

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

November 1, 2024

TO: Members of Finance & Rules Committee

FROM: Ryan Piche, County Administrator

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on *Wednesday, November 6, 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:

Presentation:

Broadband Award Presentation

Resolutions:

1. Revising and Adopting 2025 Tentative Budget
2. Appropriation for the Conduct of County Government for Fiscal Year 2025
3. Adopting Capital Plan for 2025-2030
4. Certification of Taxes to the City of Watertown
5. Levying Tax Map Maintenance Charges for 2025
6. Appointing County Administrator
7. Approving Appointment of Deputy County Administrator
8. Payment of Legislators' Expenses
9. Amending the 2024 County Budget in Relation to County Attorney Account

10. Approving Mortgage Tax Report
11. Authorizing Facilities Lease Agreement between Jefferson-Lewis Workforce Development Board and the County of Jefferson and Authorizing Sublease with NYS Department of Labor
12. Recognizing Youth Employment Program Award to the Department of Employment & Training and Amending the 2024 County Budget in Relation Thereto
13. Approving Jefferson County Administrative Policies and Procedures for Sexual Harassment
14. Commitment of Jefferson County Fund Balance Share of \$5,000,000 in Maintenance and Revitalization Capital Project Funds for Jefferson Community College.
15. Authorizing An Agreement Related to Electronic Bidding Software and Services
16. Authorizing the the Purchase of Electricity and Natural Gas at Variable Rates
17. Authorizing Agreements with Internet Service Providers for the Purpose of Funding Broadband Development and Construction Projects in Relation to the American Rescue Plan Act
18. Reappointing Member to the Regional Fish and Wildlife Management Board
19. Reappointing Members to Jefferson County Industrial Development Agency
20. Approving Reappointments to the Jefferson County Planning Board
21. Reappointing Members to Soil & Water Conservation District Board of Directors
22. Approving Reappointment to the Thousand Islands Bridge Authority
23. Amending the 2024 County Budget and Capital Plan in Relation to the Watertown International Airport Terminal Access Road
24. Authorizing Agreement in Relation to Construction of the Watertown International Airport Terminal and Gateway Redevelopment Project Passenger Boarding Bridge Construction

General Services Committee Sponsored Resolutions:

1. Amending the 2024 County Budget and Capital Plan for Repairs to The Workplace Building
2. Amending the 2024 County Budget in Relation to Overtime in Dispatch

3. Increasing Tipping and Recycling Pickup Fees for Solid Waste and Recycling
4. Amending the 2024 County Budget in Relation to the HOME Investment Partnership Grant Program
5. Amending the 2024 County Budget in Relation to Overtime in the Sheriff's Office
6. Amending the 2024 County Budget in Relation to FY 2024-2025 Law Enforcement Technology (LETECH) Program

Health & Human Services Committee Sponsored Resolutions:

1. Establishing a Specialist, Services for the Aging Position and Amending the 2024 County Budget in Relation to Alzheimer's Disease and Related Disorders Association Inc. Grant
2. Authorizing An Agreement for the Provision of Services Relative to Opioid Settlement Funds Regional Abatement and Amending the 2024 County Budget in Relation Thereto
3. Amending the 2024 County Budget to Allocate Additional State Aid for Community Services Mental Health Programs
4. Amending the 2024 County Budget Relative to Public Health Department Accounts in Relation to Medical Examiner Fees
5. Accepting New York State Shelter Arrears Eviction Forestallment (SAEF) Program Allocation Funding from the NYS Office of Temporary and Disability Assistance and Amending the 2024 County Budget in Relation Thereto
6. Accepting New York State Family-Centered Case Management Services Program Allocation Funding from the NYS Office of Temporary and Disability Assistance and Amending the 2024 County Budget in Relation Thereto
7. Accepting Solitons to End Homelessness Program Funding from the NYS Office of Temporary and Disability Assistance and Amending the 2024 County Budget in Relation Thereto
8. Accepting United States Department of Agriculture (USDA) Food and Nutrition Service Funding and Amending the 2024 County Budget in Relation Thereto
9. Accepting New York State Code Blue Allocations from the Office of Temporary and Disability assistance and Amending the 2024 County Budget in Relation Thereto

Informational Items:

1. Revenue and Expenditure Spreadsheet

2. Monthly Department Reports:

County Clerk
Health Benefits

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

RP:jdj

c:	Administration	County Clerk/Records Mgmt.	JCC
	Budget	Board of Elections	Purchasing/Ctrl Print.
	Clerk of the Board	Employ. & Training	Real Property Tax Serv
	County Attorney	Human Resources	County Treasurer
	County Auditor	Information Technology	
	County Clerk/Records Mgmt	Insurance	

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Revising and Adopting 2025 Tentative Budget

By Legislator: _____

Whereas, Pursuant to Section 357 of the County Law, the Finance and Rules Committee of this Board has reviewed the Budget Officer's 2025 Tentative Budget and has proposed that certain changes, alterations and revisions be made to said budget.

Now, Therefore, Be It Resolved, That the 2025 Budget Officer's Tentative Budget be changed, altered and revised as shown on the attached Schedule A, said schedule shall be considered a part of this resolution as if fully set forth herein, and be it further

Resolved, That said Tentative Budget, with such changes, alterations and revisions as are heretofore set forth be and is hereby adopted as the Budget of the County of Jefferson for County fiscal year 2025.

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. _____

Appropriation for the Conduct of County Government
for Fiscal Year 2025

By Legislator: _____

Whereas, Pursuant to Sections 354 and 355 of the County Law the Budget Officer has prepared and submitted to this Board the 2025 Budget Officer's Tentative Budget, and

Whereas, Said Tentative Budget has been reviewed by the Finance & Rules Committee of this Board in accordance with Section 357 of the County Law, and

Whereas, Said Tentative Budget has been adopted by this Board by Resolution No. ____.

Now, Therefore, Be It Resolved, That the numbers in the 2025 Budget Officer's Tentative Budget in the column entitled "Budget Officer's Recommendations," be inserted in the column entitled "Adopted," and be it further

Resolved, That, pursuant to Section 360 of the County Law, the several amounts specified in such budget in the column entitled "Adopted" be and are hereby appropriated for the objects and purposes specified, effective January 1, 2025.

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 Capital Plan for 2025 – 2030

By Legislator: _____

Whereas, Pursuant to Resolution No. 357 of 1992 and Section 99-g of the General Municipal Law, the Budget Officer has prepared and submitted as part of the 2025 Budget Officer's Tentative Budget a Six Year Capital Plan for the years 2025-2030.

Now, Therefore, Be It Resolved, That said Capital Plan be and is hereby adopted.

