Finance & Administration Committee

60 Central Ave
Cortland, NY 13045
http://www.cortland-co.org

Committee Meeting

~ Minutes ~

Tuesday, August 17, 2021 | **10:00 AM** | **Board Room**

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair, George Wagner

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Excused	
George Wagner	Cortland County, NY	Committee Chair,	Present	
Christopher Newell	Cortland County, NY	Committee Member	Excused	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Vice Chair	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Present	
Elizabeth Haskins	Cortland County, NY	Director of Area Agency on Aging	Present	
Darrel Tuttle	Cortland County, NY	Deputy Director, Budget and Finance	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Francis J. Casullo	Cortland County, NY	County Attorney	Present	
Valerie Puma	Cortland Standard	Reporter	Present	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Jul 13, 2021 10:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Additional Funding for Occupancy Tax from American Rescue Plan Funding

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Authorize Additional Funding for Occupancy Tax from American Rescue Plan Funding

WHEREAS, the COVID-19 pandemic caused a decrease in Occupancy Tax receipts from 2019 to 2020 in the amount of $279,030, AND

WHEREAS, the American Rescue Plan allows for an additional 4.1% funding reimbursement of revenue loss for Occupancy Tax, AND

WHEREAS, it is in the best interest of Cortland County to fully fund and make whole the publicity and tourism budget, NOW THEREFORE BE IT

RESOLVED, that $290,470.32 be added to the 2022 publicity and tourism budget to be paid from the American Rescue Plan funding received by Cortland County.

AGENDA ITEM NO. 2 – Designate Cortland County Convention and Visitors Bureau as Cortland County's Tourism Promotion Agency

RESULT:	**APPROVED [4 TO 1]** **Next: 8/26/2021 6:00 PM**
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	George Wagner, Beau Harbin, Eugene Waldbauer, Mitchel Eccleston
NAYS:	Richard Stock
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Designate Cortland County Convention and Visitors Bureau as Cortland County's Tourism Promotion Agency

WHEREAS, the New York State Division of Tourism's Matching Grant Program is designated to encourage tourism promotion throughout New York and adjacent states, AND

WHEREAS, the Cortland County Convention and Visitors Bureau Inc., a non-profit organization, promoting Cortland County as a tourism destination, qualifies as the official Tourism Promotion Agency for Cortland County, AND

WHEREAS, the Cortland County Convention and Visitors Bureau Inc. has requested to be designated the Tourism Promotion Agency for Cortland County in 2022, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Convention and Visitors Bureau Inc., is hereby designated for 2022 by the Cortland County Legislature to make application for and receive grants on behalf of the County pursuant to the New York State Tourism Promotion Act.

AGENDA ITEM NO. 3 – Authorize Agreement Cortland County Convention and Visitors Bureau for Provision of Public Benefits Services for Promotion and Publicity

RESULT:	**APPROVED [4 TO 1]** **Next: 8/26/2021 6:00 PM**
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	George Wagner, Beau Harbin, Eugene Waldbauer, Mitchel Eccleston
NAYS:	Richard Stock
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Authorize Agreement Cortland County Convention and Visitors Bureau for Provision of Public Benefits Services for Promotion and Publicity

WHEREAS, the County of Cortland desires to promote and publicize the advantages, benefits and attractions of Cortland County in order to attract visitors, businesses, and industry, AND

WHEREAS, Cortland County has imposed a Hotel/Motel Occupancy Tax for the purpose of funding Tourism Promotion, AND

WHEREAS, Section 224 of County Law provides the County may contract with non-profit organizations, other corporations, associations and agencies within the County to provide such publicity services, upon certain terms and conditions, AND

WHEREAS, the Cortland County Convention and Visitors Bureau Inc. (CVB), is a non-profit organization promoting Cortland County as a tourism destination, NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 224 of County Law, the County shall enter into a contract with the Cortland County Convention and Visitors Bureau Inc. under the following terms and conditions:

1. The CVB shall provide the County with its services and shall promote and publicize the advantages of Cortland County in such a mode and manner as it deems appropriate, including, but not limited to, all media, print, radio, television, direct contact, event publicity, contests, or other promotional devices.

2. The CVB shall be responsible for the distribution of occupancy funds as outlined in the Cortland County Occupancy Tax Funding Request Guidelines.

3. Cortland County will collect occupancy taxes as prescribed in Local Law No.4 of 1987 and shall remit those funds to the CVB for re-distribution.

4. Cortland County will retain 10% of the occupancy funds per section 3 (12) of Local Law No. 4 of 1987 for the purpose of administering such tax.

5. The Cortland County Treasurer shall remit to the CVB the sum of $585,368.47, comprised of 2020 Occupancy tax collections in the amount of $323,945.18 plus $261,423.29 allocated from the American Rescue Plan funds to the tourism and publicity account.

6. The term of this agreement shall be one (1) year from January 1, 2022 to December 31, 2022.

7. Within thirty (30) days of the termination of this agreement, the CVB shall provide and render to the County a verified account of the disbursements of such organization with verified or certified vouchers therefore attached. The County Chairman or designee may request such verified accounting be rendered to the County each quarter during the term of this agreement.

8. The CVB shall place any unused monies into a dedicated account for the purpose of developing new events and funding unanticipated activities that support tourism in Cortland County with an emphasis on events that produce multi-day visits or overnight stays, AND BE IT FURTHER

RESOLVED, that the County Administrator is authorized and directed to enter into an agreement, upon review and approval of the County Attorney or designee, with the Cortland County Convention and Visitors Bureau Inc. for the period January 1, 2022 through December 31, 2022 in accordance with the terms and conditions listed above.

AGENDA ITEM NO. 4 – Amend Collection, Handling & Disbursement of Departmental Funds Policy

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Amend Collection, Handling & Disbursement of Departmental Funds Policy

WHEREAS, Resolution 424-06 established policies and procedures for the collection, handling and disbursement of departmental funds, as amended by Resolutions 185-10 and 24-11, AND

WHEREAS, there is a need to amend that policy for changes in job position titles and regulations regarding petty cash and department bank accounts, NOW THEREFORE BE IT

RESOLVED, that the policy be amended as attached.

AGENDA ITEM NO. 5 – Distribution of Second Quarter 2021 Sales Tax

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Mitchel Eccleston, Vice Chair
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Distribution of Second Quarter 2021 Sales Tax

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18, which provides for the distribution of sales tax from the County to local municipalities, AND

WHEREAS, the sales tax sharing agreement provides for the deduction directly from the gross sales tax distribution received from the State of New York a fixed sum of $1,500,000 for County purposes, with the remaining balance of the revenues to be distributed for use by the County, City of Cortland, and the various municipalities within Cortland County, AND

WHEREAS, the gross deduction for County purposes will be provide for quarterly, AND

WHEREAS, the 2021 second quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for second quarter 2021 to be $9,890,612.32, AND

WHEREAS, the total amount available for distribution is $9,515,612.32, after the direct deduction for County purposes, AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to off-set the property tax levy and that amount ($700,000.00) is to be withheld from the quarterly distribution, AND

WHEREAS, Cortland County receives (54%), or $5,138,430.65 of the total net quarterly distribution, AND

WHEREAS, respective payments are now ready for disbursement, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the County Treasurer or designee to release sales tax payments for the second quarter of 2021 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
Cortland, City of	$1,689,021.19	$-0-	$1,689,021.19	$-0-
Cincinnatus, Town of	$81,277.30	$-0-	$81,277.30	$-0-
Cortlandville, Town of	$821,428.73	$-0-	$821,428.73	$-0-
Cuyler, Town of	$71,704.67	$(57,908.68)	$13,795.99	$-0-
Freetown, Town of	$55,908.44	$-0-	$55,908.44	$-0-
Harford, Town of	$89,175.48	$-0-	$89,175.48	$-0-
Homer, Town of	$286,341.12	$-0-	$286,341.12	$-0-

Homer, Village of	$202,844.83	$-0-	$202,844.83	$-0-
Lapeer, Town of	$116,350.38	$(217,361.72)	$-0-	$(101,011.34)
Marathon, Town of	$87,986.12	$-0-	$87,986.12	$-0-
Marathon, Village of	$45,177.47	$-0-	$45,177.47	$-0-
McGraw, Village of	$37,323.14	$-0-	$37,323.14	$-0-
Preble, Town of	$147,258.89	$-0-	$147,258.89	$-0-
Scott, Town of	$88,014.91	$-0-	$88,014.91	$-0-
Solon, Town of	$75,899.52	$-0-	$75,899.52	$-0-
Taylor, Town of	$48,825.41	$-0-	$48,825.41	$-0-
Truxton, Town of	$104,910.70	$(6,470.00)	$98,440.70	$-0-
Virgil, Town of	$257,902.17	$-0-	$257,902.17	$-0-
Willet, Town of	$69,831.20	$-0-	$69,831.20	$-0-
Total	$4,377,181.67	$(281,740.40)	$4,196,452.61	$(101,011.34)

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer or designee is hereby directed to deposit the County's "off the top" sum of $375,000 in the appropriate reserves and accounts as designated in Resolution No. 294-20.

AGENDA ITEM NO. 6 – Authorize Agreement - First Transit for Transport for 2021 Agricultural Tour

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Authorize Agreement - First Transit for Transport for 2021 Agricultural Tour

WHEREAS, the Cooperative Extension and Soil and Water Conservation District have planned an Agricultural Tour of Cortland County on September 25, 2021, AND

WHEREAS, transportation would be needed for this tour, AND

WHEREAS, funding is available for travel in account number A10105.54045, AND

WHEREAS, transportation is available to be provided by First Transit, Inc. at a cost of $95 per hour, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized to enter into an agreement with First Transit, Inc. for transportation for the 2021 Agricultural Tour at a cost of $95 per hour, not to exceed $2,500.

AGENDA ITEM NO. 7 – Amend 2021 Budget/Accept Funds ADRC/NWD Covid-19 Vaccine Access Supplemental Funding Program - Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Amend 2021 Budget/Accept Funds ADRC/NWD Covid-19 Vaccine Access Supplemental Funding Program - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available the sum of $12,574 under the ADRC/NWD COVID-19 Vaccine Access Supplemental Funding Program, for the period April 1, 2021 through September 30, 2022, CFDA #93.048, through Area Agency on Aging AND

WHEREAS, these funds are to be used for COVID community education and access to vaccinations, NOW, THEREFORE, BE IT

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, AND BE IT FURTHER

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

Revenues:

A677244.44772.COV19	Federal Aid	$12,574

Expenses:

A67725.54060.COV19	Advertising	$12,574

AGENDA ITEM NO. 8 – Accept Funds - Expanding Access to COVID-19 Vaccines Via the Aging Network (VAC5) - Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Accept Funds - Expanding Access to COVID-19 Vaccines Via the Aging Network (VAC5) - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available the sum of $6,230 under the VAC5, for the period April 1, 2021 through September 30, 2022, CFDA #93.044, through Area Agency on Aging, AND

WHEREAS, these funds are to be used for COVID community education and access to vaccinations, NOW THEREFORE BE IT

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, AND BE IT FURTHER

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

Revenues:

A677244.44772.VAC5	Federal Aid - VAC5	$6,230

Expenses:

A67725.54060.VAC5	Advertising	$6,230

Discussion Items/Reports

1. Treasurer Report and MUNIS Report August 2021

RESULT:	**COMPLETED**

2. Real Property Tax Services Monthly Reports

RESULT:	**COMPLETED**

3. Audit Department Monthly Budget Report

RESULT:	**COMPLETED**

4. Finance Department Monthly Reports

RESULT:	**COMPLETED**

CONSENT AGENDA - Items on the Consent Agenda have been endorsed by the various standing committees. Budget & Finance Committee Members may request any item be pulled from the consent agenda for further discussion and separate vote

Referred from Ag/Planning/Enviromental Committee

AGENDA ITEM NO. 1 – Amend 2021 Budget for Transportation Purchase of Spare Public Transit Bus - Planning Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF FITCH **RESOLUTION NO.**

Amend 2021 Budget for Transportation Purchase of Spare Public Transit Bus - Planning Department

WHEREAS, the County of Cortland has received money from the auction and sale of buses disposed of under the Cortland County public transportation system, AND

WHEREAS, pursuant to New York State Equipment Disposition and Spare Vehicle Factor Policy for Section 5311 Funded Equipment, Section IV, C, the net income from the sale of used buses shall be used to reduce the gross project cost of other capital transit projects, AND

WHEREAS, the monies from the sale of buses has been deposited into reserve account A386300.STOA, AND

WHEREAS, the County of Oneida has offered the transfer of their 2017 Ford E450 Cuttaway Bus to Cortland County for the sum of $1,800.00, AND

WHEREAS, New York State Department of Transportation has approved the transfer of said vehicle to Cortland County in order to provide a spare bus for the public transportation system in accordance with the 5311 grant requirements, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget is hereby amended as follows:

Increase:		
A56305.52030	Vehicles	$1,800.00
A351100	Appropriated Reserves	$1,800.00

Referred from Building & Grounds Committee

AGENDA ITEM NO. 2 – Award Bid/Authorize Contract for Jail Boiler Replacement - Buildings & Grounds

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF HARBIN **RESOLUTION NO.**

Award Bid/Authorize Contract for Jail Boiler Replacement - Buildings & Grounds

WHEREAS, a Request for Proposal was issued to replace both boilers, controls and venting in the Cortland County Jail, AND

WHEREAS, one valid proposal was received from Reagan-Riter Boiler Works, Inc. in the amount of $47,419.00, AND

WHEREAS, based upon the results of the RFP, the Building and Grounds Committee recommends Reagan-Riter Boiler Works, Inc. be awarded the contract, AND

WHEREAS, resolution #313-15 created a Jail Project Reserve for repairs, construction, capital projects or other related expenses for the correctional facility, with a current balance of $1,364,107, and it is the recommendation of the Buildings and Grounds Committee to utilize reserve funds for the boiler replacement, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a Contract with Reagan-Riter Boiler Works Inc., P.O. Box

228, 4739 Carroway Hill Road, Homer, NY 13077, for the replacement of these boilers, not to exceed $47,419.00, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature approves the use of Jail Project Reserve funds, up to $47,419.00 for the replacement of both boilers in the County Jail, AND BE IT FURTHER

RESOLVED, the 2021 budget be amended as follows:

INCREASE:

A31505.52320	Building Improvements	$47,419.00
A351100	Appropriated Reserves	$47,419.00

AGENDA ITEM NO. 3 – Authorize Agreement for Secure Website Form Submission - Information Technology

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF HARBIN **RESOLUTION NO.**

Authorize Agreement for Secure Website Form Submission - Information Technology

WHEREAS, quotes were requested for the creation of a secure website to accept and process forms for various departments, AND

WHEREAS, quotes were received from the following:

Company	Address	Amount
IMM, LLC	28 Michigan Hollow Road, Spencer, NY 14883	$4,675
Freshy Sites	306 S. Meadow Street, Ithaca NY 14850	$16,500

, AND

WHEREAS, IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 submitted the lowest responsible quote, NOW THEREFORE BE IT

RESOLVED, that IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 is hereby awarded the contract for the development of a secure web site to accept and process forms for various departments, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, subject to appropriation by the Legislature, is hereby authorized to enter into a contract with IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 for the development of a secure web site to accept and process forms for various departments.

AGENDA ITEM NO. 4 – Amend 2021 Budget to Accept 2021 Elections Cyber Security Remediation Grant Agreement - Information Technology

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF HARBIN **RESOLUTION NO.**

Amend 2021 Budget to Accept 2021 Elections Cyber Security Remediation Grant Agreement - Information Technology

WHEREAS, the New York State Board of Elections (NYS BOE) has awarded Cortland County Information Technology a Elections Cybersecurity Remediation Program grant in the amount of $73,397.81, resulting in no new County costs, in support of NYS BOE projects, AND

WHEREAS, the fiscal period for this grant is December 21, 2019 to December 31, 2021, with no extensions allowed by NYS Board of Elections, NOW THEREFORE BE IT

RESOLVED, that Cortland County Information Technology is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget is amended as follows:

		Current	Change	Revised
A16805.43089.BOE	BOE Grant	0	73,397.81	73,397.81
A16805.52060.BOE	Technical Equipment	0	56,397.81	56,397.81
A16805.54055.BOE	Consulting Services	0	17,000	17,000

, 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, be and hereby is authorized to sign the grant contract with the New York State Board of Elections, AND BE IT FURTHER

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

AGENDA ITEM NO. 5 – Amend 2021 Budget to Accept 2020 State Homeland Security Grant and Authorize Required Grant Agreement - Information Technology

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF HARBIN **RESOLUTION NO.**

Amend 2021 Budget to Accept 2020 State Homeland Security Grant and Authorize Required Grant Agreement - Information Technology

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County Information Technology a grant in the amount of $50,000, resulting in no new county costs, in support of State Cyber Security Projects, CFDA #97.063, AND

WHEREAS, the fiscal period for this grant is April 1, 2021 to August 31, 2022, with no extensions allowed by NYS DHSES, NOW THEREFORE BE IT

RESOLVED, that Cortland County Information Technology is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget is amended as follows:

		Current	Increase	Revised
A16805.44389.DHSES	Other Public Safety-Federal	0	50,000	50,000
A16805.52060.DHSES	Capital Computer Equip	0	25,186	25,186
A16805.54055.DHSES	Professional Svcs	0	24,814	24,814

, 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, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services, 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 approved grant agreements.

Referred from Health & Human Services

AGENDA ITEM NO. 6 – Authorize 2022-2023 Agreements with Cortland Area Communities that Care and Columbia University - Mental Health Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize 2022-2023 Agreements with Cortland Area Communities that Care and Columbia University - Mental Health Department

WHEREAS, Cortland County Department of Mental Health must execute contracts with Cortland Area Communities That Care (CACTC) and Columbia University for various administrative and program services related to the HEALing Communities Grant for the calendar years 2022 and 2023, AND

WHEREAS, such contracts, costs, terms, functional areas and associated account numbers are listed in the attached chart, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements between 1/1/22 and 12/31/23 with Cortland Area Communities That Care (CACTC) and Columbia University.

AGENDA ITEM NO. 7 – Authorize 2022 Annual Agreements - Mental Health Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize 2022 Annual Agreements - Mental Health Department

WHEREAS, Cortland County Department of Mental Health must execute several contracts for various administrative and program services for the calendar year 2022, AND

WHEREAS, such contracts, costs, terms, functional areas and associated account numbers are listed in the attached chart, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements between 1/1/22 and 12/31/22 for or with the following:

Abel Screening
Ability Network
Catholic Charities of Cortland County
Contact Community Services
Cortland County Department of Social Services
Coordinated Care Services, Inc.
Cortland Enlarged City School District
Family & Children Counseling Services
Franziska Racker Center
Guthrie Cortland Medical Center
Identrust
InnovaTel
Insero & Co. CPA's
JM Murray Center
Joe Armideo
Kinney Management Services
Language Line Translation Solutions
MEDENT (Community Computers)
Mental Health Association of Cortland County
Seven Valleys Health Coalition
SUNY Upstate Medical University
TalkSoft

AGENDA ITEM NO. 8 – Create Position Principal Account Clerk - Health Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Create Position Principal Account Clerk - Health Department

WHEREAS, the needs of the County will be better served by creating one full time position of Principal Account Clerk in the Health Department, AND

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

RESOLVED, that one position of Principal Account Clerk (CSEA, Grade 13, $19.1113-23.9499/hr, competitive class, full-time with benefits) be created effective August 26, 2021 at 12:01 A.M., with approval to fill, AND BE IT FURTHER

RESOLVED, that the Grade 9 Account Clerk position is to remain vacant until approval to fill is given by the Legislature

AGENDA ITEM NO. 9 – Create Positions - Public Health Nurse and Epidemiology Manager - Health Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Create Positions - Public Health Nurse and Epidemiology Manager - Health Department

WHEREAS, the needs of the County will be better served by creating one full time position of Public Health Nurse and one full time position of Epidemiology Manager in the Health Department, AND

WHEREAS, these positions are being funded by COVID ELC grants, AND

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

RESOLVED, that one position of Public Health Nurse (NYSNA, $30.0662-35.2175/hr. competitive class, full-time with benefits) and one position of Epidemiology Manager (Management Compensation Plan, Grade 6, $ 59,571-72,477, competitive class, full-time with benefits) be created effective August 26, 2021 at 12:01 A.M., with approval to fill.

AGENDA ITEM NO. 10 – Amend 2021 Budget/Authorize Agreement Lead Poisoning Prevention Grant - Health Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Amend 2021 Budget/Authorize Agreement Lead Poisoning Prevention Grant - Health Department

WHEREAS, the New York State Department of Health has awarded the Cortland County Health Department $40,297 for the Lead Poisoning Prevention Program for the period of 10/1/20-9/30/21, Contract# T36464GG, CFDA# 93.994, AND

WHEREAS, these funds will be used to support and enhance local efforts to reduce the prevalence of elevated blood lead levels in children under six years of age through implementation of a comprehensive program of primary and secondary prevention which includes: public and professional outreach and education, collaboration with local primary care providers; screening, diagnostic evaluation, medical management and education and environmental interventions, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with New York State Department of Health to accept these funds.

AGENDA ITEM NO. 11 – Amend Budget/Authorize Agreement EIP NYS GRANT Children with Special Needs Program- Health Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Amend Budget/Authorize Agreement EIP NYS GRANT Children with Special Needs Program- Health Department

WHEREAS, the New York State Dept. of Health has awarded the Cortland County Health Dept. $170,305 for the period of 10/1/21-9/30/26 for funding the Early Intervention Program (EIP), Contract #C36399GG, CFDA #84.181A, with $34,061 being awarded each year of the grant, AND

WHEREAS, these funds will be used to supplement the administration of the County's Early Intervention Program, AND

WHEREAS, the 2021 County Budget will need to be amended as follows:

Increase Revenue		Current	Increase	Balance
A40595.44451.21CSN	2122 EI Admin Grant	$0	$34,061	$34,061

Increase Expenditure		Current	Increase	Balance
A40595.51005.21CSN	Personal Services	$0	$20,710	$20,710
A40595.58020.21CSN	Retirement	$0	$3,314	$3,314
A40595.58030.21CSN	FICA	$0	$1,584	$1,584
A40595.58060.21CSN	Health Insurance	$0	$8,453	$8,453

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with New York State Department of Health to accept these funds, 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.

AGENDA ITEM NO. 12 – Accept Funds Resource Allocation Plan NYS Office of Children and Family Services - Health Department/Youth Bureau

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Accept Funds Resource Allocation Plan NYS Office of Children and Family Services - Health Department/Youth Bureau

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of $68,686 to the Cortland County Youth Bureau, AND

WHEREAS, the County Youth Bureau has designated the funds to various county municipalities and agencies for the year 2021, for which a copy is in the County Youth Bureau Office, AND

WHEREAS, $53,821 will be allocated to Cortland County municipalities and $14,865 will be allocated to the Cortland County Youth Bureau for administration, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be amended as follows:

Increase Revenue:		Current	Increase	Balance
A73125.43820.21YB	Youth Bureau	$0	$68,686	$68,686

Increase Expenditure:		Current	Increase	Balance
A73125.51005.21YB	Personal Service	$0	$9,271	$9,271
A73125.54020.21YB	Postage	$0	$30	$30
A73125.54035.21YB	Educ/Train	$0	$200	$200
A73125.54045.21YB	Travel & Sustenance	$0	$200	$200
A73125.54048.21YB	Program Supplies	$0	$100	$100
A73125.54800.21YB	Program Exp	$0	$53,821	$53,821

A73125.58020.21YB	Retirement	$0	$1,483	$1,483
A73125.58030.21YB	FICA	$0	$709	$709
A73125.58060.21YB	Health Ins	$0	$2,872	$2,872

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute the Resource Allocation Plan agreement with the NY State Office of Children and Family Services and contract with approved agencies, AND BE IT FURTHER

RESOLVED, that the Treasurer's office is authorized to pay from the appropriate expense account and that in the event that the County does not receive the appropriate funds from the NY State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract.

