	47981	51293	
XII	39722	40827	41933	43037	44143	47190	

2021 MANAGEMENT CONFIDENTIAL								
SALARY SCHEDULE								
GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	
MC1	40204	41623	43352	44990	46792	48612	50523	
	22.09	22.87	23.82	24.72	25.71	26.71	27.76	
MC2	35636	36746	38020	39330	40768	42351	43880	
	19.58	20.19	20.89	21.61	22.40	23.27	24.11	
MC3	33998	35035	36072	37292	38475	39749	41296	
	18.68	19.25	19.83	20.49	21.14	21.84	22.69	
MC4	32396	33324	34325	35344	36418	37492	38912	
	17.80	18.31	18.86	19.42	20.01	20.60	21.38	
40 HR WRK WK	37024	38085	39229	40394	41621	42848	44470	
MC5	30922	31759	32687	33597	34507	35581	36600	
	16.99	17.45	17.96	18.46	18.96	19.55	20.11	
40 HR WRK WK	35339	36296	37357	38397	39437	40664	41829	

**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, The County's suggested premium equivalents are based upon projected claims paid during the period January 1, 2021 through December 31, 2021, which have been added to the administrative cost-based premium equivalents.

Now, Therefore, Be It Resolved, That effective January 1, 2021, 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 \$1,064.13 for individual coverage and \$2,446.42 for family coverage, with the additional categories of \$741.00 for an individual with Medicare coverage and \$1,243.56 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. \_\_\_\_\_**

Appointing Members to Jefferson Community College Board of Trustees

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

Resolved, That, pursuant to Section 6306 of the Education Law, the following individuals are hereby appointed to the Jefferson Community College Board of Trustees for terms to expire as indicated.

<u>Name</u>	<u>Term</u>
Cindy Intschert	6/30/2026
Damon Draught	6/30/2021

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

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

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

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

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

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

Amending Jefferson County Administrative  
Policies and Procedures for Investments

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, It is the desire of the Board of Legislators to authorize the promulgation of amended administrative policies and procedures for investments, which will replace the investments policies and procedures earlier adopted.

Now, Therefore, Be It Resolved, That the Administrative Policy Section Finance: 1.07 Investments, is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective December 8, 2020, and be it further

Resolved, That the previously approved and promulgated (by Resolution 63 of 1989), Administrative Policy Section Finance: 1.07 Investments, is hereby rescinded.

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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# ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson    Board of Legislators    Office of the County Administrator

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**Section:** FINANCE

**Issued:** 2/89

**Subsection:** 1.07 Investments

**Revised:**

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## POLICY

Except as otherwise prohibited or regulated by federal or state law or regulation or by court order, the Chief Fiscal Officer of the County shall temporarily invest funds in his possession in certain acceptable investment instruments as outlined in the guidelines and procedures set forth below. In investing such funds the Chief Fiscal Officer shall concurrently pursue the following objectives:

1. To provide a level of liquidity sufficient to insure the availability of funds for payment to meet obligations of the County or for disbursement otherwise required.
2. To minimize the amount of funds uninvested.
3. To minimize the risk of any potential loss or devaluation of funds invested.
4. To earn a maximum rate of return on funds invested.

## GUIDELINES AND PROCEDURES

### 1. **Funds to Be Invested**

To the extent that the Chief Fiscal Officer has in his possession funds beyond that which are necessary to meet payment of current obligations of the County or for disbursements otherwise required, such funds shall from time to time be invested by said Chief Fiscal Officer in acceptable investment instruments.

### 2. **Acceptable Investment Instruments**

Acceptable investment instruments for the investment of monies by the Chief Fiscal Officer are as follows:

#### A. For all funds including proceeds of debt obligations and reserve funds:

1. Certificates of Deposit issued by a bank or trust company authorized to do business in New York State.
2. Time Deposit Accounts in a bank or trust company authorized to do business in New York State.
3. Obligation of New York State.
4. Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

#### B. For all funds except reserve funds:

1. Obligations of agencies of the federal government if principal and interest is guaranteed by the United States.

2. With the approval of the State Comptroller, Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.

C. For reserve funds:

1. Obligations of the County of Jefferson.

3. **Timing of Investments**

The Chief Fiscal Officer shall maintain a portfolio of short and long term investments. Investments made by the Chief Fiscal Officer shall generally mature or otherwise be available for sale or redemption without penalty at such times as funds invested are required for payment to meet obligations of the County or are otherwise required for disbursement.

