


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



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

January 26, 2023

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

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on ***Tuesday, January 31, 2023, immediately following the conclusion of the Health & Human Services Committee meeting*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Finance & Rules Committee Sponsored Resolutions:**

1. Amending the 2022 County Budget for Sales Tax Distribution
2. Amending the 2022 County Budget in Relation to Highway Equipment Capital Reserve Fund
3. Committing Fund Balance for Contingencies and Tax Stabilization and Amending the 2022 County Budget in Relation Thereto
4. Approving Amended Jefferson County Administrative Policies and Procedures Relative to Travel and Credit Card Policy
5. Amending the 2023 County Budget to Reappropriate Funds for the County Clerk's Office for Local Government Records Management Improvement Fund Grant
6. Authorizing The Chief Elected Official Local Agreement Under the Workforce Innovation and Opportunity Act of 2014
7. Authorizing Agreement with New York State Department of Labor in Relation to the Employment and Training Department

8. Amending the 2023 County Budget for Insurance
9. Amending the 2022 County Budget in Relation to Health Benefits
10. Re-Appointing Member to the Regional Fish and Wildlife Management Board
11. Re-Appointing Members to Soil & Water Conservation District Board of Directors
12. Authorizing the County of Jefferson's Participation in the Proposed Settlement of Opioid-Related Claims Against Teva and its Related Corporate Entities.
13. Electing a Cents per Gallon Rate of Sales and Compensating Use Taxes on Motor Fuel and Diesel Motor Fuel, in Lieu of the Percentage Rate of Such Taxes, Pursuant to the Authority of Article 29 of the Tax Law of the State of New York.

**General Services Committee Sponsored Resolutions:**

1. Amending the 2022 County Budget and Capital Plan to Recognize 2022 Revenue from the American Rescue Plan Act Funding for the Watertown International Airport
2. Amending the 2023 County Budget and Capital Plan to Recognize 2022 Revenue from the Passenger Facility Charges at the Watertown International Airport
3. Reappropriating Funds from Various Unspent Grants Relative to the Fire and Emergency Management Department and Amending the 2023 County Budget in Relation Thereto
4. Authorizing Agreement and Amending the 2023 County Budget in Relation to the Domestic Terrorism Prevention Program
5. Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Marchiselli" Program Aid Eligible Costs of a Transportation Federal-Aid Project CR 87 (Sandy Creek Road) over Lindsey Creek, Appropriating Funds Therefor and Amending the 2022 County Budget and Capital Plan
6. Amending the 2023 County Budget to Reappropriate New York State Septic System Replacement Program Funds
7. Authorizing Agreements in Connection with New York State Snowmobile Trails Grant-in-Aid Program and Amending 2023 County Budget in Relation Thereto
8. Accepting Funding and Amending the 2023 County Budget in Relation to State Funding for Pretrial Services
9. Authorizing Agreement and Amending the 2023 County Budget in Relation to the State FY22 State Law Enforcement Terrorism Prevention Program Grant

**Health & Human Services Committee Sponsored Resolutions:**

1. Amending the 2023 County Budget to Reappropriate Funds for Veterans Peer Support (P2P) Program
2. Amending the 2023 County Budget Relative to Community Services Department State Aid
3. Amending the 2023 County Budget in Relation to Community Services Program for Preschool Children with Disabilities
4. Amending the 2023 County Budget in Relation to Community Services – Early Intervention
5. Amending the 2023 County Budget and Authorizing Amended Agreement in Relation to New York State Public Health Corps Fellowship Program
6. Amending the 2023 County Budget and Authorizing Amended Agreement in Relation to Epidemiology and Laboratory Capacity Reopening Schools Grant Award
7. Accepting Funding in Connection with NYSDOH Local Health Department Performance Incentive Initiative and Amending the 2023 County Budget in Relation Thereto
8. Authorizing Amended Agreement with Netsmart for Hosting Service in Relation to Electronic Visit Verification System and Amending the 2023 County Budget in Relation Thereto
9. Amending the 2023 County Budget Relative to Additional Revenue from the NYS Office of Children and Family Services for Youth Sports and Education Opportunity Funding

**Informational Items:**

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

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

RFH:jdj

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

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

Amending the 2022 County Budget for Sales Tax Distribution

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

Whereas, The 2022 County Budget must be amended to recognize additional sales tax for towns, villages and the City of Watertown.

Now, Therefore, Be It Resolved, That the 2022 County Budget is amended as follows:

**Increase:**

Revenue		
01104500 91110	State Sales Tax	\$11,626,936.60
Expenditures		
01198500 04631	Distribution of Sales Tax	\$11,626,936.60

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 2022 County Budget in Relation to Highway Equipment Capital Reserve Fund

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

Whereas, Pursuant to Resolution 281 of 2011, this Board of Legislators established a Highway Equipment Capital Reserve Fund, and

Whereas, The Fund needs to be replenished in order to provide for future highway equipment needs.

Now, Therefore, Be It Resolved, That the 2022 County Budget is hereby amended as follows:

**Increase:**

Fund Balance 01000000 30599	Appropriated Fund Balance	\$500,000
Transfers 01990100 09001 10900400 95031	Transfer to Road Machinery Fund Interfund Transfers	\$500,000 500,000
Reserve 10000000 30878	Highway Equipment Reserve	\$500,000

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

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

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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. \_\_\_\_\_**

Committing Fund Balance for Contingencies and Tax Stabilization and  
Amending the 2022 County Budget in Relation Thereto

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

Whereas, This Board of Legislators desires to provide for stable tax rates in the future, and

Whereas, In order to maintain stable tax rates in the face of economic downturn concerns and unanticipated expenditures, this Board desires to set aside funds to address such contingencies.