AGENDA ITEM NO. 13 – Amend 2021 Budget Other Compensation - Department of Social Services

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Amend 2021 Budget Other Compensation - Department of Social Services

WHEREAS, expenditures for vacation payouts have increased due to staff turnover, AND

WHEREAS, expenditures for Child Protective Services on-call pay are trending higher this year and expenses in the Other Compensation and Raises account are expected to exceed the amount appropriated in our 2021 budget, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

		Current	Change	Revised
DECREASE:				
A60105.58060	Health Insurance	$1,214,504.98	$(60,000)	$1,154,504.98
INCREASE:				
A6105.51035	Other Compensation & Raises	$122,000	$60,000	$182,000

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 14 – Amend 2021 Budget for Contracted Medical Services - County Coroner

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF PRICE **RESOLUTION NO.**

Amend 2021 Budget for Contracted Medical Services - County Coroner

WHEREAS, the Coroner's office has nearly exceeded budgeted funds in the 2021 budget due to additional professional service and transportation costs associated with the removal and autopsy of decedent's, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be amended as follows:

Increase:

A1185.54615	Contracted Medical Svcs	$35,000.00

Decrease:

A390900	General Fund	$35,000.00

AGENDA ITEM NO. 15 – Amend 2021 Budget to Accept 2022 Child Passenger Safety Grant - Sheriff's Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF PRICE **RESOLUTION NO.**

Amend 2021 Budget to Accept 2022 Child Passenger Safety Grant - Sheriff's Department

WHEREAS, the New York State Governor's Traffic Safety Committee, has awarded the Cortland County Sheriff's Office a grant to participate in the statewide "Child Passenger Safety" program, CPS-2022-Cortland Co SO-000655-(012), SA00002152, CFDA# 20.616, and receive grant monies from the State for the period of October 1, 2021 to September 30, 2022, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office accept the grant, and that the 2021 budget be amended to reflect the acceptance of these funds with the following adjustments:

		Addition
Revenue	A31205.44389.22CPS	$1,500
Expense	A31205.52015.22CPS Department Specific Equipment	$1,000
	A31205.54035.22CPS	$ 250

Education & Training	
A31205.54005.22CPS Office Supplies	$ 250

, 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, be and hereby is authorized to sign the grant contract with the New York State Governor's Traffic Safety Committee to participate in the statewide "Child Passenger Safety" program. 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.

AGENDA ITEM NO. 16 – Amend 2021 Budget to Accept 2021-22 Passenger Traffic Grant & Authorize Agreement - Sheriff's Office

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF PRICE **RESOLUTION NO.**

Amend 2021 Budget to Accept 2021-22 Passenger Traffic Grant & Authorize Agreement - Sheriff's Office

WHEREAS, the New York State Governor's Traffic Safety Committee has awarded the Cortland County Sheriff's Office a grant to participate in the statewide "Passenger Traffic Safety", PTS-20220 - Cortland Co SO-00084-(012), CFDA#: 20.600, Contract #T006864, program and receive grant monies from the State for the period of October 1, 2021 to September 30, 2022, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office accept the grant, and that the 2021 budget be amended to reflect the acceptance of these funds with the following adjustments to the 2021 budget:

		Revised
INCREASE REVENUE BUDGET:		
Revenue	A312044.44589.22GTS	$10,050
INCREASE EXPENDITURE BUDGET:		
Expense	A31205.51020.22GTS Overtime	$ 9,800
	A31205.54045.22GTS Travel Expense	$ 250

, 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, be and hereby is authorized to sign the grant contract with the New York State Governor's Traffic Safety Committee to participate in the "Passenger Traffic

Safety" program, 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.

AGENDA ITEM NO. 17 – Accept 2021-2022 STOP DWI Crackdown Grant Funds - Sheriff's Office

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF PRICE **RESOLUTION NO.**

Accept 2021-2022 STOP DWI Crackdown Grant Funds - Sheriff's Office

WHEREAS, the New York State STOP DWI Foundation has been awarded a Crackdown Grant as part of New York State's Highway Safety Program in which Cortland County STOP DWI has been accepted to participate in and receive partial grant monies from the State for the period October 1, 2021 to September 30, 2022, NOW THEREFORE BE IT

RESOLVED, the Cortland County STOP DWI Program accept the grant, and that the 2021 budget be amended to reflect the acceptance of these funds with the following adjustments:

		Original	Increase	Revised
REVENUE				
A331543.43389.22DWI	State Aid-STOP DWI	$-0-	$15,000	$15,000
EXPENSE				
A33155.54800.22DWI	Enforcement-STOP DWI	$-0-	$15,000	$15,000

, 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, be and hereby is authorized to sign the grant contract with the New York State STOP DWI Foundation to participate in the Crackdown Grant program, AND BE IT FURTHER

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

AGENDA ITEM NO. 18 – Authorize Agreement New York State Public Defender's Association for Public Defense Case Management System - Public Defender & Assigned Counsel

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF PRICE **RESOLUTION NO.**

Authorize Agreement New York State Public Defender's Association for Public Defense Case Management System - Public Defender & Assigned Counsel

WHEREAS, the Cortland County Office of Public Defenders Office and the Assigned Counsel Office require an electronic case management system in order to efficiently manage indigent defense cases, AND

WHEREAS, the New York State Public Defender's Association provides a computerized Public Defense Case Management System (“PDCMS”), AND

WHEREAS, the PDCMS will be used to expedite the assignment of cases, collect data concerning numbers and types of cases assigned, allocate cases among attorneys, and create required reports, AND

WHEREAS, the Public Defender's Association requires the execution a professional services agreement to acquire, install, maintain and support the case management system for case assignments, AND

WHEREAS, the contract will be for a period of 1 year 10/01/21 through 09/30/22, at cost of Four thousand dollars ($4,000.00); which will provide up to nine (9) licenses for the various program users, AND

WHEREAS, the cost for the program will be paid by the Public Defender's Office and the Assigned Counsel Office and where possible will utilize grant funds provided by New York State to for costs associated with providing indigent defense, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to sign the agreement with the New York State Public Defender’s Association, Inc., for (PDCMS) program, AND BE IT FURTHER

RESOLVED, that the funds for this agreement shall be taken from the Public Defender's Professional Services account# A11750.54055 and the Assigned Counsel Offices Professional Services account# A11755.54055HH11 on a prorated basis, based on the number of user licenses per department.

Referred from Highway Committee

AGENDA ITEM NO. 19 – Extend Agreement of the Handling, Transportation and Safe Disposal of Household Hazardous Waste - Solid Waste Division - Highway Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF NEWELL **RESOLUTION NO.**

Extend Agreement of the Handling, Transportation and Safe Disposal of Household Hazardous Waste - Solid Waste Division - Highway Department

WHEREAS, the County of Cortland entered into Agreement No. 260-20 with Care Environmental Corporation (the Contractor), 429 East Blackwell St., Dover, NJ 07801, on October 23, 2020 for the Handling, Transportation and Safe Disposal of Household Hazardous Waste, AND

WHEREAS, the term of said agreement can be renewed under the same terms and conditions for a maximum of three one-year extensions, conditioned on mutual agreement between the Contractor and the County, AND

WHEREAS, the funds to cover this agreement are in the 2021 Recycling budget in account # EL81615.54625, AND

WHEREAS, both parties have agreed to extend the terms of Agreement 260-20, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the County hereby extends the agreement for the handling, transportation and safe disposal of the household hazardous waste bid with Care Environmental Corporation, 429 East Blackwell St., Dover, NJ 07801, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute the extension of the agreement with Care Environmental Corporation, 429 East Blackwell St., Dover, NJ 07801.

AGENDA ITEM NO. 20 – Resolution to Approve Modification of Fee Schedule for Disposal of Tires at the Cortland County Recycling Center - Highway Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF NEWELL **RESOLUTION NO.**

Resolution to Approve Modification of Fee Schedule for Disposal of Tires at the Cortland County Recycling Center - Highway Department

WHEREAS, the County of Cortland is responsible for properly disposing of solid waste at all County-owned Solid Waste Facilities, and as owner, is responsible for setting the fees associated with the acceptance of solid waste, AND

WHEREAS, refuse tires are currently accepted at the County owned Recycling Center, AND

WHEREAS, the cost associated with the disposal of tires accepted at the County-owned Recycling Center exceeds the fees received for said disposal, AND

WHEREAS, the County of Cortland desires to increase the tire disposal fees to cover the County's cost of disposal, AND

WHEREAS, to cover the cost of tire disposal, the County of Cortland desires to modify the tire fee schedule as follows:

a) Passenger and pickup truck tires: $4.00 each
b) Truck tires up to 24.5 inch tubeless: $15.00 each
c) Industrial, tractor or off-road tires: $100.00 each

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves above said fee schedule for tire disposal at the County owned Recycling Center as described above, AND BE IT FURTHER

RESOLVED, that the above said fee schedule for tire disposal at County owned Recycling Center shall become effective immediately.

AGENDA ITEM NO. 21 – Lease Agreement with Cortland County Agricultural Corporation - Highway Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF NEWELL **RESOLUTION NO.**

Lease Agreement with Cortland County Agricultural Corporation - Highway Department

WHEREAS, there is a need to store County Highway heavy construction equipment during the winter season, AND

WHEREAS, the County of Cortland Agricultural Corporation currently owns buildings at the Cortland County Fairgrounds with adequate space available located at the Cortland County Fairgrounds, AND

WHEREAS, the County of Cortland Agricultural Corporation is agreeable to lease said buildings to Cortland County during the winter season, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to execute a lease agreement for the 2021-2022 winter season starting October 15, 2021 and ending May 8, 2022 with the County of Cortland Agricultural Corporation for a fee of $2,650.00, to be charged to account E51305.54067.

AGENDA ITEM NO. 22 – Amend Budget/Authorize Supplemental Agreement No. 2 New York State McGraw Marathon Road Bridge (BIN 3312050) Replacement - Highway Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF NEWELL **RESOLUTION NO.**

Amend Budget/Authorize Supplemental Agreement No. 2 New York State McGraw Marathon Road Bridge (BIN 3312050) Replacement - Highway Department

WHEREAS, the project for the McGraw Marathon Road Bridge (BIN 3312050), Replacement Project P.I.N. 375654 (the project) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 95% federal funds and 5% non-federal funds, AND

WHEREAS, the Highway Committee desires to authorize the implementation and funding in the first instance, 100% of the Federally funded eligible costs of the project, and appropriate funds therefore, AND

WHEREAS, the Cortland County Legislature authorized said agreement by Resolution No. 8-19, AND

WHEREAS, the Cortland County Legislature approved an agreement with the New York State Department of Transportation (NYSDOT) for the Acquisition of Right of Way property by Resolution No. 82-20, AND

WHEREAS, due to time restraints, the NYSDOT is rescinding the Right of Way Agreement and implementing Supplemental Agreement # 2, AND

WHEREAS, Supplemental Agreement # 2 transfers the Right of Way responsibilities and to the County of Cortland and provides funding for these expenditures, AND

WHEREAS, also due to time restraints, Supplemental Agreement # 2 amends the end date of said agreement from December 31, 2023 to December 31, 2025, NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby authorizes the County of Cortland to pay in the first instance 100% of the Federal share of the Right of Way incidentals and acquisitions for the project, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer is hereby authorized and directed to amend the 2021 budget for the Federal and local shares and appropriate funds for the purchase of right of ways under BIN 3312050 as follows:

INCREASE:

HH512243.44597.MMBR	Federal Revenue	$18,948
HH99015.45031.MMBR	Local Share	$998
HH51225.52100.MMBR	Land & Improvements	$19,946

Referred from Government Operations Committee

AGENDA ITEM NO. 23 – Authorize Agreement Clear Ballot Group, Inc. Maintenance of ClearCount/Clear Audit Station - Board of Elections

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WILSON **RESOLUTION NO.**

Authorize Agreement Clear Ballot Group, Inc. Maintenance of ClearCount/Clear Audit Station - Board of Elections

WHEREAS, the Cortland County Legislature approved the purchase of a ClearCount/ClearAudit scan station with Resolution No. 198-20, AND

WHEREAS, without the use of this technology to verify and count ballots, the Board of Elections would be unable to comply with New York State and Federal voting requirements, AND

WHEREAS, annual maintenance is needed on the ClearCount/ClearAudit machine to keep the machine working properly, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to funding by the Cortland County Legislature, is hereby authorized to enter into an agreement with Clear Ballot Group, Inc. of 2 Oliver Street, Floor 2, Boston, MA 02109, for the term of 10/1/21-9/30/26, for an annual cost of $2,097.

AGENDA ITEM NO. 24 – Amend 2021 Budget/Authorize Transfer of Funds - Health Insurance - Personnel Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 8/26/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WILSON **RESOLUTION NO.**

Amend 2021 Budget/Authorize Transfer of Funds - Health Insurance - Personnel Department

WHEREAS, it is necessary to appropriate monies to the Self-Insured Health Insurance Fund Professional Services account to cover medical and prescription administrative fees, AND

WHEREAS, this amount has already been appropriated in the 2021 budget in the Health Insurance TPA Insurance account, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

Decrease:

TPA Insurance	CH90605.58800	$350,000
Increase:		
Professional Services	CH90605.54055	$350,000

AGENDA ITEM NO. 25 – Abolish Secretary to the County Administrator/Create Executive Assistant to the County Administrator - Personnel/County Administrator

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WAGNER **RESOLUTION NO.**

Abolish Secretary to the County Administrator/Create Executive Assistant to the County Administrator - Personnel/County Administrator

WHEREAS, the needs of the office will be better served by abolishing one (1) full-time Secretary to the County Administrator position and creating one (1) full-time Executive Assistant to the County Administrator in the Office of the County Administrator, AND

WHEREAS, the Finance and Administration Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Secretary to the County Administrator (Grade 2 Management Confidential, $18.6797-22.7267/hr, Management Compensation Plan, exempt class, full-time, 35 hours/week with benefits) be and hereby is abolished effective August 26, 2021 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Executive Assistant to the County Administrator (Grade 10, $44,607-54,272, Management Compensation Plan, competitive class, full-time 35 hours/week with benefits) be created with permission to fill effective August 27, 2021 at 12:01 am.

AGENDA ITEM NO. 26 – Approve Contract REMI Equipment Maintenance-County Clerk

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 8/26/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Wagner, Harbin, Stock, Waldbauer, Eccleston
EXCUSED:	Sandra Price, Christopher Newell

ON MOTION OF WILSON **RESOLUTION NO.**

Approve Contract REMI Equipment Maintenance-County Clerk

WHEREAS, the Cortland County Clerk's Office currently has a one year maintenance agreement with REMI to provide preventative maintenance and cleaning along with service and replacement of parts used in the map scanner/printer in the County Clerk's Office through REMI, AND

WHEREAS, the contract expires on August 31, 2021, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon approval of the Cortland County Attorney or designee, is authorized to sign a one year maintenance agreement with REMI at the cost of $657.00 to be paid out of account A14105.54015.

Adjourn

Finance & Administration Committee

60 Central Ave
Cortland, NY 13045
http://www.cortland-co.org

Committee Meeting

~ Minutes ~

Tuesday, July 13, 2021 **10:00 AM** **Board Room**

CALL TO ORDER

The meeting was called to order at 10:27 AM by Committee Chair, George Wagner

Attendee Name	Organization	Title	Status	Arrived	Departed
Sandra Price	Cortland County, NY	Committee Member	Present		
George Wagner	Cortland County, NY	Committee Chair,	Present		
Christopher Newell	Cortland County, NY	Committee Member	Present		
Beau Harbin	Cortland County, NY	Committee Member	Excused		
Richard Stock	Cortland County, NY	Committee Member	Excused		
Eugene Waldbauer	Cortland County, NY	Committee Member	Present		
Mitchel Eccleston	Cortland County, NY	Vice Chair	Present		
Francis J. Casullo	Cortland County, NY	County Attorney	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Ronald J. Van Dee	Cortland County, NY	Board Member	Present		
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Present		
John Banewicz	Cortland County, NY	County Treasurer	Present		
Valerie Puma	Cortland Standard	Reporter	Present		
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present		
Darrel Tuttle	Cortland County, NY	Deputy Director, Budget and Finance	Present		
Bill Talbot	Tompkins Cortland Community College	VP of Finance & Administration	Remote		
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present		10:44 AM
Rob Corpora	Cortland County, NY	County Administrator	Present		
Cathy Bischoff	Cortland County, NY	Board Member	Present		
Laurie Leonard	Cortland County, NY	Personnel Officer	Present		

Jeremy Boylan	Bailey Place Insurance	Agent	Present		
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present		
Amy Buggs	Cortland County, NY	Grants Administrator	Present		
Ben Owens	Insero & Co.	Principal	Present		
Duane Shoen	Insero & Co.	Partner	Present		

MINUTES

1. Finance & Administration Committee - Committee Meeting - Jun 15, 2021 10:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

Presentation

1. Presentation from Insero Group - Draft Audit Report

RESULT:	**COMPLETED**

Presentation of TC3 Budget

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorization to Fund Cortland County's Costs for Year One of the Tompkins Cortland Community College Workforce and Career Development Pilot Program

RESULT:	**APPROVED [UNANIMOUS]** **Next: 7/22/2021 6:00 PM**
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF WAGNER **RESOLUTION NO.**

Authorization to Fund Cortland County's Costs for Year One of the Tompkins Cortland Community College Workforce and Career Development Pilot Program

WHEREAS, for the past several years, Tompkins Cortland Community College (TC3) has struggled to remain competitive and financially healthy under a New York State funding formula that is inadequate to meet the needs of community colleges, AND

WHEREAS, the impacts of the Covid-19 pandemic have exacerbated the strain on TC3's budget and enrollment, AND

WHEREAS, the changing economy in Central New York has created a new demographic of older students who are seeking vocational training to enable them to pursue new careers, AND

WHEREAS, TC3 is aware of these economic and demographic changes and the opportunity they present for the college to expand its curriculum and better position itself to attract future students, AND

WHEREAS, TC3 has responded to this opportunity by creating a three-year pilot program to expand its workforce and career development course offerings, beginning in the college's 2021-2022 academic year, AND

WHEREAS, on June 2, 2021, TC3 administrators presented an overview of the pilot program proposal to several members of the Tompkins and Cortland County Legislatures, AND

WHEREAS, all attendees at the June 2 presentation expressed enthusiasm for the program and a willingness to recommend funding, AND

WHEREAS, the cost of the program will be $200,000 in year one (2021-2022 academic year), $350,000 in year two (2022-2023 academic year), and $200,000 in year three (2023-2024 academic year), to be shared by Tompkins and Cortland Counties according to the formula used to determine their sponsorship shares (*i.e.*, 2020-21 is 63% from Tompkins County and 37% from Cortland County), AND

WHEREAS, the year one cost of the workforce development and career pilot program is needed so that the program can begin during the upcoming fall semester, NOW THEREFORE BE IT

RESOLVED, on recommendation of the Finance and Administration Committee, that Cortland County will provide $74,000 to Tompkins Cortland Community College to pay its share of the year one cost of the College's three-year workforce and career development pilot program, AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby directed to amend the 2021 budget as follows:

INCREASE:

A62935.54780	Sponsor Contributions	$74,000
A359900	Appropriated Fund Balance	$74,000

, AND BE IT FURTHER

RESOLVED, that Cortland County's share of the year two and three costs of the College's pilot program will be considered as part of its upcoming budget processes, AND BE IT FURTHER

RESOLVED, that copies of this resolution be sent to Dr. Orinthia Montague, President, Tompkins Cortland Community College; Bill Talbot, Vice-President of Finance and Administration, Tompkins Cortland Community College; and Deborah Dawson, Chair of the Budget, Capital and Personnel Committee for the Tompkins County Legislature.

AGENDA ITEM NO. 2 – Adopt 2021-2022 Tompkins Cortland Community College Operating Budget

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF WAGNER **RESOLUTION NO.**

Adopt 2021-2022 Tompkins Cortland Community College Operating Budget

WHEREAS, the Board of Trustees of Tompkins Cortland Community College has presented to this Legislature an Operating Budget for the college fiscal year September 1, 2021 through August 31, 2022, AND

WHEREAS, a public hearing on said budget has been held on July 22, 2021, and heard all persons wishing to speak on this topic, pursuant to notice duly published, NOW THEREFORE BE IT

RESOLVED, that said operating budget in the amount of $34,319,089.00 be and hereby is approved and adopted, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature include in the Cortland County Budget for the year 2022 an amount to be determined pursuant to a plan for said college adopted by Resolution No. 129 for the year 1966, as amended by Resolution No. 128 and 131 for the year 1971, totaling approximately $1,855,495 as Cortland County's share of the total Sponsoring Community Contribution of $4,882,882 to be paid in four payments from account #A24955.54780 after January 1, 2022 as per contractual agreement, AND BE IT FURTHER

RESOLVED, that this resolution shall become effective upon adoption of a concurrent resolution by the Tompkins County Legislature.

AGENDA ITEM NO. 3 – Amend Budget/Authorize Optional Payout of Accumulated Comp Time for Department Heads and Management Employees - County Administrator

RESULT:	**APPROVED [UNANIMOUS]** **Next: 7/22/2021 6:00 PM**
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF WAGNER **RESOLUTION NO.**

Amend Budget/Authorize Optional Payout of Accumulated Comp Time for Department Heads and Management Employees - County Administrator

WHEREAS, the Federal American Rescue Plan has allocated over $9,000,000 to Cortland County, AND

WHEREAS, due to the COVID-19 pandemic, many County Department Heads and Management employees have accumulated comp time in response to performing essential work throughout the COVID-19 Public Health emergency, AND

WHEREAS, due to the excessive amounts of comp time earned, Department Heads and Management Employees will have a difficult time in using their accumulated time, AND

WHEREAS, the total amount of time accumulated for County Department Heads and Management Employees through June 15, 2021 is approximately 1,750 hours, AND

WHEREAS, the Federal Government has authorized the use of the American Rescue Plan funds to respond to workers performing essential work during the COVID-19 public health emergency, AND

WHEREAS, the Federal Aid Allocation Citizen's Advisory Committee recommends the use of American Rescue Plan funds for the optional payout of accumulated comp time for Department Heads and Management Employees, NOW THEREFORE BE IT

RESOLVED, that the County is authorized to offer Department Heads and Management Employees the opportunity to cash in their accumulated comp time that was accumulated through June 15, 2021, due to the COVID pandemic, at their regular hourly rate, AND BE IT FURTHER

RESOLVED, that the total amount paid out shall not exceed $75,000, AND

RESOLVED, that the Cortland County Legislature amends the 2021 budget as follows:

Increase: Account A90895.58000.ARP	Other Employee Benefits	$75,000
Increase: Account A359900	Appropriated Fund Balance	$75,000

, AND BE IT FURTHER

RESOLVED, that the County General Fund be reimbursed for the cost of this project upon receipt of the Federal American Rescue Plan funds.

AGENDA ITEM NO. 4 – Authorize Renewal of Contract - Property Tax Collection Software - ATC Taxes - Treasurer's Office

RESULT:	**APPROVED [UNANIMOUS]** **Next: 7/22/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF WAGNER **RESOLUTION NO.**

Authorize Renewal of Contract - Property Tax Collection Software - ATC Taxes - Treasurer's Office

WHEREAS, Cortland County currently utilizes real property tax software to track current and delinquent real property tax payments and provide necessary reports for auditing parcel payment status on parcels which have relevies, fees or interest, and support in a timely manner, AND

WHEREAS, the real property tax collection software is the primary tool for the loading, balancing, reporting, and auditing of property tax collection for Cortland County, AND

WHEREAS, following extensive review of the limited alternative real property tax software utilized within NYS counties and the municipalities within Cortland County, Resolution No. 371-16 authorized a contract with Allen Tunnel Corporation, Binghamton, NY, to replace and convert the real property information as well as provide support services, AND

WHEREAS, the initial contract with this sole-service provider expired on October 31, 2017 and the contract extended per Resolution 195-18 expired December 2020, it is desired to extend the contract period for support and maintenance of this software, AND

WHEREAS, this program is critical for the collection of county, municipal, and school taxes as well as preparation for the real property foreclosure process, AND

WHEREAS, the cost of said contract for the year 2021 is budgeted in the 2021 budget in account A13255.54015 AND

WHEREAS, said cost of contract shall be as follows:
2021 - $34,950
2022 - $36,700
2023 - $36,700, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislatures authorizes the County Administrator to sign said contract, upon the review and approval of the County Attorney or designee, for real property tax software with Allen Tunnel Corporation, 161 Rosedale Dr., Binghamton, NY 13905 for the years 2021, 2022 and 2023.