4. **Collateral Requirements**

Certificates of Deposit and Time Deposit Accounts shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State, obligations of the United States, obligations of federal agencies the principal and interest of which are guaranteed by the United States, obligations of any municipal corporation, school district or district corporation of the State of New York, obligations of a public authority of the State of New York or by obligation of a public housing authority of the State of New York.

~~Collateral shall be physically delivered to and held by the Chief Fiscal Officer in a safe and secure place or~~ shall be delivered to a custodial bank or trust company with which the County has a custodial agreement. Said custodial institution shall provide written confirmation to the Chief Fiscal Officer of the obligations held in such institution as collateral for investments of the County.

The market value of collateral held shall at all times equal or exceed the principal of the certificate of deposit or time deposit for which such collateral is being held. Market value shall mean the bid or closing price as quoted in the *Wall Street Journal* or as quoted by ~~another~~ a recognized pricing service.

Whenever obligations are held as collateral for an investment instrument the Chief Fiscal Officer shall periodically determine:

- A. Whether proper obligations are being held.
- B. Whether the market value of the obligations equals or exceeds the principal of the investment instrument.
- C. Whether the obligations are adequately segregated on the custodial party's books.

If the bank or trust company shall fail to or refuse to comply with the provisions of this section, the Chief Fiscal Officer shall pursue such remedies as may be available pursuant to

an investment agreement or other legal avenues or shall redeem the investment immediately.

With the approval of the Chief Fiscal Officer obligations which are acceptable collateral as described above may be substituted by the bank or trust company from which an investment instrument was acquired for obligations held as collateral for such investment instrument, provided that the market value of the substituted collateral continues to exceed the principal of the investment instrument for which the collateral is being held. Written confirmation of such substitutions shall be made by the custodial institution to the Chief Fiscal Officer.

**5. Payment for and Delivery of Obligations or Certificates of Deposit Purchased**

In instances when the Chief Fiscal Officer has purchased obligations pursuant to a Repurchase Agreement, payment shall be made to the seller only upon the seller's delivery of obligations to the custodial bank or trust company designated by the Chief Fiscal Officer, or in the case of a book entry transaction, when the obligations are credited to the custodian's Federal Reserve Bank account. A Repurchase Agreement is for specific obligations and the seller shall not be entitled to substitute obligations for the obligations originally purchased.

In instances when the Chief Fiscal Officer has otherwise purchased obligations or has purchased certificates of deposit, payment shall be made upon the delivery thereof to the Chief Fiscal Officer or to a custodial bank or trust company designated by the Chief Fiscal Officer, or in the case of a book entry transaction, when the obligations are credited to the custodian's Federal Reserve Bank account.

Whenever obligations owned by the County are held by a custodian, such custodian shall confirm all transactions in writing to insure that the County's ownership of such obligations is properly reflected on the records of the custodian. Such custodian shall not transfer obligations without prior written authorization of the Chief Fiscal Officer.

**6. Contracts Required**

Written contracts shall be required for:

- A. The purchase and sale of obligations through Repurchase Agreements.
- B. The purchase of Certificates of Deposit
- C. Custodial agreements.

All such contracts shall be executed by the Chief Fiscal Officer on behalf of the County. Upon request of the Chief Fiscal Officer, the County Attorney shall review such contracts and offer such legal advice relative to the form and content of such contracts.

**7. Custodial Institutions**

The Chief Fiscal Officer shall from time to time enter into contracts with banks or trust companies licensed to do business in the State of New York to act as custodian of obligations owned by the County or of obligations pledged as collateral for certificates of deposit or time deposit accounts. Custodians must be member banks of the Federal Reserve Bank or maintain accounts with member banks. A custodial contract shall not be entered into for the holding of an investment instrument with the same party from which such investment instrument is acquired, provided that a custodial contract may be entered into with the Trust Department of the seller of the investment instrument provided that the Trust Department is a separate corporate entity. At the request of the Chief Fiscal Officer, custodial institutions shall verify obligations held on behalf of the County as property of the County or as collateral for an investment instrument of the County.

**8. Financial Strength of Institutions**

The financial statements of all trading partners, banks and trust companies with which the County transacts investment business shall be reviewed at least annually by the Chief Fiscal Officer to determine the financial strength and/or credit worthiness of the institution.

