



# Finance & Administration Committee

## Committee Meeting

60 Central Ave  
Cortland, NY 13045  
<https://www.cortlandcountyny.gov>

~ Minutes ~

Tuesday, April 15, 2025

9:00 AM

Room 302

### CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Cathy Bischoff

| Attendee Name      | Organization    | Title                                        | Status  | Arrived |
|--------------------|-----------------|----------------------------------------------|---------|---------|
| Beau Harbin        | Cortland County | Committee Member                             | Present |         |
| Linda Jones        | Cortland County | Committee Member                             | Present |         |
| Joseph Nauseef     | Cortland County | Committee Member                             | Present |         |
| Sandra Price       | Cortland County | Committee Member                             | Present |         |
| Eugene Waldbauer   | Cortland County | Committee Member                             | Present |         |
| William McGovern   | Cortland County | Committee Vice-Chair                         | Present |         |
| Cathy Bischoff     | Cortland County | Committee Chair                              | Present |         |
| Savannah Hempstead | Cortland County | Clerk of the Legislature                     | Present |         |
| Rob Corpora        | Cortland County | County Administrator                         | Present |         |
| Andrea Herzog      | Cortland County | Director of Finance                          | Present |         |
| Stephen Trobert    | Cortland County | Manager of Audit & Financial Projects        | Present |         |
| Melanie Vilardi    | Cortland County | Deputy County Administrator                  | Present |         |
| Morgan Spaulding   | Cortland County | Grants Administrator                         | Present |         |
| Laura Fox          | Cortland County | Real Property Tax Services                   | Present |         |
| Patty Schaap       | Cortland County | Director of Community Mental Health Services | Present |         |
| Kevin Fitch        | Cortland County | Chair of the Legislature                     | Late    | 9:04 AM |
| Paul Heider        | Cortland County | Legislator                                   | Late    | 9:04 AM |
| Ronald J. Van Dee  | Cortland County | Legislator                                   | Late    | 9:07 AM |
| Kristen Monroe     | Cortland County | Commissioner of Social Services              | Late    | 9:11 AM |
| Ashley Millard     | Cortland County | Deputy Clerk of the Legislature              | Remote  |         |
| Nicole Compton     | Cortland        | Executive Assistant                          | Remote  |         |

|                 |                 |                            |        |  |
|-----------------|-----------------|----------------------------|--------|--|
|                 | County          |                            |        |  |
| Nicole Anjeski  | Cortland County | Director of Public Health  | Remote |  |
| Carlita Withers | Cortland County | Deputy Director of Finance | Remote |  |
| Don Chu         | Cortland        | Resident                   | Remote |  |

## MINUTES

1. Finance & Administration Committee - Committee Meeting - Mar 18, 2025 9:00 AM

|                                |
|--------------------------------|
| <b>RESULT:</b> <b>APPROVED</b> |
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2. Finance & Administration Committee - Special Meeting - Mar 27, 2025 4:45 PM

|                                |
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| <b>RESULT:</b> <b>APPROVED</b> |
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## RESOLUTIONS

### AGENDA ITEM NO. 1 – Implementing a Hiring Pause for Cortland County

|                                         |
|-----------------------------------------|
| <b>RESULT:</b> <b>APPROVED [6 TO 1]</b> |
|-----------------------------------------|

**Next: 4/24/2025 6:00 PM**

**MOVER:** William McGovern, Committee Vice-Chair

**SECONDER:** Joseph Nauseef, Committee Member

**AYES:** Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff

**NAYS:** Linda Jones

### ON MOTION OF BISCHOFF

### RESOLUTION NO.

#### **Implementing a Hiring Pause for Cortland County**

WHEREAS, Cortland County is currently facing significant financial pressures due to unfunded state mandates, rising operational costs, and other fiscal constraints; AND

WHEREAS, in order to maintain fiscal responsibility and preserve essential services, it is necessary to take proactive measures to control expenditures, including a temporary pause on hiring new personnel; AND

WHEREAS, certain exceptions may be warranted in order to ensure the continuity of critical services and public safety; NOW THEREFORE BE IT

RESOLVED, that effective immediately, a hiring pause is hereby implemented for all Cortland County departments, agencies, and offices; AND BE IT FURTHER

RESOLVED, that this hiring pause shall apply to all full-time, part-time, and temporary positions, whether vacant or anticipated, including but not limited to those in union, non-union, and management categories; AND BE IT FURTHER

RESOLVED, that the following exceptions to the hiring pause shall be permitted:

- Director of Office for Aging
- Seasonal Workers
- Correction Officers (up to four (4) new positions)

; AND BE IT FURTHER

RESOLVED, that this hiring pause shall remain in effect until June 30, 2025.

### Referred from Building & Grounds Committee

AGENDA ITEM NO. 2 – Amend Resolution No. 324-15 Expanding the Utilization of the Buildings & Grounds Capital Project Reserve

**RESULT:**           **APPROVED [UNANIMOUS]**

**Next: 4/24/2025 6:00 PM**

**MOVER:**           Beau Harbin, Committee Member

**SECONDER:**   Sandra Price, Committee Member

**AYES:**           Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF HEIDER**

**RESOLUTION NO.**

#### **Amend Resolution No. 324-15 Expanding the Utilization of the Buildings & Grounds Capital Project Reserve**

WHEREAS, Resolution No. 324-15 established the Building and Grounds Capital Project Reserve for the purpose of funding major building repairs for County-owned facilities; AND

WHEREAS, the County recognizes the need to address significant capital improvements not only to buildings but also to County grounds, including but not limited to infrastructure upgrades, site improvements, and outdoor projects; AND

WHEREAS, expanding the scope of the Building and Grounds Capital Project Reserve will allow for a more comprehensive approach to maintaining and improving County-owned properties; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends Resolution No. 324-15 to authorize the use of funds from the Building and Grounds Capital Project Reserve for projects on County grounds, in addition to building repairs; AND BE IT FURTHER

RESOLVED, that all expenditures from the Building and Grounds Capital Project Reserve shall require legislative approval; AND BE IT FURTHER

RESOLVED, that this resolution shall take effect immediately.

### Referred from Highway Committee

AGENDA ITEM NO. 3 – Award Bid for Cortland County Landfill Stage 3 Closure Project – Highway Department

**RESULT:**           **APPROVED [UNANIMOUS]**

**Next: 4/24/2025 6:00 PM**

**MOVER:**           Sandra Price, Committee Member

**SECONDER:**   Linda Jones, Committee Member

**AYES:**           Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF NEWELL**

**RESOLUTION NO.**

#### **Award Bid for Cortland County Landfill Stage 3 Closure Project – Highway Department**

WHEREAS, the Cortland County Highway Department advertised for bids for the Stage 3 Closure at the Cortland County Landfill; AND

WHEREAS, sealed bids were opened on March 27, 2025 at 2:00 P.M. at the Highway Administration Building; AND

WHEREAS, the bids received are as follows:

| <u>BIDDERS</u>                                                                          | <u>BID AMOUNT</u> |
|-----------------------------------------------------------------------------------------|-------------------|
| R&L Development Company<br>153 Swan Lake Lane<br>PO Box 529<br>New Alexandria, PA 15670 | \$1,695,232.00    |
| Adhan Piping Co., Inc.<br>1865 State Route 13<br>Cortland, NY 13045                     | \$1,877,000.00    |
| Mohawk Valley Materials, Inc.<br>1914 Black River Road<br>N. Rome, NY 13440             | \$2,043,581.22    |
| ZMK Construction, Inc.<br>3430 State Route 434<br>Apalachin, NY 13732                   | \$2,100,000.00    |
| Rifenburg Construction, Inc.<br>5834 State Route 5<br>Herkimer, NY 13350                | \$2,186,969.00    |
| Byler Excavating, LLC<br>745 Martin Hill Road<br>Harpursville, NY 13787                 | \$2,257,750.00    |

; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the Cortland County Legislature hereby awards the Landfill Stage 3 Closure Agreement to the lowest responsible bidder, being R&L Development Company, 153 Swan Lake Ln., PO Box 529, New Alexandria, PA 15670; for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to sign an agreement with R&L Development Company for an amount not to exceed \$1,695,232.00; AND BE IT FURTHER

RESOLVED, that the Landfill Closure Reserve, EL.386300.LDCL be used for all expenditures related to the Landfill Stage 3 Closure project; AND BE IT FURTHER

RESOLVED, the 2025 Budget be amended as follows:

INCREASE:

EL81605.52100.8167 Land & Land Improvements \$1,695,232

EL.359900 Appropriated Fund Balance \$1,695,232

AGENDA ITEM NO. 4 – Authorize Agreement - New York State - Cold Brook Rd. - Over Cold Brook Creek Culvert Replacement, CR102 - Highway Department

**RESULT: APPROVED [UNANIMOUS]**

**Next: 4/24/2025 6:00 PM**

**MOVER:** Sandra Price, Committee Member

**SECONDER:** Beau Harbin, Committee Member

**AYES:** Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF NEWELL**

**RESOLUTION NO.**

**Authorize Agreement - New York State - Cold Brook Rd. - Over Cold Brook Creek Culvert Replacement, CR102 - Highway Department**

WHEREAS, the Project for the Cold Brook Rd. over Cold Brook Creek Culvert Replacement (CR 102) Replacement Project was awarded funding under the BRIDGE-NY 2023 Program, that calls for the apportionment of the costs of such program to be borne with 100% State Funds; AND

WHEREAS, the Highway Committee desires to authorize the implementation, and funding in the first instance, 100% of the State funded eligible costs of a Transportation Aid project, and appropriating funds therefore; AND

WHEREAS, Cortland County is the Project Sponsor and is legally empowered to declare itself to act as Lead Agency under SEQRA as the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations 6 NYCRR Part 617 ( the “Regulations”); AND

WHEREAS, the proposed project meets the criteria established for a SEQRA Type II Action, per NYCRR Section 617.5, Subdivision (c), Item 2, and does not meet or exceed any thresholds in Section 617.4; AND

WHEREAS, the project has been identified as a SEQRA Type II Action; NOW THEREFORE BE IT

RESOLVED, the County hereby concurs that the Project to replace the Cold Brook Rd over Cold Brook Creek Culvert Replacement can be classified as a Type II Action under SEQRA, and no further review under SEQRA is required; NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby approves the above-subject project; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the project shall be completed within thirty (30) months; AND BE IT FURTHER

RESOLVED, that the County Legislature hereby authorizes the County of Cortland to pay in the first instance 100% of the State share of the cost of Scoping, Design, Construction and Construction Inspection for the Project or portions thereof; AND BE IT FURTHER

RESOLVED, that the Cortland County Director of Finance is hereby authorized and directed to

establish appropriation accounts in the amount of \$1,500,000.00 and a revenue account for the State share and the 2025 Budget be modified as follows:

INCREASE:

|                     |                   |                |
|---------------------|-------------------|----------------|
| HH512243.43597.CBCC | State Aid Revenue | \$1,500,000.00 |
| HH51225.54055.CBCC  | PE/Design         | \$ 205,000.00  |
| HH51225.52800.CBCC  | Construction      | \$1,260,000.00 |
| HH51225.52100.CBCC  | ROW               | \$ 35,000.00   |

; AND BE IT FURTHER

RESOLVED, that in the event the full State share of costs of the project exceeds the amount appropriated, the Legislature of Cortland County shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof; AND BE IT FURTHER

RESOLVED, that the Chair of the County Legislature of Cortland County be and hereby is authorized and directed to execute all necessary Agreements, certifications or reimbursement as approved to form by the County Attorney or designee on behalf of the County of Cortland in connection with the advancement or approval of the Project; AND BE IT FURTHER

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, this Resolution shall take effect immediately.

AGENDA ITEM NO. 5 – Authorize Agreement - New York State - Pine Hill Rd. Over Hunts Creek Bridge Replacement, BIN 2207300 - Highway Department

**RESULT: APPROVED [UNANIMOUS]**

**Next: 4/24/2025 6:00 PM**

**MOVER:** Linda Jones, Committee Member

**SECONDER:** Beau Harbin, Committee Member

**AYES:** Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF NEWELL**

**RESOLUTION NO.**

**Authorize Agreement - New York State - Pine Hill Rd. Over Hunts Creek Bridge Replacement,  
BIN 2207300 - Highway Department**

WHEREAS, the Project for the Pine Hill Rd over Hunts Creek Bridge Replacement (BIN 2207300) Replacement Project was awarded funding under the BRIDGE-NY Program, that calls for the apportionment of the costs of such program to be borne with 95% Federal Funds; AND

WHEREAS, the Highway Committee desires to authorize the implementation, and funding in the first instance, 95% of the Federally funded eligible costs of a Transportation Aid project, and appropriating funds therefore; AND

WHEREAS, the Town of Freetown and the Town of Marathon are funding the local share for the project at 2.5% each, for a total of the 5% local share; AND

WHEREAS, Cortland County is the Project Sponsor and is legally empowered to declare itself to

act as Lead Agency under SEQRA as the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations 6 NYCRR Part 617 ( the “Regulations”); AND

WHEREAS, the proposed project meets the criteria established for a SEQRA Type II Action, per NYCRR Section 617.5, Subdivision (c), Item 2, and does not meet or exceed any thresholds in Section 617.4; AND

WHEREAS, the project has been identified as a SEQRA Type II Action; NOW THEREFORE BE IT

RESOLVED, the County hereby concurs that the Project to replace the Pine Hill Rd over Hunts Creek Bridge Replacement (BIN 2207300) can be classified as a Type II Action under SEQRA, and no further review under SEQRA is required; NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby approves the above-subject project; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the project shall be completed within thirty (30) months; AND BE IT FURTHER

RESOLVED, that the County Legislature hereby authorizes the County of Cortland to pay in the first instance 95% of the Federal share of the cost of Scoping, Design, Construction and Construction Inspection for the Project or portions thereof; AND BE IT FURTHER

RESOLVED, that the Cortland County Director of Finance is hereby authorized and directed to establish appropriation accounts in the amount of \$2,386,763.00 and revenue accounts for the Federal and local shares and the 2025 Budget be modified as follows:

INCREASE:

|                     |                            |                 |
|---------------------|----------------------------|-----------------|
| HH512244.44597.PHBR | Federal Revenue            | \$ 2,267,425.00 |
| HH512242.42397.PHBR | Local Share - Other Gov'ts | \$ 119,338.00   |
| HH51225.54055.PHBR  | PE/Design                  | \$ 356,250.00   |
| HH51225.52800.PHBR  | Construction               | \$ 2,016,263.00 |
| HH51225.52100.PHBR  | ROW                        | \$ 14,250.00    |

; AND BE IT FURTHER

RESOLVED, that in the event the full Federal share costs of the project exceeds the amount appropriated, the Legislature of Cortland County shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof; AND BE IT FURTHER

RESOLVED, that the Chair of the County Legislature of Cortland County be and is hereby authorized and directed to execute all necessary Agreements, certifications or reimbursement as approved to form by the County Attorney or designee on behalf of the County of Cortland in connection with the advancement or approval of the Project; AND BE IT FURTHER

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, this Resolution shall take effect immediately.

