

County of Jefferson
Office of the County Administrator



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

June 20, 2024

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

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on ***Tuesday, June 25, 2024, 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:

Presentations:

2024-2025 JCC Budget - Dr. Dan Dupee, JCC President & Sidney Pond, JCC Vice President for Administration and Finance

Broadband Access Expansion - Development Authority of the North Country, Carl Farone, Executive Director

Finance & Rules Committee Sponsored Resolutions:

1. Appointing Interim County Administrator
2. Appointing Interim Budget Officer
3. Appointing Budget Officer
4. Appointing Interim Clerk of the Board
5. Appointing Clerk of the Board
6. Adopting the 2024-2025 Jefferson Community College Budget

7. Appropriation for the Conduct of Jefferson Community College for Fiscal Year 2024-2025
8. Authorizing an Agreement with Development Authority of the North Country in Relation to Broadband and the American Rescue Plan Act and Amending the 2024 County Budget in Relation Thereto
9. Amending an Agreement with Watertown Industrial Center Local Development Corporation in Relation to the American Rescue Plan Act and Amending the 2024 County Budget in Relation Thereto
10. Authorizing the Vacating of Judgment of Foreclosure for Owners of Certain Parcels of Real Property and Discontinuance of Foreclosure Proceeding.
11. Authorizing An Increase in Passport Photo Fees
12. Local Law Intro No. I of 2024 A Local Law Authorizing Best Value Award Methodology in the Competitive Bidding Process for Public Contracts.
13. Setting Time and Place for Public Hearing on Local Law Intro. No. I of 2024
14. Approving Amended Jefferson County Administrative Policies and Procedures Relative to Purchasing Policy and Control
15. Approving Appointment/Re-Appointments to the Sports Fishery Advisory Board

General Services Committee Sponsored Resolutions:

1. Amending the 2024 County Budget Relative to Insurance and Equipment Replacement in Recycling & Waste Management
2. Amending the 2024 County Budget and Capital Plan in Relation to the Highway Department Consolidated Local Street and Highway Improvement Program Funds
3. Amending the 2024 County Budget in Relation to Insurance Premiums for the Public Safety Building
4. Authorizing an Agreement with New York State Division of Criminal Justice Services in Relation to FY 2024-2025 Law Enforcement Technology (LETECH) Program and Amending the 2024 County Budget in Relation Thereto

Health & Human Services Committee Sponsored Resolutions:

1. Authorizing An Agreement for the Provision of Caregiver Services Program to Provide

Music Therapy for Older Adults who receive Respite Services and Amending the 2024 County Budget in Relation Thereto

2. Amending the 2024 County Budget Relative to Public Health Department Accounts for the Purchase of Wastewater Sampler Equipment
3. Amending 2024 County Budget Relative to Additional Revenue From NYS Office of Children and Family Services for Enhanced Adult Protective Services

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. _____

Appointing Interim County Administrator

By Legislator: _____

Whereas, The office of Jefferson County Administrator will be vacant as of July 7, 2024 with the retirement of Robert F. Hagemann, III, and

Whereas, By Resolution 180 of 2024, Ryan Piche was appointed as County Administrator for a term to begin on September 30, 2024, and

Whereas, The Board of Legislators desires to appoint Dylan Soper as Interim County Administrator.

Now, Therefore, Be It Resolved that pursuant to Jefferson County Local Law No. 10 of 1986, as amended by Local Law No. 1 of 1996, Dylan Soper is hereby appointed as County Administrator, on an interim basis, for the County of Jefferson for a term to begin on July 7, 2024 and to expire September 29, 2024, for an annualized salary of \$150,000.

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Appointing Interim Budget Officer

By Legislator: _____

Whereas, The office of Jefferson County Administrator will be vacant as of July 7, 2024 with the retirement of Robert F. Hagemann, III, and

Whereas, By Resolution 180 of 2024, Ryan Piche was appointed as County Administrator for a term to begin on September 30, 2024, and

Whereas The Board of Legislators desires to appoint Dylan Soper as Interim Budget Officer for the period July 7, 2024 through September 29, 2024.

Now, Therefore, Be it Resolved, That, pursuant to Section 351 of County Law, Dylan Soper be and is hereby appointed as Budget Officer, to serve during the pleasure of the Board, for the period of July 7, 2024 through September 29, 2024.

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 Budget Officer

By Legislator: _____

Whereas, Ryan Piche has been appointed County Administrator effective September 30, 2024,
and

Whereas, Pursuant to County Law Section 351 the Board of Legislators is required to appoint a
Budget Officer.

Now, Therefore, Be it Resolved, That Ryan Piche is hereby appointed as Budget Officer for
Jefferson County to serve during the pleasure of the Board effective September 30, 2024.

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 Interim Clerk of the Board

By Legislator: _____

Whereas, The office of Jefferson County Administrator and Clerk of the Board will be vacant as of July 7, 2024 with the retirement of Robert F. Hagemann, III, and

Whereas, By Resolution 180 of 2024, Ryan Piche was appointed as County Administrator for a term to begin on September 30, 2024, and

Whereas, The Board of Legislators desires to appoint Dylan Soper as Interim Clerk of the Board.

Now, Therefore, Be it Resolved, That, pursuant to Section 475 of the County Law, Dylan Soper be and is hereby appointed as Clerk of the Board of Legislators to serve during the pleasure of the Board for the period July 7, 2024 through September 29, 2024.

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 Clerk of the Board

By Legislator: _____

Whereas, Ryan Piche has been appointed County Administrator effective September 30, 2024,
and

Whereas, Pursuant to County Law Section 475 the Board of Legislators is required to appoint a
Clerk of the Board.

Now, Therefore, Be it Resolved, That Ryan Piche is hereby appointed as Clerk of the Board of
Legislators to serve during the pleasure of the Board, effective September 30, 2024, until and
unless a successor has been appointed and qualified..