Now, Therefore, Be It Resolved, That a commitment for such purpose is established as of December 31, 2022, to be known as the "Contingencies and Tax Stabilization Commitment", and be it further

Resolved, Expenditures from this Committed Fund Balance shall be made only for the purpose for which established, and that no expenditure shall be made from this Committed Fund Balance without the approval of this Board of Legislators, and be it further

Resolved, That the 2022 County Budget is hereby amended as follows:

**Increase:**

Fund Balance		
01000000 30913	Contingencies and Tax Stabl Commitment	\$6,000,000

**Decrease:**

01000000 30909	Fund Balance	\$6,000,000
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Seconded by Legislator: \_\_\_\_\_

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

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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. \_\_\_\_\_**

Approving Amended Jefferson County Administrative  
Policies and Procedures Relative to Travel and Credit Card Policy

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 amendment of administrative policies and procedures for Travel and Credit Card, which will replace those policies and procedures revised in 2013.

Now, Therefore, Be It Resolved, That the amended Administrative Policy Section 1.11, **Travel and Credit Card**, is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective immediately.

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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# ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

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Section: Finance Issued: 6/7/2011

Subsection: 1.11 Travel and Credit Card Revised: 11/12/13, 02/07/23

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## PURPOSE:

County employees and officials (or other individuals under the official protection or jurisdiction of Jefferson County), are referred to throughout this policy as "traveler(s)." Responsibilities enumerated in this policy that pertain to traveler(s) are only required of County employees and officials.

The purpose of this policy is to provide guidelines and establish procedures for all Jefferson County employees and officials (or other individuals under its official protection or jurisdiction), incurring business travel expenses for the benefit of the County, and to provide the information needed for reimbursement. All travelers are required to comply with these guidelines in order to receive reimbursement for any expense claims related to travel on the County's behalf. When submitting Expense *Claim* Vouchers to claim reimbursement it is expected that travelers will neither gain nor lose financially.

Prior to an event, potential travelers should *consider* if the business objective can be accomplished by ~~E-Meetings~~, videoconference or teleconference as effective alternatives to travel which represent an opportunity to significantly minimize travel costs and the impact on the environment. *Potential travelers should also* consult their Department Head if they have specific travel related issues not covered in this policy. The traveler is performing a valuable service while on business for the County. At the same time, it is the responsibility of the traveler to spend travel money as efficiently and economically as possible. Only actual, necessary and reasonable business expenses incurred in the performance of official business will be paid or reimbursed. Payments made pursuant to this policy shall be in compliance with current IRS regulations.

## RESPONSIBILITY:

~~Each traveler has stewardship responsibility for managing travel expenses, but in particular:~~

- ~~As a representative of a government entity, all~~ Travelers are responsible for reading, understanding and complying with this policy and to make establishments aware of the tax exempt status and insure that no taxes are charged in all cases where this status is applicable.
- All Travelers are responsible for *providing receipts and* completion of all travel related documents accurately and completely upon return from a travel event including expenses incurred using the County Travel Card.
- A receipt is a document that provides evidence of incurred expenses. ~~Receipts are and it is necessary to receive reimbursement. In cases where a receipt is required to support the expense, the receipt~~ It should contain the following information: the name of the establishment rendering service, the total amount of the charge, and the date on which the expense was incurred.
- Handwritten receipts will be accepted provided that the items listed above are included and the receipt is preferably signed by an employee of the establishment.
- All Department Heads are responsible for reviewing all Expense Vouchers and receipts for accuracy and compliance to policy.

~~The County Administrator's Office is responsible for establishment, maintenance, revision and publication of this policy and the recommendation of all processes and procedures needed to ensure compliance.~~

- The County Auditor is responsible for tracking and reporting any deviation from policy back to the Department Head.



**ENFORCEMENT:**

- The County will pay or reimburse travelers for all reasonable and necessary expenses, while traveling on authorized County business. However, the County assumes no obligation for the reimbursement of expenses that are not in compliance with this policy. Travelers who do not comply with this policy may be subject to delay or withholding of reimbursement until all issues are resolved.

~~ALTERNATIVES TO TRAVEL:~~ [moved to last paragraph under PURPOSE]

**EXCEPTIONS TO POLICY:**

- Exceptions, deviations or reimbursements for expenses that are not in compliance with this policy require the prior written approval of the respective Department Head and County Administrator through the Travel Authorization process. In accordance with County Audit Policy the County Auditor will forward exceptions to the County Administrator on a monthly basis for his review and information. A copy will also be sent to the respective Department Head.

**POLICY EFFECTIVE DATE & REVIEW:**

~~This policy will become effective upon approval of the Board of Legislators and will be reviewed and updated as required.~~

**TRAVELERS ENDING SERVICE TO THE COUNTY:**

- When a traveler ~~leaves the~~ *separates from* service of ~~with~~ the County, it is the responsibility of the Department Head and the Department of Human Resources to ensure ~~the following occurs~~ *that* prior to the ~~person~~ *employee's* last day of employment, s/he ~~Ensure the employee~~ has submitted all expense claims and receipts prior to termination; ~~Ensure~~ the County Travel Card account has been reconciled and all required documentation submitted in support of any outstanding balance; ~~and Obtain~~ *payment is obtained* from the employee for any amount owing to the County for non-reimbursable expenses charged or ~~obtain~~ a signed authorization *is obtained* to deduct from final reimbursement.

**TRAVEL AUTHORIZATION**

All travelers must submit an *electronic* Travel Authorization ~~form~~ *request* prior to attending a conference or other County related function that will require them to be out of the office ~~for longer than two consecutive workdays and if an~~ *overnight, whether or not an* expenditure is involved in the form of fees, mileage, meals, lodging, or other transportation costs that will require reimbursement or payment by the County. Travel for periods of a single day where no overnight stay is required and which will require reimbursement for mileage, fees, etc. do not require a *prior* travel authorization ~~form~~ and are reported using the County expense claim form.

Department Heads *or designees* are initially responsible for approval of all travel *requests; which are subsequently approved by the County Administrator and Board Chair.* The information on the Travel Authorization should include the purpose of the trip, destination, times and dates, and itemized estimates of all costs related to the event, *including whether the credit card will be used.* Changes of a significant nature will require an amended travel authorization be submitted explaining the necessity and benefit of the trip to the County is also required. The Travel Authorization may be amended should conditions warrant with the concurrence of the Department Head and County Administrator. Original/official Travel Authorizations shall reside at the County Auditor's office.