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. _____

Certification of Taxes to the City of Watertown

By Legislator: _____

Resolved, That the Clerk of the Board be and is hereby authorized and directed to certify to the Clerk and the Assessor of the City of Watertown, the apportioned share of the 2025 County Tax to be levied on real property within the City as follows:

County Tax \$

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Levying Tax Map Maintenance Charges for 2025

By Legislator: _____

Resolved, That, Pursuant to Section 503 of the Real Property Tax Law, the twenty-two Towns of the County be and are hereby charged \$303,973 for 2025 Tax Map Maintenance, and be it further

Resolved, That the Clerk of the Board of Legislators be and is hereby authorized and directed to apportion said sum among the twenty-two Towns in the County of Jefferson in accordance with Resolution No. 248 of 1987, and that the amount apportioned to each Town be and is hereby levied and assessed against the taxable property of the respective Town.

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 County Administrator

By Legislator: _____

Whereas, Pursuant to Local Law No. 10 of 1986, as amended, the position of County Administrator is subject to reappointment by the Board of Legislators, and

Whereas, The current term of the Administrator, Ryan Piche will expire December 31, 2024, and

Whereas, The Jefferson County Board of Legislators wishes to reappoint Ryan Piche for a successive term.

Now, Therefore, Be It Resolved, That, pursuant to Jefferson County Local Law No. 10 of 1986, as amended, Ryan Piche be and is hereby appointed as County Administrator for the County of Jefferson for a two year term of office to expire December 31, 2026, consistent with all applicable resolutions and law and pursuant to the terms currently in place for said position and all other benefits afforded under the Management Personnel Policy Manual, and be it further

Resolved, That the salary of the County Administrator shall be adjusted annually during the term in accordance with the percentage increase per the Employment Agreement, as authorized by Resolution No. 180 of 2024.

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. _____

Approving Appointment of Deputy County Administrator

By Legislator: _____

Resolved, That pursuant to Section 6 of Local Law No. 10 of 1986, upon the recommendation of the County Administrator, Dylan M. Soper be and is hereby appointed as Deputy County Administrator for a term consistent with that of the County Administrator, said term to expire on December 31, 2026.

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. _____

Payment of Legislators' Expenses

By Legislator: _____

Whereas, The Finance & Rules Committee is responsible for examining and auditing claims made by members of the Board, and

Whereas, Claims in the amount of \$374.84 have been audited and deemed allowable.

Now, Therefore, Be It Resolved, That the County Treasurer be and is hereby directed to draw checks payable to the claimants as audited.

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 2024 County Budget in Relation to County Attorney Account

By Legislator: _____

Whereas, The County Attorney has requested additional funds to supplement the account for legal fees utilized for retention of outside counsel to handle legal matters subject to litigation, and

Whereas, Pending litigation matters to date have exhausted the annual budget appropriation for such fees and also exhausted the additional funds previously appropriated for such fees pursuant to Board of Legislators Resolution No. 218 of 2024.

Now, Therefore, Be It Resolved, That the 2024 County Budget is hereby amended as follows:

Increase:

Fund Balance			
01000000 30599	Appropriated Fund Balance	---	\$70,000
Expenditure			
01142000 04411	Legal Fees		\$70,000

Seconded by Legislator: _____

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

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Approving Mortgage Tax Report

By Legislator: _____

Whereas, This Board is in receipt of the semi-annual Mortgage Tax Report showing the amount to be credited to each tax district in the County of the money collected during the preceding six months ended September 30, 2024.

Now, Therefore, Be It Resolved, That, pursuant to Section 261 of the Tax Law, this Board issue Tax Warrants for the payment to the respective tax districts of the amounts so credited and authorize and direct the County Treasurer to make payment of said amounts to the respective districts in accordance with the report.

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



**Department of
Taxation and Finance**

Office of Real Property Tax Services Division

Tax Article: 11
Tax Type: Mortgage Recording
County: Jefferson
Period: April 2024- September 2024

JEFFERSON COUNTY CLERK
C/O GIZELLE J. MEEKS
175 ARSENAL STREET
WATERTOWN, NY 13601

024037866



2024-00000143
10/11/2024 10:10:14 AM
3 Pages
MISCELLANEOUS FILING

Gizelle J Meeks, Jefferson County Clerk

Clerk:AG

We approved your report.

We approved your Semi-Annual Report Form AU-202, *New York State Mortgage Tax Semiannual Report*, which we received on October 10, 2024.

The net amount of \$1,012,127.47 due to the respective tax districts is approved. You may submit the report to your County Legislative Body for their action, pursuant to Tax Law §261.

Questions?

- Visit our website
- Call George Muller at 518-391-4565

NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT



COUNTY OF Jefferson

FOR THE PERIOD OF April 2024

THROUGH September 2024

CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

TAX RATE: 0.8823547945

Months	BASIC TAX DISTRIBUTED					TREASURER			ALL OTHER TAXES DISTRIBUTED			
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1 + Col 2 - Col 3 - Col 4)	6 Interest Received by Treasurer	7 Treasurers Expense	8 Tax Districts Share (Col 5 + Col 6 - Col 7)	9 Local Tax	10 Additional Tax CNY	11 Special Assistance Fund	12 Special Additional Tax SONYMA
Oct												
Nov												
Dec												
Jan												
Feb												
Mar												
Apr	172,863.90	392.89	20,568.96	0.00	152,687.83	0.00		152,687.83	0.00	0.00		63,201.57
May	193,634.50	572.45	20,618.28	0.00	173,588.67	0.00		173,588.67	0.00	0.00		71,265.96
Jun	147,632.99	381.51	20,428.23	0.00	127,586.27	0.00		127,586.27	0.00	0.00		54,054.14
Jul	189,108.47	447.27	25,816.37	0.00	163,739.37	0.00		163,739.37	0.00	0.00		63,672.26
Aug	229,219.54	577.84	25,060.15	-3,486.01	201,251.22	0.00		201,251.22	0.00	0.00		88,195.53
Sep	218,102.00	415.71	25,243.60	0.00	193,274.11	0.00		193,274.11	0.00	0.00		81,247.90
Totals	1,150,561.40	2,787.67	137,735.59	-3,486.01	1,012,127.47	0.00		1,012,127.47	0.00	0.00		421,637.36

Ashley L. Shaver

Recording Officer

W. J. ...

Deputy
Treasurer

Distribution Statement
 (Columns 1 through 5) The "taxes collected" shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and correct errors are recorded in column 3 and 4, respectively. Authority for these additions and deductions is given by the orders of the Taxation Department noted on the

PART II

Credit Statement
 (Column 6) This column is the net amount due to each tax district for which the Board of Supervisors shall issue its warrant or warrants.