AGENDA ITEM NO. 5 – Authorize Lease Agreement with Crescent Commons Master Tenant, LLC for Lease of Property Located at Crescent Commons - Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]** **Next: 7/22/2021 6:00 PM**
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize Lease Agreement with Crescent Commons Master Tenant, LLC for Lease of Property Located at Crescent Commons - Area Agency on Aging

WHEREAS, the Cortland County Area Agency on Aging (Lessee) is in need of leasing property at Crescent Commons, 165 Main St, Suite B2, Cortland, New York, from Crescent Commons Master Tenant, LLC (Lessor) to be used as the Cortland Senior Center for Cortland County residents, AND

WHEREAS, the term of the lease is for five (5) years commencing August 1, 2021 and ending July 31, 2026, AND

WHEREAS, the rent is to be paid in monthly installments of $2,000.00 per month, or a total of $24,000 per year, AND

WHEREAS, an additional amount of $200.00 per month for all utilities is assessed, also to be paid monthly, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized and directed to sign a lease with Crescent Commons Master Tenant, LLC and authorizes the Cortland County Treasurer's office to release funds accordingly.

AGENDA ITEM NO. 6 – Adopt Local Law "F" of 2021, Amending Law No. 9 for the Year 2016 Which Established a Plan of Mutual Self-Insurance for Workers' Compensation; Amend Rules and Regulations and Apportionment

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF WILSON **RESOLUTION NO.**

Adopt Local Law "F" of 2021, Amending Law No. 9 for the Year 2016 Which Established a Plan of Mutual Self-Insurance for Workers' Compensation; Amend Rules and Regulations and Apportionment

WHEREAS, Cortland County adopted Local Law No. 1 of 1956 establishing a plan of self-insurance as provided for under Article 5 of the New York State Workers' Compensation Law, AND

WHEREAS, various amendments and enactments to the original law have occurred, AND

WHEREAS, the County and all participants in the plan have secured workers' compensation insurance from a third-party as of January 1, 2020, AND

WHEREAS, the claims and liabilities incurred by the plan during its active operation are in run-off, AND

WHEREAS, the County and all participants desire to address the provision of workers' compensation insurance, and the payment and allocation of the liabilities and termination of the plan of self-insurance, AND

WHEREAS, the proposed local law has been on Legislators' desks for the required seven days, and a Public Hearing was held June 24, 2021, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts Local Law "F" of 2021 as follows:

WHEREAS, Cortland County adopted Local Law No. 1 of 1956 establishing a plan of self-insurance as provided for under Article 5 of the New York State Workers' Compensation Law, AND

WHEREAS, the Cortland County Legislature wishes to codify and amend the plan to address the provision of workers' compensation insurance, and the payment and allocation of the liabilities and termination of the plan of self-insurance, NOW THEREFORE BE IT ENACTED, by the County Legislature of the County of Cortland, as follows:

Section 1. Created.

The plan of self-insurance previously created by Cortland County as provided for in Article 5 of the Workers' Compensation Law known as the Cortland County Self-Insured Workers' Compensation Plan (the "Self-Insured Plan") is hereby continued to operate in run-off until terminated, as prescribed herein.

The Cortland County Group Insurance Program (the "Group Insurance Program") is hereby created to provide workers compensation insurance to its participants on a group basis as of January 1, 2020 and continuing into the future until discontinued.

Section 2. Administration.

The Self-Insured Plan and the Group Insurance Program shall be administered by the County

Administrator or his/her designee (the "Administrator") and overseen by the applicable jurisdictional Legislative Committee.

A. The Administrator reserves the right to RFP and select the Third Party Administrator (TPA) for the Self-Insured Plan.

B. The Administrator reserves the right to RFP for Group Insurance; Plan participants, by weighted vote, shall select the TPA or insurer for the Group Insurance Plan.

Section 3. Self-Insured Plan in Run-Off.

A. Participation in the Self-Insured Plan.

Each participant in the Self-Insured Plan as of December 31, 2019, shall continue as a participant unless and until such participant withdraws or the Self-Insured Plan is terminated, as provided herein.

B. Withdrawal from the Self-Insured Plan.

A participant in the Self-Insured Plan may withdraw therefrom at the beginning of the next ensuing calendar year by filing with the Clerk of the County Legislature on or before the 31st day of July of any year a certified copy of a resolution of its governing body electing to withdraw from the Self-Insured Plan, upon condition that such participant shall pay prior to the date of withdrawal, in a lump sum, its estimated share of the outstanding liabilities of the plan. The outstanding liabilities of the Self-Insured Plan shall include the total of all claims, costs and expenses projected to be incurred (including those not yet reported) by the plan until termination. The estimated share of the withdrawing participant shall be consistent with the most recent actuarial report.

The Director of Finance, with the approval of the County Legislature may permit said payment to be made in installments, subject to interest at the prime rate prevailing at the time of withdrawal (as reported in the Wall Street Journal). Installment plans may not exceed two years, and withdrawal shall be effective upon receipt of the final installment payment.

C. Termination of the Self-Insured Plan.

Upon satisfaction of all liabilities, the Self-Insured Plan will terminate. Satisfaction of all liabilities may occur either upon settlement or closure of all claims and payment of all costs and expenses of the Self-Insured Plan or upon the purchase of an Assumption of Loss Policy, loss portfolio transfer or other transaction to transfer all liabilities of the Self-Insured Plan including the payment of all costs and expenses relating to same. Upon satisfaction of all liabilities and termination of the Self-Insured Plan, any funds remaining in the Reserve Fund shall be paid to the participants remaining at the time of termination, in an amount determined in accordance with Section 6.A.

Section 4. Group Insurance Plan.

A. Participation in the Group Insurance Program.

The County may secure Workers' Compensation insurance for itself and participants on a group basis through the Public Employer Risk Management Association, Inc. ("PERMA") or another acceptable insurer. Any participant that is not prohibited from participating pursuant to Section 5.E and satisfies the underwriting criteria of PERMA or such other insurer may secure such Workers Compensation insurance upon approval of plan participants by weighted vote, and execution of a Memorandum of Understanding which outlines the terms of participation.

B. Withdrawal of the Group Insurance Program.

A participant in the Group Insurance Program may withdraw therefrom at the beginning of the next ensuing calendar year by filing with the Clerk of the County Legislature on or before the 31st day of July of any year a certified copy of a resolution of its governing body electing to withdraw. A participant who withdraws from the Group Insurance Program shall remain liable for its share of the cost of insurance through the end of the current premium year.

C. Termination of the Group Insurance Program.

Upon withdrawal of all participants, and payment of all outstanding premiums and other expenses, the Group Insurance Plan shall terminate.

Section 5. Rules and Regulations.

Participants in the Self-Insured Plan and the Group Insurance Program shall be subject to the following standards, conditions, rules and regulations:

A. Participants shall cooperate fully with the Administrator in the administration of the plan, and shall prepare and file with the Administrator such reports and information as may, from time to time, be requested.

B. Participants shall promptly furnish all pertinent information relative to any claim, and shall aid in the investigation of any claim as may be required by the County, any insurer, administrator or tribunal.

C. Fines and penalties imposed on the plan for late filing of reports and forms shall be assessed against and paid by the participant if, in the opinion of the Administrator, the delay is occasioned by the failure or fault of the participant.

D. Violation of any of the foregoing provisions of this section by any participant shall be punishable by the imposition of a penalty, which shall not exceed $500.00 for each violation, at the discretion of the Administrator, or by expulsion from the plan upon a weighted vote of the participant based on the 2019 ratios. Expulsion of a participant shall constitute a withdrawal.

E. A participant who withdraws or has withdrawn from either the Self-Insured Plan or the Group Insurance Program shall not be permitted to re-enter or participate in the Self-Insured Plan or the Group Insurance Program.

Section 6. Apportionment of Costs.

A. Self-Insured Plan

1. Each participant in the Self-Insured Plan under Section 3 shall pay an annual assessment, based on the prior 3-year averaged claims expense of participants and any additional fees and expenses determined by the Administrator. Apportionment of costs shall be determined by taking the total amount to be assessed and applying the following formula:

a. Forty percent (40%) of the total revenue for the Self-Insured Plan shall be generated based upon assessed valuation as of December 31, 2019. Each participant's share shall be calculated by determining the participant's percentage of full value assessment within the plan and multiplying that percentage of full value assessment by the total amount of revenue to be generated. The County's percentage of full value assessment shall only include the full value assessment contained within municipalities participating in the Self-Insured Plan. When calculating the full value assessment of a town, the assessment of a participating village within such town shall be excluded.

b. Sixty percent (60%) of the total revenue for the Self-Insured Plan shall be generated based upon claims history as of December 31, 2019. Each participant's share shall be calculated by determining the participant's percentage of the average claims paid for the preceding three (3) years, which average claims paid shall be known as the "experience factor", and multiplying that percentage by the total amount of revenue to be generated.

2. The apportionment of costs shall be subject to the following:

a. If a participant’s annual assessment exceeds the annual assessment for the previous year, any increase in the assessment from the previous year shall not exceed 5% of the previous year’s assessment; and

b. If a participant’s annual assessment is less than the annual assessment for the previous year, any decrease in assessment from the previous year shall not exceed 10% of the previous year’s assessment.

B. Group Insurance Program.

Each participant in the Group Insurance Program shall pay its share of the cost of insurance. Each participant’s share shall be calculated as follows:

1. An Individual Premium shall be calculated for each participant based on that participant’s payroll and individual modification factor (loss history).

2. A Group Premium shall be calculated based on all participants’ payroll and a group modification factor (loss history).

3. An Individual Percentage shall be calculated for each participant as the percentage that its Individual Premium bears to the total sum of all participant’s Individual Premiums.

4. Each participant’s share of the cost of insurance shall be its Individual Percentage of the Group Premium, or any other premium as determined by the chosen TPA or insurer.

C. Notice and Payment

The Administrator shall notify each participant in writing, not later than December 1st, of the amount of its assessment under Section 6.A, cost of insurance under Section 6.B and contribution to the Reserve Fund under Section 7, and each participant shall pay the County Treasurer the amount so specified in such notice on or before January 31st of the following year.

Section 7. Reserve Fund.

The existing Workers’ Compensation Reserve shall continue for the Self-Insured Plan. The maximum balance of such Reserve Fund (without investment earnings) shall be no greater than 125% of the amount projected by the Self-Insured Plan to purchase an Assumption of Loss Policy, loss portfolio transfer or other transaction which transfers all liabilities and terminates the Self-Insured Plan. The Director of Finance shall be required to establish and maintain a separate line item for the sole purpose of tracking the Reserve Fund until such time as the Self-Insured Plan is terminated. The amount of any annual contribution to said Reserve Fund shall be determined by the Administrator’s recommendation and will be approved by a weighted vote of the participants, utilizing their 2019 share; each participant’s share of that contribution shall be based on its assessment under Section 6.A.

Section 8. Conflicts with Previous Laws; Severability of Provisions; Effective Date.

In the event of a conflict or inconsistency between this local law and any previous local laws or resolutions of the County Legislature, this local law shall govern.

If any clause, sentence, paragraph, subdivision, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree, or order shall not affect, impair or invalidate the remainder thereof, but shall be confined in its, operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order have been rendered.

This local law shall take effect immediately

Discussion Items/Reports

1. Treasurer Report July 2021

RESULT:	**COMPLETED**

2. Real Property Tax Services Monthly Reports

RESULT:	**COMPLETED**

3. Audit Department Monthly Budget Report

RESULT:	**COMPLETED**

4. 2020 Draft Audit Report

RESULT:	**COMPLETED**

5. May 2021 Financial Reports

RESULT:	**COMPLETED**

6. Finance Dept Budget to Actual - June

RESULT:	**COMPLETED**

7. County Administrator June Monthly Report

RESULT:	**COMPLETED**

CONSENT AGENDA - Items on the Consent Agenda have been endorsed by the various standing committees. Budget & Finance Committee Members may request any item be pulled from the consent agenda for further discussion and separate vote

Referred from Ag/Planning/Enviromental Committee

Referred from Building & Grounds Committee

Referred from Government Operations Committee

Referred from Health & Human Services

AGENDA ITEM NO. 1 – Authorize Agreement with Salvation Army for Warming Center - Department of Social Services

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize Agreement with Salvation Army for Warming Center - Department of Social Services

WHEREAS, the NYS Office of Temporary and Disability Assistance has committed to fully reimbursing all counties for costs related to regulatory requirements of 18NYCRR Section 304.1 titled Protection of Vulnerable Homeless Persons, otherwise referred to as “Code Blue” to provide shelter during inclement weather when air temperatures are at or below 32 degrees Fahrenheit, AND

WHEREAS, the Salvation Army has the expertise in congregate care operations to provide a warming center to assist Cortland County in complying with the requirements of Code Blue regulations, AND

WHEREAS, the $165,000.00 in funding needed for this Agreement is provided through a State plan and will be paid from Account A60105.54800.4696 titled Admin – Code Blue and the revenue will be posted in Account A601043.43689.4696, WHEREAS, NOW, THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of November 1, 2021 through April 30, 2022 with the Salvation Army in an amount not to exceed $165,000.

AGENDA ITEM NO. 2 – Authorize Agreement/Accept Funds Integrated Cancer Services Program - Health Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize Agreement/Accept Funds Integrated Cancer Services Program - Health Department

WHEREAS, the New York State Department of Health has awarded the Cortland County Health Dept. a total of $600,000 for the contract term of 10/1/2020-9/30/2023 to be the lead agency for the three County Cancer Services Program, Breast, Cervical & Colorectal Cancer Partnerships which includes Tompkins and Cayuga Counties and provides screenings and education, AND

WHEREAS, for the period of 10/1/2020-9/30/2021, $200,000 has been awarded to the Cortland County Health Department, AND

WHEREAS, $80,986 of these funds have already been allocated in the County Budget, AND

WHEREAS, that the finds in the 2021 County Budget will be amended as follows:

Increase Revenue:		Current	Increase	Balance
A40105.43450.20CSC	CA SVC	$80,986	$119,014	$200,000

Increase/Decrease Expense		Current	Inc/(Dec)	Balance
A40105.51005.20CSC	PERSONAL SERV	$52,283	($2,874)	$49,409
A40105.54000.20CSC	TELEPHONE	$158	$292	$450
A40105.54005.20CSC	OFFICE SUPPLIES	$200	$1,006	$1,206
A40105.54020.20CSC	POSTAGE	$100	-0-	$100
A40105.54045.20CSC	TRAVEL	$200	$1,480	$1,680
A40105.54048.20CSC	PROGRAM SUP	$3,685	$2,715	$6,400
A40105.54060.20CSC	LEGAL ADV	$1,000	$106,420	$107,420
A40105.54213.20CSC	COPIER	$270	$80	$350
A40105.58020.20CSC	RETIREMENT	$7,320	$585	$7,905
A40105.58030.20CSC	FICA	$4,000	-0-	$4,000
A40105.58040.20CSC	WRKS COMP	$1,995	$120	$2,115
A40105.58060.20CSC	HEALTH INS	$9,665	$9,190	$18,855
A40105.58062.20CSC	DENTAL INS	$90	-0-	$90
A40105.58065.20CSC	VISION CARE	$20	-0-	$20
			$119,014	

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with New York State Department of Health to accept these funds, 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.

AGENDA ITEM NO. 3 – Amend 2021 Budget/Abolish Child Psychiatrist Position/Authorize Contract InnovaTel Telebehaviorial Health Psychiatrist - Mental Health Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Amend 2021 Budget/Abolish Child Psychiatrist Position/Authorize Contract InnovaTel Telebehaviorial Health Psychiatrist - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has accepted the resignation of the Part-Time Child Psychiatrist effective June 30, 2021, AND

WHEREAS, the Mental Health Department is in need of a child psychiatrist to serve its population and support clinical and medical staff, AND

WHEREAS, recruitment efforts for the position of Child Psychiatrist have been unsuccessful, AND

WHEREAS, it would be in the best interest of the County to provide these services through an outside vendor, AND

WHEREAS InnovaTel is among those providing remote Telebehaviorial Health services with psychiatrists for outpatient treatment and supervision for a period of 47 weeks at an hourly rate of $220-$250 per hour, NOW THEREFORE BE IT

RESOLVED, that the Part-Time Child Psychiatrist position be and hereby is abolished effective July 1, 2021, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to enter into an agreement with InnovaTel Telebehavioral Health for remote Telebehavioral Health services, AND BE IT FURTHER

RESOLVED, that the 2021 budget be amended as follows:

			Budgeted		Decrease		Adjusted Budget
A43105.51010.4200	Personal Services	$	101,147.28	$	(53,376.93)	$	47,770.35
A43105.58020.4200	Retirement		14,160.62		(7,472.77)		6,687.85
A43105.58030.4200	FICA		7,737.77		(4,286.44)		3,451.33
A43105.58040.4200	Workers' Compensation		995.00		(497.50)		497.50
A43105.58060.4200	Health Insurance		18,275.24		(9,137.62)		9,137.62
A43105.58062.4200	Dental Insurance		90.24		(45.12)		45.12
A43105.58065.4200	Vision Benefits		19.60		(9.80)		9.80
		$	142,425.75	$	(74,826.18)	$	67,599.57

			Budgeted		Increase		Adjusted Budget
A43105.54615.4200	Contracted Medical Svc	$	137,300.00	$	74,826.18	$	212,126.18

AGENDA ITEM NO. 4 – Award Bid/Authorize Agreement - Transportation of Children with Disabilities-Health Department/Children with Special Needs - Health Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Award Bid/Authorize Agreement - Transportation of Children with Disabilities-Health Department/Children with Special Needs - Health Department

WHEREAS, the County of Cortland is responsible for providing transportation for children with disabilities (ages birth through 5 years) for therapy and program participation, AND

WHEREAS, the County issued a Request for Proposal (RFP) on June 10, 2021 for transportation of children with disabilities for the 2021-2023 contract years, AND

WHEREAS, all proposals were solicited in accordance with County policy, AND

WHEREAS, one proposal was received and the contractor meets all of the County's requirements, AND

WHEREAS, the funding for this agreement is available in account number A40465.54800.PREK, NOW THEREFORE BE IT

RESOLVED, that the contract for transportation of children with disabilities for the 2021-2023 contract years be awarded to First Transit Inc., 600 Vine Street, Suite 1400, Cincinnati, OH, 45202, AND BE IT FURTHER

RESOLVED, the Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with First Transit Inc., 600 Vine Street, Suite 1400, Cincinnati, OH, 45202 for the two-year period of October 1, 2021 through September 30, 2023, with an optional one year extension.

AGENDA ITEM NO. 5 – Amend 2021 Budget/Accept Funds American Rescue Plan for Family Caregiver Support Program - Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]** **Next: 7/22/2021 6:00 PM**
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Amend 2021 Budget/Accept Funds American Rescue Plan for Family Caregiver Support Program - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available the sum of $22,124 under the American Rescue Plan for Family Caregiver Support Program, for the period April 1, 2021 through September 30, 2024, AND

WHEREAS, these funds are to be used for COVID disaster relief services, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

INCREASE:

Revenue:	A677244.44772.4332	Federal Aid - Title IIIE	$22,124
Expenses:	A67725.54055.4332	Professional Services	$22,124

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.

AGENDA ITEM NO. 6 – Authorization to Provide Senior Centers Grants - Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorization to Provide Senior Centers Grants - Area Agency on Aging

WHEREAS, the recent COVID-19 pandemic has forced the closing of our senior centers centrally controlled and staffed by the Cortland County Area Agency on Aging, AND

WHEREAS, these closings provided an opportunity to make a more direct investment in, and consequently better serve, our aging adult population by empowering them to become active leaders and participants in creating, directing and managing those activities best suited to the needs of the local communities in which they reside, AND

WHEREAS, the Cortland County Legislature is desirous of establishing a grant program for, and with, municipalities, community, not-for-profits and/or faith-based organizations to provide meeting places, activities, and outreach for the County's aging adult population, AND

WHEREAS, Cortland County Area Agency on Aging has developed a grant program, the Local Aging Adult Satellite for Services (LASS) and accompanying grant application process, to disburse County funds which will enable and support such activities in a manner tailored and targeted to local areas and their aging adult residents throughout the County, AND

WHEREAS, this grant funding will be awarded based on a completed LASS grant application submitted by the municipality, community, not-for-profits and/or faith-based organizations which successfully fulfills both the program and review process criteria outlined in the grant application, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or his/her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract(s) with the awarded agency(ies) with a total LASS program award not to exceed $100,000.

Referred from Highway Committee

AGENDA ITEM NO. 7 – Authorize Use of American Rescue Plan Funds for Rehabilitation of County Roads - Highway Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF NEWELL **RESOLUTION NO.**

Authorize Use of American Rescue Plan Funds for Rehabilitation of County Roads - Highway Department

WHEREAS, the Federal American Rescue Plan has allocated over $9,000,000 to Cortland County, AND

WHEREAS, due to the COVID-19 pandemic, many County Highway road rehabilitation projects had to be postponed or cancelled, AND

WHEREAS, it would be in the best interest of Cortland County residents to improve County roads, AND

WHEREAS, the Federal Aid Allocation Citizen's Advisory Committee recommends the use of American Rescue Plan funds for the County Highway road rehabilitation projects, NOW THEREFORE BE IT

RESOLVED, that $300,000 be allocated to the County Road budget for 2021 and $300,000 be allocated to the County Road budget in 2022, to be reimbursed by the anticipated Federal American Rescue funds, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature amends the 2021 budget as follows:

Increase: Account D51125.54077.ARP	Construction & Main	$300,000
Increase: Account D99015.45031.ARP	Interfund Transfer	$300,000
Increase Account A99015.99014.ARP	Interfund Transfer	$300,000
Increase Account A359900	Appropriated Fund Bal	$300,000

, AND BE IT FURTHER

RESOLVED, that the County General Fund be reimbursed for the cost of this project upon receipt of the Federal American rescue plan funds.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 8 – Renew Agreement with Rural Law Center for Indigent Defense Appeals - Assigned Counsel

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF PRICE **RESOLUTION NO.**

Renew Agreement with Rural Law Center for Indigent Defense Appeals - Assigned Counsel

WHEREAS, the Cortland County Office of Assigned Counsel keeps records of attorney vouchers for assigned appeals in the county, AND

WHEREAS, Cortland County has previously contracted with the Rural Law Center of Central New York (“RLC) to be its exclusive provider of legal services for Cortland County appeals, AND

WHEREAS, RLC has agreed that such exclusivity will be limited to criminal appeals and no fewer than four family court appeals per contractual year, providing local 18-b panel attorneys an opportunity to participate in the appellate panel program, AND

WHEREAS, the RLC has agreed that such services shall be paid at the rate of $2,500.00 per appeal, not including the cost of Family Court transcripts, which the County pays for, if Cortland County agrees to a two year contract period beginning on September 1, 2021 and ending on August 31, 2023, NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign the agreement with the Rural Law Center of Central New York ("RLC") for provision of appellate representation to indigent parties, as discussed above, for the period from September 1, 2021 through August 31, 2023 at the rate of $2,500.00 per appeal, AND BE IT FURTHER

RESOLVED, that the funds for this agreement shall be taken from A11755.54055, Professional Services.

AGENDA ITEM NO. 9 – Authorize Extension of Contract 091-15-New York State Department of Homeland Security - Department of Emergency Response and Communications

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF PRICE **RESOLUTION NO.**

Authorize Extension of Contract 091-15-New York State Department of Homeland Security - Department of Emergency Response and Communications

WHEREAS, the Cortland County Department of Emergency Response was awarded a grant through the New York State Department of Homeland Security and Emergency Services for the installation and use of the software system called Mutualink, AND

WHEREAS, the Cortland County Legislature authorized a contract under Resolution No. 162-15, dated May 28, 2015 for the use and acceptance of the software and equipment called Mutualink, AND

WHEREAS, the Cortland County Legislature and the New York State Department of Homeland Security and Emergency Services has previously extended the original contract under resolution 278-18, dated July 26, 2018, AND

WHEREAS, the NYS Department of Homeland Security and Emergency Services has re-authorized the grant award for a new contract ending of March 31, 2024 at no cost to the County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval of the County Attorney or their designee, be and hereby is authorized to sign a contract extension to Contract 091-15 authorized under Resolution No. 162-15 and 278-18 for the new time period ending March 31, 2024 with the New York State Department of Homeland Security and Emergency Services.