**9. Special Provisions Relating to Repurchase Agreements**

Repurchase Agreements should be used as an investment instrument only in cases when they yield a rate of return on investment of at least one half of one percent above other available investments, when other investments are not available or the date of maturity of other available investments does not meet the liquidity requirements of the County as established by the Chief Fiscal Officer. No more than twenty-five percent of the total amount of funds invested by the Chief Fiscal Officer at any one time shall be invested in Repurchase Agreements.

Repurchase Agreements shall be for a term of thirty (30) days or less.

The County shall acquire a perfected interest in obligations purchased pursuant to a Repurchase Agreement.

No specific Repurchase Agreement shall be entered into unless a master Repurchase Agreement has been entered into between the County and the trading partner.

For the purposes of Repurchase Agreements, trading partners should be limited to banks or trust companies authorized to do business in New York State or registered primary reporting dealers.

Securities purchased pursuant to a repurchase agreement shall be valued to market on a weekly basis.

10. **Competition for Acquisition and Sale of Investments Instrument**

~~The Chief Fiscal Officer, on behalf of the County, shall encourage the acquisition or sale of investment instruments, except for the direct purchase of obligations, through a competitive process. The Chief Fiscal Officer shall endeavor to insure competition amongst all interested eligible institutions for the acquisition or sale of investment instruments and shall make every reasonable effort to solicit by telephone at least three quotations for every investment transaction except for the acquisition of an investment instrument of \$100,000 or less with a maturity date less than or equal to 90 days from the date of acquisition for which competition shall be at the discretion of the Chief Fiscal Officer. Unless an institution submitting a quotation is unable to meet the requirements of this policy or such other reasonable written requirements as the Chief Fiscal Officer shall prescribe, the acquisition of an investment instrument shall be from the institution whose quotation will result in the highest yield or return to the County on funds invested, or in the case of a sale of an investment instrument, such sale shall be to the institution whose quotation shall produce the largest net proceeds from sale.~~ *will consult with an investment advisor in order to obtain investments that are in accordance with the County's policy and guidelines outlined in this document. Considerations for new acquisitions to be considered would include rate, length to maturity and reviewing to ensure the financial institution offering the investment is also within guidelines for eligible investments. Section 2 of this policy outlines the qualifications for an acceptable financial institution.*

~~The Chief Fiscal Officer shall tabulate all quotations and shall make the results of all quotations available to any interested institution submitting a quotation.~~

11. **Investment Records to be Kept**

~~In addition to documentation of competitive quotations for the acquisition and sale of investment instruments, The Chief Fiscal Officer shall maintain a proper record of each investment sufficient to manage the investment portfolio and provide a complete audit trail including, but not limited to:~~

- A. The institution the investment instrument was acquired from.
- B. The type of investment.
- C. Yield and maturity date for the investment instrument.
- D. The custodial institution holding the investment instrument or the collateral for such instrument and the type of obligations held as collateral.

~~The Chief Fiscal Officer shall also maintain on file in his office or have access to any confirmations, correspondence or statements which support investment transactions.~~

12. **Reports to be Provided**

The Chief Fiscal Officer shall prepare a monthly report to the County Administrator and the Board of ~~Supervisors~~ *Legislators* reflecting, as of the last day of such month, an inventory of investment instruments *and other cash on hand*. ~~a listing of investment instruments acquired, sold and redeemed during the month and a statement of investment income earned for the given month and cumulative total interest earned since the beginning of the current County fiscal year.~~

13. **Internal Controls to be Maintained**

The Chief Fiscal Officer shall establish, document and maintain within ~~his~~ *the* office a system of internal controls which provides for segregation of duties with respect to investment activities, cash receipts and accounting.

14. **Audit of Policy Compliance and initiation of Corrective Action**

The County Auditor, ~~at least twice per year~~ at such times as ~~he deems~~ *deemed* appropriate, shall audit the records of the Chief Fiscal Officer to determine compliance with the provisions of the policy. The County Auditor shall make report of ~~his~~ *the* audit findings to the County Administrator. The County Administrator shall keep the Chairman of the Board of ~~Supervisors~~ *Legislators* and the Chairman of the ~~Ways and Means~~ *Finance & Rules* Committee of the Board of ~~Supervisors~~ *Legislators* informed of any incidents of non-compliance and shall initiate appropriate corrective action.