MUNICIPALITY	2 Taxes Collected	3 *Additions	4 *Deductions	5 Taxes Adj. Corr	6 Amount Due Tax District
ADAMS	34,752.36	0.00	0.00	34,752.36	30,663.91
ALEXANDRIA	60,657.57	0.00	0.00	60,657.57	53,521.50
ANTWERP	6,159.50	0.00	0.00	6,159.50	5,434.86
BROWNVILLE	68,438.95	0.00	0.00	68,438.95	60,387.44
CAPE VINCENT	43,854.50	0.00	0.00	43,854.50	38,695.23
CHAMPION	63,526.25	0.00	0.00	63,526.25	56,052.69
CLAYTON	70,824.28	0.00	0.00	70,824.28	62,492.14
ELLISBURG	29,447.04	0.00	-3,486.01	25,961.03	22,906.84
HENDERSON	27,751.14	0.00	0.00	27,751.14	24,486.35
HOUNSFIELD	58,934.48	0.00	0.00	58,934.48	52,001.12
LERAY	78,021.40	0.00	0.00	78,021.40	68,842.56
LORRAINE	11,422.10	0.00	0.00	11,422.10	10,078.34
LYME	36,002.30	0.00	0.00	36,002.30	31,766.80
ORLEANS	31,724.26	0.00	0.00	31,724.26	27,992.05
PAMELIA	36,620.22	0.00	0.00	36,620.22	32,312.03
PHILADELPHIA	12,887.50	0.00	0.00	12,887.50	11,371.35
RODMAN	11,078.00	0.00	0.00	11,078.00	9,774.73
RUTLAND	37,545.00	0.00	0.00	37,545.00	33,128.01
THERESA	44,920.90	0.00	0.00	44,920.90	39,636.17
WATERTOWN-CITY OF	215,623.23	0.00	0.00	215,623.23	190,256.19
WATERTOWN-TOWN OF	108,217.54	0.00	0.00	108,217.54	95,486.27
WILNA	61,436.98	0.00	0.00	61,436.98	54,209.21
WORTH	715.90	0.00	0.00	715.90	631.68
Total Tax Districts: 23	1,150,561.40	0.00	-3,486.01	1,147,075.39	1,012,127.47

*See refund, adjustment and special adjustment orders of Commissioner of Taxation and Finance, case numbers

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing Facilities Lease Agreement between Jefferson-Lewis Workforce Development Board and the County of Jefferson and Authorizing Sublease with New York State Department of Labor

By Legislator: _____

Whereas, On August 30, 2024 the property located at 1000 Coffeen Street was transferred from Watertown Savings Bank to the County of Jefferson, and

Whereas, The Department of Employment & Training and the New York State Department of Labor are co-located to function as the One Stop Career Center, and

Whereas, the County of Jefferson shall enter into a lease agreement and sublease agreement for a period of five years.

Now, Therefore, Be it Resolved that Jefferson County shall enter into a five year agreement for the term of September 1, 2024 to August 31 2029 to lease the space of 8940 sq. ft of office space at 1000 Coffeen Street upon the terms set forth in a lease agreement and a sublease agreement based on proportionate square footage occupied and direct expense incurred in connection with such occupancy, and be it further

Resolved, The initial rental rate for both the lease and sublease shall be set at \$20.00 per square foot, and be it further

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

Seconded by Legislator: _____

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. _____

Recognizing Youth Employment Program Award to the Department of Employment & Training and Amending the 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Office of Temporary and Disability Assistance has awarded \$511,728 under the Youth Employment Program (YEP) to the Jefferson County Department of Social Services and then redirected the funding to the Department of Employment & Training through the Jefferson-Lewis Workforce Development Board, and

Whereas, The YEP provides programmatic and financial instructions to youth ages 14 to 20 who are considered at-risk and unemployed facing poverty, dependence on public assistance programs and criminal justice involvement along with disabilities, with the goal of avoidance in violent crimes, and

Whereas, The intent of these programs are to support employment programs for youth at risk of gun violence as part of a statewide gun violence reduction intervention model.

Now, Therefore, Be it Resolved, that Jefferson County hereby accepts said grant award, and be it further

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

Increase:

Revenue

25634000 93954 State Aid SYEP (OTDA) \$45,235

Fund Balance

25000000 30599 Appropriated Fund Balance \$19,691

Expenditure

25634000 04313 Travel \$ 1,350

25634000 04612 Training Work Experience 1,000

25634000 046131 Staff Training 1,000

25634000 04624 Incidental Res/CInt/Inmte 1,200

25634000 08030 Social Security 1,530

25634000 08040 Workers Compensation 464

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 Jefferson County Administrative Policies and Procedures
for Sexual Harassment

By Legislator: _____

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

Whereas, Title VII of the Civil Rights Act and The Civil Rights Act of 1991 requires local governments to provide a workplace that is free from sexual harassment, and

Whereas, On April 11, 2023 New York State released a revised sexual harassment prevention model policy, requiring employers to align with with new standards that include an expanded definition of sexual harassment, a new section on bystander intervention, and updated information on how employees may report to outside agencies, and

Whereas, Jefferson County has updated the Sexual Harassment policy adopted by the Board of Legislators on November 14, 2018 by Resolution 216 of 2018 to include the changes, and

Whereas, The Board of Legislators is committed to providing a work environment which is conducive to optimum performance and efficiency.

Now, Therefore, Be It Resolved, that the Administrative Policy Section 3.09 Human Resources: Sexual Harassment is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective November 12, 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



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: HUMAN RESOURCES

Issued: 11/13/2018

Subsection: 3.09 Sexual Harassment

Revised:

Introduction:

Jefferson County is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employeescovered individuals are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Jefferson County's commitment to a discrimination-free work environment. Sexual harassment is against the law. All employeescovered individuals have a legal right to a workplace free from sexual harassment and employeesall covered individuals are urged to report sexual harassment by filing a complaint internally with Jefferson County. EmployeesCovered individuals can also file a complaint with a government agency or in court under federal, state or local antidiscriminationanti-discrimination laws.

Policy:

1. Jefferson County's Policy applies to all employees, applicants for employment, and interns, whether paid or unpaid, contractors and. The policy also applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant and all other persons conducting business, regardless of immigration status, providing services with Jefferson County. In the remainder of this document, the term "employeescovered individuals" refers to this collective groupthose persons who are not direct employees of Jefferson County.
2. Sexual harassment will not be tolerated. Any employee or covered individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/oraction, including appropriate disciplinary action (e.g., counseling, suspension, termination) for employees.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee or covered individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Jefferson County will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Jefferson County who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees[†] and covered

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Jefferson County to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including Department Heads and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Jefferson County will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Jefferson County will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including Department Heads and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. Jefferson County will provide all employees and covered individuals with a complaint form ~~for employees to report harassment and file complaints.~~
7. Department Heads and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of to:

Director of Human Resources
Jefferson County Department of Human Resources ~~175 Arsenal St.~~
175 Arsenal St.
Watertown, NY 13601

8. This policy applies to all employees, ~~paid or unpaid interns, and non-employees and~~ all covered individuals who must follow and uphold this policy. This policy must be provided to all employees and ~~should~~will be posted prominently in all work locations to the extent practicable and be provided to all employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, (perceived or actual), gender identity and the status of being transgender.

~~Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:~~

verbal or physical advances, sexually explicit derogatory ~~statements~~, or sexually discriminatory ~~remarks made by someone~~ statements which are covered individual finds offensive or objectionable to the recipient, which cause the recipient, causes an employee discomfort or humiliation, ~~which interfere or interferes~~ with the recipient's employee's job performance.

- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “**quid pro quo**” harassment.