## Referred from Government Operations Committee

AGENDA ITEM NO. 6 – Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

**RESULT:           APPROVED [UNANIMOUS]**

**Next: 4/24/2025 6:00 PM**

**MOVER:**           Sandra Price, Committee Member

**SECONDER:**       Beau Harbin, Committee Member

**AYES:**            Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF NAUSEEF**

**RESOLUTION NO.**

**Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk**

WHEREAS, the Cortland County Legislature adopted Resolution No. 76-23, “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County”; AND

WHEREAS, the request for special legislation was approved and the Cortland County Legislature adopted Local Law No. 9 of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County; AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2025); AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County that receives this revenue if this source of revenue were to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 6- 25 authorizing a “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County” for 2025; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests that the necessary information and forms be forwarded to the County Legislature in order that an appropriate Home Rule Request can be acted upon by this body; AND BE IT FURTHER

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law §253-v, extending the expiration date from December 1, 2025 to December 1, 2027; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb, New York State Assemblymember Anna Kelles, and New York State Assemblymember Jeff Gallahan in order to request the introduction of Home Rule Legislation regarding this matter.

## Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 7 – Authorization to Create Law Enforcement Reserve and Appropriate Funding

**RESULT:**           **APPROVED [6 TO 1]**

**Next: 4/24/2025 6:00 PM**

**MOVER:**           Sandra Price, Committee Member

**SECONDER:**   Eugene Waldbauer, Committee Member

**AYES:**           Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**NAYS:**           Beau Harbin

**ON MOTION OF PRICE**

**RESOLUTION NO.**

### **Authorization to Create Law Enforcement Reserve and Appropriate Funding**

WHEREAS, a Traffic Diversion Program was created in 2020; AND

WHEREAS, in 2023, the program was discontinued; AND

WHEREAS, after paying the respective municipal partners, \$183,842.41 in funding remains in the bank account; AND

WHEREAS, it is the recommendation of the Judiciary & Public Safety Committee to move these funds into a reserve account for one time purchases which are law enforcement related; AND

WHEREAS, the District Attorney has requested the use of these funds to purchase five (5) laptops for District Attorneys at a cost not to exceed \$10,000, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby establishes a Law Enforcement Reserve (Account No. A.386300.DATDP): AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby directed to deposit the remaining \$183,842.41 of funding from the Traffic Diversion Program into the Law Enforcement Reserve (Account No. A.386300.DATDP); AND BE IT FURTHER

RESOLVED, that approved allocations from this reserve must be for one time purchases that are law enforcement related; AND BE IT FURTHER

RESOLVED, that all approvals for use of the Law Enforcement Reserve (Account No. A.386300.DATDP) must be approved by the Judiciary & Public Safety Committee, or any subsequent name of the committee as it may be amended, and the Cortland County Legislature; AND BE IT FURTHER

RESOLVED, the District Attorney be and hereby is authorized to purchase five (5) laptops at a cost not to exceed \$10,000 using Law Enforcement Reserve monies; AND BE IT FURTHER

RESOLVED, the 2025 General Fund budget be amended as follows:

INCREASE:

|              |                    |          |
|--------------|--------------------|----------|
| A11655.52060 | Computer Equipment | \$10,000 |
|--------------|--------------------|----------|

**Referred from Ag/Planning/Environmental Committee****Referred from Health & Human Services**

AGENDA ITEM NO. 8 – Create Senior Mental Health Clinician

**RESULT:           APPROVED [6 TO 1]****Next: 4/24/2025 6:00 PM****MOVER:**           Sandra Price, Committee Member**SECONDER:**       Beau Harbin, Committee Member**AYES:**            Harbin, Jones, Nauseef, Price, Waldbauer, McGovern**NAYS:**            Cathy Bischoff**ON MOTION OF VAN DEE****RESOLUTION NO.****Create Senior Mental Health Clinician**

WHEREAS, the needs of the agency will be better served by creating one per diem position of Senior Mental Health Clinician; AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one per diem position of Senior Mental Health Clinician (Grade 28, 38.3309-48.5172/hr, CSEA, non-competitive class, per diem, up to 17 hrs/week, no benefits), be created with approval to fill on April 24, 2025.

## Monthly Reports

1. Real Property Tax Services Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. County Administrator Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
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3. Finance Reports for April F&A Meeting

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
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## DISCUSSION ITEMS

1. 2024 Budget Over & Under

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
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2. Summary of 2024

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

3. Registry of Short Term Rentals

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

4. Audit Discussion

It was MOVED by Ms. Jones, seconded by Mr. Nauseef, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the removal of a particular corporation, with Stephen Trobert, Andrea Herzog and Victoria Monty permitted to stay in the room. MOTION CARRIED.

An executive session was held from 10:09 a.m. to 11:34 a.m., at which time on motion of Mr. McGovern, seconded by Mr. Waldbauer, it was unanimously approved by voice vote to exit executive session.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
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5. Review of Finance & Administration Goals- Assignments

|                |                                            |
|----------------|--------------------------------------------|
| <b>RESULT:</b> | <b>POSTPONED TO DATE CERTAIN (NO VOTE)</b> |
|----------------|--------------------------------------------|

|                                |
|--------------------------------|
| <b>Next: 5/13/2025 9:00 AM</b> |
|--------------------------------|

6. Role of the Finance & Administration Committee

|                |                                            |
|----------------|--------------------------------------------|
| <b>RESULT:</b> | <b>POSTPONED TO DATE CERTAIN (NO VOTE)</b> |
|----------------|--------------------------------------------|

|                                |
|--------------------------------|
| <b>Next: 5/13/2025 9:00 AM</b> |
|--------------------------------|

7. Recess

Mr. Harbin MADE A MOTION TO RECESS until noon, Ms. Jones SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

A recess was held from 11:37 AM to 12:00 PM.

8. BLS Fly Car/Certificate of Need

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

**Adjournment**

The meeting was closed at 12:26 PM



# Finance & Administration Committee

## Committee Meeting

60 Central Ave  
Cortland, NY 13045

<https://www.cortlandcountyny.gov>

~ Minutes ~

Tuesday, March 18, 2025

9:00 AM

Room 302

### CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Cathy Bischoff

| Attendee Name      | Organization    | Title                                 | Status  | Arrived | Departed |
|--------------------|-----------------|---------------------------------------|---------|---------|----------|
| Beau Harbin        | Cortland County | Committee Member                      | Present |         |          |
| Linda Jones        | Cortland County | Committee Member                      | Present |         |          |
| Joseph Nauseef     | Cortland County | Committee Member                      | Present |         |          |
| Sandra Price       | Cortland County | Committee Member                      | Present |         |          |
| Eugene Waldbauer   | Cortland County | Committee Member                      | Present |         |          |
| William McGovern   | Cortland County | Committee Vice-Chair                  | Present |         |          |
| Cathy Bischoff     | Cortland County | Committee Chair                       | Present |         |          |
| Savannah Hempstead | Cortland County | Clerk of the Legislature              | Present |         |          |
| Rob Corpora        | Cortland County | County Administrator                  | Present |         |          |
| Andrea Herzog      | Cortland County | Director of Finance                   | Present |         |          |
| Stephen Trobert    | Cortland County | Manager of Audit & Financial Projects | Present |         |          |
| Paul Heider        | Cortland County | Legislator                            | Present |         |          |
| Melanie Vilardi    | Cortland County | Deputy County Administrator           | Present |         |          |
| Morgan Spaulding   | Cortland County | Grants Administrator                  | Present |         |          |
| Laura Fox          | Cortland County | Real Property Tax Services            | Present |         |          |
| Nicole Anjeski     | Cortland County | Director of Public Health             | Present |         |          |
| Kristen Monroe     | Cortland County | Commissioner of Social Services       | Present |         |          |
| Kevin Fitch        | Cortland County | Chair of the Legislature              | Remote  | 9:20 AM | 10:12 AM |
| Ashley Millard     | Cortland County | Deputy Clerk of the Legislature       | Remote  |         |          |
| Nicole Compton     | Cortland County | Executive Assistant                   | Remote  |         |          |
| Kim Cameron        | Cortland        | Resident                              | Remote  |         |          |

Minutes Acceptance: Minutes of Mar 18, 2025 9:00 AM (MINUTES)

|  |        |  |  |  |  |
|--|--------|--|--|--|--|
|  | County |  |  |  |  |
|--|--------|--|--|--|--|

## MINUTES

1. Finance & Administration Committee - Committee Meeting - Feb 18, 2025 9:00 AM

|                |                 |
|----------------|-----------------|
| <b>RESULT:</b> | <b>APPROVED</b> |
|----------------|-----------------|

## RESOLUTIONS

AGENDA ITEM NO. 1 – Local Law "C" of 2025 - a Local Law to Repeal Local Law 7 of 2024, a Local Law Overriding Tax Levy Limit for Fiscal Year 2025

|                |                             |
|----------------|-----------------------------|
| <b>RESULT:</b> | <b>APPROVED [UNANIMOUS]</b> |
|----------------|-----------------------------|

**Next: 3/27/2025 6:00 PM**

**MOVER:** Sandra Price, Committee Member

**SECONDER:** William McGovern, Committee Vice-Chair

**AYES:** Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF BISCHOFF**

**RESOLUTION NO.**

**Local Law "C" of 2025 - a Local Law to Repeal Local Law 7 of 2024, a Local Law Overriding Tax Levy Limit for Fiscal Year 2025**

WHEREAS, the New York State Legislature enacted General Municipal Law §3-c, which establishes a limit upon real property tax levies by local governments; AND

WHEREAS, pursuant to General Municipal Law §3-c (5), a local government may adopt a budget in excess of the tax levy limit only if the governing body of such local government first enacts a local law to override the tax levy limit for the coming fiscal year only; AND

WHEREAS, the Cortland County legislature adopted the 2025 property tax cap override with Resolution No. 212-24 (Local Law No. 7 of 2024) on October 24, 2024; AND

WHEREAS, New York State law requires the repealing of said override if the County is under the property tax cap to assure that county residents receive a Property Tax Cap refund check; AND

WHEREAS, the proposed Local Law has sat on Legislator's desks for seven days, and a public hearing was held on March 27, 2025; NOW THEREFORE

BE IT ENACTED, by the Cortland County Legislature, Local Law "C" of 2025 - a Local Law to Repeal Local Law 7 of 2024, a Local Law Overriding Tax Levy Limit for Fiscal Year 2025, effective upon filing with the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

AGENDA ITEM NO. 2 – Amend 2025 Budget - Retiree Health Insurance

|                |                             |
|----------------|-----------------------------|
| <b>RESULT:</b> | <b>APPROVED [UNANIMOUS]</b> |
|----------------|-----------------------------|

**Next: 3/27/2025 6:00 PM**

**MOVER:** Eugene Waldbauer, Committee Member

**SECONDER:** William McGovern, Committee Vice-Chair

**AYES:** Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF BISCHOFF**

**RESOLUTION NO.**

Minutes Acceptance: Minutes of Mar 18, 2025 9:00 AM (MINUTES)

## Amend 2025 Budget - Retiree Health Insurance

WHEREAS, in reviewing the 2025 Budget, it has been noted that the estimated County share of retiree health insurance is under budgeted; AND

WHEREAS, after reviewing the 2025 budget, it has been determined the County share of retiree health insurance needs to be increased; NOW THEREFORE BE IT

RESOLVED, the 2025 Cortland County Budget be and hereby is amended as follows:

Increase:

|              |                           |             |
|--------------|---------------------------|-------------|
| A90605.58060 | Health Ins                | \$2,300,000 |
| A.359900     | Appropriated Fund Balance | \$2,300,000 |

AGENDA ITEM NO. 3 – Resolution Authorizing the County to Issue Notice of Termination of Sales Tax Agreement with the City of Cortland