AGENDA ITEM NO. 10 – Amend 2021 Budget to Accept 2020 Public Safety Answering Points Operations Grant and Authorize Agreement - Department of Emergency Response & Communications

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF PRICE **RESOLUTION NO.**

Amend 2021 Budget to Accept 2020 Public Safety Answering Points Operations Grant and Authorize Agreement - Department of Emergency Response & Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a Public Safety Answering Points Operations Grant (PSAP) grant in the amount of $188,819, resulting in no new county costs, in support of Public Safety Answering Point operations, AND

WHEREAS, the fiscal period for this grant is January 1, 2021 to December 31, 2021, NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget is amended as follows:

		Current	Change	Revised
INCREASE REVENUE BUDGET:				
A302043.43306.PSP	DHSES Grant	$60,000	$128,819	$188,819
INCREASE EXPENDITURE BUDGET:				
A30205.51005.PSP	Personal Services	$60,000	$18,328	$78,328
A30205.54015.PSP	Maintenance Agreements	$0	$110,491	$110,491

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed $188,819, 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.

AGENDA ITEM NO. 11 – Accept Federal Government Surplus Real Property - FAA Tower Site – 3350 South Hill Road, Cortlandville – Department of Emergency Response and Communications

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF PRICE **RESOLUTION NO.**

Accept Federal Government Surplus Real Property - FAA Tower Site – 3350 South Hill Road, Cortlandville – Department of Emergency Response and Communications

WHEREAS, the United States Government office of General Services Administration has posted notice of surplus determination for federal real property described as FAA McGraw RCLR site, 3350 South Hill Road, Cortland, NY GSA Control Number: 1-U-NY-1019-AA, dated May 17, 2021, AND

WHEREAS, the United States Government office of General Services administration through the Federal Emergency Management Agency (FEMA) is offering the property at 3350 South Hill Road to Cortland County at no charge under the Public Benefit Conveyance for Emergency Management Response purposes under Title 40, United Stated Code 553, AND

WHEREAS, the property at 3350 South Hill road is currently landlocked and exempt from property taxes so its acquisition by Cortland County will not affect the County's property tax revenues, AND

WHEREAS, the United States Government has removed the radio tower and communications building at 3350 South Hill Road, AND

WHEREAS, the Cortland County Department of Emergency Response and Communications has desired interest in obtaining the property at 3350 South Hill Road, AND

WHEREAS, the acquisition of the property will greatly enhance the physical security of the County's existing Cortlandville Tower site and prevent any future development on the property that may be detrimental to the operation of the Cortlandville Tower, AND

WHEREAS, if approved the County would have to agree that the deed for the property would include a covenant requiring the property to be used and maintained for emergency management response purposes in perpetuity, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign a contract to execute real property acquisition documents with the Federal Emergency Management Agency (FEMA) for 3350 South Hill Road, Cortland, New York.

AGENDA ITEM NO. 12 – Amend 2021 Budget to Accept 2020 Hazardous Materials Emergency Preparedness Grant and Authorize Agreement -Department of Emergency Response & Communication

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF PRICE **RESOLUTION NO.**

Amend 2021 Budget to Accept 2020 Hazardous Materials Emergency Preparedness Grant and Authorize Agreement -Department of Emergency Response & Communication

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYSDHSES) has awarded the Cortland County Department of Emergency Response and Communications a Hazardous Materials Emergency Preparedness (HMEP) grant in the amount of $5,172, resulting in no new county costs, in support of State Hazardous Materials Emergency Preparedness, AND

WHEREAS, the fiscal period for this grant is April 1, 2021 to July 31, 2022, NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A341044.44305.22HMP DHSES Grant	$0	$5,172	$5,172
INCREASE EXPENDITURE BUDGET:			
A34105.54048.22HMP Prog Spec Materials & Supp	$0	$5,172	$5,172

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or their designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed $5,172, 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.

AGENDA ITEM NO. 13 – Abolish Keyboard Specialist/Create Information Processing Clerk - Assigned Counsel

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 7/22/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Waldbauer, Eccleston
EXCUSED:	Beau Harbin, Richard Stock

ON MOTION OF PRICE **RESOLUTION NO.**

Abolish Keyboard Specialist/Create Information Processing Clerk - Assigned Counsel

WHEREAS, the needs of the office will be better served by abolishing one (1) full-time Keyboard Specialist position and creating one (1) full-time Information Processing Clerk position in the Assigned Counsel Office, AND

WHEREAS, the Judiciary & Public Safety Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Keyboard Specialist (Grade 5, $14.9573-$18.7442/hour, CSEA, competitive class, full-time 35 hours/week with benefits) be and hereby is abolished effective July 22, 2021 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Information Processing Clerk (Grade 8, $16.3259-$20.4594/hour, CSEA, competitive class, full-time 35 hours/week with benefits) be created with permission to fill effective July 23, 2021 at 12:01 am.

Adjourn

Cortland County
Administrative Policy Manual

Collection, Handling and Disbursement of Departmental Funds Policy

Number: **Modified Date (s):** ~~4/30/2021~~7/14/2021

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Resolution No.: 424-06, 185-10, 24-11 **Effective Date:** 2006
Next Review:

Objective: This policy is designed to provide a uniform set of regulations and procedures applicable to all County Departments, Offices and Agencies that have responsibility for directly collecting, handling or disbursing funds, insure ~~to~~ the security and safeguarding of those funds and provide for the appropriate oversight and audit.

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Reference (All applicable federal, state, and local laws):

Legislative Policy Statement:

Responsible Department: **Finance**

General Information:

I. Definitions:

II. Policy:

Departments involved in the collection or handling of funds in connection with the conduct of official County business shall be subject to regulations and procedures~~,~~ which, in every reasonable way, provide for full accountability and control so as to insure the security and safeguarding of those funds.

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The County Treasurer, as Chief Fiscal Officer of the County, shall have a primary role in overseeing the handling of and accounting for County funds.

In order to optimize the cash flow of the County and to maximize investment income, County funds collected shall be paid over to the County Treasurer as frequently as possible.

III. Procedure:

1. Collection of County Fees and Payments

Department Heads shall be responsible for the collection of fees and payments due to the County either as a result of goods or services delivered or provided by their department or pursuant to that department's other duly authorized or designated governmental responsibility. County fees and payments collected shall be at rates established by law or regulation, as provided for in duly authorized contracts or as otherwise established by the County Legislature.

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Unless otherwise prescribed by law or regulation, payment for goods or services delivered by a department for which a fee is collectable shall generally be due upon delivery of the good or service. In the event that collection of a fee or payment shall not be appropriate at the time of delivery of the good or service, the department shall promptly issue invoices or bills for such goods or services. Except as otherwise approved in writing by the County Treasurer, invoices or bills shall be issued on at least a monthly basis and shall be in a form approved by the County Treasurer. Where possible, departments shall issue invoices and bills on a more frequent basis. Invoices and bills shall instruct that checks shall be made payable to "Cortland County Treasurer" unless a department has been authorized to establish a departmental bank account for the deposit of such funds, in which case invoices and bills shall instruct that checks be made payable to the head of the collecting department by title or the department.

The County Attorney's Office shall provide legal assistance to a department as necessary to enforce collection of delinquent payment of bills and invoices issued by a department.

The ~~County Treasurer~~Director of Finance shall be notified at the close of each fiscal year in writing as to the amount of and status of invoices or bills issued and outstanding. The ~~County Treasurer~~Director of Finance may require that such information be provided on a more frequent basis when appropriate for accounting purposes.

2. Fees and Payments Collected and Held on Behalf of Others

In cases where funds collected in the form of fees or payments are to be held by a department on behalf of another government agency or private concern pursuant to the provisions of State or Federal statutes or regulations or pursuant to a court order, such funds shall be collected, handled, accounted for and disbursed in accordance with the requirements of such statutes, regulations or court order. To the extent that this policy does not conflict with such statutes, regulations or court order, such funds shall be collected, handled, accounted for and disbursed in accordance with this policy.

3. Form of Payment

Department heads shall accept as payment of funds owed to the County as provided in Section 1, either cash, check or other warrant except as provided in Section 7 herein. Unless a department has been authorized to establish a departmental bank account pursuant to Section 10 herein, all checks and warrants which provide for payment of funds owed to the County shall be made payable to "Cortland County Treasurer." In cases where a departmental bank account has been established pursuant to said Section 10, all checks and warrants shall be made payable to the department head of the collecting department by title or the department.

Cortland County
Administrative Policy Manual

4. Receipts to be Provided, Restrictive Endorsement

Departments collecting funds on behalf of the County or another government agency or holding funds in custody for a private concern shall provide written or mechanically generated receipts for all fees collected or monies otherwise received when such fees or monies are in the form of cash or when requested by the paying party. Written receipts shall be preprinted and numbered and shall be issued in numerical order. Copies of all receipts issued shall be kept on file in the office of the collecting department.

All checks or warrants received shall be restrictively endorsed immediately upon receipt by the collecting department. In cases where funds are received in the form of a check or warrant by a department which has not been authorized to establish a ~~checking~~ bank account for deposit of such funds, such check or warrant shall be restrictively endorsed by the collecting department as follows: "For Deposit Only, Cortland County Treasurer." In cases where funds are received in the form of check or warrant by a department which has been authorized to establish a bank account for the deposit of such funds, such check or warrant shall be restrictively endorsed as follows: "For Deposit Only " (Name of Collecting Department.)

5. Handling and Accounting for Funds Collected

Departments collecting or receiving monies on behalf of the County, or otherwise collecting funds in accordance with Section 3 above shall maintain a system of record keeping and internal controls which shall fully account for funds received and shall provide a system to properly secure such funds until released from the custody of the Department.

6. Payment and Deposit of County Funds Collected

~~A. Daily Payment of County Funds Collected to County Treasurer~~
~~Except as provided in Section 6. B below, County funds in the form of fees collected or payments otherwise received shall be paid over to the County Treasurer on a daily basis, toward the end of each business day, at the minimum.~~

~~B. Temporary Holding and Deposit of County Funds Collected~~

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~~Only in cases where daily delivery or payment to the Treasurer of County funds collected is not practical (as determined by the Department Head with the written approval of the County Treasurer) or is prohibited by law or regulation are County funds collected to be held in custody for more than a day by a department. In the event that a department has been authorized to establish a departmental bank account pursuant to Section 10 of these regulations and procedures the department shall temporarily deposit funds collected in such account on a daily basis, provided, however that the County Treasurer may establish a reasonable threshold as to the amount of funds collected in a given day for which a daily deposit would not be required.~~ A. Funds collected by County Departments, Offices and Agencies shall be turned over to the County Treasurer for deposit, or deposited into the

Formatted: Justified, Indent: Left: 1", First li… 0.44" departmental bank account no later than 3 business days after receipt or when the funds collected total $500 or more, whichever occurs first.

~~C~~B. Payment Procedure

In all cases, all County funds collected during a given month shall be paid over to the County Treasurer by the collecting department ~~prior to~~no later than the tenth day of the succeeding month. Each time monies are paid over they shall be accompanied by a statement, on a form prescribed by the County Treasurer, signed by the appropriate collecting Department Head or their designee identifying the general source of the funds, identifying the period of time during which the funds were collected and certifying that the amount of funds turned over represent all such funds collected during the specified time period. All checks or warrants paying County funds to the County Treasurer from a checking account established pursuant to Section 10 of this policy shall be payable to "Cortland County Treasurer." Upon receiving County funds from a Department Head the County Treasurer shall provide an appropriate receipt therefore.

7. Checks Returned for Insufficient Funds.

Checks which comprise County funds paid over to a department which are returned for insufficient funds shall be subject to a service charge as provided for in Resolution No. 249 of 2002.~~, as same may be amended from time to time~~. In cases where a party has previously tendered payment by check or warrant which has been returned for insufficient funds, the department may require that future payments from such party shall be made in cash or by certified check.

8. Refunds of County Fees and Payments Erroneously Collected

Refunds of fees or monies erroneously collected on behalf of the County and paid over to the County Treasurer shall be made by the County Treasurer payable to the party from whom funds were originally received by the department upon receipt of a statement from the Department Head attesting to the validity of such refund. In the event that monies erroneously collected on behalf of the County are in the custody of the collecting department and the said department has a departmental checking account, such Department Head shall issue a refund subject to the written approval of the County Treasurer.

9. Departmental Petty Cash Funds.

A. General Requirement

a. The Cortland County Legislature recognizes that petty cash funds are appropriate for the efficient daily operation of departments, and that suitable accounting procedures and controls must be in place to manage petty cash funds.
~~a.~~

b. All petty cash funds must be authorized by a resolution of the Cortland County Legislature (County Law Section 371 (I)). The ~~County Auditor~~ Manager of Audit and Financial Projects is responsible for the audit of County expenditures from petty cash funds and for internal audits to determine that controls are in place and being followed by the departments.

c. Petty cash funds established by the County Legislature may be used for the purposes specified in the resolution establishing the fund. Department Heads having a petty cash fund within their department shall be ~~cashier~~ custodian of such fund but may designate an employee as ~~cashier~~ custodian by filing a written designation in the office of the County Treasurer.

d. Physical protection of petty cash funds through the use of locked cash boxes or locked cash drawers shall be adhered to at all times.

~~d~~e. Authorized petty cash expenditures may be for materials, supplies, or services other than employment, furnished to the County for the conduct of its affairs on a daily basis. Such expenditures may include, but are not limited to, expenses for transporting clients, postage due on mail, mailing items after County mail has been done or to meet deadlines and expenses at vendors that do not accept requisitions/purchase orders (i.e. tolls, parking, fuel, and other emergency needs).

~~e. Pursuant to Articles 12, 23, and 24 of the County Police Association: Deputy Sheriff Correctional Officers and the Civilian Unit of Cortland County Agreements, respectfully, by and between Cortland County and the any transport or medical assignment outside of the jail where meals are not provided by the Sheriff, the assigned employees may seek meal expense reimbursement with properly signed receipts submitted on Monday for payment on the following Friday.~~

f. Expenditures that are not considered appropriate for petty cash and that will not be approved include, but are not limited to, conference/meeting or travel expenses, office supplies, personal use, expenditures which circumvent any established bidding procedure or other County purchasing policy.

~~An exception is made in County Law 371 (2) whereby employees of the District Attorney or Sheriff's Department may be advanced funds from petty cash where required to travel on official business.~~

Commented [AH1]: Doesn't agree with Sheri contracts.

g. A petty cash fund may be used for the purpose of making change when such is required in the performance of official duties. Personal or payroll checks may not be cashed from a petty cash fund.

h. At any given time, the total of cash from a petty cash fund ~~p~~plus receipts in a department's petty cash fund must equal the total amount allocated to that department by resolution of the Legislature.

B. Documentation and Procedures

a. All requests to establish, increase or abolish a petty cash fund must be submitted by the Department Head to the County Administrator for preliminary approval. If approved, the County Administrator shall submit to the ~~Budget and~~ Finance and Administration Committee for their approval. The resolution shall be submitted to the County Legislature for final approval.

b. The Department Head then assigns a custodian to oversee use of the fund and to implement internal control procedures. The department must notify the ~~Auditor's Office~~Director of Finance of the name(s) of the assigned custodian(s) and title (s).

c. Numbered preprinted petty cash slips shall be generated by the ~~cashier~~ custodian and signed by the recipient for each disbursement from a petty cash fund. Each slip shall be completed in ink and shall state in numbers and words the amount of funds being disbursed and the reason for disbursement. All disbursements from a petty cash fund shall be subject to submission of appropriate receipts or statements which fully document expenses incurred. Reconciliation of each petty cash fund shall be ~~accomplished~~ completed at least once per month or each time replenishment of the fund is requested on forms provided by the ~~County Auditor~~Director of Finance. A request to replenish a petty cash fund shall be subject to the approval of the ~~County Auditor~~Manager of Audit and Financial Projects. ~~in accordance with the Auditing Policy and may be amended from time to time.~~ The custodian(s) can make disbursements from the fund only with the completion of a petty cash slip. In the case where money is advanced for a purchase, the amount of such advance must be recorded and later revised to the exact amount when the purchase is made and a sales slip is received.

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d. Expenditures from petty cash are, of necessity, payments in advance. Therefore, all such payments must be properly itemized and verified and such information must be maintained by the custodian of the petty cash fund subject to a timely reconciliation after the actual expense is determined and documented.

e. The custodian replenishes the fund by submitting a ~~purchase order with the vendor invoice marked "paid" or the sale receipts to the County Auditor in accordance with the Requisition/Purchase Order Policy.~~voucher detailing the use of petty cash funds with completed petty cash slips and supporting documentation attached to the Director of Finance.

f. Whenever there is a change in the Department Head~~,~~ or the fund custodian, the fund is counted and the new Department Head or custodian, as the case may be, acknowledges in writing~~,~~ the receipt of the funds. Signed receipts shall also be forwarded to the ~~Auditor's Office~~Director of Finance.

g. Cash shortages must be immediately reported to the ~~Treasurer's Office~~Manager of Audit and Financial Projects. Upon such notification, the ~~Treasurer's Office~~Manager of Audit and Financial Projects shall conduct a full investigation and submit findings to the County Administrator and Director of Finance for further action, if necessary.

C. Auditing of Petty Cash Funds

The ~~County Auditor and/or the County Treasurer~~Manager of Audit and Financial Projects and Finance Department shall have the authority to audit any petty cash fund at any time, provided, however, that a petty cash fund established for the purposes of conducting criminal investigation activities shall be audited in a manner consistent with that outlined by the New York State Comptroller.

D. Other

The ~~County Treasurer~~Director of Finance, subject to approval of the County Administrator, may issue guidelines, not inconsistent with this policy, which provide further direction and guidance in the administration of petty cash funds.

10. Establishment and Maintenance of Bank Accounts

Unless specifically required by law, regulation or court order, establishment of bank accounts by departments and officers shall be subject to approval of the County Treasurer. Every effort shall be made to minimize the number of bank accounts established. For every bank account currently in existence, or hereafter established, for deposit of funds within the custody of a department, whether such funds shall be the property of the County or another government or private concern, there shall be on file in the County Treasurer's Office a statement signed by the custodial Department Head and the County Treasurer which outlines the need for the account and the purpose or purposes for which it exists or was established. Such statement shall also identify the authorized signatories for the given account or those authorized to otherwise withdraw funds from the account. Departments shall update the statement on file with the Treasurer at such time as there is a significant change in information relating to the account.

Whenever possible and economically beneficial, bank accounts established pursuant to this Section shall be interest bearing accounts. In evaluating whether to open an interest bearing account the department shall take into consideration projected interest earnings as well as service fees. All bank accounts established pursuant to this Section shall be in a commercial bank within the County. All funds deposited in a departmental bank account shall be fully secured by insurance of the Federal Deposit Insurance Corporation or obligations of New York State, obligations of the United States, obligations of federal agencies the principle and interest of which are guaranteed by the United States, obligations of any municipal corporation, school district or district corporation of the State of New York, obligations of a public authority or public housing authority of the State of New York.

By the twentieth day of each month, or more frequently as may be agreed to by the County Treasurer and the Department Head, each Department Head shall provide the County Treasurer with a copy of the bank statement for all bank accounts within his or her custody, a reconciliation of the account and a statement in a form prescribed by the County Treasurer generally describing to what extent the funds are the property of the County or are held in a fiduciary capacity for another government or private concern. The County Treasurer may periodically require that cancelled checks be produced by a department in support of bank statements and reconciliation forms.

Departments authorized to establish a bank account pursuant to this Section shall, whenever possible and practical, require two signatures on all checks disbursing funds from a checking account.

All disbursements from checking accounts established pursuant to this Section which are not made payable to "Cortland County Treasurer" and all withdrawals from any other departmental bank account shall be supported by appropriate documentation which shall be kept on file in the department.

11. Audit of Departmental Accounts and Records

All records and accounts in the custody of a Department Head which relate to funds collected on behalf of the County shall be subject to audit at any time by the ~~County Treasurer or by the County Auditor~~Finance Department or Manager of Audit and Financial Projects. The ~~County Treasurer and County Auditor~~Finance Department and Manager of Audit and Financial Projects shall report to the County Administrator any findings of non-compliance with these regulations and procedures. The County Administrator shall keep the ~~Chairman~~ Chairperson of the County Legislature and the ~~Budget and~~ Finance and Administration Committee of the Board informed of any incidents of non-compliance and shall initiate appropriate corrective action.

12~~)~~ Clarification of Policy

Any questions relative to the intent of this policy, regulations and procedures or any request for clarification of same shall be subject to a determination of the ~~Budget and~~ Finance and Administration Committee or, if deemed necessary and appropriate by such Committee, the County Legislature.

Cortland County

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YEAR-TO-DATE BUDGET REPORT

FOR 2021 07

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A132540 TREASURER							
A132540 41001 REAL PROPERTY TAX	-37,003,555	0	-37,003,555	-37,003,555.01	.00	.01	100.0%
TOTAL TREASURER	-37,003,555	0	-37,003,555	-37,003,555.01	.00	.01	100.0%
A132541 TREASURER							
A132541 41051 PROCEEEDS SALE OF	-510,000	0	-510,000	.00	.00	-510,000.00	.0%*
TOTAL TREASURER	-510,000	0	-510,000	.00	.00	-510,000.00	.0%
A132542 TREASURER							
A132542 41230 TREASURER'S FEES	-4,500	0	-4,500	-3,295.00	.00	-1,205.00	73.2%*
A132542 41235 CHARGES FOR TAX R	-88,025	0	-88,025	-3,825.00	.00	-84,200.00	4.3%*
A132542 42702 Refund of PY Expe	0	0	0	-226,227.74	.00	226,227.74	100.0%
TOTAL TREASURER	-92,525	0	-92,525	-233,347.74	.00	140,822.74	252.2%
A132543 STATE REVENUE							
A132543 43014 INDIAN GAMING SET	-100,000	0	-100,000	-101,973.13	.00	1,973.13	102.0%
TOTAL STATE REVENUE	-100,000	0	-100,000	-101,973.13	.00	1,973.13	102.0%
A132544 FEDERAL AID - TREAS							
A132544 44808 FEDERAL PILOT REV	-4,814	0	-4,814	-4,783.00	.00	-31.00	99.4%*
TOTAL FEDERAL AID - TREAS	-4,814	0	-4,814	-4,783.00	.00	-31.00	99.4%
A132545 TREASURER							
A132545 42401 INTEREST & EARNIN	-20,000	0	-20,000	-5,637.22	.00	-14,362.78	28.2%*

Attachment: July 2021 MUNIS (8608 : Treasurer Report August 2021)

Cortland County

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YEAR-TO-DATE BUDGET REPORT

FOR 2021 07

ACCOUNTS FOR: A GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL TREASURER		-20,000	0	-20,000	-5,637.22	.00	-14,362.78	28.2%
A132546 TREASURER								
A132546 41081	PILOT - PAYMENT I	-191,147	0	-191,147	-234,132.02	.00	42,985.02	122.5%
A132546 41090	INTEREST & PENALT	-400,000	0	-400,000	-366,377.69	.00	-33,622.31	91.6%*
TOTAL TREASURER		-591,147	0	-591,147	-600,509.71	.00	9,362.71	101.6%
A132547 TREASURER								
A132547 41150	OTB SURTAX	-15,000	0	-15,000	-18,162.00	.00	3,162.00	121.1%
A132547 42652	SALE OF FOREST PR	0	0	0	-6,137.28	.00	6,137.28	100.0%
A132547 42770	OTHER UNCLASSIFIE	0	0	0	-828.30	.00	828.30	100.0%
TOTAL TREASURER		-15,000	0	-15,000	-25,127.58	.00	10,127.58	167.5%
A13255 TREASURER								
A13255 51005	PERSONAL SERVICES	78,712	0	78,712	43,968.66	.00	34,743.41	55.9%
A13255 54000	TELEPHONE	424	0	424	127.20	.00	296.80	30.0%
A13255 54005	Office Materials &	200	50	250	233.96	.00	16.04	93.6%
A13255 54015	Maintenance Agreem	34,950	0	34,950	34,950.00	.00	.00	100.0%
A13255 54020	POSTAGE	2,500	0	2,500	1,427.00	.00	1,073.00	57.1%
A13255 54035	EDUCATION & TRAINI	250	0	250	44.80	.00	205.20	17.9%
A13255 54040	ASSOC/MEMBERSHIP D	200	0	200	150.00	.00	50.00	75.0%
A13255 54055	PROFESSIONAL SERVI	88,025	0	88,025	1,901.35	.00	86,123.65	2.2%
A13255 54060	LEGAL NOTICES / AD	200	-50	150	.00	.00	150.00	.0%
A13255 54070	INSURANCE	210	0	210	218.45	.00	-8.05	103.8%*
A13255 54213	I/D COPIER	565	0	565	282.60	.00	282.60	50.0%
A13255 54444	FEES & PERMITS	5,000	0	5,000	1,296.35	.00	3,703.65	25.9%
A13255 54945	OVER/SHORT	0	0	0	-.40	.00	.40	100.0%
A13255 58020	RETIREMENT	11,020	0	11,020	.00	.00	11,019.69	.0%
A13255 58030	FICA	6,021	0	6,021	3,275.85	.00	2,745.62	54.4%
A13255 58040	WORKERS COMP	3,990	0	3,990	4,043.03	.00	-53.03	101.3%*
A13255 58060	HEALTH INS	7,513	0	7,513	4,334.55	.00	3,178.88	57.7%
A13255 58062	DENTAL INS	90	0	90	52.20	.00	38.04	57.8%

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Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 07

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A13255 58065 VISION CARE BENEFI	20	0	20	11.25	.00	8.35	57.4%
TOTAL TREASURER	239,891	0	239,891	96,316.85	.00	143,574.25	40.2%
TOTAL GENERAL FUND	-38,097,150	0	-38,097,150	-37,878,616.54	.00	-218,533.36	99.4%
TOTAL REVENUES	-38,337,041	0	-38,337,041	-37,974,933.39	.00	-362,107.61	
TOTAL EXPENSES	239,891	0	239,891	96,316.85	.00	143,574.25	

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Program ID: glytdbud

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-38,097,150	0	-38,097,150	-37,878,616.54	.00	-218,533.36	99.4%

** END OF REPORT - Generated by John Banewicz **

August 2021 Treasurer’s Report

1. Trusts: (Funds Paid into Court)
Open Accounts in 2020: 18
Accounts Sent to NYS Comptroller: 9
Accounts Closed & Disbursed in July: 2
New Accounts: 1
Total Remaining Open Accounts: 8
Anticipate sending 4 inactive funds deemed “abandoned” to NYS Comptroller in 2022 leaving 4 remaining funds.