*In addition to travel by County employees, and other individuals under the official protection or jurisdiction of Jefferson County, the County credit card may be used by the Department of Social Services to provide emergency housing and associated costs for clients. The Commissioner of DSS will approve the use of the card for this purpose.*

## TRAVEL ARRANGEMENTS

### **RESERVATION PROCEDURES:**

- All air travel, hotel, car rental and rail travel reservations, including en-route changes, may be booked by the traveler if the traveler elects to use their personal credit card according to the details of the approved Travel Authorization. If the traveler does not wish to use a personal credit card and prefers to have charges billed directly to the County, all travel arrangements MUST be made through the County's authorized Travel Agent Contract. If the Travel Agent contract is used, a copy of the approved Travel Authorization will be forwarded to the Travel Agent by ~~the County Auditor~~ *Purchasing staff*. Any changes to the travel arrangements not covered by the Travel Authorization must receive the same approvals as the original order. Last minute changes (within 48 hours of the commencement of the trip) which require amendment to the Travel Authorization will be paid by the traveler and reimbursed once the amended Travel Authorization is approved.

### **~~EMERGENCY/EN ROUTE RESERVATION CHANGES:~~**

- All En-route changes, during business hours, must be made by contacting the Department Head for ~~authorization~~ *approval* to amend the Travel Order/*Authorization*. In cases where obtaining prior approval is not possible a detail of the events will be required upon the Travelers return. All circumstances that occurred requiring the change will need to be presented for approval of an amended Travel Authorization. ~~The County~~ *It is understood* and that circumstances occur during travel that are beyond the control and planning of the Traveler and ~~will make every attempt possible~~ *will be made* to reimburse the additional expenses as ~~the that~~ result.

### **~~EXCEPTIONS FOR TRAVELERS WITH SPECIAL NEEDS:~~**

- If the traveler requires accommodation beyond that permitted by the Travel and Expense Policy due to special needs or circumstance, the special requirements must be approved through the Travel Authorization prior to booking any travel arrangements.

### **LODGING**

- If the cost of lodging exceeds the cost of commuting, lodging may be disallowed by Administration *through the authorization process*. Arrangements for lodging in connection with an approved conference should be made in the most economical manner possible. An itemized bill detailing the expenses incurred at the hotel must be attached to the Expense *Claim* Voucher submitted to the County Auditor. Expenses of a spouse or companion who accompanies a traveler will not be reimbursed.

### **~~MAKING HOTEL RESERVATIONS:~~**

- All hotel reservations must be made through the Travel Agent *working through Purchasing*, unless the traveler elects to pre-pay the cost of the hotel and submit the expense for reimbursement. If staying in New York State, the traveler should make the hotel aware that they are tax exempt and present a tax exempt certificate at check in. If a traveler must cancel a reservation, they are responsible for obtaining a cancellation number from the hotel or travel agency *working through Purchasing*.

### **~~HOTEL PAYMENT PROCEDURES:~~**

- Hotel costs must be paid upon departure. Travelers require a zero-balance receipt/folio statement upon checkout and must submit this documentation with the Travel Expense *Claim* Voucher.

### **HOTEL HEALTH AND FITNESS CENTER CHARGES:**

- In general, hotels will provide health and fitness facilities at no additional charge. Additional hotel and fitness center charges will not be reimbursed.

### **MEALS**

#### **BUSINESS MEAL EXPENSES:**

- Business meals are defined as meal expenses incurred by the individual traveler while traveling on County business ~~and-~~ Business meal expenses will be paid or reimbursed in accordance with County Audit Policy for actual costs. No reimbursement will be allowed for expenses submitted without a receipt ~~and Wherever possible~~, an itemized receipt is encouraged. Charges for alcohol will not be reimbursed.

#### **MEAL SPENDING GUIDELINES AND REIMBURSEMENT:**

- The traveler will be required to pay meal costs out of pocket and submit the appropriate charges for reimbursement within the guidelines of this policy. In no event will the County prepay meal costs unless such costs are included in an event registration. Travelers will be reimbursed for actual, reasonable documented meal expenses (i.e. with proper receipts). ~~These guidelines include taxes and gratuities.~~
- ~~Taxes and tips are covered with~~ Gratuities tips of 15% of the total bill recommended and a limit of 20%. This does not supersede any existing department policy that may establish more restrictive gratuity guidelines.

#### **BUSINESS MEALS TAKEN WITH OTHER TRAVELERS/NON TRAVELERS:**

- With prior approval of the Department Head, travelers may be reimbursed for business-related meals taken with other travelers or non - travelers if ~~one of the following circumstances applies: When~~ participating in work groups where business is conducted during a working lunch, ~~When~~ business needed to be conducted off County premises for confidentiality reasons, ~~or When otherwise~~ considered necessary in meeting the mission of the County.
- Business lunches with non-travelers will be reimbursed only if such meeting will promote a County purpose. Such event would include the County paying for both the employee and non-employee. Meal expense guidelines will apply to this event as well as the requirement for appropriate approvals and documentation.
- When travelers dine together at a business meal, one employee may pay the bill and submit the receipt. The detail shall include the names of those included on the bill and all parties must have approved Travel Authorizations in place if the meal was part of travel costs.

#### **MEAL EXPENSES WITHIN THE COUNTY:**

- Travelers may have meal expenses covered for in-county functions where meals are an integral part of the function ~~within the following guidelines:~~ if the meeting is directly related to the employee's job and is representing his/her department; the primary purpose of the meeting is to conduct business and the meal is incidental; or the meal is an integral part of the business-related function and it would not be practical to attend and not participate.

#### **OTHER REIMBURSABLE /PAYABLE TRAVEL EXPENSES**

- *Other* The following incidental expenses, when directly related to business travel, may be reimbursable provided they are appropriate, and are identified separately and supported, *such as:* Parking & Tolls, Gasoline for rental vehicles, Business phone calls, Taxis, ~~Reasonable personal phone calls home~~, Personal car mileage, Seminar fees, Ground transportation, *Emergency Housing and associated costs for clients of the Department of Social Services*, and other expenses not otherwise identified and having received prior approval as meeting the intent of this policy.
- Jefferson County will NOT reimburse travel and entertainment expenses incurred by a spouse or other individual that may accompany an employee on business.