**RESULT:           APPROVED [6 TO 1]**

**Next: 3/27/2025 6:00 PM**

**MOVER:**           Linda Jones, Committee Member

**SECONDER:**       Joseph Nauseef, Committee Member

**AYES:**            Harbin, Jones, Nauseef, Waldbauer, McGovern, Bischoff

**NAYS:**            Sandra Price

**ON MOTION OF BISCHOFF**

**RESOLUTION NO.**

**Resolution Authorizing the County to Issue Notice of Termination of Sales Tax Agreement with the City of Cortland**

WHEREAS, the existing Sales Tax Agreement between Cortland County and the City of Cortland, entered into on August 9, 2018, is set to continue through December 31, 2028, with an allowance for either party to terminate the agreement after June 1, 2023, upon providing six (6) months' notice and obtaining a two-thirds (2/3) majority vote of its governing board, as stated in the agreement; AND

WHEREAS, the City of Cortland Common Council previously adopted Resolution No. 62 on May 21, 2024, issuing notice of intent to terminate the existing sales tax agreement effective November 21, 2024, for the purpose of renegotiating a new agreement with the County of Cortland, but later rescinded that notice through Resolution No. 125 of 2024, adopted on October 15, 2024; AND

WHEREAS, Cortland County bears the responsibility of providing numerous state-mandated services, placing a significant financial burden on the County, and seeks a more equitable distribution of sales tax revenue that better reflects the needs and obligations of the County government; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 37-24 authorizing the creation of and appointment of members to the Cortland County Sales Tax Review Sharing Committee; AND

WHEREAS, the Cortland County Sales Tax Sharing Review Committee has recommended that the County issue a formal six-month notice of termination of the existing Sales Tax Agreement in accordance with the contractual provisions, in order to facilitate meaningful negotiations with the City of

Minutes Acceptance: Minutes of Mar 18, 2025 9:00 AM (MINUTES)

Cortland regarding a new agreement; AND

WHEREAS, the Sales Tax Sharing Review Committee further recommends that two members of the Committee be designated to participate in discussions with the City of Cortland as part of the negotiation process; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the formal six-month notice of termination of the existing Sales Tax Agreement between Cortland County and the City of Cortland, as permitted under the contract, in order to facilitate meaningful negotiations with the City of Cortland regarding a new agreement; AND BE IT FURTHER

RESOLVED, that the following two members of the Cortland County Sales Tax Sharing Review Committee shall be designated and are hereby authorized to engage in discussions with the City of Cortland and take all necessary steps to facilitate these negotiations:

Paul Heider & Cathy Bischoff

; AND BE IT FURTHER

RESOLVED, that this Resolution be and hereby is effective March 28, 2025; AND BE IT FURTHER

RESOLVED, that a copy of this resolution be provided to the Mayor of the City of Cortland, the City Common Council, and all relevant County and municipal officials.

### Referred from Building & Grounds Committee

AGENDA ITEM NO. 4 – Authorize Agreement with Pathfinder, Now IMEG, for Cortland County Courthouse HVAC Project

**RESULT:**           **APPROVED [UNANIMOUS]**

**Next: 3/27/2025 6:00 PM**

**MOVER:**           Beau Harbin, Committee Member

**SECONDER:**       Joseph Nauseef, Committee Member

**AYES:**            Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF HEIDER**

**RESOLUTION NO.**

### **Authorize Agreement with Pathfinder, Now IMEG, for Cortland County Courthouse HVAC Project**

WHEREAS, Cortland County has received, on behalf of Assemblymember Anna Kelles, \$2.2 Million in funding through the Community Resiliency, Economic Sustainability and Technology (CREST) Program; AND

WHEREAS, these funds will support capital costs associated with replacing the HVAC system in the Cortland County Courthouse; AND

WHEREAS, the County solicited for Statement of Qualifications (SOQ) from consultants for the Courthouse HVAC Project; AND

WHEREAS, upon evaluation of the submitted SOQ's, ratings and interviews, Pathfinder, now IMEG, was selected by a committee consisting of members of the Building and Grounds Committee, the Superintendent and Deputy Superintendent of Highways; AND

WHEREAS, the Buildings and Grounds Committee of the Cortland County Legislature recommends entering into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump system, alternate system(s), and provide an engineer's estimate; AND

WHEREAS, the fee for the feasibility studies and engineer's estimate for said project is \$62,940; AND

WHEREAS, the funds will be appropriated in Account No.HH16205.54055.CHINT; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves entering into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump system, alternate systems, and an engineer's estimate for a cost not to exceed \$70,000; AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval, by the County Attorney or designee, is hereby authorized to enter into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump System, alternate system(s), and provide an engineer's estimate, for a cost not to exceed \$70,000.

### **Referred from Highway Committee**

### **Referred from Government Operations Committee**

### **Referred from Judiciary & Public Safety Committee**

### **Referred from Ag/Planning/Environmental Committee**

AGENDA ITEM NO. 5 – Amend 2025 Budget/Accept New York State Operating Assistance (STOA) SFY 2024-25 Additional "Clean Up"

**RESULT:**            **APPROVED [UNANIMOUS]**

**Next: 3/27/2025 6:00 PM**

**MOVER:**            Beau Harbin, Committee Member

**SECONDER:**      Sandra Price, Committee Member

**AYES:**             Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF HARBIN**

**RESOLUTION NO.**

**Amend 2025 Budget/Accept New York State Operating Assistance (STOA) SFY 2024-25 Additional "Clean Up"**

WHEREAS, the Public Transportation Bureau has sent vouchers to the New York State Comptroller that distributes the SFY 2024-2025 State Wide Mass Transportation Operating Assistance (STOA) "Clean Up" payments to the upstate formula bus systems; AND

WHEREAS, these payments distribute the remaining 2024-2025 STOA appropriation balances for the upstate formula bus systems; AND

WHEREAS, Resolution No. 245-24 authorized Cortland County to amend the 2024 budget to fund an agreement with First Transit, Inc., dba Transdev, to provide public transportation services during the County's transition to Centro; AND

WHEREAS, Cortland County has received SFY 2024-2025 STOA “Clean-Up” funds in the amount of \$302,042.50 from the New York State Department of Transportation under the State Wide Mass Transportation Operating Assistance, which will go back into the fund balance; NOW THEREFORE BE IT

RESOLVED, the 2025 budget be amended as follows:

Increase:

|               |                           |              |
|---------------|---------------------------|--------------|
| A563044-43589 | MISC STATE TRANSPORTATION | \$302,042.50 |
| A390900       | FUND BALANCE              | \$302,042.50 |

## Referred from Health & Human Services

AGENDA ITEM NO. 6 – Accept Funds HUD Healthy Homes Production Grant - Health Department

**RESULT:**        **APPROVED [UNANIMOUS]**

**Next: 3/27/2025 6:00 PM**

**MOVER:**        Sandra Price, Committee Member

**SECONDER:**   Eugene Waldbauer, Committee Member

**AYES:**        Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF VAN DEE

RESOLUTION NO.

### Accept Funds HUD Healthy Homes Production Grant - Health Department

WHEREAS, The U.S. Department of Housing and Urban Development (HUD has awarded \$1,933,255.30 to the Cortland County Health Department; AND

WHEREAS, these funds will be used to address multiple childhood diseases and injuries in the home by focusing on housing-related hazards in a coordinated fashion. The program will expand the Health Department’s efforts to address a variety of high-priority environmental health and safety hazards; AND

WHEREAS, the Cortland County Health Department will partner and contract with CAPCO and RHI to help facilitate the grant deliverables; NOW THEREFORE BE IT,

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute all documents related to the HUD Health Homes Production Grant; AND BE IT FURTHER

RESOLVED, that the 2025 Adopted County Budget is hereby amended as follows:

Increase Revenue:

|                  |                         |                |
|------------------|-------------------------|----------------|
| A40115.44401.HUD | PUBLIC HEALTH - FEDERAL | \$1,933,255.30 |
|------------------|-------------------------|----------------|

Increase Expenditure:

|                  |                     |                |
|------------------|---------------------|----------------|
| A40115.51005.HUD | PERSONAL SERV       | \$62,131.48    |
| A40115.54815.HUD | CONTRACTED SERVICES | \$1,843,148.77 |
| A40115.58020.HUD | RETIREMENT          | \$8,698.41     |
| A40115.58030.HUD | FICA                | \$4,753.06     |

Minutes Acceptance: Minutes of Mar 18, 2025 9:00 AM (MINUTES)

|                  |            |             |
|------------------|------------|-------------|
| A40115.58060.HUD | HEALTH INS | \$14,523.58 |
|------------------|------------|-------------|

# AGENDA ITEM NO. 7 – Accept Funds Performance Incentive Initiative 2024-Health Department

**RESULT:**           **APPROVED [UNANIMOUS]**

**Next: 3/27/2025 6:00 PM**

**MOVER:**           Sandra Price, Committee Member

**SECONDER:**   Eugene Waldbauer, Committee Member

**AYES:**           Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF VAN DEE**

**RESOLUTION NO.**

## **Accept Funds Performance Incentive Initiative 2024-Health Department**

WHEREAS, the New York State Dept. of Health has awarded the Cortland County Health Dept. \$20,286 for the 2024 Article Six Year 12 Performance Incentive; AND

WHEREAS, these funds will be used to support costs associated with chronic disease prevention focusing specifically on implementation of active community strategies for promoting physical activity; NOW THEREFORE BE IT

RESOLVED, the 2025 adopted budget is hereby amended as follows:

Increase Expenditure:

|                   |             |          |
|-------------------|-------------|----------|
| A40105.54060.4000 | Advertising | \$20,286 |
|-------------------|-------------|----------|

Increase Revenue:

|                   |                         |          |
|-------------------|-------------------------|----------|
| A40105.43401.4000 | Public Health State Aid | \$20,286 |
|-------------------|-------------------------|----------|

# AGENDA ITEM NO. 8 – Amend 2024 Budget Pre-K Tuition Costs - Health Department

**RESULT:**           **APPROVED [UNANIMOUS]**

**Next: 3/27/2025 6:00 PM**

**MOVER:**           Sandra Price, Committee Member

**SECONDER:**   Beau Harbin, Committee Member

**AYES:**           Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF VAN DEE**

**RESOLUTION NO.**

## **Amend 2024 Budget Pre-K Tuition Costs - Health Department**

WHEREAS, Cortland County's Pre-K Program, a mandatory program in which the County is required to pay for preschool services to children ages 3-5 with developmental disabilities, requires a budget amendment to the 2024 County budget to cover the increased costs of these services; AND

WHEREAS, due to the increase in the NYS rate of tuition and an increase in children requiring higher needs and more services, our PREK budget accounts are short on funding in 2024 in the amount of \$124,924; AND

WHEREAS, the Health Department can reallocate \$36,505 of the required amount but will need an additional \$88,419 to cover the 2024 expenses; NOW THEREFORE BE IT

RESOLVED, the 2024 adopted budget is hereby amended as follows:

Increase Expenditure:

|                   |              |           |
|-------------------|--------------|-----------|
| A40465.54445.PREK | PREK TUITION | \$124,924 |
|-------------------|--------------|-----------|

Decrease Expenditure:

|                   |               |            |
|-------------------|---------------|------------|
| A40465.51010.PREK | PART TIME PAY | (\$6,712)  |
| A40465.54015.PREK | MAINT AGRMT   | (\$2,832)  |
| A40465.58020.PREK | RETIREMENT    | (\$1,723)  |
| A40465.58030.PREK | FICA          | (\$4,027)  |
| A40595.51005.4052 | PERS SERV     | (\$10,017) |
| A40595.54045.4052 | TRAVEL        | (\$2,283)  |
| A40595.58060.4052 | HEALTH INS    | (\$3,745)  |
| A40595.58020.4055 | RETIREMENT    | (\$2,623)  |
| A40595.58030.4055 | FICA          | (\$2,543)  |

AGENDA ITEM NO. 9 – Abolish Sr. Case Aide/Create Social Welfare Examiner - Department of Social Services

**RESULT:**           **APPROVED [UNANIMOUS]**

**Next: 3/27/2025 6:00 PM**

**MOVER:**           Beau Harbin, Committee Member

**SECONDER:**       Sandra Price, Committee Member

**AYES:**            Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF VAN DEE**

**RESOLUTION NO.**

**Abolish Sr. Case Aide/Create Social Welfare Examiner - Department of Social Services**

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) position of Senior Case Aide, and creating one (1) position of Social Welfare Examiner; AND

WHEREAS, the Health and Human Services Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Senior Case Aide (Grade 10, CSEA, \$20.1738-\$25.5349/hr, competitive class, full time with benefits) be abolished effective March 27, 2025; AND BE IT FURTHER

RESOLVED, that one (1) position of Social Welfare Examiner (Grade 12, CSEA \$21.4940-\$27.2060/hr, competitive class, full time with benefits) be created with permission to fill effective March 28, 2025.