15. **Clarification of Policy**

Any questions relative to the intent of this policy or any requests for clarification of this policy shall be subject to a determination of the ~~Ways and Means~~ *Finance & Rules* Committee of the Board of ~~Supervisors~~ *Legislators* or as such Committee determines necessary and appropriate, the Board of ~~Supervisors~~ *Legislators*.

**REFERENCES:**

1. General Municipal Law, Sections 6-F, 10 and 11.
2. Local Finance Law, Section 165
3. Office of the State Comptroller, *Cash Management and Investment Policies and Procedures for Use by Local Governments*.
4. Jefferson County Board of Supervisors Resolution No. 63 of 1989
5. *Jefferson County Board of Legislators Resolution No. of 2020*

**ISSUED:** February 15, 1989

**REVISED:**



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

Appointing Members to Soil & Water Conservation District Board of Directors

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

Resolved, Pursuant to Section 7 of the Soil & Water Conservation Districts Law, the following individuals are hereby reappointed to the Soil & Water Conservation District Board for terms to expire as noted:

<u>Name</u>	<u>Term to Expire</u>
Jason Bast, Farm Bureau	12/31/2023
Charles Eastman, Member At Large	12/31/2023
Michael A. Montigelli	12/31/2021
John D. Peck	12/31/2021

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



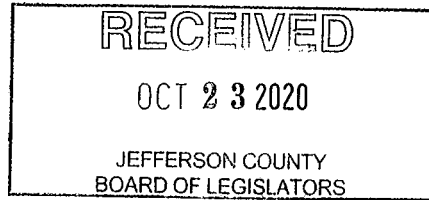
**JEFFERSON COUNTY  
SOIL AND WATER CONSERVATION DISTRICT**

www.jeffersoncountyswcd.org

25451 State Route 12, Watertown, NY 13601

Telephone (315) 782-2749

Fax (315) 782-3054



October 21, 2020

Robert F. Hagemann III  
Jefferson County Administrator  
195 Arsenal Street  
Watertown, NY 13601

Re: SWCD Board of Directors

Dear Mr. Hagemann:

As a result of discussion at our board meeting on October 19, please accept this letter as our respectful request to maintain Jason Bast and Charles Eastman as directors.

If you have any questions or concerns, please contact me at 782-2749. Thank you for your consideration of this matter.

Sincerely,

Christine Watkins  
Executive Director

rr

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

Approving Appointment and Re-Appointment to the Thousand Islands Bridge Authority

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

Resolved, That, pursuant to Section 577 of the Public Authorities Law, the following appointments by the Chairman of this Board to the Thousand Islands Bridge Authority for the terms indicated, be and are hereby approved:

<u>Name</u>	<u>Term Expiration</u>
Re-Appointment Robert J. Storms	12/31/2025
New Appointment Douglas Dier	12/31/2024

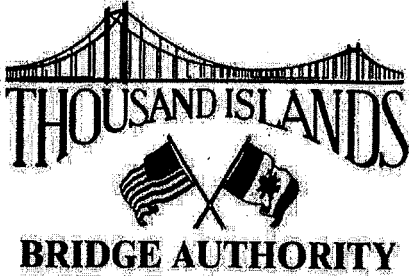
Seconded by Legislator: \_\_\_\_\_

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



MAIN OFFICE:

P.O. BOX 10  
LANSLOWNE, ONTARIO  
CANADA K0E 1L0

43530 INTERSTATE 81  
COLLINS LANDING  
P.O. BOX 428  
ALEXANDRIA BAY, NY 13607  
TEL: (315) 482-2501  
FAX: (315) 482-5925  
[www.tibrIDGE.com](http://www.tibrIDGE.com)  
[www.boldtcastle.com](http://www.boldtcastle.com)

ROBERT VR. BARNARD  
CHAIRMAN

MEMBERS:

BRUCE ARMSTRONG  
MICHELINE DUBÉ  
NATALIE KINLOCH  
JACQUES E. PIGBON  
PATRICK J. SIMPSON  
ROBERT J. STORMS

ROBERT G. HERR, III  
EXECUTIVE DIRECTOR

December 4, 2019

Scott Gray, Chairman  
Jefferson County Board of Legislators  
175 Arsenal Street  
Watertown, NY. 13601

Dear Chairman Gray:

This letter is to formally inform you and the Jefferson County Board of Legislators that I intend to retire from the Board of the Thousand Islands Bridge Authority effective December 31, 2019, which is the conclusion of my current term of office. 2019 marks the 40<sup>th</sup> year of being on the Board of Directors with TIBA. It has been a true pleasure to serve this incredible organization and I thank you for the opportunity to do so for so many years.