2. Open Estates: There are 29 possible estate court actions. I’m currently the Administrator of 8 open estates.

3. Foreclosure Auction: Property can be reclaimed by current owners 9 business days prior to the auction. Historically, ~30 properties are auctioned annually @ ~$17,000 each.

The “Judgement of Foreclosure” for 2018 delinquent taxes has been signed by the Supreme Court and auction can be conducted upon acquiring an Auctioneer.

2019 - 2020 delinquent property tax recovery and foreclosure process can begin **August 31** when a “Title Search” company is contracted. Legal is currently in the process of negotiating a contract with Phillips Lyttle.

We anticipate scheduling an auction in 2022 for 2018 thru 2020 tax delinquent properties with approval by the legislature when it’s deemed that the term of new contracts won’t expire before an auction can be completed.

4. Treasurer General Fund Revenues adjusted for income & expenses:
July 2019 $36,750,807
July 2020 $36,883,312
July 2021 ~$37,878,616 $ may vary due to late MUNIS entries

CORTLAND COUNTY
REAL PROPERTY TAX SERVICES

60 CENTRAL AVENUE
CORTLAND, NY 13045

July Activity Review:

- The Director participated in Commercial and Industrial Valuation Training.
- Processed 95 deeds for the month of May, including 2 property splits.
- Assisted 13 individuals and businesses with purchasing a subscription to Image Mate online.
- Assisted 5 individuals with purchasing tax maps.
- Created 62 Sales Cards for local Realtors.
- Answered numerous phone calls relating to Real Property.
- Created and sent 2021 School taxable totals to all schools in preparation of the upcoming school tax bills.
- Updated RPSV4 with new cost tables for assessors to do their valuations.
- Filed 2021 Final Rolls with NYS and created and filed Assessors Annual Reports.
- Worked on creating 2022 budget requests.
- Due to the opening of the building we have increased our revenue with walk-in customers.

Cortland County

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YEAR-TO-DATE BUDGET REPORT

FOR 2021 07

ACCOUNTS FOR: A GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A135542 REAL PROPERTY TAX SERVICE								
A135542 41289	DEPARTMENTAL FEES	-34,000	0	-34,000	-17,098.50	.00	-16,901.50	50.3%*
A135542 42210	GENERAL SERV, OTH	-14,100	0	-14,100	-14,100.00	.00	.00	100.0%
	TOTAL REAL PROPERTY TAX SERVICE	-48,100	0	-48,100	-31,198.50	.00	-16,901.50	64.9%
A135543 REAL PROPERTY TAX SERVICE								
A135543 43089	State Aid - Other	-500	0	-500	-580.00	.00	80.00	116.0%
	TOTAL REAL PROPERTY TAX SERVICE	-500	0	-500	-580.00	.00	80.00	116.0%
A13555 REAL PROPERTY TAX SERVICE								
A13555 51005	PERSONAL SERVICES	139,042	0	139,042	79,759.10	.00	59,283.10	57.4%
A13555 54000	TELEPHONE	424	0	424	199.88	.00	224.12	47.1%
A13555 54001	COPYING/PRINTING	925	0	925	.00	.00	925.00	.0%
A13555 54005	Office Materials &	5,000	-403	4,597	605.16	.00	3,991.84	13.2%
A13555 54007	Janitorial Materia	100	0	100	11.46	.00	88.54	11.5%
A13555 54015	Maintenance Agreem	5,904	0	5,904	5,353.62	550.38	.00	100.0%
A13555 54020	POSTAGE	600	0	600	252.49	.00	347.51	42.1%
A13555 54035	EDUCATION & TRAINI	600	403	1,003	580.00	423.00	.00	100.0%
A13555 54040	ASSOC/MEMBERSHIP D	275	0	275	275.00	.00	.00	100.0%
A13555 54065	EQUIP RENT / LEASE	9,232	0	9,232	5,088.74	3,253.87	889.39	90.4%
A13555 54070	INSURANCE	3,320	0	3,320	1,695.15	.00	1,624.95	51.1%
A13555 54213	I/D COPIER	830	0	830	611.46	.00	218.54	73.7%
A13555 54444	FEES & PERMITS	14,180	0	14,180	80.00	14,100.00	.00	100.0%
A13555 58020	RETIREMENT	19,466	0	19,466	.00	.00	19,465.91	.0%
A13555 58030	FICA	10,637	0	10,637	5,614.79	.00	5,021.94	52.8%
A13555 58040	WORKERS COMP	5,985	0	5,985	6,064.55	.00	-79.55	101.3%*
A13555 58060	HEALTH INS	42,236	0	42,236	24,294.90	.00	17,941.45	57.5%
A13555 58062	DENTAL INS	271	0	271	156.60	.00	114.12	57.8%
A13555 58065	VISION CARE BENEFI	39	0	39	33.75	.00	5.45	86.1%
	TOTAL REAL PROPERTY TAX SERVICE	259,066	0	259,066	130,676.65	18,327.25	110,062.31	57.5%
	TOTAL GENERAL FUND	210,466	0	210,466	98,898.15	18,327.25	93,240.81	55.7%
	TOTAL REVENUES	-48,600	0	-48,600	-31,778.50	.00	-16,821.50	
	TOTAL EXPENSES	259,066	0	259,066	130,676.65	18,327.25	110,062.31	

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	210,466	0	210,466	98,898.15	18,327.25	93,240.81	55.7%

** END OF REPORT - Generated by Laura Fox **

Cortland County

munis a tyler erp solution

YEAR-TO-DATE BUDGET REPORT

FOR 2021 07

ACCOUNTS FOR: A GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A13205 County Auditor								
A13205 51005	PERSONAL SERVICES	78,462	0	78,462	43,317.18	.00	35,144.87	55.2%
A13205 54000	TELEPHONE	150	0	150	84.68	.00	65.32	56.5%
A13205 54001	COPYING/PRINTING	100	0	100	.00	.00	100.00	.0%
A13205 54005	Office Materials &	250	0	250	.00	.00	250.00	.0%
A13205 54035	EDUCATION & TRAINI	500	0	500	299.00	.00	201.00	59.8%
A13205 54040	ASSOC/MEMBERSHIP D	100	0	100	.00	.00	100.00	.0%
A13205 54045	Travel & Sustenanc	200	0	200	.00	.00	200.00	.0%
A13205 54070	INSURANCE	210	0	210	218.45	.00	-8.05	103.8%*
A13205 58020	RETIREMENT	10,985	0	10,985	.00	.00	10,984.69	.0%
A13205 58030	FICA	6,002	0	6,002	3,079.46	.00	2,922.89	51.3%
A13205 58040	WORKERS COMP	1,995	0	1,995	2,021.52	.00	-26.52	101.3%*
A13205 58060	HEALTH INS	18,275	0	18,275	10,543.65	.00	7,731.59	57.7%
A13205 58062	DENTAL INS	90	0	90	52.20	.00	38.04	57.8%
A13205 58065	VISION CARE BENEFI	20	0	20	11.25	.00	8.35	57.4%
TOTAL County Auditor		117,340	0	117,340	59,627.39	.00	57,712.18	50.8%
TOTAL GENERAL FUND		117,340	0	117,340	59,627.39	.00	57,712.18	50.8%
	TOTAL EXPENSES	117,340	0	117,340	59,627.39	.00	57,712.18	

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Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	117,340	0	117,340	59,627.39	.00	57,712.18	50.8%

** END OF REPORT - Generated by Stephen Trobert **

Cortland County
Finance Department
August 2021

The Finance Department continues to work with County Departments with account coding, budgeting, purchase orders and other finance related questions as they arise.

Attached are budget to actual reports for revenues and expenditures as of June 30, 2021 and a comparison of revenues and expenditures to the past three years as of June 30, 2021. They are by department and fund. Also attached is a list of current reserves and their balance as of June 30, 2021.

On the budget to actual reports, expenditures committed represent funds “spoken for” and not yet paid. These could be contracts, such as Cortland BDC, Insero, Debt Service and maintenance agreements, or supplies and materials ordered but not yet paid for. Also to note is that the County’s financial records are maintained on the accrual basis of accounting. This means that revenues are recorded when earned rather than when received and expenditure are recorded when incurred rather than when paid.

When looking at the revenue and expenditure budget to actual, one item to note is the percent received/used. In general, the percent used should be around 50% at June 30, 2021. However, due to encumbering some funds, percent used may be higher. In addition, due to the timing of grant requests, several revenues are under budget at this time.

Another item to note is the additional use of fund balance, or appropriated fund balance, in the amended budget column on the revenue budget to actual. These are items that were not anticipated and, therefore not budgeted, and are not being funded by an unbudgeted revenue source. They include COVID-19 related expenditures for vaccine clinics and contact tracing ($343,640), Dwyer Park fireworks ($24,000), equipment for leased vehicles ($24,740) and additional professional services ($100,527).

Other items to note:

- Per accounting principles, the full amount of the tax levy has been recorded as revenue. However, $8,859,446.36 has not yet been received from the City and delinquent tax payers at June 30, 2021. This amount does not include bankruptcy and installment tax agreements for prior years’ taxes.
- Sales tax through June 30, 2021 is up $3,112,373 or 21.13% from 2020. Compared to 2019, sales tax is up $2,833,314 or 18.88%. In 2021, the State started diverting monies for the distressed provider fund. To date these diversions have totaled $228,535. In addition, starting in 2020, AIM-related payments were diverted in May 2020 and May 2021 in the amount of $28,450 each year.
- 2nd quarter sales tax in the amount of $4,196,453 will be paid to municipalities after the August 26, 2021 Legislative Session meeting.
- 2nd quarter Indian Gaming Settlement revenue is $114,994.65, or 262.39% greater than the same quarter in 2020 and 16.56% greater than the same quarter in 2019.

Cash is invested in interest bearing savings accounts, money markets and short-term certificates of deposit with NYCLASS, Tompkins Trust Company, Key Bank and NBT Bank. Below is the total of all cash accounts by financial institution as of June 30, 2021.

Key Bank	$	253,417
NBT Bank		11,450,276
NYCLASS		17,174,970
Tompkins Trust Company		17,975,757
Total Cash in Banks	$	46,854,420

General Fund reserves totaled $7,898,878 at June 30, 2021. Unreserved General Fund cash totaled $31,782,704, of which $4,621,025.50 is American Rescue Plan funding restricted for purposes to be determined.

Cortland County
Reserve Funds

Reserve Title	Authorizing Resolution	Purpose	Funding	12/31/2020 Balance	6/30/2021 Balance
Airport Reserve	269-17	Offset the local match on airport proje	Airport net income	172,965.72	173,000.72
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	584,027.11	1,049,708.42
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	1,363,777.51	1,364,106.63
Drug Task Force - DA	Nature of Funds	Drug busts stings	Drug money	12,867.50	12,368.72
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	43,165.69	45,056.20
Debt Reduction Reserve	226-18	Reduce debt	Funding for this reserve was ended with 294-20 as the County currently does not have any debt it can "pre-pay" or pay-off	77,691.28	77,709.49
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	149,718.66	149,733.50
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	19,570.08	19,572.84
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	42,117.15	42,127.08
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	27,774.89	127,786.66
Emergency Response & Communications Radio Tower Reserve	194-16	Maintenance of radio towers	Rental revenue from rental of towers by NYS Police and CBP	39,184.55	39,317.54
Farmland Protection Reserve	124-07	Monitoring Farmland Protection grants	Stewardship monies from farmland protection grant	45,279.01	45,296.97
Motor Vehicle Equipment Reserve	200-11; 37-14	Offset operating or capital expenses related to Section 5311 (transportation)	Sale of used buses purchased with Secton 5311 funding	23,222.67	18,737.67

Occupancy Tax Reserve	Nature of Funds	Annual payment to Tourism Bureau and for tourism related expenditures	Occupancy tax, including the County's 10% share	1,195,531.23	843,605.93
Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	3,658,405.76	3,657,791.04
Sheriff Forfeitures	Nature of Funds	Sheriff expenditures	Forfeitures	41,042.99	41,042.99
Sheriff Inmate Phone	Nature of Funds	Jail expenditures	Inmate use of jail phones	92,538.96	106,205.73
Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	1,057.60	1,108.02
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	76,195.30	76,225.06
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	3,807.02	3,807.89
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	652,278.16	652,058.55
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	444,852.11	445,022.79

NOTE:

County Jail Project Reserve	Resolution 50-21 authorized the use of up to $62,284 for the replacement of exterior security doors at the jail. This repair is in process and the actual cost has not yet been determined or deducted from the reserve
Emergency Response & Communications Radio Tower Reserve	Resolution 41-21 authorized the use of up to $30,000 for the replacement of a standby generator at the Lapeer tower. Per Scott Roman, it is not anticipated that these funds will be needed as a grant has been requested for this expenditure.
Occupancy Tax Reserve	$323,945.18 to be given to Tourism Bureau in 2022 and $200,681.57 to June 30, 2021 to be given in 2023 plus $318,979.18 for County uses

REVENUE BUDGET VS ACTUAL TO JUNE 30, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
GENERAL FUND							
A1010	Board of Legislators	(10,000.00)		(10,000.00)	(10,000.00)	-	100.0%
A1165	District Attorney	(104,126.00)		(104,126.00)	(24,422.16)	(79,703.84)	23.5%
A1170	Public Defender	(594,154.53)		(594,154.53)		(594,154.53)	0.0%
A1175	Assigned Counsel	(368,426.00)		(368,426.00)		(368,426.00)	0.0%
A1325	Real Property Tax Levy	(37,003,555.00)		(37,003,555.00)	(37,003,555.01)	0.01	100.0%
A1325	Treasurer	(1,333,486.00)		(1,333,486.00)	(897,584.75)	(435,901.25)	67.3%
A1355	Real Property Tax Services	(48,600.00)		(48,600.00)	(29,702.75)	(18,897.25)	61.1%
A1410	County Clerk	(738,216.00)	(28,572.00)	(766,788.00)	(414,187.82)	(352,600.18)	54.0%
A1411	County Clerk - DMV	(746,000.00)		(746,000.00)	(305,032.97)	(440,967.03)	40.9%
A1430	Personnel	(5,000.00)		(5,000.00)	(1,245.00)	(3,755.00)	24.9%
A1450	Elections	(3,300.00)		(3,300.00)	(25,368.60)	22,068.60	768.7%
A1610	Shared Services	(222,000.00)		(222,000.00)	(110,120.60)	(111,879.40)	49.6%
A1620	Buildings & Grounds	(224,311.65)		(224,311.65)	(165,434.22)	(58,877.43)	73.8%
A1680	Information Technology	(44,348.00)		(44,348.00)	(21,224.48)	(23,123.52)	47.9%
A1985	Sales Tax Revenue	(28,365,000.00)		(28,365,000.00)	(15,638,202.64)	(12,726,797.36)	55.1%
A3020	Emergency Response & Communications	(279,200.00)	(110,034.59)	(389,234.59)	(66,490.35)	(322,744.24)	17.1%
A3110	Sheriff	(115,000.00)		(115,000.00)	(26,774.05)	(88,225.95)	23.3%
A3120	Road Patrol	(490,001.00)	(27,250.00)	(517,251.00)	(137,717.52)	(379,533.48)	26.6%
A3140	Probation	(391,049.00)		(391,049.00)	(123,459.32)	(267,589.68)	31.6%
A3150	Jail	(3,500.00)	(8,376.97)	(11,876.97)	(162,256.29)	150,379.32	1366.1%
A3315	DWI	(65,400.00)	(14,028.43)	(79,428.43)	(28,373.51)	(51,054.92)	35.7%
A3410	Fire/Emergency Management Admin	(48,062.00)	(70,536.66)	(118,598.66)	(12,816.00)	(105,782.66)	10.8%
A4010	Public Health Admin	(925,137.00)	(540,040.84)	(1,465,177.84)	(617,188.61)	(847,989.23)	42.1%
A4011	Nursing	(423,347.00)	(55,840.16)	(479,187.16)	(17,302.97)	(461,884.19)	3.6%
A4012	Environmental Health	(483,036.00)		(483,036.00)	(64,871.25)	(418,164.75)	13.4%
A4046	Pre-K	(1,513,850.00)		(1,513,850.00)	(540,539.38)	(973,310.62)	35.7%
A4059	Early Intervention	(792,405.00)	(36,955.56)	(829,360.56)	(136,934.72)	(692,425.84)	16.5%
A4050	Child Advocacy Center	(156,111.00)	(183,601.55)	(339,712.55)	(124,452.37)	(215,260.18)	36.6%
A4310	Mental Health	(5,557,491.00)	(84,731.14)	(5,642,222.14)	(3,003,462.76)	(2,638,759.38)	53.2%
A5610	Airport	(300,002.00)		(300,002.00)	(145,490.02)	(154,511.98)	48.5%
A5630	Bus Operations	(2,034,734.00)	(465,479.10)	(2,500,213.10)	(607,758.15)	(1,892,454.95)	24.3%
A6010	Social Services	(14,863,668.00)	(60,000.00)	(14,923,668.00)	(4,311,900.19)	(10,611,767.81)	28.9%
A6410	Occupancy Tax - Revenue	(400,000.00)		(400,000.00)	(227,599.42)	(172,400.58)	56.9%
A6510	Veterans Service Agency	(82,769.30)		(82,769.30)	(14,561.88)	(68,207.42)	17.6%
A6610	Weights & Measure	(16,040.00)		(16,040.00)	(2,040.00)	(14,000.00)	12.7%
A6772	Office for the Aging	(752,403.00)	(110,789.00)	(863,192.00)	(297,729.46)	(565,462.54)	34.5%
A6774	Nutrition (OFA)	(631,844.00)	(25,077.00)	(656,921.00)	(234,327.76)	(422,593.24)	35.7%
A7110	Dwyer Park	(10,000.00)		(10,000.00)	(4,625.00)	(5,375.00)	46.3%

REVENUE BUDGET VS ACTUAL TO JUNE 30, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
A7312	Youth Bureau	(14,335.00)	(23,000.00)	(37,335.00)		(37,335.00)	0.0%
A7989	Snowmobile	(95,616.00)		(95,616.00)	(66,931.20)	(28,684.80)	70.0%
A8020	Planning	(1,000.00)		(1,000.00)	(290.00)	(710.00)	29.0%
	Total Revenue @ 6/30/21	(100,256,523.48)	(1,844,313.00)	(102,100,836.48)	(65,621,973.18)	(36,478,863.30)	64.3%
	Prior Year Encumbrances		(204,453.52)	(204,453.52)			
	Appropriated Fund Balance	(816,986.00)	(579,945.38)	(1,396,931.38)			
	Appropriated Reserves	155,261.93	(109,838.53)	45,423.40			
		(100,918,247.55)	**(2,738,550.43)**	**(103,656,797.98)**	**(65,621,973.18)**	**(36,478,863.30)**	
SPECIAL GRANT FUND							
CD6290	Grant Administration	(196,342.00)		(196,342.00)	(81,266.72)	(115,075.28)	41.4%
CD6292	Employment & Training	(655,415.00)		(655,415.00)	(218,338.99)	(437,076.01)	33.3%
CD6989	Community Development Block Grant		(50,000.00)	(50,000.00)	(50,000.00)	-	100.0%
CD9901	Interfund Transfers-in		(2,500.00)	(2,500.00)		(2,500.00)	0.0%
		(851,757.00)	**(52,500.00)**	**(904,257.00)**	**(349,605.71)**	**(554,651.29)**	38.7%
CH	**Self-Insured Benefits Fund**	(12,496,774.33)		(12,496,774.33)	(6,297,225.53)	(6,199,548.80)	50.4%
	Appropriated Fund Balance		(3,344.28)	(3,344.28)			
		(12,496,774.33)	**(3,344.28)**	**(12,500,118.61)**	**(6,297,225.53)**	**(6,199,548.80)**	
COUNTY ROAD FUND							
D3110	Traffic Division	(1,000.00)		(1,000.00)		(1,000.00)	0.0%
D5010	County Road Administration	(200.00)		(200.00)	(30.16)	(169.84)	15.1%
D5110	Maintenance of Roads	(1,004,000.00)		(1,004,000.00)	(451,065.43)	(552,934.57)	44.9%
D5112	Permanent Improvements	(1,505,094.40)	(1,275,983.62)	(2,781,078.02)	(338,176.61)	(2,442,901.41)	12.2%
D9901	Interfund Transfers-in	(6,297,430.57)		(6,297,430.57)	(3,129,085.80)	(3,168,344.77)	49.7%
		(8,807,724.97)	**(1,275,983.62)**	**(10,083,708.59)**	**(3,918,358.00)**	**(6,165,350.59)**	38.9%
ROAD MACHINERY FUND							
E5130	Machinery	**(2,737,310.00)**		**(2,737,310.00)**	**(1,202,181.70)**	**(1,535,128.30)**	43.9%

REVENUE BUDGET VS ACTUAL TO JUNE 30, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
SOLID WASTE FUND							
EL8160	Landfill	(3,072,754.00)		(3,072,754.00)	(1,252,407.03)	(1,820,346.97)	40.8%
EL8161	Recycling Center	(70,670.00)		(70,670.00)	(27,628.41)	(43,041.59)	39.1%
		(3,143,424.00)	**-**	**(3,143,424.00)**	**(1,280,035.44)**	**(1,863,388.56)**	40.7%
CAPITAL PROJECTS FUND							
HH5122	Infrastructure	(6,820,893.74)	(87,282.96)	(6,908,176.70)	(122,433.88)	(6,785,742.82)	1.8%
HH5610	Airport	(9,500.00)	(1,876,312.00)	(1,885,812.00)	(18,072.12)	(1,867,739.88)	1.0%
HH9901	Interfund Transfers-in	(321,138.20)	(6,223.10)	(327,361.30)	(17,439.51)	(309,921.79)	5.3%
		(7,151,531.94)	**(1,969,818.06)**	**(9,121,350.00)**	**(157,945.51)**	**(8,963,404.49)**	1.7%
S	**Self-Insured Workers' Compensation Fund**	**(2,026,454.00)**		**(2,026,454.00)**	**(1,804,793.34)**	**(221,660.66)**	89.1%