Minutes Acceptance: Minutes of Mar 18, 2025 9:00 AM (MINUTES)

## Monthly Reports

1. Real Property Tax Services Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. County Administrator Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

3. January 2025 Finance Reports

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

4. Presenting Monthly Budget Information in Graphic Format

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

5. Discussion of April Agenda to Include 2024 Departmental Budget Over/Under

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

## DISCUSSION ITEMS

1. Draft 2025 Audit Department Schedule

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. Role & Responsibility of the Manager of Audit and Financial Projects

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

3. Discussion of Past & Current Health & Premium Expense Costs

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

4. Registry of Short Term Rentals

|                |                                            |
|----------------|--------------------------------------------|
| <b>RESULT:</b> | <b>POSTPONED TO DATE CERTAIN (NO VOTE)</b> |
|----------------|--------------------------------------------|

|                                |
|--------------------------------|
| <b>Next: 4/15/2025 9:00 AM</b> |
|--------------------------------|

5. Review of Finance & Administration Goals- Assignments

|                |                                            |
|----------------|--------------------------------------------|
| <b>RESULT:</b> | <b>POSTPONED TO DATE CERTAIN (NO VOTE)</b> |
|----------------|--------------------------------------------|

|                                |
|--------------------------------|
| <b>Next: 4/15/2025 9:00 AM</b> |
|--------------------------------|

6. Role of the Finance & Administration Committee

|                |                                            |
|----------------|--------------------------------------------|
| <b>RESULT:</b> | <b>POSTPONED TO DATE CERTAIN (NO VOTE)</b> |
|----------------|--------------------------------------------|

|                                |
|--------------------------------|
| <b>Next: 4/15/2025 9:00 AM</b> |
|--------------------------------|

## Adjournment

The meeting was closed at 11:11 AM



# Finance & Administration Committee

## Special Meeting

60 Central Ave  
Cortland, NY 13045  
<https://www.cortlandcountyny.gov>

1.2

### ~ Minutes ~

Thursday, March 27, 2025

4:45 PM

Room 302

### Call to Order

The meeting was called to order at 4:45 PM by Committee Chair Cathy Bischoff

| Attendee Name      | Organization    | Title                    | Status  | Arrived |
|--------------------|-----------------|--------------------------|---------|---------|
| Beau Harbin        | Cortland County | Committee Member         | Present |         |
| Linda Jones        | Cortland County | Committee Member         | Present |         |
| Joseph Nauseef     | Cortland County | Committee Member         | Present |         |
| Sandra Price       | Cortland County | Committee Member         | Present |         |
| Eugene Waldbauer   | Cortland County | Committee Member         | Present |         |
| William McGovern   | Cortland County | Committee Vice-Chair     | Present |         |
| Cathy Bischoff     | Cortland County | Committee Chair          | Present |         |
| Kevin Fitch        | Cortland County | Chair of the Legislature | Present |         |
| Rob Corpora        | Cortland County | County Administrator     | Present |         |
| Savannah Hempstead | Cortland County | Clerk of the Legislature | Present |         |
| Paul Heider        | Cortland County | Legislator               | Present |         |
| Jason Prentice     | Cortland County | Legislator               | Present |         |
| Keith VanGorder    | Cortland County | Legislator               | Present |         |

### Resolutions

AGENDA ITEM NO. 1 – Authorize Acceptance of Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant Award from Assemblymember Kelles for HVAC Upgrades at the Cortland County Courthouse

**RESULT:**           **APPROVED [UNANIMOUS]**

**Next: 3/27/2025 6:00 PM**

**MOVER:**           Joseph Nauseef, Committee Member

**SECONDER:**       Beau Harbin, Committee Member

**AYES:**             Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

**ON MOTION OF HEIDER**

**RESOLUTION NO.**

**Authorize Acceptance of Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant Award from Assemblymember Kelles for HVAC Upgrades at the Cortland County Courthouse**

WHEREAS, Cortland County has been awarded \$2.2 million in funding through the Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant Program, administered by the New York State Assembly, to support projects that enhance community infrastructure and sustainability; AND

WHEREAS, this funding has been secured through the advocacy of Assemblymember Anna Kelles and is designated for HVAC system upgrades at the Cortland County Courthouse to improve energy efficiency, air quality, and climate control within the facility; AND

Minutes Acceptance: Minutes of Mar 27, 2025 4:45 PM (MINUTES)

WHEREAS, it is necessary to authorize the execution of all required agreements and documents to ensure the successful implementation of the HVAC upgrade project; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts the CREST Grant Award from Assemblymember Anna Kelles for the HVAC upgrade project at the Cortland County Courthouse; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or the Chair of the Cortland County Legislature is hereby authorized to execute all necessary documents and enter into any and all agreements required to complete the HVAC upgrade project funded through the CREST Grant Program, in accordance with state guidelines; AND BE IT FURTHER

RESOLVED, that the 2025 Budget be amended as follows:

INCREASE:

|                     |                            |             |
|---------------------|----------------------------|-------------|
| HH16205.52320.CHINT | Building Improvements      | \$2,200,000 |
| HH16205.43097.CHINT | State Aid Capital Projects | \$2,200,000 |

; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

## Adjournment

The meeting was closed at 4:46 PM



## Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Per Diem Part Time Senior MH Clinician Abolish \_\_\_\_\_

Bargaining Unit: none

### Purpose and Background:

The Mental Health Department currently uses the Temporary Part Time Senior MH Clinician position to fill in when needed (i.e., staff leaves, higher than normal case loads/intakes, etc.). We've been fortunate to have a consistent individual that has filled in and is willing to continue in this role as we deem necessary. Using the part time temp. position has required this individual to use unnecessary county time to duplicate onboarding efforts for each employment episode.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position: Grade 28 Salary Range \$ 38.3309-\$48.5172

Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: \_\_\_\_\_

### Goals:

To provide consistent clinical coverage for the Mental Health Department and its community clients, while providing a more efficient use of the clinician's time for each episode of employment.

### Operational Impact:

This position will enable quicker access to client care for each new episode of employment, while supporting efficiency within the fiscal model of the position. It will eliminate any unnecessary repetition of the onboarding process resulting in paid county time for each episode of employment within the Mental Health Department.

Requested By:

Patricia Schaap

Signature of Requesting Department Head

02/28/2025

Date

Personnel Officer Approval

Laurie Zeonend

Signature of Personnel Officer

2/28/25

Date

### County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]

Signature of County Administrator

3/11/2025

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: Create per diem Sr MH Clinician Justification (12881 : Create Senior Mental Health Clinician)



### Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Per Diem Part Time Senior MH Clinician Abolish \_\_\_\_\_

Bargaining Unit: none

#### Purpose and Background:

The Mental Health Department currently uses the Temporary Part Time Senior MH Clinician position to fill in when needed (i.e.. staff leaves, higher than normal case loads/intakes, etc.). We've been fortunate to have a consistent individual that has filled in and is willing to continue in this role as we deem necessary. Using the part time temp. position has required this individual to use unnecessary county time to duplicate onboarding efforts for each employment episode.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position: Grade 28 Salary Range \$ 38.3309-\$48.5172

Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: \_\_\_\_\_

#### Goals:

To provide consistent clinical coverage for the Mental Health Department and it's community clients, while providing a more efficient use of the clinician's time for each episode of employment.

#### Operational Impact:

This position will enable quicker access to client care for each new episode of employment, while supporting efficiency within the fiscal model of the position. It will eliminate any unnecessary repetition of the onboarding process resulting in paid county time for each episode of employment within the Mental Health Department.

Requested By: Patricia Schaap  
Signature of Requesting Department Head

02/28/2025  
Date

Personnel Officer Approval: Laurie Zemon  
Signature of Personnel Officer

2/28/25  
Date

#### County Administrator Budget Impact Statement:

County Administrator Approval: [Signature]  
Signature of County Administrator

3/11/2025  
Date

Statutory Committee Approval: [Signature]  
Signature of Committee Chair after Committee Vote

4/11/25  
Date

Attachment: Personnel Justification Form Per Diem Sr MH Clinician (12881 : Create Senior Mental Health Clinician)

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**March Activity Review:**

- Processed 110 deeds/parcels for the month of February, including 3 property splits.
- Created 1 new "block" in the town of Marathon.
- Assisted 18 individuals and businesses with purchasing a subscription to Image Mate online.
- Created 38 Sales Cards for local Realtors.
- Sold 2 tax maps and surveys for individuals and businesses.
- Answered numerous phone calls relating to Real Property.
- Completed all the necessary revisions to the tax maps as of March 1st which is taxable status date. Next step is to finalize and freeze these maps for another year. After these maps are frozen, we will be working to convert from ArcMap to ArcPro software with the assistance from the Planning Department GIS team.
- Highest sale price for February was \$2,100,000 for a 2 parcel commercial sale within the City of Cortland and the town of Cortlandville.

**OFFICE OF THE COUNTY ADMINISTRATOR**

CORTLAND COUNTY  
60 CENTRAL AVENUE, SUITE 316  
CORTLAND, NEW YORK 13045  
607-753-5083

*Robert J. Corpora*  
County Administrator  
rcorpora@cortlandcountyny.gov

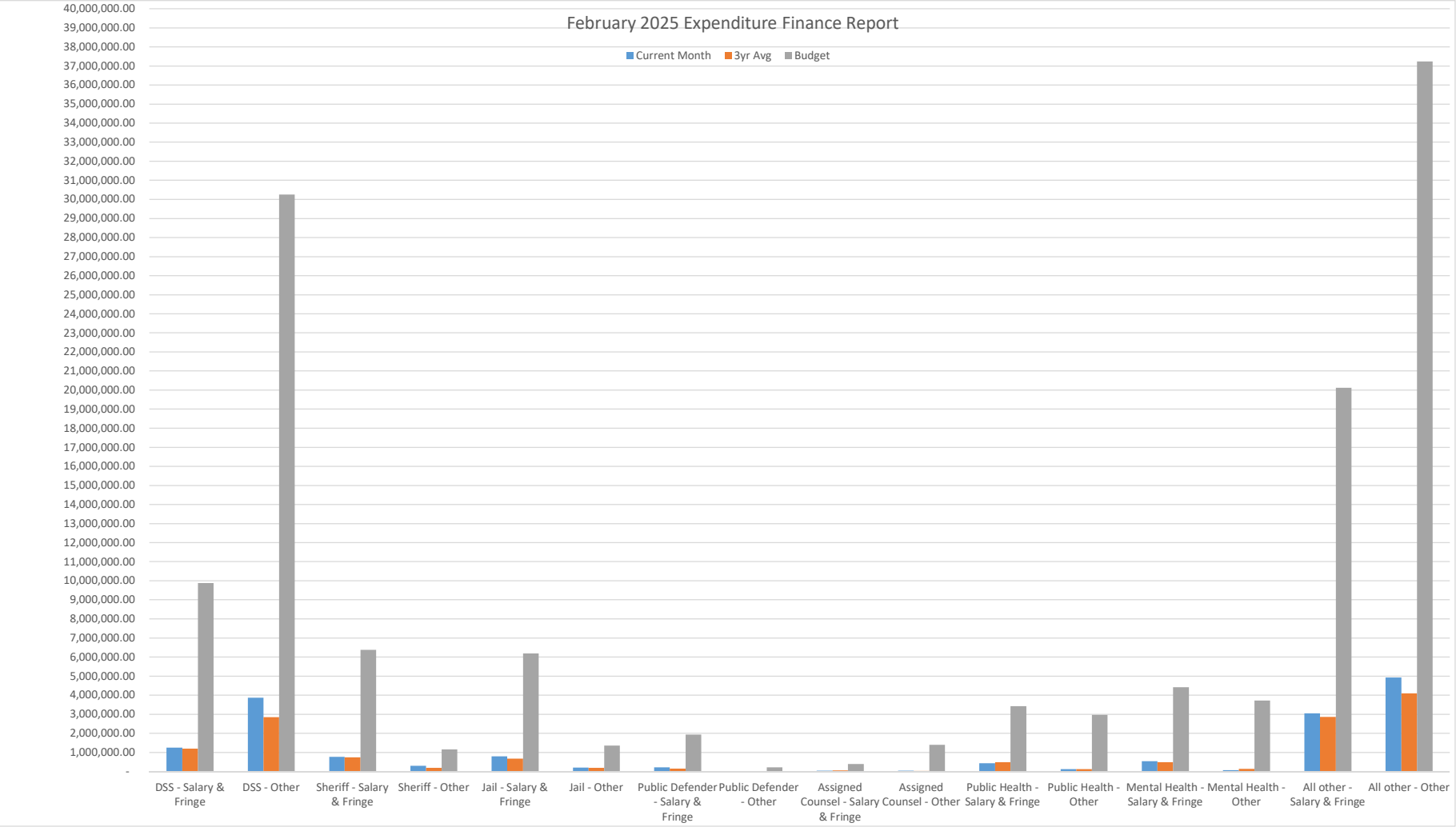
*Melanie Vilardi*  
Deputy County Administrator  
mvilardi@cortlandcountyny.gov