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. _____

Adopting the 2024-2025 Jefferson Community College Budget

By Legislator: _____

Whereas, Pursuant to Section 357 of the County Law, the Finance and Rules Committee of this Board has reviewed the requested 2024-2025 Jefferson Community College Budget.

Now, Therefore, Be It Resolved, That pursuant to Section 360 of the County Law, said Budget be and is hereby adopted as the Budget of Jefferson Community College for College Fiscal Year 2024-2025, and be it further

Resolved, In accordance with the 2024-2025 Jefferson Community College Budget, the County of Jefferson will provide a Sponsor Contribution in the amount of \$5,584,266 and thereby approving a total operating expenditure for the JCC Budget of \$31,592,947.

Resolved, That this resolution shall take effect September 1, 2024.

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. _____

Appropriation for the Conduct of Jefferson Community College
for Fiscal Year 2024-2025

By Legislator: _____

Whereas, This Board, by Resolution No. _____ of 2024 adopted a budget for Jefferson Community College for Fiscal Year 2024-2025.

Now, Therefore, Be It Resolved, That pursuant to Section 360 of County Law, the several amounts specified in such budget are hereby appropriated for the objects and purposes specified, and be it further

Resolved, That this resolution shall take effect September 1, 2024.

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing an Agreement with Development Authority of the North Country in Relation to Broadband
and the American Rescue Plan Act and Amending the 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Development Authority of the North Country applied for and received a Northern Border Regional Commission (NBRC) Catalyst Grant to complete a multi-jurisdictional telecommunications project bringing affordable, high-speed broadband to unserved households in rural communities in Jefferson, Lewis, and St. Lawrence Counties, and

Whereas, NBRC will provide a grant of \$2,455,079 or 77.63% of the total project costs for the \$3,162,599 Project, and

Whereas, Each county is required to provide a local match calculated based on the pro-rated number of miles for the project, which shall not exceed a combined total contribution of \$707,520.00, including the Authority's contribution of \$31,250.00, and

Whereas, By Resolution 111 of 2023, the Board of Legislators accepted American Rescue Plan Act (ARPA) funding to provide resources to respond to COVID-19 and address its economic fallout, and

Whereas, By Resolution 38 of 2022, the Board of Legislators authorized an agreement with Northern New York Community Foundation (NNYCF) for support for households and not-for-profit organization needs, utilizing \$1,000,000 of ARPA funds, and

Whereas, After multiple rounds of distributions through the NNYCF Program, funds remain to be repurposed for ARPA eligible uses.

Whereas, By Resolution 279 of 2021, the Board of Legislators allocated ARPA funding to strengthen County services and infrastructure need, including funds for dispatch infrastructure of \$500,000, and

Whereas, Of the dedicated for dispatch infrastructure, funds remain available to be repurposed for ARPA eligible uses.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an Agreement with the Development Authority of the North Country for an amount not to exceed \$250,000 for broadband project administration and infrastructure for the term of October 1, 2023 through September 30, 2026, subject to approval of the County Administrator and County Attorney as to form and content, and be it further

Resolved, That the 2024 County Budget is hereby amended as follows:

Decrease:

Expenditure		
21104500 04976	Negative Economic Impacts	\$ 192,104
20302000 02031	E911 Dispatch	57,896

Increase:

Transfers:

20990100 09021	Transfer to ARPA Fund	\$ 57,896
21104500 95031	Interfund Transfers	57,896

Expenditure

21104500 04978	Water, Sewer, Broadband	\$ 250,000
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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 an Agreement with Watertown Industrial Center Local Development Corporation in Relation to the American Rescue Plan Act and Amending the 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, By Resolution 111 of 2023, the Board of Legislators accepted American Rescue Plan Act (ARPA) funding to provide resources to respond to COVID-19 and address its economic fallout, and

Whereas, By Resolution 140 of 2023, the Board of Legislators authorized an agreement with Watertown Industrial Center Local Development Corporation for roof mitigation, utilizing \$150,000 of ARPA funds, and

Whereas, Bids for the roof mitigation project have exceeded estimated amounts, and

Whereas, By Resolution 38 of 2022, the Board of Legislators authorized an agreement with Northern New York Community Foundation (NNYCF) for support for households and not-for-profit organization needs, utilizing \$1,000,000 of ARPA funds, and

Whereas, After multiple rounds of distributions through the NNYCF Program, funds remain to be repurposed for ARPA eligible uses.

Now, Therefore, Be It Resolved, That the County of Jefferson shall amend an agreement with the Watertown Industrial Center Local Development Corporation (WICLDC) for roof mitigation of Watertown Industrial Center Facility, and be it further

Resolved, That the County of Jefferson shall provide an additional \$140,000 from American Rescue Plan Act funds to the WICLDC for services so provided under the agreement and administration of the project, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute such amended agreement, subject to approval of the County Administrator and County Attorney as to form and content, and be it further

Resolved, That WICLDC shall refund to the County any unspent funds remaining once all assigned tasks have been fully committed no later than December 31, 2025, and be it further

Resolved, That at any time as the Board of Legislators may request, the WICLDC shall report in writing to this body a detailed statement of work and transactions completed in such form as it may direct.

Resolved, That the 2024 County Budget is hereby amended as follows:

Decrease:

Expenditure		
21104500 04976	Negative Economic Impacts	\$ 140,000

Increase:

Expenditure
21104500 04977 General Government Services \$ 140,000

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing the Vacating of Judgment of Foreclosure for Owners of Certain
Parcels of Real Property and Discontinuance of Foreclosure Proceeding.