## AIR TRAVEL

### ~~MAKING AIR TRAVEL RESERVATIONS:~~

- Unless an employee elects to utilize their personal credit card, all business travel arrangements must be made using the County's contract for Travel Agent Services. Through the use of various reports issued by the Travel Agent, the Purchasing Department will periodically compare the costs of using the Travel Agent services with direct booking arrangements. Air travel should be the most direct route possible subject to department head approval. Requests for air travel reservations are required to be made as far in advance as possible to take advantage of economy seating and discounts.

### ~~AIRLINE CLASS OF SERVICE / UPGRADES:~~

- All airline tickets will be issued in Coach/Economy Class only. Upgrades at the expense of the County are not permitted. ~~and will not be reimbursed.~~

### ~~E-TICKETS & TICKET DELIVERY:~~

- To take advantage of the cost benefits and convenience the traveler will be e-mailed the confirmation number and itinerary once travel arrangements are complete. E-Ticket receipts must be maintained and attached to the Travel Expense *Claim Voucher* submitted for reimbursement.

### ~~OVERNIGHT DELAYS:~~

- Should an airline delay or cancellation necessitate an unscheduled overnight stay the traveler should make every effort to contact their Department Head and make reasonable alternate arrangements.

### ~~CANCELLATIONS / UNUSED TICKETS:~~

- Travelers are responsible for cancelling air reservations by using the same method as their booking procedure (travel agent).
- Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds: ~~I~~ if booked through the Travel Agent, unused or partially used airline tickets must be returned immediately to the travel agency. *If self-booked*, Travelers must not submit unused tickets with the expense reimbursement report.
- For unused e-tickets and non-refundable or penalty fares, the circumstances and associated costs must be detailed and approved by the Department Head.

### ~~LOST OR STOLEN AIRLINE TICKETS:~~

- Immediately upon discovery of a lost or stolen airline ticket, the traveler is required to report the loss to the appropriate air

carrier. The traveler is responsible for ensuring the security of all travel related documents including passport, tickets, etc.

#### **AIRPORT PARKING:**

- Travelers should use general, long term or offsite parking if available, and provide receipts for reimbursement. In all cases, the availability of airport shuttle service needs to be considered and used whenever possible.

#### **LODGING [moved up after TRAVEL ARRANGEMENTS]**

#### **AUTOMOBILE RENTAL TRAVEL**

- All vehicles must be rented using the current New York State Contract vendor.

#### **INSURANCE COVERAGE:**

- When obtaining a rental car, ~~You~~ *employee* will need to accept and will be reimbursed for the Loss Damage Waiver/Collision Damage Waiver insurance option. Otherwise, ~~you~~ *there* will not ~~be~~ have insurance coverage and Jefferson County will not reimburse *employee* for any damages incurred.

#### **~~REFUELING RENTAL CAR PRIOR TO RETURN:~~**

- The rental vehicle must be returned with a full tank of gas to avoid refueling fees by the car rental company. Fuel charges are reimbursable, *but* fill-up option must not be purchased.
- ~~Travelers should consider the following~~ When deciding on the use of their personal vehicle, *travelers should consider if* Is it is less expensive than renting a car, taking a taxi or alternate transportation; *and if* Is it is more timely than taking public transportation.
- Travelers will be reimbursed for business usage of personal cars at the IRS rate in effect at the time of travel. Personal mileage reimbursement is intended to cover all costs related to operation of the vehicle including service, maintenance (gas, oil), insurance and depreciation. Mileage reimbursement excludes normal round trip to and from work. ~~Under no circumstances will the County reimburse a traveler for insurance premiums for a personal vehicle used for business purposes.~~
- To be reimbursed for use of a personal car for business, travelers must submit a Travel Expense *Claim* Voucher which includes the ~~following basic information:~~ Purpose of the trip, Date and location, Receipts for tolls and parking; *and* submit all information pursuant to County policy.
- Travel by County car *is may be* an option available in lieu of the personal use of an automobile. Car pooling is recommended when more than one traveler has the same destination.

#### **~~PARKING AND TOLL CHARGES:~~**

- Necessary parking and toll charges are reimbursable *whether operating a rental, County or a personal vehicle for business purposes*. Receipts must be provided for parking detailing location and duration.

#### **~~TRAFFIC AND PARKING VIOLATIONS:~~**

- Traffic and parking violations while operating a rental, County or a personal vehicle for business purposes are ~~not~~ **NOT** reimbursable.

## OTHER TRANSPORTATION

### **RAIL TRAVEL**

- All rail travel reservations should be made through the Travel Agent or by the Traveler. Travelers are responsible for cancelling rail reservations by using the same method as their booking procedure (i.e. Travel Agent). All Rail travel must be booked in Coach/Economy class.

~~USE OF COUNTY CAR~~ [*moved up under AUTOMOBILE TRAVEL*]

~~PERSONAL CAR USAGE and REIMBURSEMENT~~ [*both moved up under AUTOMOBILE TRAVEL*]

### **~~OTHER GROUND TRANSPORTATION:~~**

- The most economical mode of transportation ~~must~~ *should* be used *and* all charges must be supported by itemized receipts.
- Travelers going to the same location should share ground transportation ~~to and from the airport~~ whenever possible.
- The use of taxis *or ridesharing/ride-hailing services* is encouraged for local travel, where no other more economical means of transportation is available (i.e. airport shuttle/private car) where ground transportation is anticipated to be only required for the trip to and from the airport and hotel.
- Travelers should consider the most economic option for parking and provide receipts for reimbursement.