Any employee or covered individual who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any covered individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical assaults acts of a sexual nature, such as:
 - a. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's individual's body, or poking another employees' individual's body; or
 - b. Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - a. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;
 - b. Subtle or obvious pressure for unwelcome sexual activities; or
 - o Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality or, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.

requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Unlawful retaliation can be Retaliation is unlawful and is any action that could by an employer or supervisor that punishes an individual upon learning a harassment claim, that seeks to discourage a worker from coming forward to make or support or covered individual from making a formal complaint or supporting a sexual harassment claim. Adverse action or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., For example, threats of physical violence outside of work hours), or disparaging someone on social media would be covered as retaliation under this policy.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity."

Protected activity occurs when a person has:

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and Department ~~Head~~Heads will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and Department Heads will also be subject to discipline for engaging in any retaliation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

- b. A list of names of those interviewed, along with a detailed summary of their statements;
- c. A timeline of events;
- d. A summary of prior relevant incidents, reported or unreported; and
- e. The basis for the decision and final resolution of the complaint, together with any corrective actions.

•6. Keep the written documentation and associated documents in a secure and confidential location.

•7. Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written documentation.

•8. Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Jefferson County but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Jefferson County, employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

State Human Rights Law (HRL)

The New York State Human Rights Law (HRL), ~~codified as~~ N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State ~~with regard to sexual harassment~~, and protects employees, ~~paid or unpaid interns and non-employees~~ covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be ~~filed~~ submitted any time ~~within one year~~ within three years of the harassment. If an individual ~~does not file a~~ complaint with DHR, they can ~~sue~~ bring a lawsuit directly in state court under the ~~HRL~~ Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court. ~~There is no cost to file a complaint with DHR.~~

Complaining internally to Jefferson County does not extend your time to file with DHR or in court. ~~The one or three years is~~ are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. For more information about filing a complaint contact DHR at (888) 392-3644 or visit www.dhr.ny.gov/complaint www.dhr.ny.gov.

Civil Rights Act of 1964

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination-anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act ~~(codified as~~, 42

U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point. If the EEOC determines that the law may have been violated, the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties.

will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination". The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-869-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov www.eeoc.gov or via email at: info@eeoc.gov infor@eeoc.gov.

Jefferson County

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employeescovered individuals to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Jefferson County Department of Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: www.ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _____

Work Address: _____

Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: Email Phone In person Email Phone

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made of the final determination (this may be done via email) and implement any corrective actions identified in the written documentation.



ADMINISTRATIVE MEMORANDUM
POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: HUMAN RESOURCES

Issued:

Subsection: 3.09 Sexual Harassment

Revised:

Introduction:

Jefferson County is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All covered individuals are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Jefferson County's commitment to a discrimination-free work environment. Sexual harassment is against the law. All covered individuals have a legal right to a workplace free from sexual harassment and all covered individuals are urged to report sexual harassment by filing a complaint internally with Jefferson County. Covered individuals can also file a complaint with a government agency or in court under federal, state or local anti-discrimination laws.

Policy:

1. Jefferson County's Policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant and all other persons providing services with Jefferson County. In the remainder of this document, the term "covered individuals" refers to those persons who are not direct employees of Jefferson County.
2. Sexual harassment will not be tolerated. Any employee or covered individual who engages in sexual harassment or retaliation will be subject to action, including appropriate disciplinary action for employees.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee or covered individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Jefferson County will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Jefferson County who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor or Department Head. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Jefferson County to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including Department Heads and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Jefferson County will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Jefferson County will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including Department Heads and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. Jefferson County will provide all employees and covered individuals with a complaint form to report harassment and file complaints.
7. Department Heads and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of to:

Director of Human Resources
Jefferson County Department of Human Resources
175 Arsenal St.
Watertown, NY 13601

8. This policy applies to all employees and covered individuals who must follow and uphold this policy. This policy must be provided to all employees and will be posted prominently in all work locations to the extent practicable and be provided to all employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression (perceived or actual), gender identity and the status of being transgender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify

exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Jefferson County's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which a covered individual finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "**quid pro quo**" harassment.

Any employee or covered individual who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any covered individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another individual's body, or poking another individual's body; or
 - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, or name-calling;
 - Intentional misuse of an individual's preferred pronouns; or

- Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and all covered individuals as defined in this policy. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity."

Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any government agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or Department Head of harassment;
- reported that another employee has been sexually harassed; or

- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Jefferson County cannot prevent or remedy sexual harassment unless it knows about it. Any employee or covered individual who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, Department Head or Director of Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, Department Head or Director of Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all covered individuals are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Any covered individual who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All Department Heads and supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Director of Human Resources.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and Department Heads will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and Department Heads will also be subject to discipline for engaging in any retaliation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Jefferson County will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

Jefferson County recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

1. Upon receipt of complaint, Director of Human Resources or another individual designated by the County Administrator, will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the

2. "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
3. If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
4. Request and review all relevant documents, including all electronic communications.
5. Interview all parties involved, including any relevant witnesses;
6. Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of prior relevant incidents, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective actions.
7. Keep the written documentation and associated documents in a secure and confidential location.
8. Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written documentation.
9. Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Jefferson County but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Jefferson County, employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

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Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Jefferson County does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC

will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination". The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-869-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at infor@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

REFERENCE:

Jefferson County Board of Legislators Resolution No. _____ of 2024

FORMS: Sexual Harassment Complaint Form

ISSUED: _____, 2024

Ryan M. Piche
County Administrator

Jefferson County

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for covered individuals to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Jefferson County Department of Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: www.ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _____

Work Address: _____

Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: Supervisor Subordinate Co-Worker Other (please specify)

2. Please describe what happened and include as many details as possible. Please use additional sheet of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

I certify that the information I have provided in this form is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made of the final determination (this may be done via email) and implement any corrective actions identified in the written documentation.

Sexual Harassment Prevention Policy Notice



**Combating
Sexual Harassment**

Sexual harassment is against the law.

All employees have a legal right to a workplace free from sexual harassment, and Jefferson County is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, Jefferson County has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status. You are receiving this notice, as required by law, either at the time of hiring or during your annual sexual harassment prevention training.

If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, Department Head or Director of Human Resources so we can take action.

Our complete policy may be found: www.co.jefferson.ny.us/departments/humanresources

Our Complaint Form may be found: www.co.jefferson.ny.us/departments/humanresources

If you have questions and to make a complaint, please contact:

**Jefferson County Department of Human Resources
175 Arsenal St.
Watertown, NY 13601
315-785-3147**

For more information and additional resources, please visit:

www.ny.gov/programs/combating-sexual-harassment-workplace

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Commitment of Jefferson County Fund Balance Share of \$5,000,000 in Maintenance and Revitalization Capital Project Funds for Jefferson Community College

By Legislator: _____

Whereas, The Jefferson Community College Master Plan outlines the need for significant long term capital investment in facilities and the College has requested funding assistance to finance the Plan, and

Whereas, As the local sponsor, Jefferson County has traditionally bonded for capital project needs for the College, which are matched dollar for dollar by the State of New York, and

Whereas, Through prudent financial planning, and the accumulation of fund balance, the County is positioned to provide the funds without the need to bond, therefore saving taxpayers potentially millions in interest, and

Whereas, Said funding is eligible to be matched by the State, resulting in a total of \$10,000,000 made available to the College for its projects, and

Whereas, This use of fund balance in conformance with the Fund Balance Policy and is part of the plan in maintaining an appropriate level of fund balance, while leveraging our position for the benefit of the taxpayers, and

Whereas, future requests for capital funding will be evaluated on as needed basis and funding sources determined by an assessment of economic outlook, County financial position, and interest rates.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby commits to providing up to \$5,000,000 for the purposes of maintenance and revitalization capital projects for Jefferson Community College.