By Legislator: _____

Whereas, pursuant to Section 1.6 of the Administrative Regulations for the Sale of Real Property Acquired by the County Pursuant to Real Property Tax Foreclosure Proceedings, certain owners of foreclosed properties have tendered offers to re-purchase County's right of foreclosure obtained in certain Tax Foreclosure proceedings, by depositing in trust with the County funds in an amount equal to all the tax, penalties, and interest, together with the County's established administrative fee, and

Whereas, The said owners and the amounts deposited are set forth in Exhibit "A" which is hereby incorporated herein, and made a part hereof.

Now, Therefore, Be it Resolved, that Pursuant to Section 1.6 of the Administrative Regulations for the Sale of Real Property Acquired by the County Pursuant to Real Property Tax Foreclosure Proceedings, the Board of Legislators does hereby approve of the re-purchase of the County's right of foreclosure to those individuals set forth in Exhibit "A" , in considerations of the amounts paid by such individuals as shown on said Exhibit, and be it further

Resolved, That the County Attorney is hereby authorized to file with the Court a motion seeking an Order to vacate the Judgement of Foreclosure, discontinuing the *in rem* tax foreclosure action and cancelling the Notice of Pendency of such action in regard to the respective parcel(s) of property.

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

EXHIBIT A

Jefferson County Delinquent Tax Buybacks - As of 06/ /24

Town

Parcel

Name

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing An Increase in Passport Photo Fees

By Legislator: _____

Whereas, The County Clerk provides the service of taking passport photos, and

Whereas, The costs associated with providing passport services include staff time, photo paper, photo printer maintenance and repair, ink, electrical cords, backdrops, photo cutter, and a camera that is currently in need of replacement, and

Whereas, The County Clerk is requesting an increase in passport photo fee from \$10.00 to \$15.00, and

Whereas, Based on the 2023 numbers, the change would result in an annual increase in revenue of approximately \$2,735 to aid in covering expenses, and

Whereas, A \$15.00 fee is consistent with fees by other organizations in the area for the same service.

Now, Therefore, Be It Resolved, That the Board of Legislators does hereby authorize the County Clerk's Passport Photo Fee to be raised to \$15.00 per photo.

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

COUNTY OF JEFFERSON

Local Law Intro. Number I of 2024

A LOCAL LAW AUTHORIZING BEST VALUE AWARD METHODOLOGY IN THE COMPETITIVE BIDDING PROCESS FOR PUBLIC CONTRACTS.

BE IT ENACTED by the County Legislature of the County of Jefferson as follows:

Section 1. Findings and Intent

Enactment of this legislation provides additional procurement options to localities in ways that may expedite the procurement process and result in cost savings. The “best value” standard for selecting goods and services vendors, including janitorial and security contracts, is critical to efforts to use strategic sourcing principals to modernize the supply chain and ensure that taxpayers obtain the highest quality goods and services at the lowest potential cost, while also ensuring fairness to all competitors. . . Taxpayers are not well served when a public procurement results in low unit cost at the onset, but ultimately engenders cost escalations due to factors such as inferior quality, poor reliability and difficulty of maintenance. Best value procurement links the procurement process directly to the municipality's performance requirements, incorporating selection factors such as useful life span, quality and options incentives for more timely performance and/or additional services. Even if the initial expenditure is higher, considering the total value over the life of the procurement may result in a better value and long-term investment of public funds. Best value procurement also encourages competition and, in turn, often results in better pricing, quality and customer service. Fostering healthy competition ensures that bidders will continue to strive for excellence in identifying and meeting municipalities' needs, including such important goals as the participation of small, minority and women-owned businesses, and the development of environmentally-preferable goods and service delivery methods. Best value procurement will provide much-needed flexibility in obtaining important goods and services at favorable prices, and will reduce the time to procure such goods and services. (NYS Assembly Bill Memo A08692, 2012)

Section 2. Definitions.

“Best Value” means the basis for awarding contracts for good and services to the offerer which optimizes quality, cost, and efficiency, among responsive and responsible offerers. In assessing best value, non-price factors can be considered when awarding the purchase contract. Non-price factors can include, but are not limited to, reliability of a product, efficiency of operation, difficulty/ease of maintenance, useful lifespan, ability to meet needs regarding timeliness of performance, and experience of a service provider with similar contracts. Such basis shall reflect, whenever possible objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small businesses or certified minority or

women-owned enterprises as defined in subdivision one, seven, fifteen and twenty of section three hundred ten of the Executive Law to be used in evaluation of offers for awarding of contracts for services. NYS Finance Law §163.

Section 3. Requirements

- A. Where the basis for award is the best value offer, the Jefferson County Purchasing Director (hereinafter "Purchasing Director") shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation processes and selection shall be conducted.
- B. The Purchasing Director shall establish a formal sealed competitive bidding procurement procedure in accordance with General Municipal Law and the County of Jefferson's procurement policy and document its determination in the procurement record. The process shall include, but is not limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerers to submit responsive offers; and a balanced and fair method of award. Where the basis of the award is best value, documentation in the procurement record shall, where practicable, include qualifications of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved.
- C. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the County of Jefferson in its determination of best value.
- D. Purchasing Director shall develop procedures that will govern the award of contracts on the basis of "best value". These procedures shall be included in the Jefferson County Administrative Code. Best value awards shall not be used for public works purchase contracts under Article 8 of the Labor Law, where otherwise prohibited by state law or in any circumstances where federal or state funding or contractual requirements contain separate competitive bidding requirements.

Section 4. Severability.

If any clause, sentence, paragraph, subdivision, section, or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstances directly involved in the controversy in which such order or judgement shall be rendered.

Section 5. Effective Date.

This Local Law Shall be effective immediately upon its filing with the New York State Secretary of State.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Setting Time and Place for Public Hearing on Local Law Intro. No. I of 2024

By Legislator: _____

Resolved, That this Board of Legislators shall hold a public hearing on a proposed local law entitled "A Local Law Authorizing Best Value Award Methodology in the Competitive Bidding Process for Public Contracts." on August 6, 2024 at 6:00 p.m. in the Board of Legislators Chambers, 195 Arsenal Street, Watertown, NY, and be it further

Resolved, That the Clerk of the Board of Legislators shall give notice of said public hearing as required 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. _____

Approving Amended Jefferson County Administrative Policies and Procedures
Relative to Purchasing Policy and Control

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 Purchasing Policy and Control which will replace those policies and procedures revised in 2018.