~~SPOUSE/COMPANION ACCOMPANIMENT ...~~ [*moved up under OTHER REIMBURSABLE/PAYABLE TRAVEL EXPENSES*]

### **~~TRAVEL-RELATED COMMUNICATION EXPENSES~~**

~~Travelers will be reimbursed for calls made from their hotel room for business purposes, or calls to office or home which are reasonable and necessary. A copy of the bill must be attached to the Travel Expense Voucher.~~

**RECEIPTS: GENERAL** [*moved up under RESPONSIBILITY*]

**FRAUDULENT CLAIMS** [*moved down under REIMBURSEMENT*]

## REIMBURSEMENT

- All claims for reimbursement *for authorized travel and* that have been approved ~~on the Travel Authorization~~ by the Department Head on the Travel Expense Claim Voucher shall be reimbursed.
- The Department Head, by signature assures that all expenses claimed comply with established travel rules and regulations,

and that all travel was necessary, in the best interest of the County and was for the purpose stated on the Travel Authorization and Expense Claim Voucher.

- All *approved* travel expense claims should be submitted to the County Auditor within ninety (90) days of the expenses being incurred.
- The County will take all necessary steps to reclaim any illegal payment and to prosecute those making such claims.

### **LOSS/THEFT OF VALUABLES WHILE TRAVELING**

- If a loss of Jefferson County property occurs *while traveling*, the incident must be reported to the County Insurance, *and* Purchasing, *and* Security Departments.
- If the loss is the result of theft, a written report should be made to local law enforcement authorities and a copy of the report submitted to the Insurance Department.
- For the loss or theft of personal property, Travelers must file a claim with their personal property insurance Company/agent to determine policy coverage. The County will not reimburse expenses for the loss or theft of personal items or valuables while traveling.

### **REFERENCE:**

1. Resolution No. 106 of 2011
2. Resolution No. 224 of 2013
3. *Resolution*

**EFFECTIVE:** ~~November 12, 2013~~

**ISSUED:** ~~November 12, 2013~~ June 7, 2011

**REVISED:** November 12, 2013, *February 7, 2023*

Robert F. Hagemann III  
County Administrator

**ACKNOWLEDGMENT OF RECEIPT  
JEFFERSON COUNTY TRAVEL & CREDIT CARD POLICY**

I hereby acknowledge that I have received, read, and understand the Jefferson County Travel & Credit Card Policy dated ~~June 7, 2011~~ *December?* and agree to abide by its terms.

Name \_\_\_\_\_

Title \_\_\_\_\_

License # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Copies to:   Department Head  
                  Employee



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

Amending the 2023 County Budget to Reappropriate Funds for the County Clerk's Office  
for Local Government Records Management Improvement Fund Grant

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

Whereas, By Resolution 225 of 2022, This Board of Legislators accepted \$27,988 of New York State Education Department funding from the Local Government Records Management Improvement Fund (LGRMIF) for the period July 1, 2022 through June 30, 2023, and

Whereas, The purpose of said grant is to facilitate the County Clerk's Office to scan and index 155 deed books covering the years 1901 through 1945, and

Whereas, Said funds were only partially expended in 2022 due to staffing challenges, and there remain unspent LGRMIF funds to be re-appropriated and allocated to the proper account.

Now, Therefore Be It Resolved, That the 2023 County Budget is hereby amended as follows:

**Increase:**

01000000 30599	Appropriated Fund Balance	\$24,080.31
Expenditure		
01146000 01110	Temporary	\$24,080.31

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

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

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

Now, Therefore, Be it Resolved, That Jefferson County enter into a Chief Elected Official Local Agreement with Lewis County for a term of January 1, 2023 through December 31, 2023 and be it further

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

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

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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 Agreement with New York State Department of Labor in Relation  
to the Employment and Training Department

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

Whereas, The Jefferson-Lewis Workforce Development Board has been awarded additional funding through the New York State Department of Labor in the amount of \$72,924.88 for the New York Systems Change and Inclusive Opportunities Network (NYSCION), and

Whereas, This funding will build on past programs supported by the Disability Employment Initiative to ensure workers of every background have job opportunities, and

Whereas, This funding was anticipated, and as such, is already included in the 2023 County Budget.

Now, Therefore Be It Resolved, That Jefferson County hereby accepts said grant award for the period January 1, 2023 through December 31, 2023, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to fulfill the requirements of this grant award, subject to 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. \_\_\_\_\_**

Amending the 2023 County Budget for Insurance

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

Whereas, Insurance coverage costs have increased unexpectedly by an average of 29% over last year, compared to anticipated 15% budgeted.

Now, Therefore, Be It Resolved, That the 2023 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01143600 91292	Internal Charges Due	\$ 22,800

Expenditure		
01191000 04219	Insurance	\$125,000

**Decrease:**

Expenditure		
01199000 04963	Contingent Account	\$102,200

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. \_\_\_\_\_**

Amending the 2022 County Budget in Relation to Health Benefits

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

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 and services are received, and

Whereas, 2022 Health Benefits claims costs are trending higher than the Adopted Budget line, and

Whereas, A deficit is projected when all claims expenses are accrued.

Now, Therefore, Be It Resolved, That the 2022 County Budget is hereby amended as follows:

**Increase:**

Expenditure		
40906000 08001	Payment of Benefit Claims	\$600,000
Revenue		
40902100 92401	Interest & Earnings	\$144,000
40902100 92701	Refund Prior Years Expense	144,800
Fund Balance		
40000000 30599	Health Benefits Appropriated Fund Balance	\$311,200

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. \_\_\_\_\_**

Re-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 reappointment by the Chairman of the Board of Legislators to the Regional Fish and Wildlife Management Board:

<u>Name</u>	<u>Term to Expire</u>
Linda Sicley, Landowner Representative	12/31/24

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. \_\_\_\_\_**

Re-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>
Allen T. Drake	12/31/2023
Daniel R. McBride	12/31/2023

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. \_\_\_\_\_**

Authorizing the County of Jefferson's Participation in the Proposed Settlement of Opioid-Related Claims Against Teva and its Related Corporate Entities.

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

Whereas, The Opioid epidemic that has cost thousands of human lives across the country also impacts Jefferson County, New York by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by Jefferson County's various departments and agencies, and

Whereas, Jefferson County has been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the residents of Jefferson County, and

Whereas, Jefferson County has filed suit against Teva, along with certain of its related entities for its role in the distribution, manufacture, and sale of the pharmaceutical opioid products that have fueled the opioid epidemic that has harmed Jefferson County, and

Whereas, The County's suit seeks recovery of the public funds previously expended and to be expended in the future to abate the consequences and harms of the opioid epidemic, and

Whereas, Settlement proposals have been negotiated that will cause Teva to pay \$550,000,000 statewide to resolve opioid-related claims against them, and

Whereas, Jefferson County's outside opioid litigation counsel has recommended that the County participate in the settlements in order to recover its share of the funds that the settlement would provide, and

Whereas, The County Attorney has reviewed the available information about the proposed settlements and concurs with the recommendation of outside counsel.