Thank you again.

Respectfully submitted,

Robert VR Barnard  
Chairman

cc. Michael Montigelli, Chair, JCBOL Finance & Rules Committee  
Robert Hagemann, III, Jefferson County Administrator  
Robert Horr, TIBA Executive Director  
Timothy Sturick, TIBA Deputy Executive Director  
Peter Walton, TIBA Legal Counsel

Department	Revenue through end of October 2019	Revenue through end of October 2020	2020 Amended Budget October = 83.30%	2019 Revenue as % of 2019 BUD	2020 Revenue as % of 2020 BUD
1045 - General Items 01	\$123,606,838	\$125,764,644	\$116,469,274	89.38%	89.95%
1165 - District Attorney 01	\$230,430	\$182,608	\$195,761	114.05%	77.70%
1170 - Public Defender 01	\$64,786	\$260,236	\$748,539	9.27%	28.96%
1325 - Treasurers Department 01	\$23,298	\$16,853	\$27,489	70.60%	51.07%
1345 - Purchasing 01	\$53,220	\$48,834	\$72,471	61.17%	56.13%
1355 - Real Property Tax Services 01	\$415,121	\$415,777	\$363,373	96.81%	95.31%
1410 - County Clerk 01	\$1,478,416	\$1,409,953	\$1,546,298	73.06%	75.96%
1420 - County Attorney 01	\$270,603	\$199,329	\$364,021	72.74%	45.61%
1430 - Human Resources 01	\$6,200	\$4,030	\$7,497	68.89%	44.78%
1436 - Insurance Department 01	\$0	\$0	\$20,159	0.00%	0.00%
1450 - Board of Elections 01	\$443	\$61,017	\$154,386	0.39%	32.92%
1620 - Buildings 01	\$394,542	\$529,080	\$751,116	46.89%	58.68%
1680 - Information Technology 01	\$356	\$0	\$160,022	0.65%	0.00%
2490 - Education 01	\$0	\$65,577	\$83,300	NaN	65.58%
3110 - Sheriff - Criminal & Civil Div 01	\$538,114	\$527,867	\$673,986	45.80%	65.24%
3140 - Probation 01	\$155,847	\$83,407	\$415,401	27.04%	16.73%
3315 - STOP DWI Program 01	\$142,018	\$110,504	\$136,966	81.22%	67.21%
3410 - Fire & Emergency Management 01	\$733,812	\$750,938	\$754,694	97.89%	82.89%
3510 - Dog Control 01	\$33,935	\$25,357	\$299,258	10.17%	7.06%
3620 - Code Enforcement 01	\$73,525	\$76,398	\$83,300	73.52%	76.40%
4050 - Public Health 01	\$2,027,568	\$2,143,982	\$4,819,999	33.22%	37.05%
4310 - Mental Health Services 01	\$6,940,104	\$5,751,153	\$8,371,965	67.93%	57.22%
5610 - Airport 01	\$1,474,475	\$984,258	\$2,377,755	73.92%	34.48%
6010 - Social Services Administration 01	\$8,430,677	\$6,741,782	\$8,453,621	82.33%	66.43%
6070 - Services for Recipients 01	\$15,967,754	\$13,814,848	\$16,574,298	80.37%	69.43%
6510 - Veterans Service Agency 01	\$10,000	\$10,000	\$7,105	117.25%	117.25%
6540 - Consumer Affairs - County Seal 01	\$55,537	\$53,947	\$60,504	78.02%	74.27%
6772 - Office for the Aging 01	\$480,806	\$969,046	\$1,459,489	31.22%	55.31%
8020 - Planning 01	\$48,728	\$174,024	\$200,935	62.74%	72.14%
8730 - Forestry 01	\$0	\$39,100	\$0	NaN	#Error
8990 - Employee Benefits 01	\$0	\$0	\$95,795	0.00%	0.00%
9150 - Debt Service 01	\$0	\$0	\$109,956	0.00%	0.00%
01 - General Fund	\$163,657,154	\$161,214,549	\$165,858,732	83.25%	80.97%
9003 - Highway 05	\$10,881,140	\$11,625,406	\$12,227,841	75.29%	79.20%
9004 - Road Machinery 10	\$2,827,785	\$2,250,685	\$1,939,483	100.87%	96.67%
9101 - Solid Waste - Recycling 15	\$2,596,047	\$2,473,596	\$2,489,837	77.94%	82.76%
9006 - Capital 20	\$4,693,600	\$13,716,047	\$38,975,727	13.91%	29.31%
6340 - Employment and Training 25	\$1,591,248	\$1,762,847	\$2,518,791	57.07%	58.30%
1436 - Insurance Department 35	\$3,422,146	\$2,492,847	\$2,140,021	136.08%	97.03%
9021 - Health Benefits 40	\$18,968,901	\$17,991,285	\$18,787,499	80.79%	79.77%
9023 - Occupancy Tax 50	\$380,313	\$254,052	\$416,500	76.06%	50.81%
9150 - Debt Service 55	\$3,322,175	\$2,717,828	\$2,589,315	99.59%	87.43%
Total All Funds	\$212,340,508	\$216,499,141	\$247,943,746	74.89%	72.74%