Now, Therefore, Be It Resolved, That the amended Administrative Policy Section: Purchasing, Subsection: 4.01 **Policy and Control** is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective immediately.

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: PURCHASING

Issued: 12/1991

Subsection: 4.01 Policy and Control

Revised: 6/2011, 12/2018, 7/2024

1. The County's Purchasing Agent shall be responsible for the development and administration of a centralized and standardized purchasing system. The Purchasing function is delegated to the Purchasing Agent and the two Buyers in the Purchasing Department.
2. The purchasing policies and procedures shall be in accordance with all applicable state and local laws and regulations.
3. The Purchasing Department shall procure materials, equipment, supplies, and services as required, at the best possible prices, from responsible suppliers and providers and maintain appropriate supporting documentation and records.
4. The purchase of materials, equipment and supplies involving an estimated annual expenditure of \$20,000 or more and public works contracts involving an estimated annual expenditure of \$35,000 or more shall be awarded only after public advertising, and the solicitation of formal bids in compliance with General Municipal Law, Section 103.
5. The Purchasing Department shall be responsible for issuing Requests for Proposals once a determination is made that an RFP rather than a formal competitive bid is appropriate. The RFP shall include specific language that identifies the method of award.
6. Upon request, the Purchasing Department will work with County Departments to develop Professional Service Contracts. Such RFP's will be developed by the individual Department and Purchasing and issued through the Purchasing Department. All other Professional Service Contracts will be documented by the individual Department.
7. The Purchasing Department shall be responsible for all required public advertising and competitive bidding; shall be responsible for all bid solicitations and openings; shall secure and document the recommendations from the appropriate official for awarding bid contracts and shall award contracts within the annual appropriations authorized by the Board of Legislators.

*As required by General Municipal Law section 103-d, if competitive bidding is required by law, each bid must contain the following statement subscribed by the bidder and affirmed by such bidder as true under penalty of perjury: **NON-COLLUSION CERTIFICATION** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under*

penalty or perjury, that to the best of knowledge and belief:

a. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit, a bid for the purpose of restricting competition.

d. Jefferson County will accept sealed bids by utilizing the following methods:

- 1. In person*
- 2. Mail*
- 3. Electronically (excludes any purchase contracts necessary for the completion of a public works contract)*

All bids must be delivered to the Purchasing office, as outlined on the County website, prior to the date and time specified in the bid solicitation. No late bids will be accepted. The electronic bidding process utilized by the County is compliant with General Municipal Law 103-d and with Article III of the State Technology Law, and article eight of the Labor Law, to ensure the integrity and privacy of the sealed bidding process.

8. Equal Opportunity shall be provided to ensure full and open competition for all responsible suppliers to do business with the County. The Purchasing Department may solicit bids or quotations from any responsible vendor and may develop a list(s) of suppliers that may be used for the procurement of specific goods and services. Any responsible supplier may be included on the list upon request.
9. Vendors who are included on the NYS Department of Labor List of Debarred Contractors are not eligible to provide quotes or services to the County. The County does not provide a preference to any bidder who, after meeting all of the requirements of a bid, would not otherwise be entitled to a contract award as the lowest responsible bidder.
10. When formal bidding procedures are not required by law, quotations shall be solicited and appropriately documented.
11. Purchases may be made through available state contracts of the NYS Office of General Services, GSA, or in accordance with Sub. 3 of GML 103 which allows the purchases of materials, equipment or supplies, or the contract for services, other than services subject to Article nine of the Labor Law, through any municipality within New York State, whenever such purchases are in the best interest of the County.

a. Also, in lieu of obtaining quotations or issuing formal bids for the purchase of commodities or services not subject to Article 9 of the New York State Labor Law, the Purchasing Department is authorized to make such purchases using established national and regional cooperative contracts.

b. *As authorized by New York General Municipal Law 103, and in accordance with Jefferson County Local Law, purchase contracts may be awarded on the basis of best value, as defined in section 163 of the State Finance Law and as authorized in section 103 of the General Municipal Law, to a responsive and responsible bidder. When the bid specifications state that the bid will be awarded on the basis of "best value, the specifications will also include the criteria that will be used to award the bid. In assessing best value, when awarding the purchase contract, non-price factors can be considered. Non-price factors may include, but are not limited to, environmental benefits, energy efficiency, reliability of a product, efficiency of operation, difficulty/ease of maintenance, useful lifespan, ability to meet needs regarding timeliness of performance, and experience of a service provider with similar contracts.*

The basis for "Best Value" shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small businesses, certified minority-or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the executive law or service-disabled veteran-owned business enterprises as defined in subdivision one of section forty of the veterans' services law to be used in evaluation of offers for awarding of contracts and services

c. In Accordance with GML 103(6), surplus and second hand supplies, materials or equipment may be purchased without competitive bidding from the Federal Government, State of New York, or from any other political subdivision, district, or public benefit corporation.

d. *Blanket purchase orders are used for items which are frequently purchased from the same vendor on an "as needed" basis during a certain calendar period. A blanket purchase order eliminates the processing of many individual purchase orders and allows the departments flexibility in ordering and receiving commodities. The department(s) submitting blanket purchase requisitions for a particular commodity, on existing awarded county bid contracts, will not be allowed to purchase any other items on that blanket PO on the blanket purchase order issued. In such instances, the requesting department will be required to submit a separate purchase requisition.*

Although a Department may request a purchase be made using a particular contract source, the decision as to the appropriate contract to be used will be that of the Purchasing Department who will appropriately document the reason for the determination.