Now, Therefore, Be It Resolved, That the Board of Legislators hereby approves the County's participation in the proposed settlement of opioid-related claims against Teva and its related corporate entities, and directs the County Attorney and/or outside litigation counsel to execute the documents necessary to effectuate the County's participation in the settlements, including the required release of claims against settling entities.

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



**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Electing a Cents per Gallon Rate of Sales and Compensating Use Taxes on Motor Fuel and Diesel Motor Fuel, in Lieu of the Percentage Rate of Such Taxes, Pursuant to the Authority of Article 29 of the Tax Law of the State of New York.

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

Whereas, The New York State Legislature amended NYS Tax Law §1111 as part of the 2022 State budget to allow the imposition of a cents per gallon rate of compensating use tax on gasoline and diesel motor fuel, subject to a maximum amount of consideration, and

Whereas, Enacting a cents per gallon form of compensating use tax, limited by a maximum amount of consideration, will result in a reduction in consumer cost for motor fuels, especially during times when the price of said fuel increases due to market forces, and

Whereas, The Board of Legislators desires to exercise its discretion to adopt a cents per gallon method of computation for motor fuel to benefit the people of Jefferson County, and

NOW, THEREFORE, BE IT RESOLVED, as follows:

SECTION 1. Resolution No. 113 of 1965, is amended by adding a new section 4-B to read as follows:

Section 4-B. Cents per gallon rate of sales and compensating use taxes on motor fuel and diesel motor fuel.

Notwithstanding any provision of this enactment to the contrary, in lieu of the percentage rate of sales and compensating use taxes imposed on receipts from the retail sale of and consideration given or contracted to be given for, or for the use of, motor fuel and diesel fuel, such taxes shall be imposed at a rate of cents per gallon of such motor fuel or diesel motor fuel, in the manner prescribed by subdivision (m) of section 1111 of the New York Tax Law, provided that, for purposes of calculation the cents per gallon rate of tax, such receipts or consideration shall be limited to *Three* (\$3.00) dollars per gallon of either such fuel. Provided that, if the average price of such fuels changes as described in such subdivision (m) of section 1111 of the Tax law, the Commissioner of Taxation and Finance shall adjust the cents per gallon tax rate on such fuels in the manner prescribed in such subdivision (m) of section 1111 of the Tax Law.

SECTION 2. This resolution shall take effect on June 1, 2023 and shall expire and deemed repealed on December 1, 2023.

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

Year: 2023 Month Ending: December

Departmental Revenue (YTD)

Date Run: 1/13/2023

Department	Revenue through end of December 2021	Revenue through end of December 2022	2022 Amended Budget December = 100.00%	2021 Revenue as % of 2021 BUD	2022 Revenue as % of 2022 BUD
1045 - General Items 01	\$164,741,220	\$166,789,206	\$145,404,561	110.12%	114.71%
1165 - District Attorney 01	\$240,682	\$229,670	\$329,226	81.62%	69.76%
1170 - Public Defender 01	\$261,263	\$216,668	\$863,100	30.27%	25.10%
1325 - Treasurers Department 01	\$32,594	\$33,392	\$17,000	191.73%	196.43%
1345 - Purchasing 01	\$93,019	\$71,264	\$80,000	110.74%	89.08%
1355 - Real Property Tax Services 01	\$450,481	\$409,851	\$416,866	94.41%	98.32%
1410 - County Clerk 01	\$2,374,226	\$2,011,462	\$2,128,988	135.03%	94.48%
1420 - County Attorney 01	\$485,612	\$354,849	\$577,000	94.85%	61.50%
1430 - Human Resources 01	\$11,425	\$58,536	\$9,000	47.60%	650.40%
1436 - Insurance Department 01	\$0	\$0	\$71,000	0.00%	0.00%
1450 - Board of Elections 01	\$30,770	\$8,947	\$121,980	146.53%	7.33%
1620 - Buildings 01	\$923,907	\$622,182	\$1,027,006	97.65%	60.58%
1680 - Information Technology 01	\$99,609	(\$51,081)	\$53,000	181.11%	-96.38%
2490 - Education 01	\$91,341	\$70,340	\$100,000	91.34%	70.34%
3110 - Sheriff - Criminal & Civil Div 01	\$831,019	\$552,330	\$534,221	109.07%	103.39%
3140 - Probation 01	\$541,487	\$425,751	\$482,663	113.89%	88.21%
3315 - STOP DWI Program 01	\$132,833	\$145,010	\$134,335	87.32%	107.95%
3410 - Fire & Emergency Management 01	\$984,184	\$728,056	\$725,500	116.37%	100.35%
3510 - Dog Control 01	\$261,267	\$39,089	\$391,103	80.92%	9.99%
3620 - Code Enforcement 01	\$104,861	\$183,483	\$190,364	104.86%	96.39%
4050 - Public Health 01	\$4,129,254	\$3,664,592	\$10,172,618	67.33%	36.02%
4310 - Mental Health Services 01	\$9,485,587	\$9,403,061	\$11,236,388	96.03%	83.68%
5610 - Airport 01	\$2,767,167	\$3,466,767	\$2,345,756	99.59%	147.79%
6010 - Social Services Administration 01	\$11,084,757	\$8,371,407	\$10,577,400	104.20%	79.14%
6070 - Services for Recipients 01	\$19,724,430	\$17,081,218	\$22,051,587	96.44%	77.46%
6510 - Veterans Service Agency 01	\$0	\$0	\$8,529	0.00%	0.00%
6540 - Consumer Affairs - County Seal 01	\$70,003	\$83,694	\$74,026	94.57%	113.06%
6772 - Office for the Aging 01	\$1,364,332	\$814,786	\$2,066,583	86.98%	39.43%
8020 - Planning 01	\$133,922	\$129,660	\$86,998	152.76%	149.04%
8730 - Forestry 01	\$84,710	\$37,000	\$0	#Error	#Error
8990 - Employee Benefits 01	\$0	\$0	\$40,000	0.00%	0.00%
8992 - Interfund Transfers 01	\$17,000	\$632,382	\$632,382	100.00%	100.00%
01 - General Fund	\$221,552,964	\$216,583,573	\$212,949,181	105.93%	101.71%
9003 - Highway 05	\$16,656,667	\$16,512,432	\$17,283,615	100.53%	95.54%
9004 - Road Machinery 10	\$2,496,294	\$2,915,493	\$2,910,258	103.21%	100.18%
9101 - Solid Waste - Recycling 15	\$4,400,679	\$3,611,427	\$4,226,250	122.58%	85.45%
9006 - Capital 20	\$8,580,103	\$10,590,336	\$73,666,358	100.00%	14.38%
1045 - General Items 21	\$183,504	\$5,317,610	\$10,295,492	100.00%	51.65%
6340 - Employment and Training 25	\$2,337,901	\$2,400,884	\$2,803,852	82.61%	85.63%
1436 - Insurance Department 35	\$2,761,075	\$2,802,083	\$2,526,671	106.06%	110.90%
9021 - Health Benefits 40	\$23,443,149	\$21,600,126	\$23,162,980	97.86%	93.25%
9023 - Occupancy Tax 50	\$510,969	\$787,617	\$539,684	136.88%	145.94%
9150 - Debt Service 55	\$2,237,709	\$2,183,731	\$2,235,663	100.00%	97.68%
Total All Funds	\$285,161,015	\$285,305,313	\$352,600,004	104.65%	80.91%