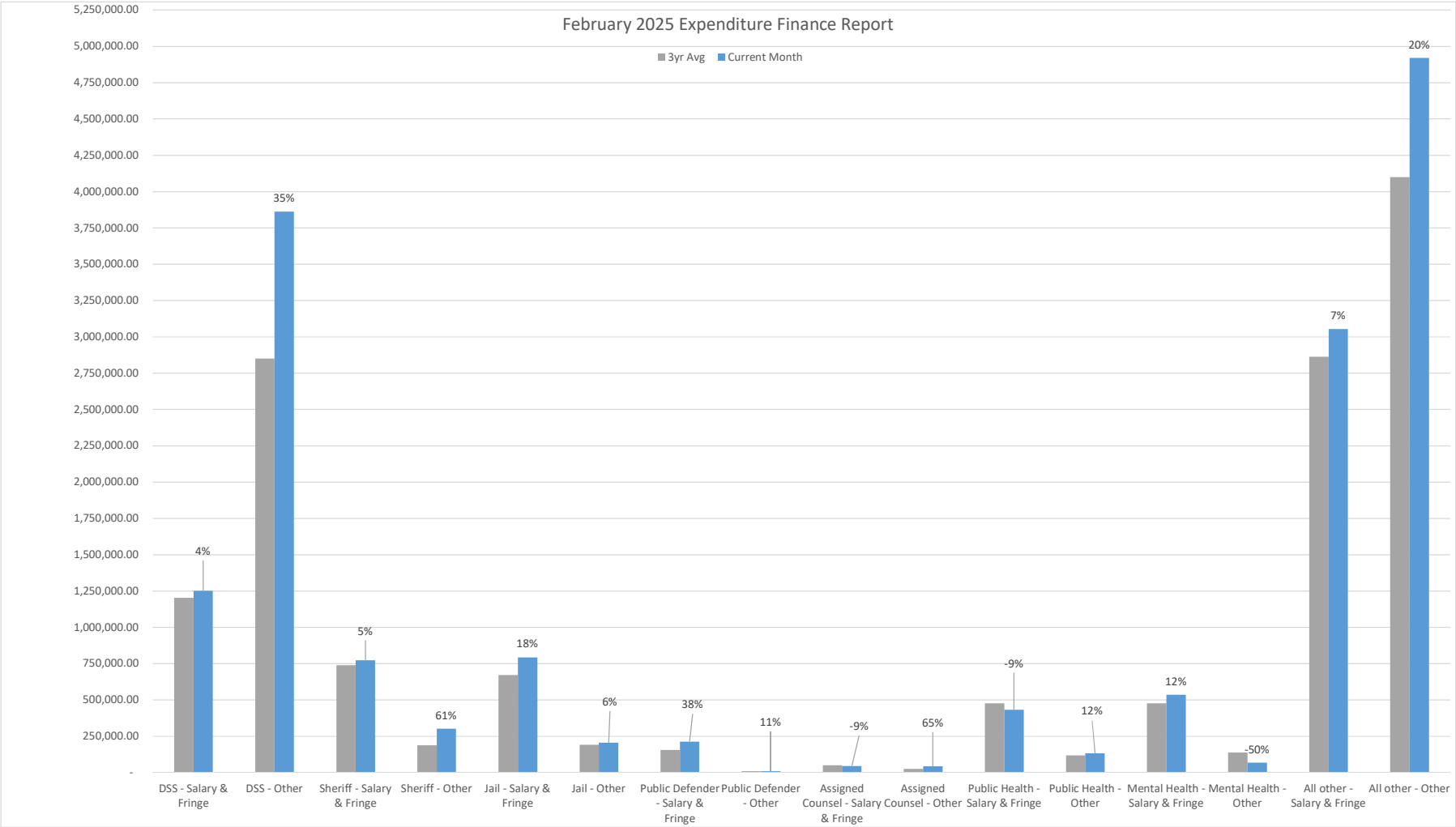
**County Administrators**  
**Monthly Report for March 2025**  
*April 7, 2025*

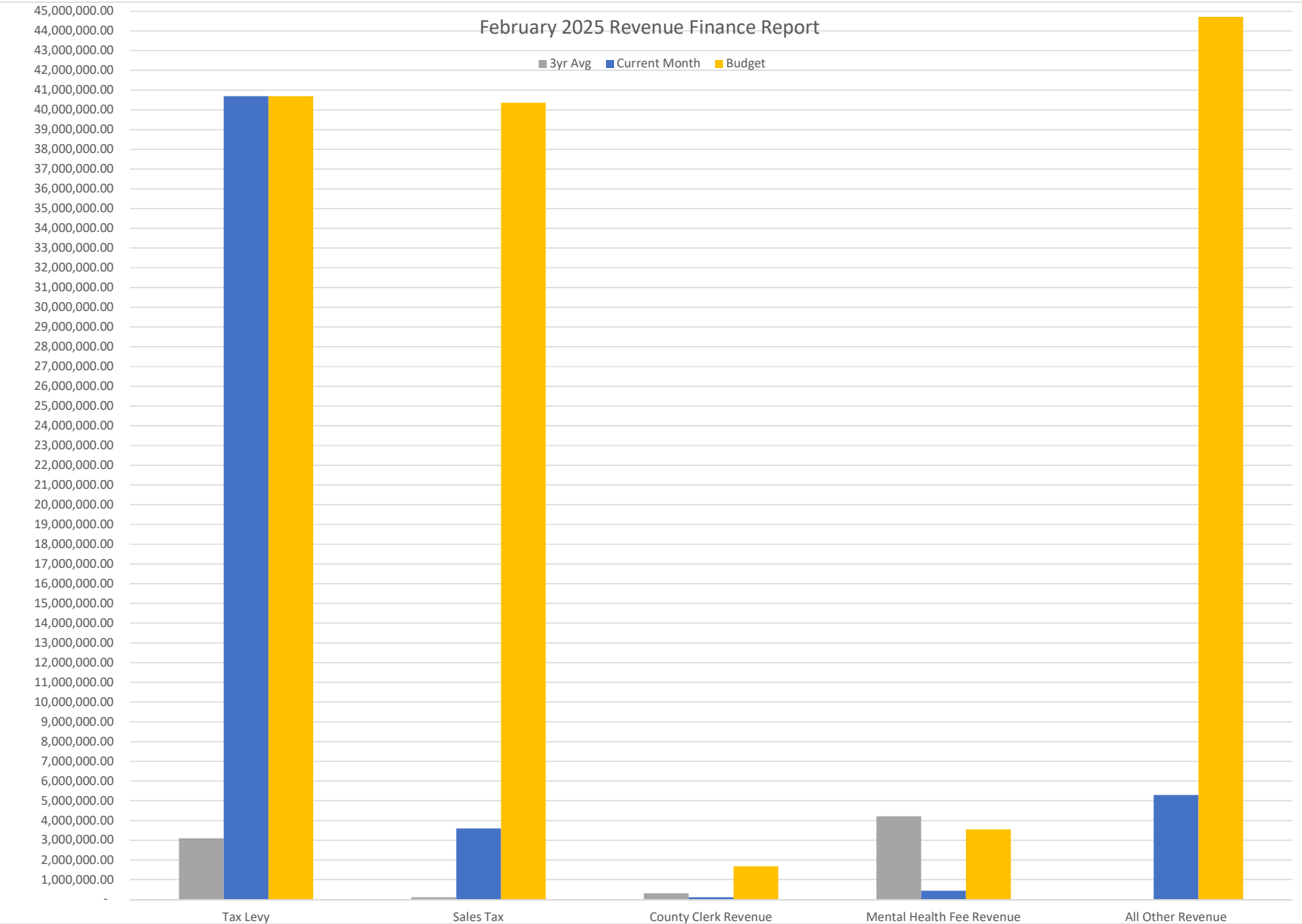
1. **Personnel**
  - a. Department Head annual evaluations
2. **Sales Tax**
  - a. Total sales tax for 2024 was \$40,251,950.34, an increase of 2.62% increase from 2023
  - b. To date sales tax is up 3.3% over last year at same time. April receipts to date is 11% less than the same payment last year.
3. **Mental Health Building**
  - a. Site work (grade work, storm water hookups and asphalt binder) is complete until after the building is finished.
  - b. Windows were removed and asbestos was discovered. Abatement (\$36,730) will begin next week. Mason portion of addition should be taking place in the next few weeks.
4. **Courthouse**
  - a. East/West entrance renovations are being handled by the Highway Department starting with the West entrance. Work began in January with demolition. Substructure and precast stringers have been poured.
5. **Grant Administrator**
  - a. Received a \$50k grant through ARC for personnel services for the grant administrator.
  - b. Applied for an ARC \$100k grant for LaserFiche training, certifications and licenses.
  - c. Applying for a Municipal NYS Parks and Recreation grant for the playground at Dwyer Park.
  - d. DOS Shared Services Match Program submitted for reimbursement.
  - e. ESD Community Investment Fund
  - f. ESD County Infrastructure grant application submitted on behalf of the Town of Cortlandville for \$500,000 for a new well.
  - g. Applied for \$50k grant through Department of Homeland Security & Emergency Services ("DHSES") for cybersecurity.
  - h. Applied for \$50k grant through DHSES for security systems for 111 Port Watson – MH building.
  - i. Submitted the Congressionally Directed Spending funding request for the construction fees for the Cortlandville well.
  - j. Submitted an application to Design Connect through Cornell to conduct a Preliminary Property Conditions survey.

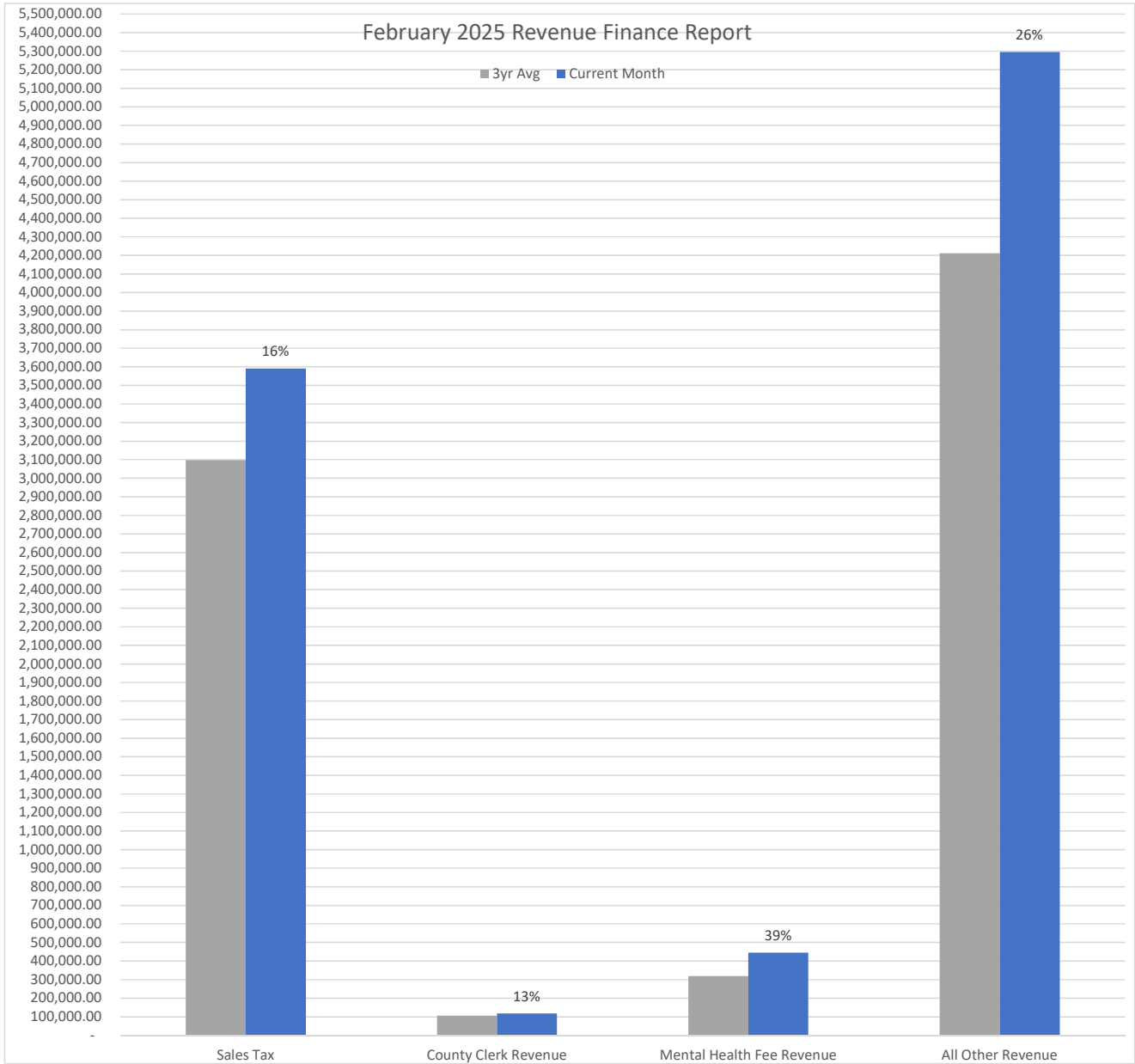
| Cortland County Reserve Funds                               |                        |                                                                                                                        |                                                                    | UNAUDITED    |              |
|-------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------|--------------|
|                                                             |                        |                                                                                                                        |                                                                    | 12/31/2024   | 3/31/2025    |
| Reserve Title                                               | Authorizing Resolution | Purpose                                                                                                                | Funding                                                            | Balance      | Balance      |
| Airport Reserve                                             | 269-17                 | Offset the local match on airport projects                                                                             | Airport net income                                                 | 343,792.25   | 347,091.22   |
| Building & Grounds Capital Project Reserve                  | 324-15                 | Major building repairs                                                                                                 | Sales tax and other transfers/additions as approved by Legislature | 1,567,108.88 | 1,583,883.88 |
| Correctional Facility Reserve / County Jail Project Reserve | 313-15                 | Repair, construction, capital projects or other related expenses for the correctional facility                         | Approved additions per Legislature                                 | 4,539,945.76 | 4,588,659.21 |
| Drug Task Force - DA                                        | Nature of Funds        | Drug busts/stings                                                                                                      | Drug money                                                         | 16,082.52    | 16,083.04    |
| DA Forfeitures                                              | Nature of Funds        | DA expenditures                                                                                                        | Forfeitures                                                        | 43,679.49    | 43,680.90    |
| DOJ Equitable Sharing Program - DA                          | Nature of funds        | DA expenditures                                                                                                        | Federal forfeitures                                                | 4,568.70     | 4,568.70     |
| Don Sharpe Fund                                             | Nature of Funds        | Mental Health expenditures                                                                                             | This was created by a one time donation from the Don Sharpe estate | 138,615.15   | 140,044.71   |
| DWI Reserve                                                 | Nature of Funds        | Non-grant funded DWI expenditures                                                                                      | Non-grant DWI revenues                                             | 88,973.41    | 89,852.16    |
| Dwyer Park Memorial Repair Reserve                          | 436-17; 206-18         | Cost of repairs & labor to repair main pavilion; amended to include repairs to all facilities & structures in the park | Approved additions per Legislature                                 | 113,842.67   | 114,469.59   |
| Emergency Communications Towers Bond Reserve                | 226-18                 | Tower Bond debt service                                                                                                | Sales tax                                                          | 112,862.57   | 114,228.71   |
| Emergency Response & Communications Radio Tower Reserve     | 194-16                 | Maintenance of radio towers                                                                                            | Rental revenue from rental of towers by NYS Police and CBP         | 55,872.37    | 56,467.89    |
| Handicap Parking Education Fund                             | Nature of Funds        | Handicap parking education                                                                                             | Justice Court fines                                                | 630.17       | 636.86       |
| Motor Vehicle Equipment Reserve                             | 200-11; 37-14          | Offset operating or capital expenses related to Section 5311 (transportation)                                          | Sale of used buses purchased with Section 5311 funding             | 28,107.97    | 28,418.26    |
| Occupancy Tax Reserve                                       | Nature of Funds        | Annual payment to Tourism Bureau and for tourism related expenditures                                                  | Occupancy tax, including the County's 10% share                    | 1,767,352.95 | 1,151,041.13 |
| Opioid Settlement Reserve                                   | Nature of Funds        | Combat opioid epidemic                                                                                                 | Opioid settlements                                                 | 352,430.54   | 375,018.93   |
| Retirement Contribution Reserve                             | 411-04                 | Retirement expenditures                                                                                                | Unspent retirement budget                                          | 5,160,225.20 | 5,214,555.99 |
| Sheriff Forfeitures                                         | Nature of Funds        | Sheriff expenditures                                                                                                   | Forfeitures                                                        | 45,562.74    | 45,562.74    |
| Sheriff Inmate Phone                                        | Nature of Funds        | Jail expenditures                                                                                                      | Inmate use of jail phones                                          | 232,497.95   | 189,477.14   |
| Sheriff's Special Program Reserve                           | 317-15                 | K-9 program                                                                                                            | Donations for the K-9 program                                      | 10,383.69    | 10,496.63    |
| Vehicle Repair/Replacement Reserve                          | 107-15                 | Vehicle related costs                                                                                                  | Proceeds from auctioned vehicles purchased through General Fund    | 251,343.69   | 253,864.48   |