Attachment: Budget to Actual by Department - June 2021 (9808 : Finance Department Monthly Reports)

EXPENDITURE BUDGET VS ACTUAL TO JUNE 30, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
GENERAL FUND								
A1010	Board of Legislators	278,528.08	57,687.00	336,215.08	133,400.68	2,398.49	200,415.91	40.4%
A1040	Clerk of the Board	159,239.91	17,574.48	176,814.39	84,189.89	7,889.89	84,734.61	52.1%
A1165	District Attorney	1,082,464.24	45,000.00	1,127,464.24	412,309.22	1,117.93	714,037.09	36.7%
A1170	Public Defender	1,145,922.62	3,064.26	1,148,986.88	438,739.25	4,409.44	705,838.19	38.6%
A1175	Assigned Counsel	1,202,955.44	3,107.20	1,206,062.64	304,699.53	1,103.51	900,259.60	25.4%
A1185	Coroner	180,953.00		180,953.00	83,397.81	30,734.71	66,820.48	63.1%
A1230	County Administrator	242,082.55		242,082.55	99,984.40	66.08	142,032.07	41.3%
A1310	Finance	531,257.50		531,257.50	276,468.33	2,540.20	252,248.97	52.5%
A1320	County Auditor	117,339.57		117,339.57	47,971.13		69,368.44	40.9%
A1325	Treasurer	239,891.10		239,891.10	83,893.68	83.00	155,914.42	35.0%
A1355	Real Property Tax Services	259,066.21		259,066.21	108,547.28	18,563.19	131,955.74	49.1%
A1410	County Clerk	404,257.50	33,116.04	437,373.54	208,781.44	31,070.82	197,521.28	54.8%
A1411	County Clerk - DMV	474,476.16		474,476.16	204,815.92	263.42	269,396.82	43.2%
A1420	County Attorney	372,541.26	2,225.00	374,766.26	161,988.49	2,126.06	210,651.71	43.8%
A1430	Personnel	599,625.60		599,625.60	243,902.83	20,262.95	335,459.82	44.1%
A1450	Elections	527,520.31		527,520.31	142,810.52	61,122.28	323,587.51	38.7%
A1610	Shared Services	222,000.00		222,000.00	116,186.91	28,789.18	77,023.91	65.3%
A1620	Buildings & Grounds	1,844,945.66	8,494.73	1,853,440.39	751,916.42	83,493.80	1,018,030.17	45.1%
A1680	Information Technology	1,064,652.11	8,472.15	1,073,124.26	415,781.34	7,404.70	649,938.22	39.4%
A1711	Unallocated Judgements/Claims	10,000.00		10,000.00			10,000.00	0.0%
A1985	Sales Tax Paid to Other Governments	12,357,900.00		12,357,900.00	3,766,856.77		8,591,043.23	30.5%
A2490	Community College Chargebacks	350,000.00		350,000.00	151,618.87		198,381.13	43.3%
A2495	Sponsor Contributions	1,806,666.00		1,806,666.00	1,354,999.50	451,666.50	-	100.0%
A3020	Emergency Response & Communications	2,050,743.60	335,357.81	2,386,101.41	1,227,452.25	98,149.41	1,060,499.75	55.6%
A3110	Sheriff	853,800.46		853,800.46	352,283.90	6,584.42	494,932.14	42.0%
A3120	Road Patrol	4,576,997.00	53,961.81	4,630,958.81	1,770,095.23	137,897.61	2,722,965.97	41.2%
A3140	Probation	1,806,109.83		1,806,109.83	763,312.05	8,310.04	1,034,487.74	42.7%
A3150	Jail	5,372,710.32	74,300.97	5,447,011.29	2,162,103.68	156,055.15	3,128,852.46	42.6%
A3315	DWI	65,400.00	14,028.43	79,428.43	22,021.46	17,039.69	40,367.28	49.2%
A3410	Fire/Emergency Management Admin	245,326.67	71,102.66	316,429.33	130,754.36	13,124.48	172,550.49	45.5%
A3510	Animal Control	45,000.36		45,000.36	22,500.18	22,500.18	-	100.0%
A3620	Safety Officer	36,130.00		36,130.00	945.75		35,184.25	2.6%
A4010	Public Health Admin	1,179,674.00	694,132.84	1,873,806.84	626,140.67	70,723.23	1,176,942.94	37.2%
A4011	Nursing	489,220.00	197,840.16	687,060.16	361,067.89	5,410.96	320,581.31	53.3%
A4012	Environmental Health	686,108.00	1,039.92	687,147.92	241,961.31	13,987.15	431,199.46	37.2%
A4046	Pre-K	1,869,496.00	(5,592.00)	1,863,904.00	749,348.75	459,434.74	655,120.51	64.9%
A4059	Early Intervention	1,141,498.00	38,455.56	1,179,953.56	370,968.92	16,980.59	792,004.05	32.9%
A4050	Child Advocacy Center	156,111.00	194,898.89	351,009.89	153,433.15	4,533.00	193,043.74	45.0%
A4310	Mental Health	5,897,123.17	92,606.40	5,989,729.57	2,559,684.36	1,261,453.22	2,168,591.99	63.8%
A5610	Airport	310,899.80		310,899.80	101,722.94	62,450.52	146,726.34	52.8%
A5630	Bus Operations	2,034,734.00	465,479.10	2,500,213.10	32,533.36		2,467,679.74	1.3%
A6010	Social Services	30,268,403.82	60,000.00	30,328,403.82	11,272,460.39	313,419.46	18,742,523.97	38.2%

EXPENDITURE BUDGET VS ACTUAL TO JUNE 30, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
A6410	Occupancy Tax	575,072.26		575,072.26	575,072.26		-	100.0%
A6420	Promotion of Industry	449,000.00		449,000.00	336,750.00	112,250.00	-	100.0%
A6510	Veterans Service Agency	62,614.86		62,614.86	25,450.98	200.00	36,963.88	41.0%
A6610	Weights & Measure	86,224.08		86,224.08	36,252.91	384.64	49,586.53	42.5%
A6772	Office for the Aging	1,185,439.03	111,259.39	1,296,698.42	482,298.98	39,865.89	774,533.55	40.3%
A6774	Nutrition (OFA)	1,026,385.16	26,943.63	1,053,328.79	404,419.98	63,558.19	585,350.62	44.4%
A7110	Dwyer Park	105,198.20	104,000.00	209,198.20	25,671.00	84,403.10	99,124.10	52.6%
A7312	Youth Bureau	14,335.00	23,000.00	37,335.00	464.09		36,870.91	1.2%
A7989	Snowmobile	86,054.00		86,054.00	60,238.08		25,815.92	70.0%
A8020	Planning	338,741.34	4,494.00	343,235.34	126,993.76		216,241.58	37.0%
A8710	Conservation Programs	150,000.00		150,000.00	112,500.00	37,500.00	-	100.0%
A8750	Agriculture Programs	253,420.00		253,420.00	190,065.00	63,355.00	-	100.0%
A9050	Unemployment	100,000.00		100,000.00			100,000.00	0.0%
A9060	Retiree Health Insurance	4,482,568.00		4,482,568.00	2,607,678.00		1,874,890.00	58.2%
A9901	Transfers to County Road Fund	6,297,430.57		6,297,430.57	3,129,085.80		3,168,344.77	49.7%
A9901	Transfer to Special Grant Fund		2,500.00	2,500.00			2,500.00	0.0%
A9909	Transfers to Capital Projects Fund	320,638.20		320,638.20	17,439.51		303,198.69	5.4%
A9710	Debt Service	825,356.00		825,356.00	496,963.65	328,390.75	1.60	100.0%
	Total Expenditures @ 6/30/21	**100,918,247.55**	**2,738,550.43**	**103,656,797.98**	**41,141,394.81**	**4,153,067.57**	**58,362,335.60**	43.7%
SPECIAL GRANT FUND								
CD6290	Grant Administration	196,342.12		196,342.12	73,655.14		122,686.98	37.5%
CD6292	Employment & Training	655,415.00		655,415.00	214,084.32		441,330.68	32.7%
CD6989	Community Development Block Grant		52,500.00	52,500.00			52,500.00	0.0%
		851,757.12	**52,500.00**	**904,257.12**	**287,739.46**	**-**	**616,517.66**	31.8%
CH	**Self-Insured Benefits Fund**	**12,496,774.33**	**3,344.28**	**12,500,118.61**	**6,074,793.84**		**6,425,324.77**	48.6%
COUNTY ROAD FUND								
D3110	Traffic Division	172,643.21		172,643.21	21,159.82	2,925.27	148,558.12	14.0%
D5010	County Road Administration	551,744.88		551,744.88	233,654.61	1,786.96	316,303.31	42.7%
D5020	Engineering	71,489.59		71,489.59	34,967.33		36,522.26	48.9%
D5110	Maintenance of Roads	5,605,512.29	(205,800.00)	5,399,712.29	2,561,900.10	150,789.07	2,687,023.12	50.2%
D5112	Permanent Improvements	1,537,076.00	1,480,783.62	3,017,859.62	1,566,234.51	1,272,000.00	179,625.11	94.0%
D9710	Debt Service	869,259.00		869,259.00	451,061.74	418,195.84	1.42	100.0%
		8,807,724.97	**1,274,983.62**	**10,082,708.59**	**4,868,978.11**	**1,845,697.14**	**3,368,033.34**	66.6%

EXPENDITURE BUDGET VS ACTUAL TO JUNE 30, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
ROAD MACHINERY FUND								
E5130	Machinery	2,273,994.33	396.00	2,274,390.33	669,105.24	624,781.26	980,503.83	56.9%
E9710	Debt Service	147,456.00		147,456.00	125,769.05	21,686.45	0.50	100.0%
		2,421,450.33	**396.00**	**2,421,846.33**	**794,874.29**	**646,467.71**	**980,504.33**	59.5%
SOLID WASTE FUND								
EL8160	Landfill	1,596,957.58	13,223.41	1,610,180.99	574,491.01	234,323.57	801,366.41	50.2%
EL8161	Recycling Center	553,643.47		553,643.47	113,382.25	75,312.10	364,949.12	34.1%
EL9710	Debt Service	851,247.00		851,247.00	739,665.05	111,581.45	0.50	100.0%
		3,001,848.05	**13,223.41**	**3,015,071.46**	**1,427,538.31**	**421,217.12**	**1,166,316.03**	61.3%
CAPITAL PROJECTS FUND								
HH5122	Infrastructure	7,141,531.94	116,551.65	7,258,083.59	173,451.41	293,440.04	6,791,192.14	6.4%
HH5610	Airport	10,000.00	1,877,941.00	1,887,941.00	21,895.36	5,104.64	1,860,941.00	1.4%
		7,151,531.94	**1,994,492.65**	**9,146,024.59**	**195,346.77**	**298,544.68**	**8,652,133.14**	5.4%
S	**Self-Insured Workers' Compensation Fund**	**2,026,454.00**		**2,026,454.00**	**1,648,693.92**		**377,760.08**	81.4%

Cortland County
Revenue Comparison 2018 - 2021 through June 30, 2021

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
GENERAL FUND				
1010 BOARD OF LEGISLATORS	-	(10,000.00)	(10,000.00)	(10,000.00)
1040 CLERK OF THE LEGISLATIVE BOARD	-	(90.00)	-	-
1165 DISTRICT ATTORNEY	(17,263.39)	(8,853.39)	(6,729.98)	(24,422.16)
1170 PUBLIC DEFENDER	(74,323.93)	(78,587.47)	(278,206.12)	-
1175 ASSIGNED COUNSEL	-	-	203.82	-
1325 COUNTY TREASURER - Levy	(34,727,481.42)	(35,460,097.29)	(36,456,704.01)	(37,003,555.01)
1325 COUNTY TREASURER	(1,098,681.72)	(1,386,670.31)	(497,877.46)	(897,584.75)
1355 REAL PROPERTY TAX SERVICE	(28,603.41)	(28,168.75)	(28,560.84)	(29,702.75)
1410 COUNTY CLERK - CIVIL/RECORDS	(284,239.76)	(267,190.71)	(375,658.35)	(414,187.82)
1411 COUNTY CLERK - MOTOR VEHICLES	(313,483.77)	(321,666.40)	(201,254.46)	(305,032.97)
1420 COUNTY ATTORNEY	(285.63)	(2,050.16)	-	-
1430 PERSONNEL - CIVIL SERVICE	(2,262.95)	(2,122.50)	(3,133.00)	(1,245.00)
1450 ELECTIONS	(2,500.78)	(3,214.00)	(786.79)	(25,368.60)
1610 TELEPHONE SHARED SERVICE	(109,652.54)	(108,755.69)	(116,417.57)	(110,120.60)
1620 BUILDING & GROUNDS	(202,288.56)	(41,600.11)	(43,152.80)	(165,434.22)
1680 INFORMATION TECHNOLOGY	(28,697.48)	(148,124.48)	(23,124.48)	(21,224.48)
1985 SALES TAX	(12,541,652.32)	(13,095,176.65)	(12,968,138.29)	(15,638,202.64)
3020 EMERGENCY RSP & COMMUNICATION	(700,464.42)	(666,712.86)	(405,935.30)	(66,490.35)
3110 SHERIFF	(71,539.18)	(47,325.07)	(35,503.21)	(26,774.05)
3120 SHERIFF ROAD PATROL	(107,391.46)	(178,858.98)	(217,247.02)	(137,717.52)
3140 PROBATION	(133,965.48)	(117,682.01)	(177,935.73)	(123,459.32)
3150 JAIL	(8,320.65)	(5,294.00)	(16,238.63)	(162,256.29)
3315 STOP DWI	(65,532.25)	(53,123.76)	(34,696.37)	(28,373.51)
3410 FIRE / EMERGENCY MANAGEMENT	(15,902.41)	(26,939.30)	(29,262.29)	(12,816.00)
3625 HANDICAPPED PARKING EDUC FUND	(15.00)	(30.00)	-	-
4010 HEALTH DEPARTMENT ADMIN	(443,162.83)	(404,165.80)	(486,328.45)	(617,188.61)
4011 NURSING ADMINISTRATION	(395,619.78)	(374,458.76)	(250,251.44)	(17,302.97)
4012 ENVIRONMENTAL HEALTH	(174,919.14)	(176,311.42)	(85,260.92)	(64,871.25)
4046 PRE-K PHCP (4050 AUD)	(66,278.73)	(544,627.02)	(198,183.28)	(540,539.38)
4059 EARLY INTERVENTION PROGRAM	(321,269.63)	(599,029.03)	(251,611.42)	(136,934.72)
4310 MENTAL HEALTH CENTER	(2,955,479.46)	(2,295,524.45)	(1,390,343.93)	(3,003,462.76)
4321 CAC - CHILD ADVOCACY CENTER DA	(30,250.68)	(71,222.32)	(20,738.24)	(124,452.37)
5610 AIRPORT	(118,791.85)	(95,284.36)	(81,270.24)	(145,490.02)
5630 BUS OPERATIONS	(733,569.92)	(904,240.49)	(942,727.41)	(607,758.15)
6010 DEPT.OF SOCIAL SERVICES ADMIN	(5,666,393.03)	(4,572,338.86)	(4,416,679.74)	(4,311,900.19)
6410 PUBLICITY/TOURISM	(268,424.80)	(284,932.72)	(148,226.83)	(227,599.42)
6510 VETERANS SERVICE AGENCY	(36,424.35)	(26,406.26)	(5,124.07)	(14,561.88)
6610 SEALER OF WEIGHTS & MEASURES	(12,154.00)	(3,871.09)	(2,899.53)	(2,040.00)
6772 AREA AGENCY ON AGING	(329,569.83)	(201,739.88)	(153,304.62)	(297,729.46)
6774 NUTRITION	(305,221.31)	(184,323.40)	(228,095.84)	(234,327.76)
7110 DWYER PARK	(5,825.00)	(5,450.00)	(1,650.00)	(4,625.00)
7312 YOUTH BUREAU	(53,272.00)	-	-	-
7622 RETIRED SENIOR VOLUNTEER PROG	(11,007.00)	(17,021.09)	-	-
7989 SNOWMOBILE CLUBS	-	(67,376.40)	(66,931.20)	(66,931.20)
8020 PLANNING	(446.98)	(4,176.87)	-	(290.00)
8755 FARMLAND PROTECTION	(1,146,098.00)	(5,255.00)	-	-
Total Revenue through June 30, 2021	(63,608,726.83)	(62,896,089.11)	(60,655,986.04)	(65,621,973.18)

Attachment: 4 Year RevenueExpenditure Comparison - 6-30-21 (9808 : Finance Department Monthly Reports)

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
SPECIAL GRANT FUND				
1040 CLERK OF THE LEGISLATIVE BOARD	-	(13,864.00)	(28,385.87)	(50,000.00)
6290 WIA GRANT ADMINISTRATION	(273,602.44)	(317,976.40)	(89,106.47)	(81,266.72)
6292 WIA EMPLOYMENT & TRAINING	(267,906.86)	(196,571.82)	(162,129.10)	(218,338.99)
Total Revenue through June 30, 2021	(541,509.30)	(528,412.22)	(279,621.44)	(349,605.71)
SELF-INSURANCE FUND - EMPLOYEE BENEFITS				
9060 HEALTH	(6,833,304.31)	(6,135,274.70)	(7,102,827.39)	(6,297,225.53)
COUNTY ROAD FUND				
3310 TRAFFIC DIVISION	(537.27)	-	-	-
5010 HIGHWAY & STREET ADMIN	(68.84)	(30.23)	(38.75)	(30.16)
5110 MAINTENANCE OF ROADS	(773,306.66)	(935,573.86)	(352,887.92)	(451,065.43)
5112 PERMANENT IMPROVEMENTS	(97,578.37)	-	-	(338,176.61)
9901 INTERFUND TRANSFERS	(5,532,584.00)	(2,755,730.29)	(3,572,116.62)	(3,129,085.80)
Total Revenue through June 30, 2021	(6,404,075.14)	(3,691,334.38)	(3,925,043.29)	(3,918,358.00)
ROAD MACHINERY FUND				
5130 MACHINERY	(1,348,290.93)	(1,426,956.96)	(1,040,266.53)	(1,202,181.70)
SOLID WASTE FUND				
8160 LANDFILL	(887,769.92)	(1,154,428.01)	(1,262,306.93)	(1,252,407.03)
8161 RECYCLING	-	-	(34,796.64)	(27,628.41)
Total Revenue through June 30, 2021	(887,769.92)	(1,154,428.01)	(1,297,103.57)	(1,280,035.44)
CAPITAL ROJECTS FUND				
5122 BRIDGE PROJECTS	(30,657.86)	(0.01)	(111,859.88)	(122,433.88)
5610 AIRPORT	(60,984.73)	(17,488.92)	(97,277.16)	(18,072.12)
9900 TRANSFER TO/FROM OTHER FUNDS	-	-	(4,036.40)	(17,439.51)
Total Revenue through June 30, 2021	(91,642.59)	(17,488.93)	(213,173.44)	(157,945.51)
SELF-INSURANCE FUND - WORKERS' COMPENSATION				
1710 WORKER'S COMP-SELF INSURANCE	(857,575.96)	(728,620.05)	(2,065,235.67)	(1,804,793.34)

Cortland County
Expenditure Comparison 2018 - 2021 through June 30, 2021

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
GENERAL FUND					
A10105	COUNTY LEGISLATURE	173,397.13	191,943.66	137,261.56	133,400.68
A10405	CLERK OF THE LEGISLATIVE BOARD	73,449.19	69,075.75	133,708.00	84,189.89
A11655	DISTRICT ATTORNEY	573,092.77	473,002.47	423,014.73	412,309.22
A11705	PUBLIC DEFENDER	333,576.96	390,655.07	418,613.13	438,739.25
A11755	ASSIGNED COUNSEL	390,090.23	295,974.29	270,994.58	304,699.53
A11855	CORONERS	73,024.93	74,590.12	92,719.12	83,397.81
A12305	COUNTY ADMINISTRATOR	-	-	72,496.82	99,984.40
A13105	BUDGET & FINANCE	171,164.46	393,791.33	269,993.16	276,468.33
A13205	County Auditor	-	11,000.00	48,271.19	47,971.13
A13255	TREASURER	144,207.35	81,545.78	90,948.33	83,893.68
A13555	REAL PROPERTY TAX SERVICE	124,544.91	118,311.84	118,094.99	108,547.28
A14105	COUNTY CLERK	253,296.89	212,698.15	253,915.63	208,781.44
A14115	COUNTY CLERK - MOTOR VEHICLES	234,869.30	218,916.91	213,620.75	204,815.92
A14205	COUNTY ATTORNEY	184,133.10	180,497.11	133,475.31	161,988.49
A14305	PERSONNEL - CIVIL SERVICE	234,905.41	216,377.14	201,149.24	243,902.83
A14505	ELECTIONS	167,035.35	163,617.66	278,580.36	142,810.52
A16105	TELEPHONE SHARED SERVICE	80,500.88	96,053.80	107,183.45	116,186.91
A16205	BUILDING & GROUNDS	1,024,951.69	895,649.54	899,673.57	751,916.42
A16805	DATA PROCESSING	434,653.82	454,447.37	329,947.53	415,781.34
A17115	LIABILITY INSURANCE RESERVE	19,023.00	240.00	-	-
A19855	SALES TAX	3,985,411.18	3,401,773.31	3,610,961.00	3,766,856.77
A19905	CONTINGENCY	(207,300.07)	10,637.00	-	-
A24905	COMMUNITY COLLEGE	147,290.68	150,827.51	177,083.25	151,618.87
A24955	CONTRIBUTIONS TC3	837,065.50	837,065.50	1,318,377.75	1,354,999.50
A30205	EMERGENCY RESPONSE & COMMUNCTN	1,459,981.20	1,524,753.82	1,764,305.94	1,227,452.25
A31105	SHERIFF	377,694.26	345,471.02	351,197.15	352,283.90
A31205	SHERIFF ROAD PATROL	2,234,407.37	2,105,629.97	1,786,608.18	1,770,095.23
A31405	PROBATION	946,975.65	875,626.50	790,492.62	763,312.05
A31505	JAIL	2,564,310.78	2,927,333.97	2,327,628.52	2,162,103.68
A33155	STOP DWI	47,541.51	48,229.45	33,846.85	22,021.46
A34105	FIRE / EMERGENCY MANAGEMENT	175,232.53	109,248.21	142,434.18	130,754.36
A35105	CONTRACT AGENCIES	21,500.00	22,500.18	22,500.18	22,500.18
A36205	SAFETY OFFICE	-	4,893.49	23,160.00	945.75
A40105	HEALTH DEPARTMENT	960,351.99	546,715.78	506,964.56	626,140.67
A40115	NURSING ADMINISTRATION	497,667.33	506,349.23	413,718.13	361,067.89
A40125	ENVIRONMENTAL HEALTH	302,258.46	305,119.61	277,734.51	241,961.31
A40465	PrK Supportive Hlth Svcs	886,484.72	810,256.53	299,964.38	749,348.75
A40505	Child Advocacy Center	61,971.70	58,762.85	93,474.38	153,433.15
A40595	EARLY INTERVENTION PROGRAM	524,563.21	525,637.30	457,191.43	370,968.92
A43105	MENTAL HEALTH CENTER	2,697,883.94	2,432,155.72	2,445,405.45	2,559,684.36
A56105	AIRPORT	60,697.99	117,279.71	106,604.63	101,722.94
A56305	BUS OPERATIONS	446,056.55	794,616.96	980,194.28	32,533.36
A60105	DEPT.OF SOCIAL SERVICES ADMIN	13,874,522.07	13,788,554.74	13,093,069.42	11,272,460.39
A64105	PUBLICITY/TOURISM	149,670.80	500,000.00	550,093.00	575,072.26
A64205	PROMOTION OF INDUSTRY	217,913.50	217,913.50	221,182.00	336,750.00
A65105	VETERANS SERVICE AGENCY	74,880.82	51,808.91	24,787.34	25,450.98
A66105	SEALER OF WEIGHTS & MEASURES	32,111.48	33,005.95	31,209.51	36,252.91
A67725	AREA AGENCY ON AGING	547,420.57	500,424.93	558,058.11	482,298.98
A67745	NUTRITION	622,429.94	598,735.70	450,441.09	404,419.98
A71105	DWYER PARK	25,800.56	80,575.73	18,628.12	25,671.00
A73125	YOUTH BUREAU	14,635.43	6,151.68	6,759.62	464.09