Year: 2020 Month Ending: October

Departmental Spending (YTD)

Date Run: 11/23/2020

Department	Spending through end of October 2019	Spending through end of October 2020	2020 Amended Budget October = 83.30%	2019 Spending as % of 2019 BUD	2020 Spending as % of 2020 BUD
1010 - Legislative Board 01	\$809,734	\$792,732	\$882,298	77.79%	74.84%
1045 - General Items 01	\$31,806,075	\$31,734,449	\$32,902,369	80.52%	80.34%
1165 - District Attorney 01	\$1,444,377	\$1,316,986	\$1,850,548	70.65%	59.28%
1170 - Public Defender 01	\$832,141	\$823,424	\$1,279,036	59.93%	53.63%
1325 - Treasurers Department 01	\$480,038	\$462,127	\$514,547	78.36%	74.81%
1345 - Purchasing 01	\$439,377	\$425,443	\$478,342	81.33%	74.09%
1355 - Real Property Tax Services 01	\$615,983	\$619,162	\$782,785	69.40%	65.89%
1410 - County Clerk 01	\$1,348,241	\$1,213,318	\$1,461,015	74.84%	69.18%
1420 - County Attorney 01	\$1,557,507	\$1,405,212	\$2,268,506	57.46%	51.60%
1430 - Human Resources 01	\$283,501	\$307,330	\$355,658	77.38%	71.98%
1436 - Insurance Department 01	\$425,562	\$493,230	\$444,038	92.02%	92.53%
1450 - Board of Elections 01	\$659,721	\$708,480	\$944,319	72.11%	62.50%
1620 - Buildings 01	\$2,532,770	\$2,380,116	\$2,878,511	73.65%	68.88%
1680 - Information Technology 01	\$1,163,681	\$1,105,363	\$1,490,498	78.80%	61.78%
1910 - Special Items 01	(\$3,112)	\$29,379	\$1,729,226	-0.32%	1.42%
2490 - Education 01	\$5,320,610	\$5,500,287	\$4,724,925	97.52%	96.97%
3110 - Sheriff - Criminal & Civil Div 01	\$11,680,217	\$10,973,116	\$13,515,714	71.09%	67.63%
3140 - Probation 01	\$2,919,378	\$2,788,155	\$3,261,221	74.28%	71.22%
3315 - STOP DWI Program 01	\$123,047	\$119,371	\$145,050	70.37%	68.55%
3410 - Fire & Emergency Management 01	\$2,583,954	\$2,534,179	\$3,108,260	69.50%	67.91%
3510 - Dog Control 01	\$256,894	\$203,829	\$276,178	71.77%	61.48%
3620 - Code Enforcement 01	\$399,713	\$365,873	\$433,516	70.37%	70.30%
4050 - Public Health 01	\$4,687,801	\$4,373,604	\$5,868,108	65.05%	62.08%
4310 - Mental Health Services 01	\$8,491,121	\$6,962,014	\$11,046,481	63.61%	52.50%
5610 - Airport 01	\$1,987,039	\$1,559,632	\$1,973,117	81.78%	65.84%
6010 - Social Services Administration 01	\$14,665,630	\$13,406,843	\$16,217,492	73.52%	68.86%
6030 - Adult Care Facility 01	\$500,000	\$500,000	\$416,500	100.00%	100.00%
6070 - Services for Recipients 01	\$32,225,794	\$30,573,077	\$36,033,537	74.72%	70.68%
6510 - Veterans Service Agency 01	\$170,933	\$133,706	\$171,639	83.48%	64.89%
6540 - Consumer Affairs - County Seal 01	\$161,693	\$101,664	\$143,068	80.21%	59.19%
6772 - Office for the Aging 01	\$1,722,125	\$1,871,057	\$2,314,591	67.16%	67.34%
8020 - Planning 01	\$419,666	\$507,004	\$768,168	55.82%	54.98%
8730 - Forestry 01	\$168,167	\$168,740	\$140,777	99.98%	99.85%
8989 - Public Benefit Agencies 01	\$1,732,624	\$1,732,624	\$1,443,276	100.00%	100.00%
8990 - Employee Benefits 01	\$4,767,738	\$4,620,748	\$5,913,565	64.07%	65.09%
8992 - Interfund Transfers 01	\$15,186,910	\$16,139,274	\$13,634,208	100.00%	98.61%
9150 - Debt Service 01	\$0	\$597,062	\$853,825	0.00%	58.25%
01 - General Fund	\$154,566,628	\$149,548,612	\$172,664,911	75.42%	72.15%
9003 - Highway 05	\$13,215,553	\$11,943,693	\$12,232,473	91.21%	81.33%
9004 - Road Machinery 10	\$2,713,580	\$2,236,421	\$2,227,065	89.38%	83.65%
9101 - Solid Waste - Recycling 15	\$2,659,484	\$2,600,476	\$2,603,946	79.73%	83.19%
9006 - Capital 20	\$19,957,593	\$21,473,923	\$46,458,702	46.18%	38.50%
6340 - Employment and Training 25	\$1,970,500	\$1,720,183	\$2,506,197	68.44%	57.17%
1436 - Insurance Department 35	\$1,583,867	\$1,681,509	\$2,140,021	62.98%	65.45%
9021 - Health Benefits 40	\$15,577,806	\$16,724,575	\$18,787,499	66.35%	74.15%
9023 - Occupancy Tax 50	\$511,800	\$544,000	\$456,734	95.34%	99.22%
9150 - Debt Service 55	\$2,646,066	\$2,653,828	\$2,759,746	79.32%	80.10%
Total All Funds	\$215,402,877	\$211,127,220	\$262,837,296	71.38%	66.91%