|                                    |                                                                                                                                           |                                                                                                                |                                                                      |              |              |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------|--------------|
| Weights & Measures Prover Reserve  | 51-16; 258-20                                                                                                                             | Replacement of prover, repairs & maintenance of prover or purchase of capital equipment for Weights & Measures | Annual Weights & Measures penalty interest and prover rental revenue | 10,763.55    | 10,874.92    |
| Road Machinery Capital Reserve     | 154-22                                                                                                                                    | Highway equipment or highway related capital projects costing \$100,000 or more                                | Assigned fund balance over \$750,000                                 | 941,905.06   | 951,913.11   |
| Road Machinery Fuel Farm Reserve   | 152-24                                                                                                                                    | Repair & replacement of Highway fuel farm                                                                      | \$0.25/gallon fuel sold at Highway fuel farm                         | 12,248.08    | 12,378.22    |
| Landfill Closure Reserve           | 533-88; 458-16                                                                                                                            | Landfill closure liability funding                                                                             | Per ton fee                                                          | 1,865,453.75 | 1,883,219.28 |
| Landfill Equipment Reserve         | 533-88; 459-16                                                                                                                            | Replacement of landfill equipment                                                                              | Per ton fee                                                          | 816,121.61   | 825,289.83   |
| <b>NOTE:</b>                       |                                                                                                                                           |                                                                                                                |                                                                      |              |              |
| Vehicle Repair/Replacement Reserve | Resolution 94-24 authorized up to \$121,656 for a new boat for Sheriff. At 3/31/25, nothing had been paid from the reserve.               |                                                                                                                |                                                                      |              |              |
| Occupancy Tax Reserve              | \$826,382.71 to CVB in 2026 and \$133,130.82 in 2027; \$84,914.99 County admin in 2025, \$91,820.30 in 2026 and \$14,792.31 in 2027       |                                                                                                                |                                                                      |              |              |
| Opioid Settlement Reserve          | Resolution 169-24 authorized up to \$25,000 for warming center. Resolution 226-24 authorized up to \$150,000 for Jail treatment services. |                                                                                                                |                                                                      |              |              |
|                                    | At 3/31/25, \$6,576 has been paid for the warming center.                                                                                 |                                                                                                                |                                                                      |              |              |









## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

|                                   | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL    | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|-----------------------------------|--------------------|----------------------|-------------------|---------------|--------------|---------------------|----------------|
| <b>4046 PRE-K PHCP (4050 AUD)</b> |                    |                      |                   |               |              |                     |                |
| A40465 41689 PREK OTHER HLTH      | -500,000           | 0                    | -500,000          | -243,319.59   | .00          | -256,680.41         | 48.7%*         |
| A40465 43277 PREK EDUC HANDI      | -1,200,000         | 0                    | -1,200,000        | -1,096,182.22 | .00          | -103,817.78         | 91.3%*         |
| A40465 51005 PREK PERS SERV       | 33,945             | 0                    | 33,945            | 33,945.00     | .00          | .00                 | 100.0%         |
| A40465 51010 PREK PT PAY          | 34,935             | -18,712              | 16,223            | 16,222.92     | .00          | .08                 | 100.0%         |
| A40465 54000 PREK CELL/L/DIS      | 0                  | 0                    | 0                 | 132.00        | .00          | -132.00             | 100.0%*        |
| A40465 54005 PREK Off Supp        | 50                 | 0                    | 50                | 46.25         | .00          | 3.75                | 92.5%          |
| A40465 54015 PREK Maint Agmt      | 15,996             | -2,832               | 13,164            | 13,164.00     | .00          | .00                 | 100.0%         |
| A40465 54020 PREK POSTAGE         | 150                | 0                    | 150               | 218.18        | .00          | -68.18              | 145.5%*        |
| A40465 54045 PREK Travel          | 400                | 0                    | 400               | .00           | .00          | 400.00              | .0%            |
| A40465 54213 PREK I/D COPIER      | 348                | 0                    | 348               | 348.00        | .00          | .00                 | 100.0%         |
| A40465 54445 PREK TUITION         | 2,000,000          | 239,924              | 2,239,924         | 2,082,177.23  | .00          | 157,746.77          | 93.0%          |
| A40465 54800 PREK PROG EXP        | 275,000            | 65,102               | 340,102           | 335,678.45    | .00          | 4,423.26            | 98.7%          |
| A40465 54815 PREK CONT AGNC       | 350                | 0                    | 350               | .00           | .00          | 350.00              | .0%            |
| A40465 58020 PREK RETIREMENT      | 8,266              | -1,723               | 6,543             | 6,542.51      | .00          | .49                 | 100.0%         |
| A40465 58030 PREK FICA            | 5,269              | -4,027               | 1,242             | 1,241.06      | .00          | .94                 | 99.9%          |
| A40465 58040 PREK WRKS COMP       | 2,522              | 0                    | 2,522             | 2,395.82      | .00          | 126.18              | 95.0%          |
| A40465 58060 PREK HEALTH INS      | 16,358             | 0                    | 16,358            | 16,358.00     | .00          | .00                 | 100.0%         |
| A40465 58062 PREK DENTAL INS      | 75                 | 0                    | 75                | .00           | .00          | 75.00               | .0%            |
| A40465 58065 PREK VISION INS      | 17                 | 0                    | 17                | .00           | .00          | 17.00               | .0%            |
| TOTAL PRE-K PHCP (4050 AUD)       | 693,681            | 277,732              | 971,413           | 1,168,967.61  | .00          | -197,554.90         | 120.3%         |
| TOTAL REVENUES                    | -1,700,000         | 0                    | -1,700,000        | -1,339,501.81 | .00          | -360,498.19         |                |
| TOTAL EXPENSES                    | 2,393,681          | 277,732              | 2,671,413         | 2,508,469.42  | .00          | 162,943.29          |                |
| GRAND TOTAL                       | 693,681            | 277,732              | 971,413           | 1,168,967.61  | .00          | -197,554.90         | 120.3%         |

\*\* END OF REPORT - Generated by Andrea Herzog \*\*

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

|                              | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL   | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|----------------|
| <b>1175 ASSIGNED COUNSEL</b> |                    |                      |                   |              |              |                     |                |
| A117542 41289 DEPT FEES      | 0                  | 0                    | 0                 | -322.50      | .00          | 322.50              | 100.0%         |
| A117543 43025 ILS SA-ILS     | -150,000           | 0                    | -150,000          | -373,198.05  | .00          | 223,198.05          | 248.8%         |
| A11755 43025 HH11 SA-ILS     | -716,042           | 0                    | -716,042          | -388,115.03  | .00          | -327,927.42         | 54.2%*         |
| A11755 51005 PERS SERV       | 79,616             | 0                    | 79,616            | 80,470.78    | .00          | -855.19             | 101.1%*        |
| A11755 51005 HH11 PERS SERV  | 79,636             | 0                    | 79,636            | 73,742.83    | .00          | 5,893.48            | 92.6%          |
| A11755 51010 PT PAY          | 44,175             | 0                    | 44,175            | 48,640.14    | .00          | -4,465.58           | 110.1%*        |
| A11755 51035 OTHER COMP      | 0                  | 0                    | 0                 | 920.98       | .00          | -920.98             | 100.0%*        |
| A11755 51035 HH11 OTHER COMP | 0                  | 0                    | 0                 | 1,793.97     | .00          | -1,793.97           | 100.0%*        |
| A11755 52060 HH11 Comp Equip | 2,500              | 210                  | 2,710             | 210.03       | .00          | 2,500.00            | 7.8%           |
| A11755 54000 TELEPHONE       | 600                | 0                    | 600               | 534.24       | .00          | 65.76               | 89.0%          |
| A11755 54000 HH11 LONG DISTN | 500                | 0                    | 500               | 528.00       | .00          | -28.00              | 105.6%*        |
| A11755 54002 HH11 COMP MTN   | 2,500              | 0                    | 2,500             | 519.65       | .00          | 1,980.35            | 20.8%          |
| A11755 54004 HH11 COMP SOFT  | 10,000             | 0                    | 10,000            | 1,787.77     | .00          | 8,212.23            | 17.9%          |
| A11755 54005 Off Supp        | 1,000              | 0                    | 1,000             | 864.27       | 24.13        | 111.60              | 88.8%          |
| A11755 54005 HH11 Off Supp   | 1,940              | 0                    | 1,940             | 1,454.14     | 229.12       | 256.74              | 86.8%          |
| A11755 54015 HH11 Maint Agmt | 10,000             | 0                    | 10,000            | 2,000.00     | .00          | 8,000.00            | 20.0%          |
| A11755 54020 POSTAGE         | 1,080              | 0                    | 1,080             | 1,298.08     | .00          | -218.08             | 120.2%*        |
| A11755 54020 HH11 POSTAGE    | 300                | 0                    | 300               | 418.44       | .00          | -118.44             | 139.5%*        |
| A11755 54035 HH11 ED & TRAIN | 76,163             | 0                    | 76,163            | 4,177.67     | .00          | 71,985.55           | 5.5%           |
| A11755 54045 HH11 Travel     | 36,163             | 0                    | 36,163            | 25,588.47    | .00          | 10,574.75           | 70.8%          |
| A11755 54055 PROF SERV       | 900,000            | 0                    | 900,000           | 1,824,533.40 | .00          | -924,533.40         | 202.7%*        |
| A11755 54055 HH11 PROF SERV  | 425,000            | 0                    | 425,000           | 202,027.17   | .00          | 222,972.83          | 47.5%          |
| A11755 54067 HH11 RP RENT/LE | 17,063             | 0                    | 17,063            | 17,062.56    | .00          | .44                 | 100.0%         |
| A11755 54070 HH11 LIAB INS   | 2,346              | 0                    | 2,346             | 1,737.31     | .00          | 609.14              | 74.0%          |
| A11755 54071 HH11 MALP INS   | 4,167              | 0                    | 4,167             | .00          | .00          | 4,166.67            | .0%            |
| A11755 54213 I/D COPIER      | 1,500              | 0                    | 1,500             | 1,244.52     | .00          | 255.48              | 83.0%          |
| A11755 54213 HH11 I/D COPIER | 850                | 0                    | 850               | 718.20       | .00          | 131.80              | 84.5%          |
| A11755 54215 HH11 I/D LEXIS/ | 925                | 0                    | 925               | 942.84       | .00          | -17.84              | 101.9%*        |
| A11755 58020 RETIREMENT      | 14,855             | 0                    | 14,855            | 16,984.77    | .00          | -2,129.95           | 114.3%*        |
| A11755 58020 HH11 RETIREMENT | 9,556              | 0                    | 9,556             | 9,850.92     | .00          | -294.56             | 103.1%*        |
| A11755 58030 FICA            | 9,470              | 0                    | 9,470             | 9,079.95     | .00          | 389.99              | 95.9%          |
| A11755 58030 HH11 FICA       | 6,092              | 0                    | 6,092             | 5,549.14     | .00          | 543.04              | 91.1%          |
| A11755 58040 WRKS COMP       | 4,500              | 0                    | 4,500             | 4,274.86     | .00          | 225.14              | 95.0%          |
| A11755 58040 HH11 WRKS COMP  | 3,600              | 0                    | 3,600             | 3,419.89     | .00          | 180.11              | 95.0%          |
| A11755 58060 HEALTH INS      | 41,764             | 0                    | 41,764            | 41,893.89    | .00          | -129.89             | 100.3%*        |
| A11755 58060 HH11 HEALTH INS | 26,520             | 0                    | 26,520            | 10,995.66    | .00          | 15,524.70           | 41.5%          |
| A11755 58062 DENTAL INS      | 180                | 0                    | 180               | 91.74        | .00          | 88.74               | 50.8%          |
| A11755 58062 HH11 DENTAL INS | 180                | 0                    | 180               | 149.21       | .00          | 31.27               | 82.7%          |
| A11755 58065 VISION INS      | 20                 | 0                    | 20                | .33          | .00          | 19.27               | 1.7%           |
| A11755 58065 HH11 VISION INS | 39                 | 0                    | 39                | 19.50        | .00          | 19.70               | 49.7%          |