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
A76225	RETIRED SENIOR VOLUNTEER PROG	67,099.11	60,115.63	-	-
A79895	SNOWMOBILE CLUBS	58,640.40	85,135.95	60,238.08	60,238.08
A80205	PLANNING	186,237.05	171,322.22	149,358.11	126,993.76
A87105	CONSERVATION PROGRAMS	71,273.25	285,093.00	75,000.00	112,500.00
A87505	AGRICULTURE & LIVESTOCK	147,000.00	220,500.00	205,065.00	190,065.00
A87555	Farmland Protection	1,127,598.00	-	-	-
A90505	UNEMPLOYMENT INSURANCE	15,539.25	26,968.03	21,644.48	-
A90605	HEALTH INSURANCE	-	2,084,676.00	2,787,844.00	2,607,678.00
A97105	DEBT SERVICE	700,516.41	806,153.51	844,207.96	496,963.65
A99015	I/F Transfer to/from D	4,818,775.00	2,755,730.29	3,017,823.50	3,129,085.80
A99505	TRANSFER TO CAPITAL PROJECTS	-	-	4,036.40	17,439.51
	Total Expenditures @ 6/30/21	46,470,027.49	45,272,137.38	44,542,954.56	41,141,394.81
SPECIAL GRANT FUND					
CD62905	WIA - GRANT ADMIN EXPENSES	354,924.04	343,297.36	80,423.70	73,655.14
CD62925	WIA - E & T	318,874.76	216,604.07	160,222.64	214,084.32
CD69895	Other Economic Assistance	-	13,864.00	28,385.87	-
	Total Expenditures @ 6/30/21	673,798.80	573,765.43	269,032.21	287,739.46
SELF-INSURANCE FUND - EMPLOYEE BENEFITS					
CH90605	HEALTH	5,243,580.79	5,988,074.66	4,961,764.40	6,074,793.84
COUNTY ROAD FUND					
D33105	TRAFFIC DIVISION	25,118.89	26,912.17	19,292.84	21,159.82
D50105	HIGHWAY ADMINISTRATION DIV.	332,346.91	327,205.47	238,538.24	233,654.61
D50205	HIGHWAY ENGINEERING DIVISION	67,631.29	32,588.94	35,915.17	34,967.33
D51105	HIGHWAY MAINTENANCY DIV.	2,932,289.72	2,839,605.96	2,499,423.11	2,561,900.10
D51125	HIGHWAY PROJECTS	475,623.83	1,229,356.43	774,631.94	1,566,234.51
D97105	HIGHWAY ADMINISTRATION DIV.	195,550.13	458,127.03	457,798.94	451,061.74
D99015	INTERFUND TRANSFERS			16,202.96	
	Total Expenditures @ 6/30/21	4,028,560.77	4,913,796.00	4,041,803.20	4,868,978.11
ROAD MACHINERY FUND					
E51305	HIGHWAY ROAD MACHINERY	910,871.93	927,897.68	829,125.19	669,105.24
E97105	HIGHWAY ROAD MECHANICS	121,198.07	122,354.12	123,816.31	125,769.05
E99015	INTERFUND TRANSFERS	713,809.00			
	Total Expenditures @ 6/30/21	1,745,879.00	1,050,251.80	952,941.50	794,874.29
SOLID WASTE FUND					
EL81605	LANDFILL	1,118,588.17	1,159,825.65	1,257,723.34	1,156,684.87
EL81615	RECYCLING	348,396.15	374,144.93	434,670.66	270,853.44
	Total Expenditures @ 6/30/21	1,466,984.32	1,533,970.58	1,692,394.00	1,427,538.31

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
CAPITAL ROJECTS FUND					
HH16205	BUILDINGS & GROUNDS PROJECTS	(66.54)	-	-	-
HH24985	TC3 CAPITAL EXPENSES	(5,750.00)	-	-	-
HH31505	JAIL ROOF RECONSTRUCTION	-	850,938.34	-	-
HH51225	BRIDGE PROJECTS	357,491.63	12,123.05	125,983.41	173,451.41
HH56105	AIRPORT MASTER PLAN UPDATE	66,565.53	26,099.80	103,703.70	21,895.36
HH71105	DWYER PARK CAPITAL EXPENSE	-	43,900.00	3,027.70	-
		418,240.62	933,061.19	232,714.81	195,346.77
SELF-INSURANCE FUND - WORKERS' COMPENSATION					
S17105	LIABILITY INSURANCE RESERVE	461,180.98	583,333.87	1,775,603.00	1,648,693.92

FreshySites

WEBSITE PROPOSAL

Why FreshySites

2,200+
Website projects delivered since 2011

300+
Five star reviews on Google

19+
Top notch WordPress experts on our team

1. **Experience**
We have worked on over 2,200 website projects since our launch in 2011. As one of the largest website design groups on the east coast we are adding around 30 sites per month to our active client roster.

2. **In-house staff**
With a team of 19 top notch WordPress Experts in house, we manage all project details, design, and development with excellence.

3. **WordPress experts**
Our team lives and breathes WordPress. We build all of our websites on WordPress and the latest frameworks so that you have a fluid user and management experience.

4. **Process driven design**
We have honed our process over the past 8 years to ensure timely and attractive design elements and experiences.

5. **Customer service**
Our team is here to put your goals, objectives, and needs first. We are a platform built on solid customer service, it is our primary focus.

6. **Ongoing support**
We have a full time support staff works every day to ensure all of our current customers are happy. We provide any/all support needed to keep things running smoothly for you. Our average support ticket turnaround time is under 8 minutes.

Team overview

Ben Giordano
Founder

Vincent Consumano
Founder

Kelsey Moore
Operations Manager

Erin Cortazar
Director of Support Services

Tim Burford
Creative Director

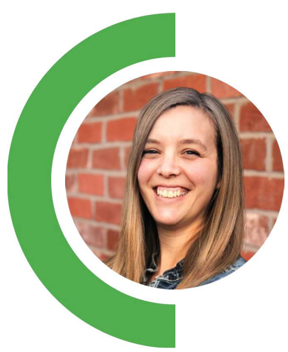
Jon Fuller
Lead Web Developer

Tod Anderson
Web Designer

Emily Petko
Support Success Lead

Karina Lenartowicz
Web Designer

Liz Jachimowicz
Project Manager



Chelsey Buttrey
Web Designer

Michael Alderson
Support Specialist

Team overview

Jorge Mata
Project Manager

Binh Ehrler
Project Manager

Givanna Bernardo
Digital Marketing Specialist

Don Schindler
Account Manager

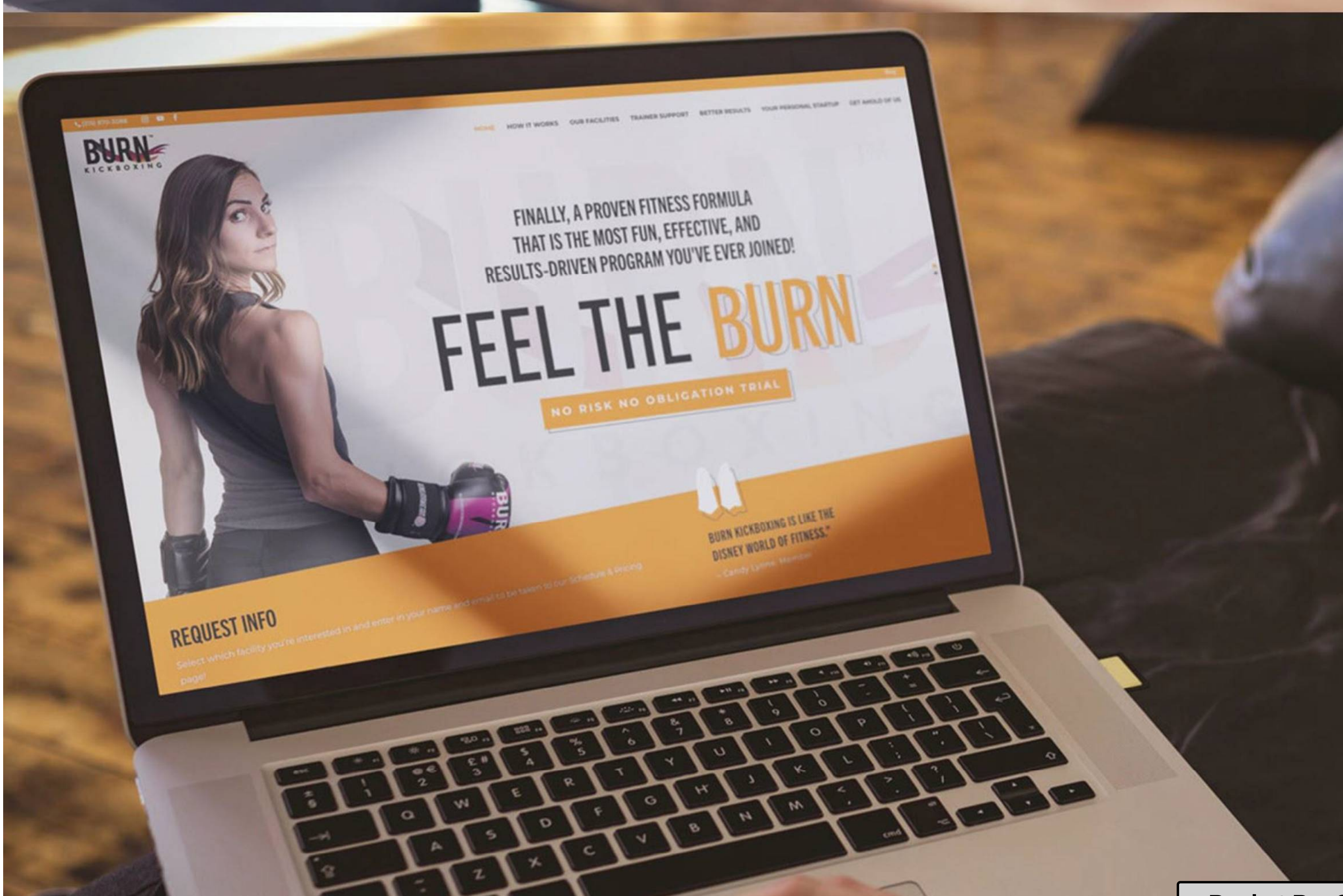
Jen Schindler
Account Manager

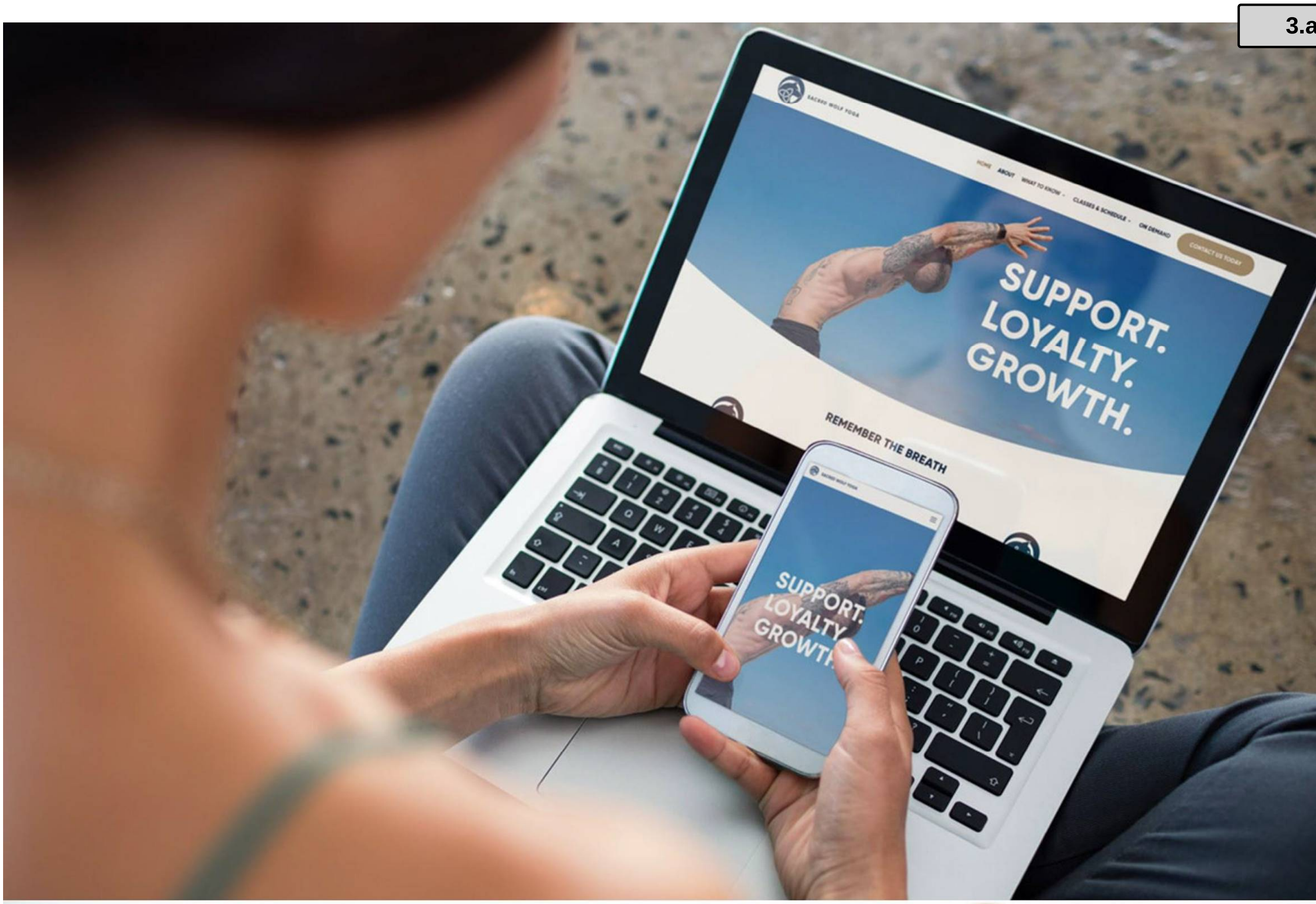
We have an amazing team at FreshySites, we love what we do — and it shows.

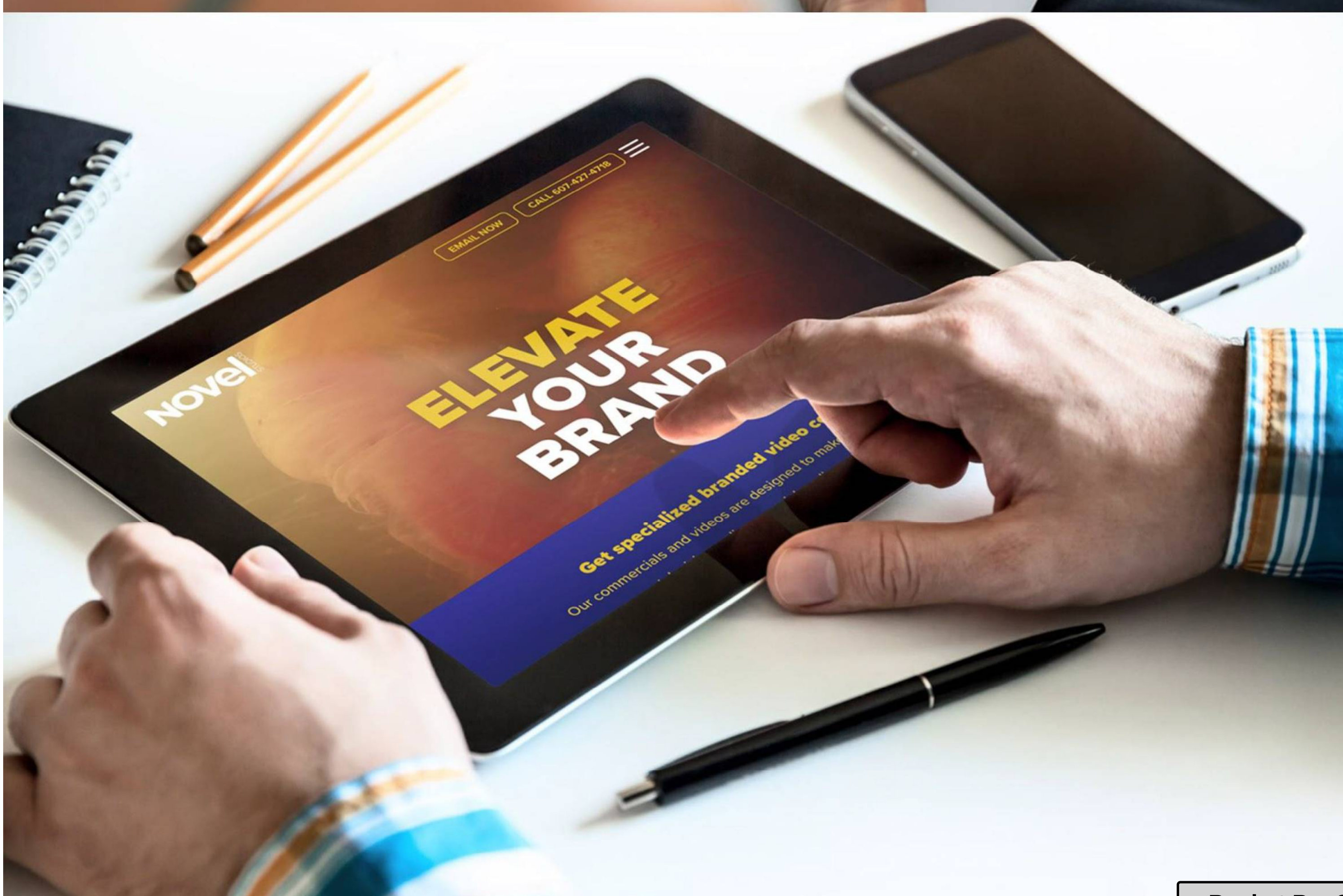
Our product value is defined by our customers, not us.

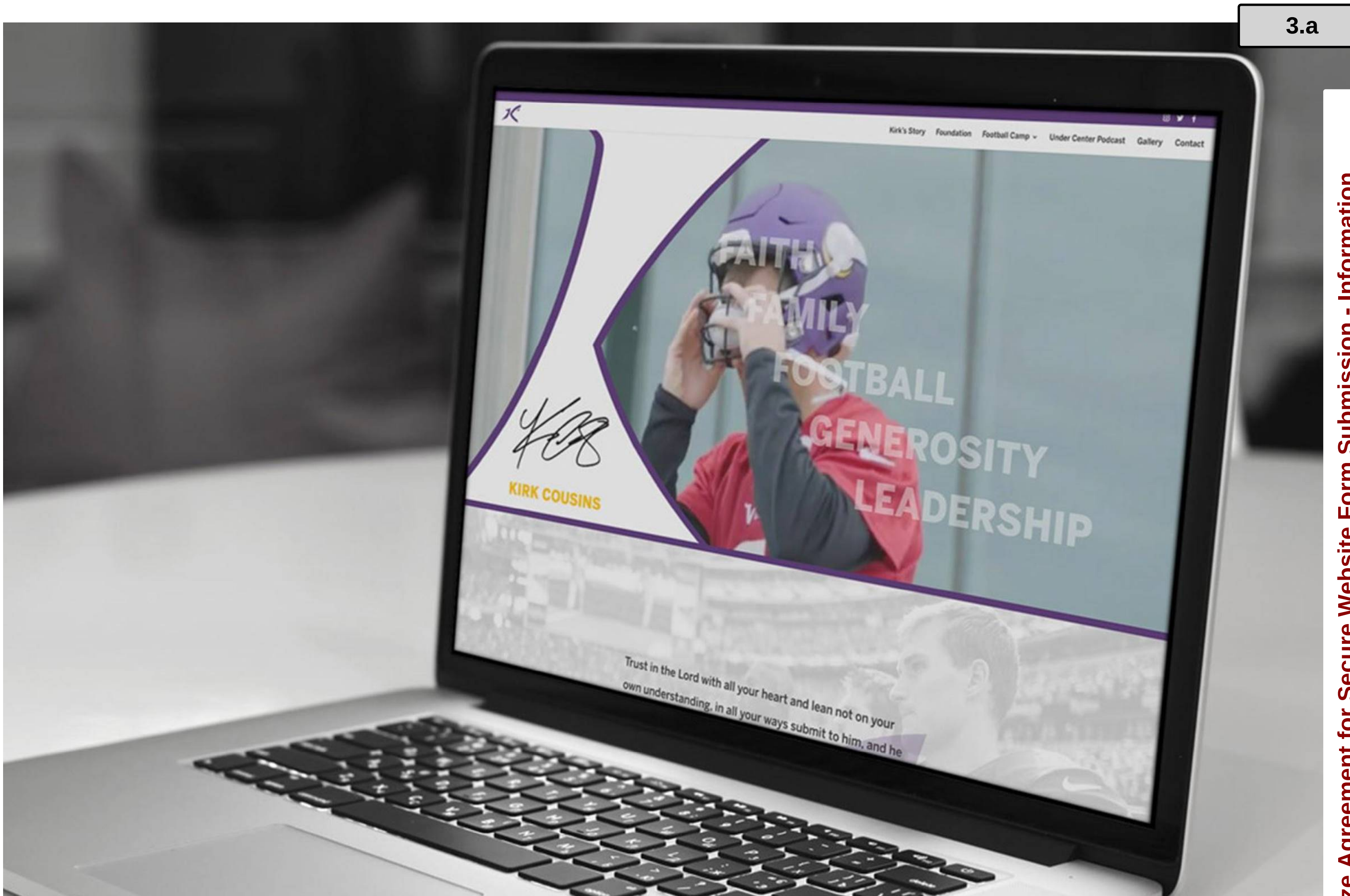
We are not selling websites, we are selling a team of people that help guide small business owners and organizations through the maze that is the current digital landscape. Everything we do, every team member we have, every process we add or remove, should further that mission and value proposition.