## Statement of County Clerk's Fees Received

I, Gizelle J. Meeks, County Clerk of Jefferson County, New York, do hereby report the receipts of the Jefferson County Clerk's Office for the Month of October 1, 2020 through October 31, 2020 as follows:

### DMV Fees:

CC06 Retention	\$ 68,124.40
CC05 Sales Tax Ret	\$ 804.00
CC05 FS-6 Ret	\$ 699.00
<b>Total</b>	<b>\$ 69,627.40</b>

### Land Records Fees:

CC07 Recording Fees	\$ 74,736.00
CC07 Filing Fees	\$ 2,090.00
CC07 Passport Fes	\$ -
CC07 Photo Fees	\$ -
CC07 RETT	\$ 427.00
CC07 RP5217 Ret	\$ 3,537.00
CC07 Notary Ret	\$ 220.00
CC07 NY Ed. Ret/RM	\$ 1,469.00
CC07 UCC's	\$ 1,600.00
CC07 Miscellaneous	\$ 133.00
CC07 Cover Page Fee	\$ 6,500.00
CC07 Overages	\$ 144.43
CC07 Copy Fees	\$ 3,451.50
CC07 General Int.	\$ 3.50
CC07 DMV Int.	\$ 0.90
CC07 E-Subscription	\$ 6,090.00
<b>Total</b>	<b>\$ 100,402.33</b>

### Mortgage Tax Fees:

CC07 Expense	\$ 29,083.00
CC07 Interest	\$ 0.23
<b>Total</b>	<b>\$ 29,083.23</b>

### Total By Account

CC05	\$ 1,503.00
CC06	\$ 52,846.18
CC07	\$ 116,134.28
CC08	\$ 4,225.00
CC50	\$ 300.00
PROJECT TR50	\$ 7,580.00
TT61	\$ -
<b>Total</b>	<b>\$ 182,588.46</b>

### Court Record Fees:

CC08 Index Fees	\$ 4,225.00
CC08 Misc. Court	\$ -
CC50 County Fines	\$ 300.00
<b>Total</b>	<b>\$ 4,525.00</b>