12. Jefferson County will allow all other municipalities within New York State to “piggyback” on the contracts of Jefferson County in accordance with GML 103.
13. Contractual agreements for the leasing and/or lease/purchase of equipment shall be awarded by the Purchasing Department, in conformance with the bidding requirements of GML 103 or solicitation of quotations, whichever is applicable, within the appropriations authorized by the Board of Legislators.
14. Working with the Director of Insurance, the County shall issue a competitive solicitation for the purchase of insurance coverage as required.
15. Supplies used by county departments shall be uniform whenever consistent with operational needs and in the interest of efficiency and economy.
16. Control involves not only compliance with required purchasing policy, but also affects the paperwork necessary. There are certain expenditures for which the processing of a purchase order may be unnecessary. The following expenses may be approved without purchase orders:

a) Employee expenses	f) Medical examinations and veterinarian fees
b) Reimbursement of petty cash funds	g) Interdepartmental charges
c) Utility bills	h) Intergovernmental charges
d) Legal notices	
e) Postage	
17. No official or employee shall be interested financially in any contract entered into by the County. All officials and employees shall comply with the provisions of the County's code of ethics, and Procurement Conflict of Interest policy.
18. The Purchasing Department shall make available to other municipalities within the County the opportunity to participate, whenever practicable, in the County's contracts or competitive bids.
19. ~~In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health or safety or property of the inhabitants of the County requires immediate action which cannot await competitive bidding, public works contracts or purchase contracts may be authorized by the Purchasing Department.~~

Pursuant to Section 103 (4) of the General Municipal Law, Emergency Purchases are granted as an exception to competitive bidding. The following criteria will be considered for emergency purchases: the situation must arise out of an accident or unforeseen occurrence or condition, the circumstances must affect public buildings, private property or the life, health, safety or property of the County's residents; and the situation must require immediate action which cannot await competitive bidding.

Generally, to meet this set of criteria, there must be a present, immediate and existing

condition which is creating an imminent threat or danger to public or private property or the life, health, safety, or property of the County residents, which requires immediate action to be taken. Further delay to comply with competitive bidding requirements is so detrimental to the public interest that it overcomes the strong public policy in favor of bidding. For consideration, the requisitioning department calls the Purchasing Director and gives the following information:

- a. Reason for emergency purchase.*
- b. Department name and budget code.*
- c. Complete description and cost of services or materials to be purchased.*
- d. Name and address of recommended vendor.*

The Purchasing Director or designee determines if the purchase is in fact an emergency. If so, a vendor will be selected. Vendors with immediate delivery of materials or services are given preference in the selection.

20. In cases where a reasonably exhaustive and documented search discloses that a good or service is available only from a single vendor or in cases where there is common knowledge of the existence of a monopolistic situation for a particular good or service being sought, that good or service may be purchased from a single identified vendor or supplier without competitive bidding or solicitation of quotations. The Board of Legislators may also approve the standardization of a particular product based upon the recommendation of the Purchasing Department.

As provided by section 103 of GML, sole source purchase are permitted when there is only one valid source to procure goods and services. Justification for sole source purchases includes purchase order is made to the original manufacturer or provider; there are no regional distributors, or parts/equipment are not interchangeable with similar parts of another manufacturer, or it is the only known item that, till meet the specialized needs of the department or perform the intended function; purchases required by contractual obligations; or standardization approved by the County Legislature.

- a. Whenever a Department Head believes that materials or services they require are available from a sole source vendor, he/she shall complete a purchase requisition and forward it to the Purchasing Director or designee for approval. Documentation must be attached to the requisition.*
- b. When the Purchasing Department determines a sole source vendor, documentation must be attached to the requisition.*
- c. Following approval, the purchase requisition will be processed in the normal procedure.*

21. All purchases made using state or federal funding must be completed and monitored according to the Uniform Administrative Requirement Cost Principles, and Audit Requirements for Federal Award (2CFR 200). Reference Appendix A.
22. Instances of failure to comply with this policy as identified by the County Auditor shall be reported to the County Administrator. The County Administrator shall keep the Board Chairman and the jurisdictional committee apprised of non-compliance and initiate

corrective action. Any questions relative to the intent or clarification of the policy contained herein shall be subject to a determination of the Board of Legislators if determined to be necessary or appropriate.

GUIDELINES:

Purchasing is a term used to describe the activities of obtaining materials, equipment and supplies of the right quality, from a qualified source at a competitive price.

The responsibility and authority for purchasing and all of the accompanying functions have been assigned to the Purchasing Department, under the direction of the Purchasing Agent.

The following definitions apply to the purchasing system and policy:

1. *"Best Value" shall mean the basis for awarding contracts for services to the offeror, which optimizes quality, cost and efficiency, among responsive and responsible offerors.*
2. *A "Blanket Purchase Order" shall mean a purchase order which is used to one vendor for a specific period for items frequently purchased*
3. "Competitive Bid" shall mean a formal written statement by a vendor setting forth their terms under which the vendor will furnish supplies or services. Competitive bid requirements and limits are established by state statute.
4. *"Collusion" shall mean actions, contrary to law, of two or more persons to determine in advance the winning bidder or proposer of a contract, let, or to be let, for competitive bidding or proposals by the County or any other such acts prohibited by law.*
5. *An "Emergency Purchase" shall mean an exception to the competitive bidding process due to unforeseen circumstances that poses an immediate threat to life, health, safety, or property to the County residents*
6. *"Electronic Bidding" shall mean sealed bids delivered to the Purchasing Office prior to the bid opening date, following the delivery method described by the County (sealed bids sent to the Purchasing Office via mail or in person will continue to be accepted.)*
7. "Purchase Order" shall mean a formal notice to a vendor to furnish the supplies or services described in detail thereon.
8. "Quotation" shall mean an informal notice (either oral or written) by a vendor setting forth the terms under which he will furnish supplies or services.
9. "Request" shall mean a request to the Purchasing Agent for one or more items or services necessary to carry on or improve a particular function.
10. "Requestor" shall mean the Department head, or his authorized subordinate, initiating a request for goods or services.
11. *"Sole Source" shall mean a procurement in which only one supplier can supply the required commodities or services*
12. "Specifications" shall mean a written description of needed supplies, equipment or services setting forth in a clear and concise manner the characteristics of the items and/or services to be purchased and the circumstances under which the purchase will be made.
13. "Vendor" shall mean a supplier of goods or services.