Department	Spending through end of December 2021	Spending through end of December 2022	2022 Amended Budget December = 100.00%	2021 Spending as % of 2021 BUD	2022 Spending as % of 2022 BUD
1010 - Legislative Board 01	\$1,086,826	\$1,129,962	\$1,206,386	98.45%	93.67%
1045 - General Items 01	\$51,613,998	\$51,839,839	\$41,761,276	100.00%	124.13%
1165 - District Attorney 01	\$2,249,495	\$2,309,759	\$2,554,543	94.40%	90.42%
1170 - Public Defender 01	\$1,255,085	\$1,479,973	\$1,900,281	74.23%	77.88%
1325 - Treasurers Department 01	\$672,006	\$640,072	\$698,330	97.92%	91.66%
1345 - Purchasing 01	\$585,590	\$601,784	\$619,199	96.67%	97.19%
1355 - Real Property Tax Services 01	\$905,865	\$926,688	\$999,280	92.10%	92.74%
1410 - County Clerk 01	\$1,758,713	\$1,846,992	\$1,929,711	96.00%	95.71%
1420 - County Attorney 01	\$2,286,283	\$2,158,609	\$2,869,445	82.67%	75.23%
1430 - Human Resources 01	\$482,991	\$574,015	\$593,668	98.84%	96.69%
1436 - Insurance Department 01	\$550,321	\$586,842	\$616,287	88.72%	95.22%
1450 - Board of Elections 01	\$866,784	\$1,022,348	\$1,120,842	91.31%	91.21%
1620 - Buildings 01	\$3,228,662	\$3,480,680	\$3,797,081	94.26%	91.67%
1680 - Information Technology 01	\$1,495,092	\$1,383,885	\$1,742,733	85.11%	79.41%
1910 - Special Items 01	\$8,090	\$2,993	\$937,280	0.78%	0.32%
2490 - Education 01	\$5,612,721	\$5,728,859	\$5,767,179	99.04%	99.34%
3110 - Sheriff - Criminal & Civil Div 01	\$15,553,903	\$16,211,991	\$16,561,371	94.41%	97.89%
3140 - Probation 01	\$3,645,377	\$3,731,129	\$3,914,291	94.16%	95.32%
3315 - STOP DWI Program 01	\$149,990	\$103,979	\$134,335	92.13%	77.40%
3410 - Fire & Emergency Management 01	\$3,703,204	\$3,825,203	\$4,413,438	86.58%	86.67%
3510 - Dog Control 01	\$261,267	\$317,687	\$411,088	80.83%	77.28%
3620 - Code Enforcement 01	\$443,827	\$548,524	\$609,490	88.42%	90.00%
4050 - Public Health 01	\$6,349,208	\$6,899,702	\$10,570,461	84.12%	65.27%
4310 - Mental Health Services 01	\$13,500,457	\$12,460,113	\$14,592,532	95.92%	85.39%
5610 - Airport 01	\$2,322,404	\$3,007,799	\$3,163,447	94.92%	95.08%
6010 - Social Services Administration 01	\$18,880,399	\$18,370,213	\$20,416,915	96.02%	89.98%
6030 - Adult Care Facility 01	\$500,000	\$500,000	\$500,000	100.00%	100.00%
6070 - Services for Recipients 01	\$37,246,767	\$35,688,573	\$44,035,755	85.23%	81.04%
6510 - Veterans Service Agency 01	\$157,772	\$179,304	\$190,568	85.75%	94.09%
6540 - Consumer Affairs - County Seal 01	\$156,125	\$165,585	\$173,808	89.07%	95.27%
6772 - Office for the Aging 01	\$2,233,693	\$2,229,989	\$3,383,746	89.11%	65.90%
8020 - Planning 01	\$705,412	\$540,215	\$781,645	85.82%	69.11%
8730 - Forestry 01	\$169,481	\$171,568	\$171,600	99.93%	99.98%
8989 - Public Benefit Agencies 01	\$1,722,220	\$1,776,259	\$1,776,259	100.00%	100.00%
8990 - Employee Benefits 01	\$5,969,772	\$5,149,925	\$8,089,030	80.63%	63.67%
8992 - Interfund Transfers 01	\$14,799,756	\$15,053,080	\$15,053,080	100.00%	100.00%
01 - General Fund	\$203,129,554	\$202,644,139	\$218,056,381	92.78%	92.93%
9003 - Highway 05	\$16,261,514	\$16,831,374	\$17,333,098	98.11%	97.11%
9004 - Road Machinery 10	\$1,925,033	\$2,874,088	\$3,308,256	76.57%	86.88%
9101 - Solid Waste - Recycling 15	\$3,695,421	\$4,037,131	\$4,238,560	96.16%	95.25%
9006 - Capital 20	\$11,023,524	\$29,332,852	\$80,521,797	100.00%	36.43%
1045 - General Items 21	\$181,440	\$7,683,833	\$10,297,556	100.00%	74.62%
6340 - Employment and Training 25	\$2,366,379	\$2,604,338	\$2,941,156	83.61%	88.55%
1436 - Insurance Department 35	\$2,215,575	\$1,734,954	\$2,526,671	85.62%	68.67%
9021 - Health Benefits 40	\$21,957,098	\$22,488,985	\$23,162,980	91.65%	97.09%
9023 - Occupancy Tax 50	\$373,300	\$373,300	\$373,515	100.00%	99.94%
9150 - Debt Service 55	\$2,237,599	\$2,235,662	\$2,235,663	100.00%	100.00%
Total All Funds	\$265,366,437	\$292,840,658	\$364,995,632	93.09%	80.23%