### Fees Collected for Other Depts.:

TR50 Stop DWI	\$ 7,580.00
TT61 Deposit Into Court	\$ -
<b>Total</b>	<b>\$ 7,580.00</b>

### Adjustments (Deductions):

CC06 DMV Online Revenue:	
August	\$ 7,402.51
September	\$ 7,875.71
<b>Total</b>	<b>\$ 15,278.22</b>

CC07 Credit Cards	<b>\$ 13,041.28</b>
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CC07 Notaries: Vouchers	\$ -
	\$ -
	\$ -
<b>Total</b>	<b>\$ -</b>

CC07 Incorporations:	
	\$ -
<b>Total</b>	<b>\$ -</b>

CC07 Tax Sale - Rec. Fees	\$ 310.00
Tax Sale - RETT	\$ -
<b>Total</b>	<b>\$ 310.00</b>

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ 182,588.46

11/6/20  
Date

*Dorena L Kimball*  
Jefferson County Treasurer/Deputy

Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual	Total
2020	2,000,523	1,959,018	1,955,959	1,611,645	1,645,789	1,474,318	2,086,246	1,622,635	2,008,568	1,731,176				18,095,876
2019	1,706,282	1,487,006	1,495,967	1,370,373	1,733,868	1,533,132	1,751,872	1,629,898	1,867,896	2,059,652	1,836,676	1,687,820	-625,042	19,535,402
2018	1,592,534	1,785,350	2,113,093	1,848,874	1,279,299	1,162,251	1,400,942	1,999,071	1,431,052	1,862,490	1,355,279	1,583,609	-967,059	18,446,785
2017	1,529,529	1,866,306	1,825,608	1,572,248	1,819,815	1,815,944	1,488,988	1,596,965	1,511,099	1,561,197	1,876,330	1,697,642	-188,804	19,972,868
2016	1,633,556	1,631,731	1,966,926	1,395,394	1,555,709	1,782,977	1,674,534	1,427,421	1,982,882	1,689,937	1,380,652	1,715,106	-151,825	19,685,000
2015	1,447,909	1,711,206	1,323,090	1,832,204	1,671,467	1,478,813	1,659,141	1,336,322	1,720,703	1,832,887	1,294,288	2,045,210	-1,169,591	18,183,649
2014	1,278,930	1,130,181	1,468,292	1,665,269	1,460,980	1,536,745	1,449,695	1,374,535	1,203,417	1,289,949	1,380,933	1,362,655	275,388	16,876,970
2013	579,446	894,308	1,505,686	1,533,248	1,273,873	1,186,989	924,809	1,435,050	1,133,361	1,286,329	1,208,752	1,523,899	702,604	15,188,353
2012	701,835	1,236,667	1,325,449	958,983	1,333,307	1,090,308	1,234,885	1,319,356	1,470,833	1,356,075	1,286,161	1,390,545	468,831	15,173,236
2011	1,299,479	1,252,851	1,326,540	1,150,034	1,174,784	1,306,781	1,133,739	1,046,098	1,173,697	1,337,826	1,057,304	1,347,532	-278,692	14,327,973
2010	1,077,789	1,095,074	1,154,761	1,114,950	1,040,417	1,115,092	1,213,479	1,187,037	1,222,667	1,366,459	1,245,518	1,163,920	108,292	14,105,456
2009	1,027,412	1,084,751	1,246,381	1,165,052	1,188,985	1,244,707	1,083,067	1,190,211	1,179,638	1,313,914	1,128,054	1,019,671	-45,041	13,826,803
2008	977,732	805,876	995,288	1,147,285	921,384	812,620	965,724	1,006,833	1,198,851	1,250,648	1,084,114	960,708	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

Monthly Average Percent

7.52%	8.03%	8.91%	8.36%	8.33%	7.99%	8.11%	8.38%	8.57%	9.40%	8.33%	8.78%	-0.71%	100.00%
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Estimated Cost Scenarios 2020 Budget 21,100,000

Average % compared to rest of years

2013-2019 Average Cost percentage by month/year total  
Estimated 2020 Cost 84.30%  
21,465,118 (365,118)

2019 Cost percentage by month/year total  
Estimated 2020 Cost 85.16%  
21,249,780 (149,780)

Straight 12 Month Cost by average month to date  
21,715,052 (615,052)

2006 - 2019 average monthly percentage of total  
21,643,936 (543,936)