YEAR-TO-DATE BUDGET REPORT

| FOR 2024 13                                      |                    |                      |                   |              |              |                     |                |
|--------------------------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|----------------|
|                                                  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL   | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
| TOTAL ASSIGNED COUNSEL                           | 948,759            | 210                  | 948,969           | 1,633,889.74 | 253.25       | -685,173.97         | 172.2%         |
| TOTAL REVENUES                                   | -866,042           | 0                    | -866,042          | -761,635.58  | .00          | -104,406.87         |                |
| TOTAL EXPENSES                                   | 1,814,801          | 210                  | 1,815,011         | 2,395,525.32 | 253.25       | -580,767.10         |                |
| GRAND TOTAL                                      | 948,759            | 210                  | 948,969           | 1,633,889.74 | 253.25       | -685,173.97         | 172.2%         |
| ** END OF REPORT - Generated by Andrea Herzog ** |                    |                      |                   |              |              |                     |                |

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

|                                    | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL    | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|------------------------------------|--------------------|----------------------|-------------------|---------------|--------------|---------------------|----------------|
| 6010 DEPT.OF SOCIAL SERVICES ADMIN |                    |                      |                   |               |              |                     |                |
| A601042 41801 REPAY MED            | -10,000            | 0                    | -10,000           | -15,010.67    | .00          | 5,010.67            | 150.1%         |
| A601042 41809 REPAY FAM.           | -200,000           | 0                    | -200,000          | -248,202.38   | .00          | 48,202.38           | 124.1%         |
| A601042 41811 INC.EARNIN           | -45,000            | 0                    | -45,000           | -31,910.65    | .00          | -13,089.35          | 70.9%*         |
| A601042 41819 REPAY CHIL           | -450,635           | 0                    | -450,635          | -300,574.46   | .00          | -150,060.54         | 66.7%*         |
| A601042 41840 REPAY SAFE           | -250,000           | 0                    | -250,000          | -356,294.25   | .00          | 106,294.25          | 142.5%         |
| A601042 41841 HEAP REIMB           | -35,000            | 0                    | -35,000           | -48,203.98    | .00          | 13,203.98           | 137.7%         |
| A601042 41855 REPAY DAYC           | 0                  | 0                    | 0                 | -1,212.00     | .00          | 1,212.00            | 100.0%         |
| A601042 41870 REPAY SERV           | -5,000             | 0                    | -5,000            | .00           | .00          | -5,000.00           | .0%*           |
| A601042 42680 INS RECOV            | 0                  | 0                    | 0                 | -1,220.73     | .00          | 1,220.73            | 100.0%         |
| A601043 43089 RTA GEN GOVERN       | -792,000           | 0                    | -792,000          | .00           | .00          | -792,000.00         | .0%*           |
| A601043 43601 MED ASSIST           | 7,000              | 0                    | 7,000             | 9,650.00      | .00          | -2,650.00           | 137.9%*        |
| A601043 43609 FAM ASSIST           | -9,597             | 0                    | -9,597            | -3,054.00     | .00          | -6,543.00           | 31.8%*         |
| A601043 43610 DSS ADMIN            | -3,008,684         | 0                    | -3,008,684        | -2,536,573.00 | .00          | -472,111.00         | 84.3%*         |
| A601043 43619 CHILD CARE           | -1,788,483         | 0                    | -1,788,483        | -2,139,243.00 | .00          | 350,760.00          | 119.6%         |
| A601043 43623 JD AID               | -7,840             | 0                    | -7,840            | -182.91       | .00          | -7,657.09           | 2.3%*          |
| A601043 43640 SAFETY NET           | -666,883           | 0                    | -666,883          | -880,118.00   | .00          | 213,235.00          | 132.0%         |
| A601043 43642 EAA                  | -10,000            | 0                    | -10,000           | -10,024.00    | .00          | 24.00               | 100.2%         |
| A601043 43655 DAY CARE             | -846,578           | -940,000             | -1,786,578        | -1,815,553.00 | .00          | 28,975.00           | 101.6%         |
| A601043 43670 SERV/RECIP           | -640,000           | 0                    | -640,000          | -278,820.00   | .00          | -361,180.00         | 43.6%*         |
| A601043 43689 4696 Code Blue       | -269,440           | -50,560              | -320,000          | -305,183.00   | .00          | -14,817.00          | 95.4%*         |
| A601043 43689 RSP OtherDSS         | -200,000           | 0                    | -200,000          | -57,352.00    | .00          | -142,648.00         | 28.7%*         |
| A601044 44601 MED ASSIST           | 3,000              | 0                    | 3,000             | -66,404.00    | .00          | 69,404.00           | -2213.5%       |
| A601044 44609 FAMLY ASST           | -1,330,887         | 0                    | -1,330,887        | -1,246,252.00 | .00          | -84,635.00          | 93.6%*         |
| A601044 44610 DSS ADMIN            | -2,150,144         | 0                    | -2,150,144        | -2,205,386.00 | .00          | 55,242.00           | 102.6%         |
| A601044 44611 FOOD STAMP           | -729,016           | 0                    | -729,016          | -699,131.00   | .00          | -29,885.00          | 95.9%*         |
| A601044 44615 FFFS FED             | -1,925,000         | 0                    | -1,925,000        | -1,803,902.00 | .00          | -121,098.00         | 93.7%*         |
| A601044 44619 CHILD CARE           | -1,970,065         | 0                    | -1,970,065        | -2,101,444.00 | .00          | 131,379.00          | 106.7%         |
| A601044 44640 SAFETY NET           | -65,340            | 0                    | -65,340           | -69,807.00    | .00          | 4,467.00            | 106.8%         |
| A601044 44641 HME ENGY             | 80,000             | 0                    | 80,000            | 89,086.00     | .00          | -9,086.00           | 111.4%*        |
| A601044 44661 Title IV-B           | -27,000            | 0                    | -27,000           | -61,411.00    | .00          | 34,411.00           | 227.4%         |
| A601044 44670 SERV RECIP           | -125,000           | 0                    | -125,000          | -366,790.00   | .00          | 241,790.00          | 293.4%         |
| A601044 44689 4693 MISC DSS        | -25,000            | 0                    | -25,000           | -22,915.00    | .00          | -2,085.00           | 91.7%*         |
| A601044 44689 4695 MISC DSS        | -50,000            | 0                    | -50,000           | -24,896.00    | .00          | -25,104.00          | 49.8%*         |
| A601044 44689 FCS MISC DSS         | 0                  | -42,374              | -42,374           | -37,095.00    | .00          | -5,279.00           | 87.5%*         |
| A601047 42701 REF.APPR.E           | -70,000            | 0                    | -70,000           | -90,793.24    | .00          | 20,793.24           | 129.7%         |
| A601047 42770 OTH UNC RV           | -15,000            | 0                    | -15,000           | -25,574.72    | .00          | 10,574.72           | 170.5%         |
| A601047 42771 DSS UNCLAS           | -200               | 0                    | -200              | -1,879.54     | .00          | 1,679.54            | 939.8%         |
| A60105 51005 PERS SERV             | 6,236,393          | -192,000             | 6,044,393         | 6,015,248.83  | .00          | 29,144.13           | 99.5%          |
| A60105 51005 FCS PERS SERV         | 0                  | 18,509               | 18,509            | 18,508.73     | .00          | .27                 | 100.0%         |
| A60105 51010 PT PAY                | 3,630              | 0                    | 3,630             | 635.37        | .00          | 2,994.63            | 17.5%          |

Attachment: DSS Budget to Actual at 12-31-24 (12951 : Finance Reports for April F&amp;A Meeting)

## YEAR-TO-DATE BUDGET REPORT

| FOR 2024 13                 |                    |                      |                   |            |              |                     |                |
|-----------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
|                             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
| A60105 51015 TEMP PAY       | 46,417             | 0                    | 46,417            | 12,255.35  | .00          | 34,161.65           | 26.4%          |
| A60105 51020 OVERTIME       | 116,000            | 0                    | 116,000           | 93,465.99  | .00          | 22,534.01           | 80.6%          |
| A60105 51020 FCS OVERTIME   | 0                  | 4,000                | 4,000             | 212.75     | .00          | 3,787.25            | 5.3%           |
| A60105 51025 SHIFT PAY      | 500                | 0                    | 500               | 375.16     | .00          | 124.84              | 75.0%          |
| A60105 51035 OTHER COMP     | 175,000            | 32,000               | 207,000           | 203,473.26 | .00          | 3,526.74            | 98.3%          |
| A60105 51070 MEALS          | 1,300              | 0                    | 1,300             | 884.00     | .00          | 416.00              | 68.0%          |
| A60105 52005 FCS Off Equip  | 0                  | 1,500                | 1,500             | 641.30     | .00          | 858.70              | 42.8%          |
| A60105 52060 Comp Equip     | 7,979              | 2,139                | 10,118            | 10,117.40  | .00          | .60                 | 100.0%         |
| A60105 52060 FCS Comp Equip | 0                  | 1,600                | 1,600             | 1,522.19   | .00          | 77.81               | 95.1%          |
| A60105 54000 TELEPHONE      | 46,456             | 0                    | 46,456            | 45,545.43  | .00          | 910.57              | 98.0%          |
| A60105 54000 FCS TELEPHONE  | 0                  | 230                  | 230               | 223.07     | .00          | 6.93                | 97.0%          |
| A60105 54001 COPY SERV      | 20,000             | -1,901               | 18,099            | 7,514.82   | .00          | 10,584.18           | 41.5%          |
| A60105 54005 Off Supp       | 31,000             | 5,550                | 36,550            | 35,997.31  | .00          | 552.69              | 98.5%          |
| A60105 54005 FCS Off Supp   | 0                  | 1,500                | 1,500             | 618.55     | .00          | 881.45              | 41.2%          |
| A60105 54006 Med Supp       | 250                | 0                    | 250               | 20.93      | .00          | 229.07              | 8.4%           |
| A60105 54007 Jan Supp       | 200                | 0                    | 200               | 95.84      | .00          | 104.16              | 47.9%          |
| A60105 54015 Maint Agmt     | 500                | 1,126                | 1,626             | 1,479.56   | .00          | 146.44              | 91.0%          |
| A60105 54020 POSTAGE        | 33,900             | 0                    | 33,900            | 31,406.05  | .00          | 2,493.95            | 92.6%          |
| A60105 54035 ED & TRAIN     | 39,370             | -4,595               | 34,775            | 22,050.41  | .00          | 12,724.99           | 63.4%          |
| A60105 54040 DUES/SUB       | 6,268              | 60                   | 6,328             | 6,290.42   | .00          | 37.58               | 99.4%          |
| A60105 54041 PUBLICATION    | 4,200              | 1,500                | 5,700             | 5,626.51   | .00          | 73.49               | 98.7%          |
| A60105 54045 Travel         | 500                | 200                  | 700               | 452.05     | .00          | 247.95              | 64.6%          |
| A60105 54045 FCS Travel     | 0                  | 200                  | 200               | 185.00     | .00          | 15.00               | 92.5%          |
| A60105 54049 N/R Prog       | 9,400              | 0                    | 9,400             | 5,685.14   | .00          | 3,714.86            | 60.5%          |
| A60105 54050 Equip R&M      | 900                | 419                  | 1,319             | 1,319.45   | .00          | .00                 | 100.0%         |
| A60105 54055 PROF SERV      | 6,250              | 750                  | 7,000             | 7,000.00   | .00          | .00                 | 100.0%         |
| A60105 54060 LEGAL ADV      | 500                | 3,050                | 3,550             | 958.50     | .00          | 2,591.50            | 27.0%          |
| A60105 54070 INSURANCE      | 43,953             | -9,199               | 34,754            | 32,544.98  | .00          | 2,209.02            | 93.6%          |
| A60105 54071 MALP INS       | 16,667             | 0                    | 16,667            | .00        | .00          | 16,667.00           | .0%            |
| A60105 54074 INS-AUTO       | 2,901              | 0                    | 2,901             | 4,007.64   | .00          | -1,106.64           | 138.1%*        |
| A60105 54076 Bldg R&M       | 500                | 0                    | 500               | .00        | .00          | 500.00              | .0%            |
| A60105 54078 Fuel           | 16,000             | -200                 | 15,800            | 13,209.00  | .00          | 2,591.00            | 83.6%          |
| A60105 54078 FCS Fuel       | 0                  | 200                  | 200               | .00        | .00          | 200.00              | .0%            |
| A60105 54110 CHARGEBACK     | 72,500             | 4,425                | 76,925            | 76,921.00  | .00          | 4.00                | 100.0%         |
| A60105 54213 I/D COPIER     | 9,700              | 0                    | 9,700             | 9,609.48   | .00          | 90.52               | 99.1%          |
| A60105 54215 I/D LX NX      | 2,857              | 0                    | 2,857             | 2,828.52   | .00          | 28.48               | 99.0%          |
| A60105 54300 Veh. R&M       | 20,000             | -2,419               | 17,581            | 3,860.39   | .00          | 13,720.16           | 22.0%          |
| A60105 54300 FCS Veh. R&M   | 0                  | 400                  | 400               | .00        | .00          | 400.00              | .0%            |
| A60105 54301 Veh Lease      | 79,590             | 0                    | 79,590            | 78,897.02  | .00          | 692.98              | 99.1%          |
| A60105 54301 FCS Veh Lease  | 0                  | 3,000                | 3,000             | .00        | .00          | 3,000.00            | .0%            |
| A60105 54444 FEES/PERMI     | 482                | 0                    | 482               | 326.00     | .00          | 156.00              | 67.6%          |
| A60105 54615 CNTR MEDCL     | 42,500             | 4,000                | 46,500            | 44,780.00  | .00          | 1,720.00            | 96.3%          |
| A60105 54765 JUDG&CLAIM     | 4,000              | -4,000               | 0                 | .00        | .00          | .00                 | .0%            |
| A60105 54800 PROG EXP       | 297,914            | 4,000                | 301,914           | 294,856.91 | .00          | 7,057.09            | 97.7%          |