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 Related to
Electronic Bidding Software and Services

By Legislator: _____

Whereas, Jefferson County Purchasing Department is striving for new methods to increase staff productivity and mitigate staffing challenges, and

Whereas, Planet Bids is an electronic bidding service and software with automated systems that has demonstrated effectiveness to automate the competitive bidding process, streamline workflows, and increase overall responsiveness and productivity within the Purchasing Department, and

Whereas, Planet Bids has agreed to a six-month free trial, with no costs incurred by the County until February 2025, and a three percent annual increase thereafter, and

Whereas, The initial annual fee for utilizing Planet Bids services and software shall not exceed \$12,990, which is proposed in the Purchasing Department's 2025 budget.

Now, Therefore, Be it Resolved, That the Chairman of the Board is hereby authorized to execute, an agreement for electronic bidding services with Planet Bids, subject to the approval of the County Attorney as to form and content.

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing the Purchase of Electricity and Natural Gas at Variable Rates

By Legislator: _____

Whereas, Resolution No. 243 of 2024 authorized the Chairman of the Board to execute future energy agreements related to electricity and natural gas on fixed rates, and

Whereas, Jefferson County has traditionally purchased electricity and natural gas on fixed rates to reduce volatility and achieve known costs, and

Whereas, A request for proposals (RFP) as well as a detailed analysis of proposed fixed rates compared to variable rates were conducted and it was determined that, over periods of time, there is an opportunity to achieve significant savings for Jefferson County taxpayers by purchasing energy at variable rates, and

Whereas, This strategy can expose the County to risks associated with the volatile costs of energy in any given year or period of time, and

Whereas, However, due to the current budgeting strategy, and financial position of the County, the County can insulate itself against volatility while achieving long-term savings.

Now, Therefore, Be it Resolved, That the Chairman of the Board is hereby authorized and directed to execute, as necessary from time to time, agreements for electricity and natural gas supply with the vendor who offers the lowest rate to the County, including to select a variable rate agreement, under the terms and conditions set forth in the agreements submitted by such vendor, subject to the approval of the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board may execute future agreements for electricity or natural gas and related services, as set forth above, whenever necessary and appropriate.

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

Overview of Proposed Electricity Strategy:

Savings with a Variable Rate

- The County has traditionally utilized fixed rate agreements to provide security for the during electricity rate fluctuations. However, fixed rate agreements are disadvantageous from a cost savings standpoint because fixed rates are heavily padded with risk mitigation fees implemented by and paid directly to ESCOs (Energy Suppliers).
 - The fees are typically upwards of 25% above the current market rate with no cap, and are often included at a higher rate than 25%.

- The County conducted an RFP, comparing fixed and variable rate proposals, along with reverting to National Grid variable rate supply. For the National Grid rate, the January snapshot rate was utilized to be conservative with a seasonally higher rate. Rates in recent months have been considerably below the rate shown. The results are below:

Electricity Analysis Resulting from RFP						
Vendor	Type	Rate / kwh	Full Year Usage (MW)	Price Per Month	Price Per Year	Compared to Current Fixed Strategy
National Grid*	Variable	\$0.048	6963.56	\$28,133	\$337,593	-\$169,075
Noco**	Variable	\$0.0501	6963.56	\$29,050	\$348,596	-\$158,073
Constellation (MEGA Pricing)	Variable	\$0.0567	6963.56	\$32,909	\$394,903	-\$111,765
Constellation (MEGA Pricing)***	Fixed	\$0.0728	6963.56	\$42,222	\$506,669	\$0
Noco	Fixed	\$0.0823	6963.56	\$47,758	\$573,101	\$66,432
*Jan 2024 rate (seasonally higher prices) chosen to be conservative						
** Excludes passthrough costs, would increase projection						
***Current Plan						

- Variable rates offer no rate security and can increase drastically due to a variety of conditions (environmental, global events, infrastructure failures, etc)
 - However, in these instances, the reason for the rate hike is either typically remedied in a reasonable amount of time and the rates regress, or the County would be paying for the additional risk posed in the next fixed rate contract anyway (typically 12-36 months).
 - ESCOs charge Variable Rate Adders (pass-through costs + fees) to increase profit margins.
 - Variable Rate Adders vary by ESCO.
 - Variable Rate Adders are not applied when receiving supply directly from National Grid.
 -

- The Purchasing Director has conducted research on the issue and spoken with energy experts, concluding that a variable rate over the long-term will provide savings when compared to a fixed rate plan.
- Jefferson County's current electricity agreement is a fixed rate agreement that began one year ago for **\$74.20 per mwh**.
- The County's total spend for electricity in 2023/2024 was **\$516,696.69** with a monthly spend of **\$43,058.06** for 35 electricity accounts (charges across multiple invoices each month).
- Recommendation is to not renew on a fixed rate plan and instead switch to variable rate electricity supply through National Grid and to mitigate our own risk through budgeting and fund balance position, therefore saving taxpayers over time.
 - National Grid's rates are regulated by the Public Service Commission and any proposed rate increase requires the Commission's full analysis and approval to ensure the public is receiving a fair electricity rate.
 - ESCOs (Energy Supply Companies) are not regulated in this manner and can impose increased fees at any time and at the rate they determine.
- Because rates will fluctuate on a variable rate plan, there is always a possibility that the county exceeds its annual electricity budget. However, there is a historically proven substantial cost savings over the course of time on a variable rate plan.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreements with Internet Service Providers for the Purpose of Funding Broadband
Development and Construction Projects in Relation to the American Rescue Plan Act

By Legislator: _____

Whereas, By Resolution 111 of 2023, this 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, Resolution 111 of 2023 allocated \$1,000,000 for the purpose of expanding broadband service to County residents, and

Whereas, Jefferson County and the Development Authority of the North Country have been working hand-in-hand in assessing unserved areas of the County, and

Whereas, The assessment concluded that, at the conclusion of other ongoing projects, including ongoing ISP build outs, the National Telecommunications and Information Administration's (NTIA) Middle Mile Project, and the Northern Border Regional Commission (NBRC) Catalyst Program Project, approximately 185 passings of (or .35% of total passings) will remain unserved by broadband (excluding certain islands and unattainable passings which present additional challenges), and