REFERENCES:

1. County Law: Sections 362 (3), 408-a, 625
2. General Municipal Law: Sections 103, 103-d, 103 (4), 104, 104b, 105, 106
3. Jefferson County Board of Supervisors Resolution No. 353 of 1988 and No. 338 of 1991
4. Jefferson County Board of Legislators Resolution No. 105 of 2011 and 264 of 2018
5. *New York State Technology Law: Section III*
6. *New York State Labor Law: Section 8*
7. *Jefferson County Board of Legislators Resolution No. of 2024*

ISSUED: December 13, 1988

REVISED: December 19, 1991; June 7, 2011; December 11, 2018; *July 2, 2024*

Robert F. Hagemann III
County Administrator

APPENDIX A

FEDERAL PURCHASING REGULATIONS

Any purchases to be made using State or Federal funding must be completed and monitored according to the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Award (2 C.F.R. 200).

A link to the CFR can be found on the Jefferson County website.

All Federal Grant usage within Jefferson County is subject to these policies and procedures due to the fact that Jefferson County exceeds the annual threshold for this requirement.

For the purchasing of goods and services using Federal funding, all Jefferson County Purchasing Policies and Procedures are to be followed.

In addition, the following procedures must be followed:

1. Vendors must be vetted using the U.S. Federal Government's System for Award Management (SAM) before the purchase and/or contract is completed. Vendors must be run through this system before each purchase to ensure that they are not suspended or debarred from federally funded transactions. If a department is going to make a purchase using Federal funding, they must notify either the Purchasing Department or the County Treasurer and request a vendor check before the purchase is made. All vendors will be required to register on the SAM website.
2. Bonding Requirements for work performed are as follows:
 - a. Bid Bond 5% of total bid
 - b. Performance Bond 100% of total bid
 - c. Payment Bond 100% of total bid

It is the responsibility of the requesting Department Head to ensure that all Federal Purchasing Regulations are followed for the purchase and the monitoring of contractor performance as a result of that purchase.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Approving Appointment/Re-Appointments to the Sports Fishery Advisory Board

By Legislator: _____

Resolved, That, pursuant to Section 235 of the County Law and Resolution No. 87 of 2008, the following individuals are hereby appointed/re-appointed by the Chairman of this Board to the Sports Fishery Advisory Board for terms to expire December 31, 2025:

Re-Appointments

Ken Carmon	Inland Waters
Larry Rogers	Inland Waters
John Hardy	Lake Ontario
Burnie Haney	Lake Ontario
Mitch Franz	Lake Ontario
Joe Snyder	St. Lawrence River

New Appointment

Kevin Legg	St. Lawrence River
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Non Voting Members

Corey Fram	Thousand Islands Regional Tourism Development Corp.
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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

Department	Revenue through end of May 2023	Revenue through end of May 2024	2024 Amended Budget May = 41.60%	2023 Revenue as % of 2023 BUD	2024 Revenue as % of 2024 BUD
1045 - General Items 01	\$98,465,442	\$98,978,979	\$68,578,654	64.30%	60.04%
1165 - District Attorney 01	\$376,194	\$382,029	\$446,849	143.30%	35.57%
1170 - Public Defender 01	\$74,138	\$156,546	\$261,859	8.59%	24.87%
1325 - Treasurers Department 01	\$12,244	\$4,351	\$12,376	55.66%	14.62%
1345 - Purchasing 01	\$14,575	\$11,902	\$31,200	15.34%	15.87%
1355 - Real Property Tax Services 01	\$394,971	\$427,677	\$233,715	84.89%	76.12%
1410 - County Clerk 01	\$671,215	\$730,807	\$963,706	36.63%	31.55%
1420 - County Attorney 01	\$107,420	\$295,165	\$271,232	19.11%	45.27%
1430 - Human Resources 01	\$31,160	\$38,039	\$53,248	24.34%	29.72%
1436 - Insurance Department 01	\$0	\$0	\$42,182	0.00%	0.00%
1450 - Board of Elections 01	\$100	\$58	\$395	10.51%	6.14%
1620 - Buildings 01	\$254,070	\$159,108	\$458,374	23.21%	14.44%
1680 - Information Technology 01	\$0	(\$507)	\$25,792	0.00%	-0.82%
2490 - Education 01	\$182,754	\$183,892	\$85,280	182.75%	89.70%
3110 - Sheriff - Criminal & Civil Div 01	\$208,354	\$243,098	\$201,871	40.14%	50.10%
3140 - Probation 01	\$261,422	\$374,448	\$369,118	36.86%	42.20%
3315 - STOP DWI Program 01	\$29,696	\$47,562	\$43,122	21.31%	45.88%
3410 - Fire & Emergency Management 01	\$150,552	\$427,856	\$312,661	4.74%	56.93%
3510 - Dog Control 01	\$10,356	\$10,372	\$163,275	2.78%	2.64%
3620 - Code Enforcement 01	\$59,927	\$73,120	\$85,280	59.93%	35.67%
4050 - Public Health 01	\$508,371	\$809,861	\$2,502,408	7.69%	13.46%
4310 - Mental Health Services 01	\$4,847,492	\$4,502,498	\$4,840,461	41.95%	38.70%
5610 - Airport 01	\$684,893	\$334,492	\$1,092,362	31.76%	12.74%
6010 - Social Services Administration 01	\$8,863,773	\$3,971,245	\$4,894,783	77.87%	33.75%
6070 - Services for Recipients 01	\$8,683,584	\$9,676,836	\$9,870,407	36.32%	40.78%
6510 - Veterans Service Agency 01	\$0	\$49,272	\$34,168	0.00%	59.99%
6540 - Consumer Affairs - County Seal 01	\$15,921	\$18,663	\$37,297	18.66%	20.82%
6772 - Office for the Aging 01	\$786,388	\$201,116	\$818,315	49.02%	10.22%
8020 - Planning 01	\$62,093	\$62,093	\$41,061	62.91%	62.91%
8730 - Forestry 01	\$15,000	\$0	\$0	#Error	NaN
8990 - Employee Benefits 01	\$0	\$0	\$16,640	0.00%	0.00%
8992 - Interfund Transfers 01	\$186,000	\$0	\$124,800	100.00%	0.00%
01 - General Fund	\$125,958,105	\$122,170,579	\$96,912,891	56.89%	52.44%
9003 - Highway 05	\$76,008	(\$113,640)	\$6,288,379	0.45%	-0.75%
9004 - Road Machinery 10	\$166,984	(\$34,313)	\$845,329	5.09%	-1.69%
9101 - Solid Waste - Recycling 15	\$1,666,412	\$1,679,616	\$1,867,008	40.74%	37.42%
9006 - Capital 20	\$540,076	\$1,677,169	\$26,121,273	0.84%	2.67%
1045 - General Items 21	\$913,829	\$1,055,185	\$3,572,593	5.81%	12.29%
6340 - Employment and Training 25	\$652,978	\$640,400	\$1,276,208	21.12%	20.87%
1436 - Insurance Department 35	\$2,015,174	\$1,966,756	\$1,094,403	78.96%	74.76%
9021 - Health Benefits 40	\$8,292,395	\$9,970,753	\$10,541,578	34.87%	39.35%
9023 - Occupancy Tax 50	\$177,384	\$65,530	\$193,149	38.20%	14.11%
9150 - Debt Service 55	\$1,176,244	\$1,462,524	\$1,057,212	52.71%	57.55%
Total All Funds	\$141,635,589	\$140,540,561	\$149,770,024	39.54%	39.04%