## Statement of County Clerk's Fees Received

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 December 1, 2022 through December 31, 2022 as follows:

### DMV Fees:

CC06	Retention	\$ 52,846.80
CC05	Sales Tax Ret	\$ 462.50
CC05	FS-6 Ret	\$ 597.00
<b>Total</b>		<b>\$ 53,906.30</b>

### Land Records Fees:

CC07	Recording Fees	\$ 54,391.50
CC07	Filing Fees	\$ 2,145.00
CC07	Passport Fes	\$ 980.00
CC07	Photo Fees	\$ 280.00
CC07	RETT	\$ 326.00
CC07	RP5217 Ret	\$ 2,745.00
CC07	Notary Ret	\$ 1,280.00
CC07	NY Ed. Ret/RM	\$ 1,187.00
CC07	UCC's	\$ 2,120.00
CC07	Miscellaneous	\$ 162.00
CC07	General Int.	\$ 2.25
CC07	DMV Int.	\$ 0.38
CC07	Cover Page Fee	\$ 4,775.00
CC07	Overages	\$ 311.69
CC07	Copy Fees	\$ 2,953.80
CC07	E-Subscription	\$ 4,767.00
<b>Total</b>		<b>\$ 78,426.62</b>

### Mortgage Tax Fees:

CC07	Expense	\$ 29,083.00
CC07	Interest	\$ 0.05
<b>Total</b>		<b>\$ 29,083.05</b>

### Total By Account

CC05	\$ 1,059.50
CC06	\$ 45,085.31
CC07	\$ 94,932.97
CC08	\$ 5,800.00
CC50	\$ 300.00
PROJECT TR50	\$ 1,000.00
TT61	\$ -
<b>Total \$ 148,177.78</b>	

### Court Record Fees:

CC08	Index Fees	\$ 5,800.00
CC08	Misc. Court	\$ -
CC50	County Fines	\$ 300.00
<b>Total</b>		<b>\$ 6,100.00</b>

### Fees Collected for Other Depts.:

TR50	Stop DWI	\$ 1,000.00
TT61	Deposit Into Court	\$ -
<b>Total</b>		<b>\$ 1,000.00</b>

### Adjustments (Deductions):

CC06	DMV Online Revenue:	
	November	\$ 7,761.49
		\$ -
<b>Total</b>		<b>\$ 7,761.49</b>

CC07	Credit Cards	<b>\$ 11,826.70</b>
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CC07	Notaries; Vouchers*	\$ 180.00
*Rebecca Bond	October	\$ 180.00
*Sarah Foster McKoy		\$ -
*Kimberly Snow		\$ -
<b>Total</b>		<b>\$ 360.00</b>

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

CC07	Tax Sale - Rec. Fees	\$ 310.00
	Tax Sale - RETT	\$ 80.00
	Tax Sale - Misc.	\$ -
<b>Total</b>		<b>\$ 390.00</b>

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ **148,177.78**

1/6/23

Date

*Dorena J. Kimball*

Jefferson County Treasurer/Deputy

Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual/ Rebates	Total	Budgeted	Surplus (Shortfall)
2022	1,537,896	1,842,588	2,730,790	1,241,092	1,899,488	1,836,289	1,723,927	2,195,618	1,714,200	1,848,532	1,832,888			20,403,308	21,500,000	1,096,692
2021	1,391,643	1,360,776	1,840,634	1,111,871	1,724,818	1,979,876	1,644,478	1,148,699	1,904,488	1,740,311	1,952,912	1,736,020	913,753	20,450,280	22,500,000	2,049,720
2020	2,000,523	1,959,018	1,955,959	1,611,645	1,645,789	1,474,318	2,086,246	1,622,635	2,008,568	1,731,176	1,597,596	1,493,882	-1,543,303	19,644,052	21,100,000	1,455,948
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	22,100,000	2,564,598
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	21,500,000	3,053,215
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	21,500,000	2,933,736
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	-174,186	19,662,639	19,500,000	1,594,544
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	17,950,000	-126,803
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	16,000,000	2,561,024
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	16,000,000	55,538
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	16,500,000	-671,721
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	17,200,000	-419,980
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	15,700,000	-490,413
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	13,700,000	431,600
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	14,700,000	-1,339,730
Monthly Average Percent	7.67%	8.11%	9.06%	8.18%	8.33%	8.16%	8.33%	8.11%	8.87%	9.15%	8.30%	8.70%	-0.98%	100.00%		

Estimated Cost Scenarios                      2022 Budget                      21,500,000

Average % compared to rest of years

2015-2021 Average Cost percentage by month/year total	94.04%
Estimated 2022 Cost	21,695,584 (195,584)
2021 Cost percentage by month/year total	87.04%
Estimated 2022 Cost	23,440,532 (1,940,532)
Straight 12 Month Cost by average month to date	22,258,154 (758,154)