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

|                                     | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL     | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|-------------------------------------|--------------------|----------------------|-------------------|----------------|--------------|---------------------|----------------|
| A60105 54800 4693 PROG EXP          | 25,000             | 0                    | 25,000            | 24,999.96      | .00          | .04                 | 100.0%         |
| A60105 54800 4695 PROG EXP          | 50,000             | 0                    | 50,000            | 29,622.84      | .00          | 20,377.16           | 59.2%          |
| A60105 54800 4696 PROG EXP          | 269,440            | 50,560               | 320,000           | 262,059.98     | .00          | 57,940.02           | 81.9%          |
| A60105 54800 RSP PROG EXP           | 200,000            | 0                    | 200,000           | 23,954.83      | .00          | 176,045.17          | 12.0%          |
| A60105 54815 CONT AGNC              | 545,295            | -2,000               | 543,295           | 471,564.23     | .00          | 71,730.77           | 86.8%          |
| A60105 56055 DAY CARE               | 900,000            | 940,000              | 1,840,000         | 1,911,090.54   | .00          | -71,090.54          | 103.9%*        |
| A60105 56070 SERV RECIP             | 1,279,420          | -200,000             | 1,079,420         | 872,214.07     | .00          | 207,205.93          | 80.8%          |
| A60105 56070 RTA SERV RECIP         | 54,000             | 0                    | 54,000            | .00            | .00          | 54,000.00           | .0%            |
| A60105 56102 MMIS                   | 9,866,368          | 176,224              | 10,042,592        | 10,042,592.00  | .00          | .00                 | 100.0%         |
| A60105 56109 FAM ASSIST             | 3,648,886          | -592,352             | 3,056,534         | 2,739,605.79   | .00          | 316,928.21          | 89.6%          |
| A60105 56119 CHILD CARE             | 6,184,635          | 150,000              | 6,334,635         | 6,025,324.24   | .00          | 309,310.76          | 95.1%          |
| A60105 56119 RTA CHILD CARE         | 738,000            | 0                    | 738,000           | .00            | .00          | 738,000.00          | .0%            |
| A60105 56123 JD/PINS                | 66,000             | -4,000               | 62,000            | .00            | .00          | 62,000.00           | .0%            |
| A60105 56129 ST TRAININ             | 239,162            | 16,128               | 255,290           | 255,289.59     | .00          | .41                 | 100.0%         |
| A60105 56140 SAFETY NET             | 2,878,386          | 610,000              | 3,488,386         | 3,606,226.68   | .00          | -117,840.68         | 103.4%*        |
| A60105 56141 HEAP                   | 35,000             | 0                    | 35,000            | 29,318.18      | .00          | 5,681.82            | 83.8%          |
| A60105 56142 EAA                    | 20,000             | 4,000                | 24,000            | 20,039.04      | .00          | 3,960.96            | 83.5%          |
| A60105 58020 RETIREMENT             | 782,889            | 2,221                | 785,110           | 827,570.64     | .00          | -42,460.64          | 105.4%*        |
| A60105 58030 FICA                   | 502,643            | 0                    | 502,643           | 457,591.72     | .00          | 45,051.28           | 91.0%          |
| A60105 58030 FCS FICA               | 0                  | 1,416                | 1,416             | 1,297.10       | .00          | 118.90              | 91.6%          |
| A60105 58040 WRKS COMP              | 207,000            | 600                  | 207,600           | 196,643.77     | .00          | 10,956.23           | 94.7%          |
| A60105 58060 HEALTH INS             | 1,227,341          | 0                    | 1,227,341         | 1,180,727.83   | .00          | 46,612.97           | 96.2%          |
| A60105 58060 FCS HEALTH INS         | 0                  | 6,961                | 6,961             | 5,877.22       | .00          | 1,083.78            | 84.4%          |
| A60105 58062 DENTAL INS             | 7,309              | 30                   | 7,339             | 6,814.05       | .00          | 524.95              | 92.8%          |
| A60105 58065 VISION INS             | 1,490              | 7                    | 1,497             | 1,227.11       | .00          | 269.89              | 82.0%          |
| TOTAL DEPT.OF SOCIAL SERVICES ADMIN | 19,496,949         | 2,905                | 19,499,854        | 18,329,625.19  | .00          | 1,170,228.97        | 94.0%          |
| TOTAL REVENUES                      | -17,627,792        | -1,032,934           | -18,660,726       | -17,753,676.53 | .00          | -907,049.47         |                |
| TOTAL EXPENSES                      | 37,124,741         | 1,035,839            | 38,160,580        | 36,083,301.72  | .00          | 2,077,278.44        |                |
| GRAND TOTAL                         | 19,496,949         | 2,905                | 19,499,854        | 18,329,625.19  | .00          | 1,170,228.97        | 94.0%          |

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## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

|                                | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL          | ENCUMBRANCES    | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|--------------------------------|--------------------|----------------------|-------------------|---------------------|-----------------|---------------------|----------------|
| <b>1165 DISTRICT ATTORNEY</b>  |                    |                      |                   |                     |                 |                     |                |
| A116543 43030 DA SALARY        | -72,189            | -3,100               | -75,289           | -72,189.00          | .00             | -3,100.00           | 95.9%*         |
| A116543 43089 AID PRSCTN       | -175,615           | 0                    | -175,615          | -197,057.00         | .00             | 21,442.00           | 112.2%         |
| A116547 42626 FORT.CRIME       | 0                  | 0                    | 0                 | -280.00             | .00             | 280.00              | 100.0%         |
| A11655 42401 INT & EARN        | 0                  | 0                    | 0                 | -11.95              | .00             | 11.95               | 100.0%         |
| A11655 51005 PERS SERV         | 892,965            | 0                    | 892,965           | 779,701.90          | .00             | 113,263.49          | 87.3%          |
| A11655 51010 PT PAY            | 17,410             | 0                    | 17,410            | 15,815.49           | .00             | 1,594.76            | 90.8%          |
| A11655 51020 OVERTIME          | 3,000              | 0                    | 3,000             | .00                 | .00             | 3,000.00            | .0%            |
| A11655 51035 OTHER COMP        | 0                  | 0                    | 0                 | 1,775.68            | .00             | -1,775.68           | 100.0%*        |
| A11655 52005 Off Equip         | 0                  | 4,250                | 4,250             | 1,109.16            | 3,100.00        | 40.84               | 99.0%          |
| A11655 52060 Comp Equip        | 0                  | 3,450                | 3,450             | .00                 | .00             | 3,450.00            | .0%            |
| A11655 54000 TELEPHONE         | 5,560              | 0                    | 5,560             | 4,660.08            | .00             | 899.92              | 83.8%          |
| A11655 54001 COPY SERV         | 1,696              | 0                    | 1,696             | .00                 | .00             | 1,696.00            | .0%            |
| A11655 54004 SOFTWARE          | 1,920              | 6,684                | 8,604             | .00                 | .00             | 8,604.00            | .0%            |
| A11655 54005 Off Supp          | 8,000              | 0                    | 8,000             | 5,250.33            | 146.52          | 2,603.15            | 67.5%          |
| A11655 54007 Jan Supp          | 100                | 0                    | 100               | .00                 | .00             | 100.00              | .0%            |
| A11655 54020 POSTAGE           | 2,750              | 0                    | 2,750             | 2,180.01            | .00             | 569.99              | 79.3%          |
| A11655 54035 ED & TRAIN        | 1,500              | 0                    | 1,500             | 250.00              | .00             | 1,250.00            | 16.7%          |
| A11655 54040 DUES/SUB          | 3,400              | 0                    | 3,400             | 1,308.05            | .00             | 2,091.95            | 38.5%          |
| A11655 54041 PUBLICATIO        | 3,000              | 0                    | 3,000             | 895.65              | .00             | 2,104.35            | 29.9%          |
| A11655 54045 Travel            | 6,360              | 0                    | 6,360             | 3,661.54            | .00             | 2,698.46            | 57.6%          |
| A11655 54055 PROF SERV         | 60,000             | 0                    | 60,000            | 41,832.30           | 3,970.00        | 14,197.70           | 76.3%          |
| A11655 54060 LEGAL ADV         | 200                | 0                    | 200               | .00                 | .00             | 200.00              | .0%            |
| A11655 54070 INSURANCE         | 12,666             | 0                    | 12,666            | 9,496.50            | .00             | 3,169.15            | 75.0%          |
| A11655 54071 MALP INS          | 25,000             | 0                    | 25,000            | .00                 | .00             | 25,000.00           | .0%            |
| A11655 54072 INS LAW EN        | 5,837              | 0                    | 5,837             | .00                 | .00             | 5,836.88            | .0%            |
| A11655 54165 DA FORF EX        | 0                  | 0                    | 0                 | 1,500.00            | .00             | -1,500.00           | 100.0%*        |
| A11655 54213 I/D COPIER        | 4,000              | 0                    | 4,000             | 4,437.96            | .00             | -437.96             | 110.9%*        |
| A11655 54215 I/D LX NX         | 6,300              | 0                    | 6,300             | 3,771.36            | .00             | 2,528.64            | 59.9%          |
| A11655 54615 CNTR MEDCL        | 100,000            | 0                    | 100,000           | 232,084.46          | .00             | -132,084.46         | 232.1%*        |
| A11655 54767 EXTRADITN         | 1,000              | 0                    | 1,000             | .00                 | .00             | 1,000.00            | .0%            |
| A11655 58020 RETIREMENT        | 127,873            | 0                    | 127,873           | 103,822.15          | .00             | 24,050.44           | 81.2%          |
| A11655 58030 FICA              | 69,873             | 0                    | 69,873            | 56,944.57           | .00             | 12,928.67           | 81.5%          |
| A11655 58040 WRKS COMP         | 20,700             | 0                    | 20,700            | 19,664.38           | .00             | 1,035.62            | 95.0%          |
| A11655 58060 HEALTH INS        | 125,989            | 0                    | 125,989           | 83,165.35           | .00             | 42,823.85           | 66.0%          |
| A11655 58062 DENTAL INS        | 722                | 0                    | 722               | 529.63              | .00             | 192.29              | 73.4%          |
| A11655 58065 VISION INS        | 157                | 0                    | 157               | 114.47              | .00             | 42.33               | 73.0%          |
| <b>TOTAL DISTRICT ATTORNEY</b> | <b>1,260,174</b>   | <b>11,284</b>        | <b>1,271,458</b>  | <b>1,104,433.07</b> | <b>7,216.52</b> | <b>159,808.33</b>   | <b>87.4%</b>   |
| <b>TOTAL REVENUES</b>          | <b>-247,804</b>    | <b>-3,100</b>        | <b>-250,904</b>   | <b>-269,537.95</b>  | <b>.00</b>      | <b>18,633.95</b>    |                |
| <b>TOTAL EXPENSES</b>          | <b>1,507,978</b>   | <b>14,384</b>        | <b>1,522,362</b>  | <b>1,373,971.02</b> | <b>7,216.52</b> | <b>141,174.38</b>   |                |
| <b>GRAND TOTAL</b>             | <b>1,260,174</b>   | <b>11,284</b>        | <b>1,271,458</b>  | <b>1,104,433.07</b> | <b>7,216.52</b> | <b>159,808.33</b>   | <b>87.4%</b>   |

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## Finance & Administration

### Proposed Scope

**General Purpose:** Exercises oversight, planning and evaluation authority for the financial and fiscal efficiency, effectiveness and governance of Cortland's County Government. The committee proposes, and upon approval, implements and monitors initiatives that support the County government's long-term financial stability, which operate in concert with the County's strategic goals, the delivery of excellent customer services, and the pursuit of Cortland County's economic prosperity.