Department	Spending through end of May 2023	Spending through end of May 2024	2024 Amended Budget May = 41.60%	2023 Spending as % of 2023 BUD	2024 Spending as % of 2024 BUD
1010 - Legislative Board 01	\$426,735	\$535,609	\$523,717	35.61%	42.54%
1045 - General Items 01	\$16,391,320	\$16,129,845	\$21,125,541	36.31%	31.76%
1165 - District Attorney 01	\$820,648	\$1,095,620	\$1,293,146	32.09%	35.25%
1170 - Public Defender 01	\$547,226	\$701,289	\$895,531	27.04%	32.58%
1325 - Treasurers Department 01	\$234,527	\$273,730	\$303,076	33.62%	37.57%
1345 - Purchasing 01	\$195,270	\$220,775	\$277,111	30.17%	33.14%
1355 - Real Property Tax Services 01	\$350,620	\$393,052	\$498,361	31.17%	32.81%
1410 - County Clerk 01	\$773,451	\$886,898	\$900,293	35.88%	40.98%
1420 - County Attorney 01	\$768,801	\$1,010,158	\$1,368,149	27.47%	30.71%
1430 - Human Resources 01	\$220,628	\$269,559	\$285,067	31.58%	39.34%
1436 - Insurance Department 01	\$671,491	\$1,013,835	\$623,880	85.25%	67.60%
1450 - Board of Elections 01	\$331,161	\$1,205,312	\$747,979	32.43%	67.04%
1620 - Buildings 01	\$1,838,931	\$1,901,816	\$1,979,031	43.96%	39.98%
1680 - Information Technology 01	\$674,992	\$766,495	\$824,692	40.26%	38.66%
1910 - Special Items 01	(\$448)	\$16,349	\$201,317	-0.03%	3.38%
2490 - Education 01	\$5,608,208	\$5,711,219	\$2,504,225	96.95%	94.87%
3110 - Sheriff - Criminal & Civil Div 01	\$6,601,705	\$9,316,058	\$9,140,978	36.72%	42.40%
3140 - Probation 01	\$1,526,134	\$1,573,422	\$1,860,870	34.88%	35.17%
3315 - STOP DWI Program 01	\$28,596	\$15,698	\$57,233	18.80%	11.41%
3410 - Fire & Emergency Management 01	\$1,570,080	\$1,899,572	\$3,017,251	20.18%	26.19%
3510 - Dog Control 01	\$146,591	\$144,709	\$179,172	35.53%	33.60%
3620 - Code Enforcement 01	\$221,065	\$292,552	\$304,204	33.04%	40.01%
4050 - Public Health 01	\$2,675,478	\$2,788,320	\$3,720,553	28.70%	31.18%
4310 - Mental Health Services 01	\$5,450,936	\$5,251,828	\$6,862,466	33.86%	31.84%
5610 - Airport 01	\$1,560,922	\$2,068,957	\$1,749,711	45.90%	49.19%
6010 - Social Services Administration 01	\$7,021,667	\$7,889,427	\$9,352,936	32.46%	35.09%
6070 - Services for Recipients 01	\$15,141,369	\$17,894,469	\$20,136,262	32.68%	36.97%
6510 - Veterans Service Agency 01	\$68,716	\$80,118	\$90,610	33.58%	36.78%
6540 - Consumer Affairs - County Seal 01	\$65,995	\$83,359	\$89,420	32.05%	38.78%
6772 - Office for the Aging 01	\$812,421	\$974,163	\$1,394,551	28.43%	29.06%
8020 - Planning 01	\$181,440	\$228,137	\$329,475	23.39%	28.80%
8730 - Forestry 01	\$92,077	\$92,169	\$72,384	53.53%	52.97%
8989 - Public Benefit Agencies 01	\$848,200	\$1,139,561	\$758,498	47.69%	62.50%
8990 - Employee Benefits 01	\$1,920,825	\$2,202,583	\$2,780,253	27.36%	32.96%
8992 - Interfund Transfers 01	\$1,407,988	\$846,655	\$6,577,237	6.34%	5.35%
01 - General Fund	\$77,195,764	\$86,913,321	\$102,825,181	32.50%	35.16%
9003 - Highway 05	\$5,446,150	\$9,711,847	\$7,328,587	32.13%	55.13%
9004 - Road Machinery 10	\$2,492,720	\$2,784,300	\$1,868,305	65.97%	62.00%
9101 - Solid Waste - Recycling 15	\$1,853,768	\$2,897,718	\$2,251,816	44.06%	53.53%
6070 - Services for Recipients 20		\$0	\$341,120	NaN	0.00%
9006 - Capital 20	\$12,942,770	\$10,870,253	\$32,341,728	17.11%	13.98%
1045 - General Items 21	\$2,570,727	\$870,166	\$4,040,049	16.09%	8.96%
6340 - Employment and Training 25	\$776,630	\$823,961	\$1,276,208	24.91%	26.86%
1436 - Insurance Department 35	\$777,269	\$667,077	\$1,094,403	30.45%	25.36%
9021 - Health Benefits 40	\$7,911,179	\$9,897,669	\$10,541,578	33.27%	39.06%
9023 - Occupancy Tax 50	\$221,800	\$221,800	\$193,149	47.77%	47.77%
9150 - Debt Service 55	\$1,114,075	\$1,124,425	\$1,057,212	49.92%	44.24%
Total All Funds	\$113,302,851	\$126,782,537	\$165,159,336	29.33%	31.93%