Whereas, Data from the assessment was utilized in a Request for Proposals to Internet Service Providers (ISPs) to bid on remaining unserved "Lots" throughout the County to be awarded on a "cost per passing" of available County ARPA funds, therefore leveraging dollars to get the most passings served as possible for the project for the best value to the County, and

Whereas, Upon conclusion of the RFP, the approximate additional passings proposed to be served total 152.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute agreements for the purpose of funding broadband development and construction projects with the following Internet Service Providers for the following not-to-exceed amounts, subject to approval of the County Attorney as to form and content:

- Castle Cable TV, Inc. - Lot 3, Alexandria, Town of: \$125,270;
- Adirondack Techs - Lot 9, Champion, Town of: \$203,423;
- Adirondack Techs - Lot 10, Champion, Town of: \$51,070;
- Castle Cable TV, Inc. - Lot 26, Theresa, Town of: \$174,245;
- Castle Cable TV, Inc. - Lot 27, Theresa, Town of: \$258,855;
- Castle Cable TV, Inc. - Lot 29, Theresa, Town of: \$54,198;
- Castle Cable TV, Inc. - Lot 33, Alexandria, Town of: \$141,505;

and be it further

Resolved, That in order to fully fund the aforementioned projects, the 2024 County Budget is hereby amended as follows:

Increase:

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$8,566
Transfers		
21104500 095031	Interfund Transfers	\$8,566
020900600 95031	Transfer from General Fund	8,566
Expenditure		
21104500 04978	Water, Sewer, Broadband	\$8,566

and be it further

Resolved, That the awarded ISPs shall refund to the County any remaining unexpended funds no later than December 31, 2026, and be it further

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

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. _____

Reappointing 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	12/31/26

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. _____

Reappointing Members to Jefferson County Industrial Development Agency

By Legislator: _____

Whereas, The 1972 Legislature of the State of New York created the Jefferson County Industrial Development Agency.

Now, Therefore, Be It Resolved, That, Pursuant to Article 18a of the General Municipal Law, the Jefferson County Board of Legislators hereby reappoints Paul J. Warneck and Lisa L'Huillier for terms to expire December 31, 2028, as members of the Jefferson County Industrial Development Agency.

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. _____

Approving Reappointments to the Jefferson County Planning Board

By Legislator: _____

Resolved, That pursuant to Section 239-c of the General Municipal Law, the following individuals are hereby reappointed to the Jefferson County Planning Board for terms to expire December 31, 2027.

Donna Dutton
Jean Waterbury
Jon Storms

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. _____

Reappointing Members to Soil & Water Conservation District Board of Directors

By Legislator: _____

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

<u>Name</u>	<u>Term to Expire</u>
Jason Bast, Farm Bureau	12/31/2027
Michael Kiechle, At-Large Farmer	12/31/2027
Richard Company, Grange	12/31/2027
Daniel R. McBride, Legislator	12/31/2025
Christopher S. Boulio, Legislator	12/31/2025

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 Reappointment to the Thousand Islands Bridge Authority

By Legislator: _____

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

<u>Name</u>	<u>Term Expiration</u>
ReAppointment Douglas Dier	12/31/2029

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 2024 County Budget and Capital Plan in Relation to the Watertown International Airport Terminal Access Road

By Legislator: _____

Whereas, By Resolution 159 of 2018, This Board of Legislators authorized an agreement with the Federal Aviation Administration (FAA) and New York State Department of Transportation (NYDOT), and McFarland Johnson for the design and bidding of the terminal access road, and

Whereas, By Resolution 186 of 2022, This Board of Legislators authorized an agreement with Marcy Construction in the amount of \$2,155,553, and lead agency status and determination of Non-Significance in accordance with State Environmental Quality Review (SEQR) for the access road, and

Whereas, It is necessary to authorize a change order with Marcy Construction in an amount up to \$280,000 for additional work related to the connection to New York State Route 12F and as required by the Highway Work Permit to be issued by the New York State Department of Transportation for the connection, and

Whereas, The County is anticipating an increase in Federal Aviation Administration (FAA) and NYSDOT funding in the amounts of up to \$252,000 and \$14,000, respectively.

Now, Therefore, Be It Resolved, That Jefferson County authorizes the change order with Marcy Construction for an amount up to \$280,000, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute said change order on behalf of the County, including any subsequent change orders as recommended by the Airport Director and County Administrator not to exceed the funding available, subject to approval of the County Attorney as to form and content, and be it further

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

Increase:

Revenue

20900600 94589	Federal Aid – Airport Capital Projects	\$252,000
20900600 93589	Airport State Aid – DOT	14,000

Expenditure

20561000 02080	Airport Access Roads	\$280,000
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Decrease:

20698900 02064	Property Improvements	\$ 14,000
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And be it further

Resolved, That the six year capital plan is amended accordingly.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing Agreement in Relation to Construction of the Watertown International Airport Terminal and Gateway Redevelopment Project Passenger Boarding Bridge Construction

By Legislator: _____

Whereas By Resolution 351 of 2022, Resolution 263 of 2023, and Resolution 179 of 2024, the Board of Legislators authorized agreements with the New York State Department of Transportation and Federal Aviation Administration for grants related to terminal reconstruction and expansion, with McFarland-Johnson Inc for design and construction observation services, with Bette & Cring LLC for general construction services, with Hyde-Stone Mechanical Contractors, Inc. for plumbing construction and mechanical construction, with S&L Electric, Inc. for electrical construction, and with Equip-Co Unlimited of NY, LLC for geothermal field construction, as well as determined that the project was an Unlisted Action with no significant impact under the State Environmental Quality Review Act (SEQR), and

Whereas, No bids were previously received for the contract for passenger board bridge construction when requested in June of 2024, and

Whereas, McFarland Johnson has coordinated a re-bidding process and has evaluated bid responses, and

Whereas, A contract is recommended to be awarded to VRH Construction Corp. in the amount of \$1,578,406 for passenger boarding bridge construction, and

Whereas, Funds will be available in the Airport Terminal Capital account (20561000 02088).

Now, Therefore Be It Resolved, That Jefferson County enter into an agreement with VRH Construction Corp. in the amount of \$1,578,406, for the construction of the Passenger Boarding Bridge, and be it further

Resolved, That the Chairman of the Board of Legislators, be and is hereby authorized and directed to execute said agreement on behalf of the County, including any changes orders as recommended by the Director of Aviation and County Administrator not to exceed the funding available, subject to review of the County Attorney as to form and content and be it further

Resolved, That the six year Capital Plan is amended accordingly.

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

Department	Revenue through end of September 2023	Revenue through end of September 2024	2024 Amended Budget September = 75.00%	2023 Revenue as % of 2023 BUD	2024 Revenue as % of 2024 BUD
1045 - General Items 01	\$137,914,768	\$138,096,080	\$123,639,401	90.07%	83.77%
1165 - District Attorney 01	\$716,032	\$913,513	\$805,618	122.63%	85.04%
1170 - Public Defender 01	\$447,638	\$324,593	\$472,102	51.86%	51.57%
1325 - Treasurers Department 01	\$25,288	\$12,731	\$22,313	114.95%	42.79%
1345 - Purchasing 01	\$31,848	\$22,743	\$56,250	33.52%	30.32%
1355 - Real Property Tax Services 01	\$473,940	\$489,864	\$421,361	101.86%	87.19%
1410 - County Clerk 01	\$1,398,918	\$1,485,624	\$1,737,450	76.34%	64.13%
1420 - County Attorney 01	\$373,105	\$539,530	\$489,000	66.39%	82.75%
1430 - Human Resources 01	\$62,557	\$74,701	\$96,000	48.87%	58.36%
1436 - Insurance Department 01	\$0	\$0	\$76,050	0.00%	0.00%
1450 - Board of Elections 01	\$170	\$0	\$713	0.15%	0.00%
1620 - Buildings 01	\$490,296	\$471,645	\$826,957	44.78%	42.78%
1680 - Information Technology 01	\$0	(\$507)	\$46,500	0.00%	-0.82%
2490 - Education 01	\$182,754	\$183,892	\$153,750	182.75%	89.70%
3110 - Sheriff - Criminal & Civil Div 01	\$424,801	\$507,819	\$538,028	44.81%	70.79%
3140 - Probation 01	\$543,400	\$736,800	\$806,215	67.08%	68.54%
3315 - STOP DWI Program 01	\$95,357	\$86,118	\$79,994	68.42%	80.74%
3410 - Fire & Emergency Management 01	\$546,190	\$606,001	\$648,142	17.19%	70.12%
3510 - Dog Control 01	\$41,216	\$16,165	\$294,365	9.76%	4.12%
3620 - Code Enforcement 01	\$125,192	\$153,581	\$153,750	125.19%	74.92%
4050 - Public Health 01	\$3,405,292	\$2,005,673	\$4,616,703	46.65%	32.58%
4310 - Mental Health Services 01	\$8,732,580	\$8,447,247	\$9,071,793	69.48%	69.84%
5610 - Airport 01	\$1,990,314	\$1,898,170	\$1,969,403	85.92%	72.29%
6010 - Social Services Administration 01	\$12,968,139	\$7,187,240	\$8,832,230	113.29%	61.03%
6070 - Services for Recipients 01	\$15,369,464	\$15,968,899	\$17,795,204	64.23%	67.30%
6510 - Veterans Service Agency 01	\$0	\$64,754	\$61,601	0.00%	78.84%
6540 - Consumer Affairs - County Seal 01	\$56,981	\$61,136	\$67,243	66.77%	68.19%
6772 - Office for the Aging 01	\$892,865	\$568,560	\$1,475,327	55.66%	28.90%
8020 - Planning 01	\$84,104	\$77,946	\$1,245,365	85.21%	4.69%
8730 - Forestry 01	\$28,700	\$13,188	\$0	#Error	#Error
8990 - Employee Benefits 01	\$0	\$0	\$30,000	0.00%	0.00%
8992 - Interfund Transfers 01	\$341,000	\$300,000	\$225,000	100.00%	100.00%
01 - General Fund	\$187,762,907	\$181,313,707	\$176,753,825	83.63%	76.93%
9003 - Highway 05	\$15,561,150	\$15,334,102	\$14,163,222	76.34%	81.20%
9004 - Road Machinery 10	\$3,341,170	\$2,116,026	\$1,524,032	101.76%	104.13%
9101 - Solid Waste - Recycling 15	\$3,450,827	\$3,936,233	\$3,366,000	71.17%	87.71%
9006 - Capital 20	\$13,449,052	\$9,557,657	\$57,147,517	18.30%	12.54%
1045 - General Items 21	\$2,960,946	\$1,664,066	\$6,440,972	18.83%	19.38%
6340 - Employment and Training 25	\$1,571,313	\$1,615,810	\$2,300,856	50.83%	52.67%
1436 - Insurance Department 35	\$2,560,889	\$2,516,255	\$1,973,082	100.34%	95.65%
9021 - Health Benefits 40	\$16,698,396	\$18,817,883	\$19,005,248	70.22%	74.26%
9023 - Occupancy Tax 50	\$457,600	\$176,777	\$348,225	98.56%	38.07%
9150 - Debt Service 55	\$2,108,302	\$2,093,151	\$1,906,031	94.48%	82.36%
Total All Funds	\$249,922,550	\$239,141,667	\$284,929,011	66.75%	62.95%