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 May 1, 2024 through May 31, 2024 as follows:

DMV Fees:

CC06 Retention	\$ 73,057.49
CC05 Sales Tax Ret	\$ 816.75
CC05 FS-6 Ret	\$ 816.00
Total	\$ 74,690.24

Land Records Fees:

CC07 Recording Fees	\$ 52,771.00
CC07 Filing Fees	\$ 3,307.00
CC07 Passport Fes	\$ 1,785.00
CC07 Photo Fees	\$ 570.00
CC07 RETT	\$ 363.00
CC07 RP5217 Ret	\$ 2,997.00
CC07 Notary Ret	\$ 220.00
CC07 NY Ed. Ret/RM	\$ 1,377.00
CC07 UCC's	\$ 1,320.00
CC07 Miscellaneous	\$ 258.00
CC07 General Int.	\$ 715.05
CC07 DMV Int.	\$ -
CC07 Cover Page Fee	\$ 4,720.00
CC07 Overages	\$ 266.83
CC07 Copy Fees	\$ 3,237.21
CC07 E-Subscription	\$ 5,670.00
Total	\$ 79,577.09

Mortgage Tax Fees:

CC07 Expense	\$ 29,083.00
CC07 Interest	\$ 117.68
Total	\$ 29,200.68

Total By Account

CC05	\$ 1,632.75
CC06	\$ 45,648.62
CC07	\$ 94,288.57 **
CC08	\$ 10,825.00
CC50	\$ 88.00
PROJECT TR50	\$ 580.00
TT61	\$ -
Total	\$ 153,062.94

Court Record Fees:

CC08 Index Fees	\$ 10,825.00
CC08 Misc. Court	\$ -
CC50 County Fines	\$ 88.00
Total	\$ 10,913.00

Fees Collected for Other Depts.:

TR50 Stop DWI	\$ 580.00
TO761 Deposit Into Court	\$ -
Total	\$ 580.00

Adjustments (Deductions):

CC06 DMV Online Revenue:	\$ 27,408.87
CC06 DMV Retention (Credit Car	\$ -
Total	\$ 27,408.87

CC07 Credit Cards	\$ 13,647.20
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CC07 Notaries: Vouchers	\$ -
April 2024	\$ 220.00
Total	\$ 220.00

CC07 Incorporations:	
April 2024	\$ 622.00
Total	\$ 622.00

CC07 Tax Sale - Rec. Fees	\$ -
Tax Sale - RETT	\$ -
Tax Sale - Misc.	\$ -
Total	\$ -

RECEIVED

JUN 04 2024

Jefferson County Treasurer

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ 153,062.94

6/5/24

Date

[Signature]

Jefferson County Treasurer/Deputy

Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual/ Rebates	Total	Adopted Budget
2024	1,921,916	1,974,502	2,172,724	2,387,400	2,806,454									11,262,996	23,500,000
2023	1,725,821	2,063,382	2,335,068	1,949,665	2,152,515	2,147,317	1,942,590	2,355,616	2,204,520	2,022,029	1,887,991	1,747,627	-1,723,301	22,810,838	22,000,000
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	1,823,947	-849	22,226,406	21,500,000
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
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
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
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
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
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
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
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
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
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
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
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
Monthly Average Percent	7.60%	8.24%	9.42%	7.87%	9.31%	9.17%	9.12%	9.27%	9.64%	9.83%	9.06%	9.55%	-1.06%	100.00%	

Estimated Cost Scenarios 2024 Budget 23,500,000

Average % compared to rest of years

2017-2023 Average Cost percentage by month/year total	42.75%
Estimated 2024 Cost	26,348,108 (2,848,108)
2023 Cost percentage by month/year total	44.83%
Estimated 2024 Cost	25,122,927 (1,622,927)
Straight 12 Month Cost by average month to date	27,031,190 (3,531,190)
2010 - 2023 average monthly percentage of total	26,535,070 (3,035,070)