Department	Spending through end of September 2023	Spending through end of September 2024	2024 Amended Budget September = 75.00%	2023 Spending as % of 2023 BUD	2024 Spending as % of 2024 BUD
1010 - Legislative Board 01	\$797,971	\$904,194	\$1,010,520	66.67%	67.11%
1045 - General Items 01	\$36,175,776	\$35,637,774	\$38,089,782	80.13%	70.17%
1165 - District Attorney 01	\$1,671,368	\$1,929,927	\$2,331,393	60.53%	62.08%
1170 - Public Defender 01	\$1,022,105	\$1,232,526	\$1,614,539	50.50%	57.25%
1325 - Treasurers Department 01	\$488,680	\$515,052	\$546,410	70.05%	70.70%
1345 - Purchasing 01	\$386,173	\$397,628	\$499,599	59.67%	59.69%
1355 - Real Property Tax Services 01	\$655,928	\$693,868	\$898,487	58.31%	57.92%
1410 - County Clerk 01	\$1,332,007	\$1,420,620	\$1,623,125	61.78%	65.64%
1420 - County Attorney 01	\$1,673,551	\$2,078,186	\$2,541,615	59.80%	61.32%
1430 - Human Resources 01	\$407,562	\$456,105	\$513,943	58.34%	66.56%
1436 - Insurance Department 01	\$876,553	\$1,340,010	\$1,124,783	92.35%	89.35%
1450 - Board of Elections 01	\$629,562	\$1,489,587	\$1,348,520	55.55%	82.85%
1620 - Buildings 01	\$2,881,547	\$3,223,437	\$3,568,526	68.91%	67.75%
1680 - Information Technology 01	\$1,050,971	\$1,291,901	\$1,486,825	62.68%	65.17%
1910 - Special Items 01	\$282	\$16,750	\$288,326	0.05%	4.36%
2490 - Education 01	\$5,663,727	\$5,760,903	\$4,514,828	98.02%	95.70%
3110 - Sheriff - Criminal & Civil Div 01	\$11,967,555	\$15,085,320	\$16,654,207	63.60%	67.93%
3140 - Probation 01	\$2,780,908	\$2,895,280	\$3,378,709	63.20%	64.27%
3315 - STOP DWI Program 01	\$98,003	\$79,258	\$105,434	64.42%	56.38%
3410 - Fire & Emergency Management 01	\$3,391,196	\$2,996,263	\$5,524,205	43.60%	40.68%
3510 - Dog Control 01	\$242,569	\$262,499	\$323,026	52.65%	60.95%
3620 - Code Enforcement 01	\$422,242	\$500,070	\$548,444	63.12%	68.38%
4050 - Public Health 01	\$6,298,749	\$5,019,581	\$6,812,879	63.04%	55.26%
4310 - Mental Health Services 01	\$11,010,349	\$10,575,084	\$12,717,234	62.51%	62.37%
5610 - Airport 01	\$2,656,545	\$3,184,412	\$3,154,527	71.51%	75.71%
6010 - Social Services Administration 01	\$13,466,280	\$14,498,789	\$16,869,765	62.00%	64.46%
6070 - Services for Recipients 01	\$29,504,682	\$33,714,111	\$36,303,358	63.56%	69.65%
6510 - Veterans Service Agency 01	\$129,442	\$138,694	\$163,360	63.26%	63.68%
6540 - Consumer Affairs - County Seal 01	\$130,453	\$143,350	\$161,214	63.35%	66.69%
6772 - Office for the Aging 01	\$1,665,759	\$1,916,725	\$2,514,215	57.39%	57.18%
8020 - Planning 01	\$442,153	\$425,021	\$1,840,072	56.99%	17.32%
8730 - Forestry 01	\$150,218	\$158,731	\$135,938	86.97%	87.58%
8989 - Public Benefit Agencies 01	\$1,257,143	\$1,549,473	\$1,554,985	70.68%	74.73%
8990 - Employee Benefits 01	\$4,356,077	\$4,394,183	\$5,012,475	62.05%	65.75%
8992 - Interfund Transfers 01	\$22,213,090	\$15,810,667	\$11,858,000	100.00%	100.00%
01 - General Fund	\$167,897,174	\$171,735,976	\$187,633,269	69.79%	68.65%
9003 - Highway 05	\$14,448,937	\$17,264,230	\$16,154,238	70.87%	80.15%
9004 - Road Machinery 10	\$3,039,011	\$3,271,790	\$3,368,339	80.42%	72.85%
9101 - Solid Waste - Recycling 15	\$4,014,984	\$4,505,213	\$4,502,264	74.54%	75.05%
9006 - Capital 20	\$20,319,317	\$50,372,461	\$68,977,279	24.05%	54.77%
1045 - General Items 21	\$4,157,637	\$1,396,791	\$7,283,743	26.02%	14.38%
6340 - Employment and Training 25	\$1,668,141	\$1,763,077	\$2,300,856	53.51%	57.47%
1436 - Insurance Department 35	\$1,707,745	\$1,188,265	\$1,973,082	66.91%	45.17%
9021 - Health Benefits 40	\$17,364,814	\$19,366,232	\$19,005,248	73.03%	76.42%
9023 - Occupancy Tax 50	\$464,300	\$474,300	\$366,975	100.00%	96.93%
9150 - Debt Service 55	\$2,090,512	\$2,063,934	\$1,906,031	93.68%	81.21%
Total All Funds	\$237,172,571	\$273,402,268	\$313,471,324	58.89%	65.41%

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 September 1, 2024 through September 30, 2024 as follows:

DMV Fees:

CC06	Retention	\$ 64,864.19
CC05	Sales Tax Ret	\$ 660.00
CC05	FS-6 Ret	\$ 742.00
Total		\$ 66,266.19

Land Records Fees:

CC07	Recording Fees	\$ 55,742.00
CC07	Filing Fees	\$ 3,601.00
CC07	Passport Fes	\$ 735.00
CC07	Photo Fees	\$ 345.00
CC07	RETT	\$ 400.00
CC07	RP5217 Ret	\$ 2,961.00
CC07	Notary Ret	\$ 180.00
CC07	NY Ed. Ret/RM	\$ 1,346.00
CC07	UCC's	\$ 880.00
CC07	Miscellaneous	\$ 354.00
CC07	General Int.	\$ 1,113.66
CC07	DMV Int.	
CC07	Cover Page Fee	\$ 4,750.00
CC07	Overages	\$ 178.68
CC07	Copy Fees	\$ 3,623.10
CC07	E-Subscription	\$ 4,840.50
Total		\$ 81,049.94

Mortgage Tax Fees:

CC07	Expense	\$ 35,855.41
CC07	Interest	\$ 87.46
Total		\$ 35,942.87

Total By Account

CC05	\$ 1,402.00	
CC06	\$ 40,021.47	
CC07	\$ 104,377.76	
CC08	\$ 9,900.00	
CC50	\$ 1,640.00	
PROJECT TR50	\$ 100.00	
TT61	\$ -	
Total		\$ 157,441.23

Court Record Fees:

CC08	Index Fees	\$ 9,900.00
CC08	Misc. Court	
CC50	County Fines	\$ 1,640.00
Total		\$ 11,540.00

Fees Collected for Other Depts.:

TR50	Stop DWI	\$ 100.00
TO761	Deposit Into Court	\$ -
Total		\$ 100.00

Adjustments (Deductions):

CC06	DMV Online Revenue:	
CC06	DMV Retention (Credit Card)	\$ 24,842.72
		\$ -
Total		\$ 24,842.72

CC07	Credit Cards	\$ 11,544.05
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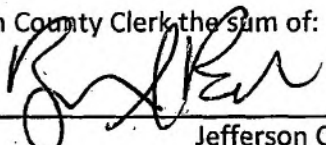
CC07	Notaries: Vouchers	\$ 180.00
		\$ -
		\$ -
Total		\$ 180.00

CC07	Incorporations:	\$ 891.00
		\$ -
		\$ -
Total		\$ 891.00

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

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ 157,441.23

10/2/24
Date



Jefferson County Treasurer/Deputy

Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual/ Rebates	Total	Adopted Budget	Surplus (Shortfall)
2024	1,921,916	1,974,502	2,172,724	2,387,400	2,806,454	2,094,421	2,487,230	2,432,222	2,037,901				-348,710	19,966,060	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	-2,388,665	22,145,474	22,000,000	-145,474
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	-726,406
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	1,527,133
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	-162,639
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	-233,649
2014	1,278,930	1,130,181	1,468,292	1,665,269	1,460,980	1,536,745	1,449,695	1,374,535	1,203,417	1,289,949	1,380,933	1,362,655	275,388	16,876,970	16,000,000	-876,970
2013	579,446	894,308	1,505,686	1,533,248	1,273,873	1,186,989	924,809	1,435,050	1,133,361	1,286,329	1,208,752	1,523,899	702,604	15,188,353	16,000,000	811,647
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	1,326,764
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	2,872,027
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	1,594,544
Monthly Average Percent	7.48%	8.17%	9.34%	7.80%	8.35%	8.22%	8.18%	8.31%	8.65%	8.81%	8.13%	8.56%	-1.90%			

Estimated Cost Scenarios 2024 Budget 23,500,000

Average % compared to rest of years

2017-2023 Average Cost percentage by month/year total	77.40%
Estimated 2024 Cost	25,794,710 (2,294,710)
2023 Cost percentage by month/year total	79.85%
Estimated 2024 Cost	25,005,874 (1,505,874)
Straight 12 Month Cost by average month to date	26,115,142 (2,615,142)