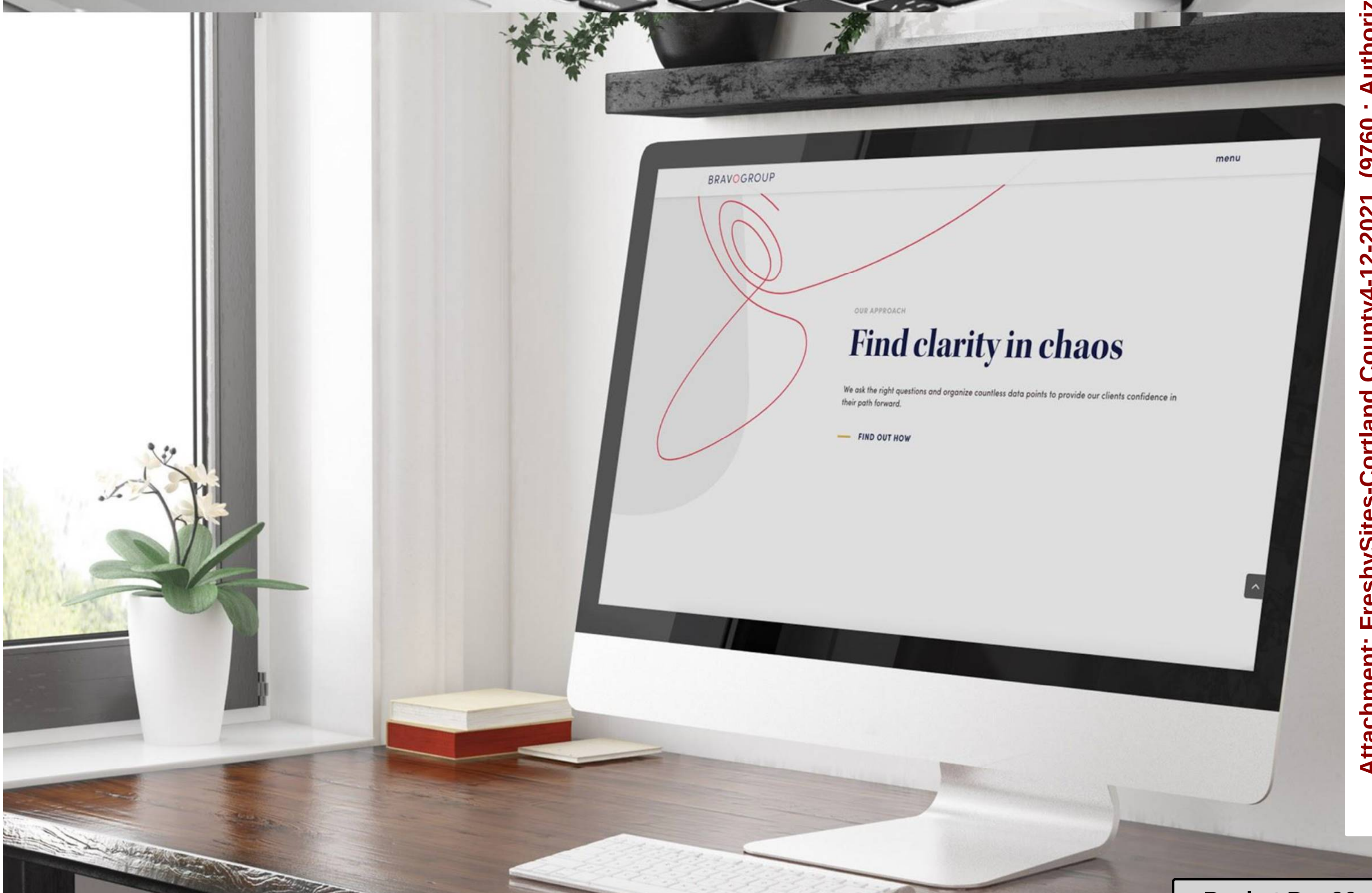

ALWAYS Fresh, ALWAYS Homemade


BURN
KICKBOXING
FINALLY, A PROVEN FITNESS FORMULA
THAT IS THE MOST FUN, EFFECTIVE, AND
RESULTS-DRIVEN PROGRAM YOU'VE EVER JOINED!
FEEL THE BURN
NO RISK NO OBLIGATION TRIAL
BURN KICKBOXING IS LIKE THE
DISNEY WORLD OF FITNESS.
REQUEST INFO

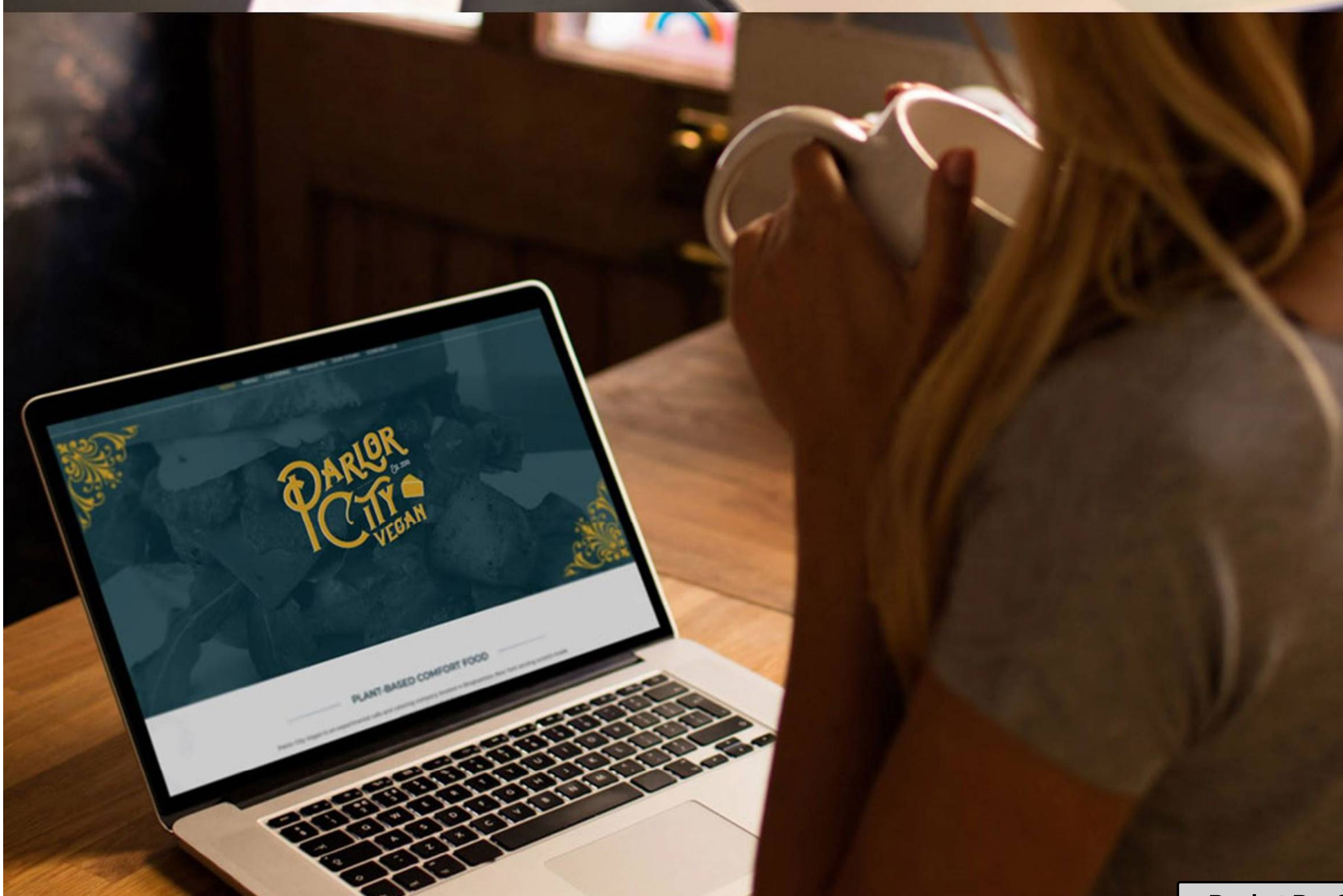

SUPPORT.
LOYALTY.
GROWTH.
REMEMBER THE BREATH


EMAIL NOW
CALL 607.427.4718
Novel
ELEVATE
YOUR
BRAND
Get specialized branded video c
Our commercials and videos are designed to mak


Kirk's Story
Foundation
Football Camp
Under Center Podcast
Gallery
Contact
FAITH
FAMILY
FOOTBALL
GENEROSITY
LEADERSHIP
KIRK COUSINS
Trust in the Lord with all your heart and lean not on your own understanding, in all your ways submit to him, and he


BRAVOGROUP
menu
OUR APPROACH
Find clarity in chaos
We ask the right questions and organize countless data points to provide our clients confidence in their path forward.
FIND OUT HOW


Z ZIFF LAW FIRM
PERSONAL INJURY & MEDICAL MALPRACTICE LAWYERS
Local Lawyers. Big City Results.
We Love


PARLOR CITY VEGAN
PLANT-BASED COMFORT FOOD

Scope of work

Cortland County

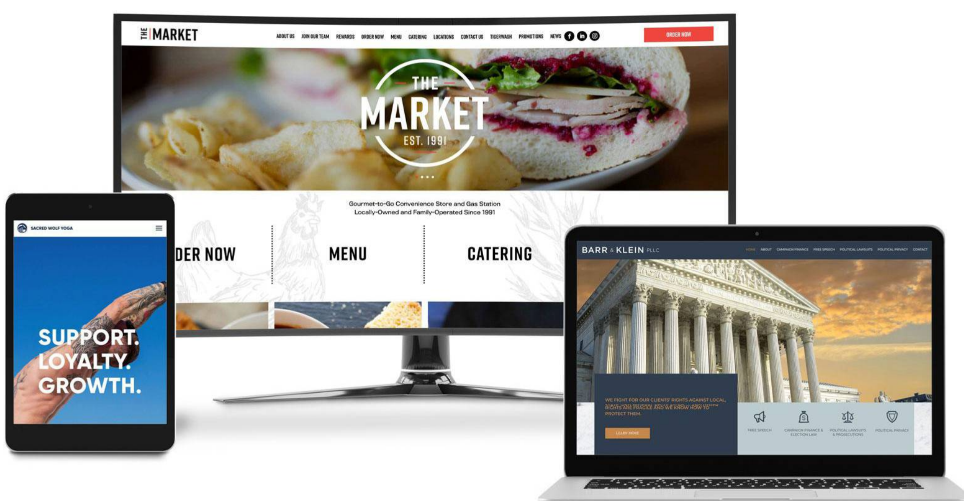
April 12, 2021

Overview

Thank you for the opportunity to present this proposal and for considering FreshySites to support your website and website development needs.

FreshySites specializes in providing businesses and organizations with professional and powerful digital marketing services. We utilize unique concepts, high-end talent and fresh online tools to make sure our client projects exceed expectations.

Please find attached our proposed approach, scope of work, estimated fees and payment schedule. Please take your time in reviewing this proposal and contact us with any questions or concerns. We look forward to working with you.



Specifications

Website Project Briefing, Website Design Mockups, Mockup Revisions, Website Development & Coding, Website Revisions, Launch, & Optimization

Scope of Work: Setup

Website Design & Development **$16,500**

- Project Overview Meeting & Project Briefing Form
  - Review of Company, Brand, Content, & Messaging
  - Sitemap Development
  - Home Page Wireframe Development
- Home Page Mockups and Layout Design
  - Development and Presentation Home Page Mockups
  - Three Revision Rounds - Not to Exceed 6 Hours
- Website Content Management System and Framework
  - Installation of the WordPress Content Management System
  - Customization of the CMS to Fit Project Needs
  - Website Framework Installation
  - Content Integration and Layout
- Functionality Requirements
  - Client to provide LAMP Stack Server with WordPress Installed
  - Up to 12 Pages of Content and Layout Work
  - Various Secure Forms Including:
    - Application for Employment
    - Application for Representation
    - Other applications built out (at additional costs)

Fully Responsive Mobile-First Design

- Website style sheets customization for multi-device usage
- Website file set customization for multi-device usage
- Mobile-First Navigation Layout and UX

Website Presentation Phase

- Present Fully Working Website on Development Domain
- Up to Three Revision Rounds - Not to Exceed 18 Hours
- Finalized Website Presentation & Launch

Quarterly Plugin & Theme Management $375/qtr

Managed plugin and theme updates
Scheduled on a recurring quarterly basis
Includes up to 30 mins of troubleshooting per quarter
Does not include support requests, additions or updates to website

freshysites.com/monthly-management

Professional design process

1. Kickoff & creative brief: We dive in deep to learn about your organization, brand, mission, and more. We work together to build a project overview document and creative blueprint that will guide the website design and development.

2. Website mock-ups & design: Our world class design team brings concepts to life in our mockup process. Interactive feedback tool and revision rounds add value and help us manage the design process as a team.

3. Website development: Our expert web design and development team builds your approved designs into the industry-leading drag-and-drop system for easy updating and ongoing maintenance. All sites are always fully responsive for all screen sizes and devices.

5. Revisions & launch: Our revision rounds are an opportunity for us to work with clients to key in any changes to the development link prior to launch, we work until it's perfect.

6. Hosting, security, & support: We provide ongoing hosting on the world's leading WordPress managed infrastructure. Our CDN, Backups, SSL, and security scanning ensure your site is always updated, fast, and available for your visitors.

WordPress & WooCommerce expert

World's most powerful website platform, fully drag and drop, simple to update, easy to maintain.

Important notes

Client Owns Website & All Assets/Content: All content is solely owned by client upon project completion and final payment. This proposal does include initial configuration and setup. However, it does not include ongoing website management, ongoing support management, or ongoing management of any kind. FreshySites is proposing the above with the understanding that the client will be maintaining and managing the content, updates, changes, ongoing marketing efforts, etc. Any items outside of the initial setup will be subject to FreshySites' hourly rate of $185/hr.

All Ongoing Fees Start at Project Onset: In order to design and develop your new website we need to create and host a new installation instance. Therefore, all ongoing fees commence at project onset.

Development Notes: FreshySites cannot move forward with the build process without content. A revision round at any phase requires an approximate one week turn around. Any additional revisions may add to the estimated timeline. Expedited website development and revisions can be procured at an increased rate.

DNS Management: At FreshySites, we utilize Cloudflare (https://www.cloudflare.com/) to manage our client DNS records. This allows us to make the technical changes as needed and fully leverage the Cloudflare CDN and DDOS Mitigation systems.

Basic Training Documentation Included - Advanced Training Available: Training available upon request and will be billed separately. Free videos and training documentation provided by FreshySites.

Support of Website: FreshySites provides approximately an hour of basic support a month for simple content updates, changes, etc. Additions to your website and major changes would be scope separately at our hourly rate.

Dormant Projects: If client becomes unresponsive for over 2 months a restart fee of 15% of project budget may be applied due to inactivity. If over 6 months of inactivity FreshySites reserves the right to cancel the project.

Professional references

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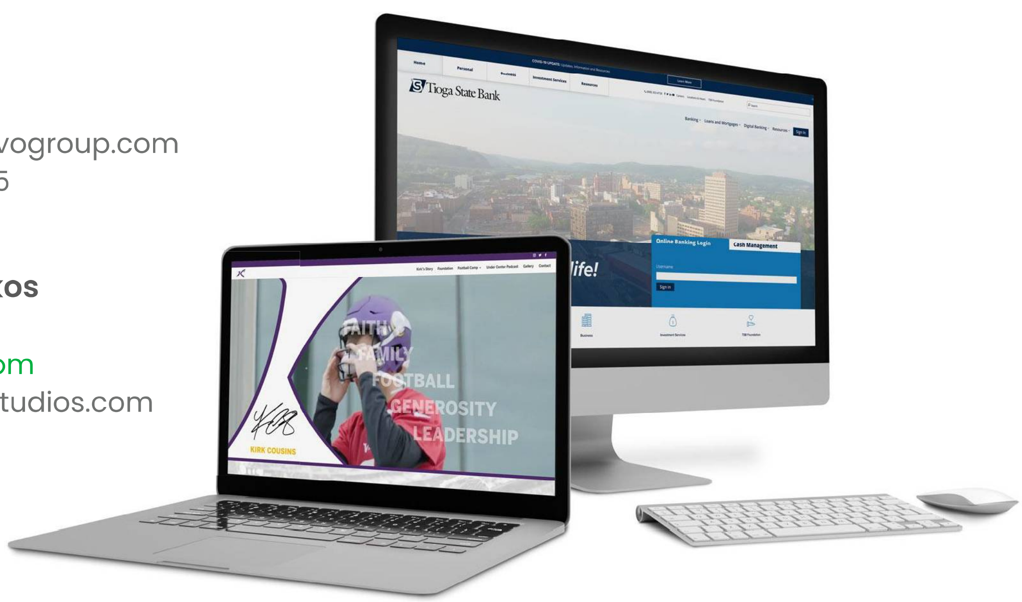
(607) 427-4718



Our clients love us

Don't just take our word for it. Over the years, we've gotten some great positive feedback from our happy customers. Below are just a few.

"With my initial vision, coupled with vague instructions, the FreshySites team was able to capture the **exact look and feel we wanted** when redesigning our WordPress website, as part of a rebranding strategy. The team was on top of every detail, had open lines of communication, and patience when we were combing through the final product and correct the smallest of details.

Professional creativity and service exudes from this very BIG small business! The products and services of a much larger firm, but the attention and investment into their client, as if a 1-person start up! **If you dream it, they will build it.** Job well done."

Jordan Patch, Animal Adventure Park

Thank you so much for all your work on our new United Way website. **We all absolutely love it** and are so grateful that we will be able to showcase our work and the work of our community partners through such a beautiful website. We look forward to working with you in the near future. Thank you again."

Maria Cataldo, United way of Broome County

I had a **great experience working with FreshySites** on various projects – including logo, business card design and website development. The team was incredibly professional and very easy to work with. They were all responsive and the final products were exactly what I wanted (even better, actually). I will recommend them to friends and would **wholeheartedly recommend them to anyone else**. I plan on using them again in the future."

Patricia Marti Rop, Vine Ventures, Inc.

Best website company period! **They have over-delivered time after time**. When we need anything updated, it is done asap! Even though they are a large company, **they make you feel like you are their most important client** because of their attentiveness."

Kevin Webb, KW Fitness

View all testimonials

Agreement

Cortland County (hereafter known as "Client") agrees to enter into the marketing program update initiative as outlined above. Client agrees to FreshySites terms of service located at https://freshysites.com/terms/. Any changes or deviations to the scope of work may result in additional fees. FreshySites, will not adjust or modify the scope of work outlined in this proposal without the prior consent of Client. Further, Client understands that the agreement of the outlined timeline for this project is contingent on certain expectations of Client to gather and provide necessary information and data to FreshySites. In addition, to the fullest extent permitted by law the client shall indemnify and hold harmless FreshySites from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work. Client agrees to pay FreshySites all project fees at project onset. Client agrees to start monthly services at project onset with a corporate credit card.

To Accept This Agreement Please Click the Button Below and Complete the Form:

Start Here!

Form Development, WordPress Install and Maintenance for Cortland County

By Jonathan Meyerhoff – Founder/Senior Consultant for IMM
4/26/'21

The goals of this project will be to:

Allow public users to enter information on an application to be submitted to the appropriate department for processing. This information will be hosted on an in-house (County) web server. Specifications will include:

- The use of WordPress as a platform to develop and maintain the forms
- Development of a secure form for the following uses:
    - Application for employment for the Personnel Department
        - If a certain box is checked, the applicant must fill out an additional form
        - Form will be rejected without submission of the additional form
        - The ability to accept payment for any fees via GovPay
        - If there is an application fee, user must confirm they have submitted payment by entering purchase confirmation number.
        - Other requirements to be determined
    - Application for representation for the Assigned Counsel Department
        - Requirements to be determined
    - Other application development for use within the County as business rules dictate

Project Details

IMM will take the following steps to complete the project:

A – IMM will perform the development on its development server, so we will set up an account and do a fresh install of WordPress (most likely Divi theme).

B – Have an initial kick off meeting with CC personnel and gather specifications on the forms and any other expectations

C – Install Gravity Forms plugin (www.gravityforms.com). This is the most trusted and flexible form maker available for WordPress ($59 per year). There are free plugin forms, but we would not recommend them for CC.

D – Install Wordfence Firewall and Security Scanner

- Web Application Firewall identifies and blocks malicious traffic.
- Protects the web site at the endpoint, enabling deep integration with WordPress. Unlike cloud alternatives does not break encryption, cannot be bypassed and cannot leak data.
- Integrated malware scanner blocks requests that include malicious code or content.
- Protection from brute force attacks by limiting login attempts.

E – Prior to building out the forms, IMM will share the various form designs available. There will be option for IMM to create a custom designed form if CC would like. This will add an additional 10-12 hours for the project.

F – Build out both the application for employment and application for representation for the Assigned Counsel Department.

The employment application will have the following specifications:
- If a certain box is checked, the applicant must fill out an additional form
- Form will be rejected without submission of the additional form
- The ability to accept payment for any fees via GovPay
- If there is an application fee, user must confirm they have submitted payment by entering purchase confirmation number.
- Other requirements to be determined

The application for representation for the Assigned Counsel Department will be determined.

G – Link AllPaid/GovPay payment gateway for users to make payments (https://www.govpaynow.com/gps/user/cyg/welcome).

H – Integrate responsive design, test for continuity with mobile design and the four major browsers (Chrome, FireFox, Safari, Explorer).

I – Once the forms are completed, IMM will share a development URL with CC for review i.e., cortlandcounty.immllcdev.com

J – When the forms have been approved IMM will then need ftp/Cpanel logins to the CC server and will move the WordPress theme with forms over to the CC server.

The minimum recommended hardware requirements for running WordPress are:

- Disk Space: 1GB+
- Web Server: Apache or Nginx
- Database: MySQL version 5.0.15 or greater or any version of MariaDB
- RAM: 512MB+
- PHP: Version 7.3 or greater
- Processor: 1.0GHz+

K – Once everything has been transferred IMM will test and as we do, try and break things!

Fees

IMM will charge it's local/regional small business rate of $85 per hour.

Steps A-K above, including project management, startup meetings, system administration and all development, will take roughly 50-55 hours give or take depending on the specifications of the application for representation for the Assigned Counsel Department (content is TBD) or $4,200-$4,675

Again, if custom design is desired for the form templates this will accrue additional hours/cost.

Yearly fee for Gravity Forms – $59

Ongoing maintenance

IMM will maintain a mirror copy of the website on its development server. As new theme updates are available, in the event an update might potentially conflict with any of the installed plugins i.e., Gravity Forms, IMM can test on the development website first prior to performing the update on the production site. IMM will add its admin management email to the WordPress theme in order to receive notifications for updates (hosting@imm-llc.com).

IMM has a ticket system, managed daily between 7AM-6PM EST available for clients to use when any specific needs or questions arise.

WordPress managed website maintenance – $250 per year

This includes updating the theme and plugins, monitoring the Wordfence plugin and addressing any alerts etc.

Additional development needs moving forward

As CC has additional development needs, IMM will quote the projects as they arise at the rate of $85 per hour. IMM has a deep resource of developers for multiple different platforms/languages to tap into. IMM is currently working on building an app for one of its national clients based in Cortland.

IMM LLC
28 Michigan Hollow Rd
Spencer, NY 14883
www.imm-llc.com
607-330-1547

Cortland County Department of Mental Health
2022-2023 Agreements with Agencies

CONTRACTOR	DESCRIPTION	Contract Term	ESTIMATED COST/YEAR	ACCOUNT NUMBER CHARGED TO:
Columbia University	Healing Communities that Care Grant	1/01/2022 - 12/31/2023	$ 103,020.00	A -04-4310-4310-54055-HEAL
Cortland Area Communites that Care	Healing Communities that Care Grant	1/01/2022 - 12/31/2023	$ 103,020.00	A -04-4310-4310-54055-HEAL

Cortland County Department of Mental Health
2022 Agreements with Agencies

CONTRACTOR	DESCRIPTION	Contract Term	ESTIMATED COST	ACCOUNT NUMBER CHARGED TO:
Abel Screening, Inc.	AASI Screening	1/01/2022 - 12/31/2022	$ 1,612.00	A -04-4310-4310-54055-4200
Ability Network, Inc.	Computerized Batch Claiming Services for Medicare	1/01/2022 - 12/31/2022	$ 367.00	A -04-4310-4310-54002-4200
EFPR Group	2021 Consolidated Fiscal Report Review	1/01/2022 - 12/31/2022	$ 6,120.00	A -04-4310-4310-54086-4200
Catholic Charities	Recovery Center, Health Homes, Work Program, Supported Housing, Rental Assistance funded by OMH	1/01/2022 - 12/31/2022	$ 724,234.00	A -04-4310-4310-54815-4213
Catholic Charities	Supported Housing, Community Residental funded by OASAS	1/01/2022 - 12/31/2022	$ 344,295.00	A -04-4310-4310-54815-4213
Contact Community Services	Crisis Services	1/01/2022 - 12/31/2022	$ 10,200.00	A -04-4310-4310-54815 -4227
Cortland County Department of Social Services	Prevention program funded by DSS	1/01/2022 - 12/31/2022	$ 83,069.00	A -04-4310-4310-51005-42RS
Cortland Enlarged City School District	Alcohol and Substance Abuse Prevention Prgram funded by OASAS	1/01/2022 - 12/31/2022	$ 99,210.00	A -04-4310-4310-54815-4211
Coordinated Care Services, Inc.	Fiscal Officer Services	1/01/2022 - 12/31/2022	$ 44,880.00	A -04-4310-4310-54055-4200
Cortland County DSS	DSS Preventive Services	1/01/2022 - 12/31/2023	$ 150,000.00	A -04-4310-4310-51005 -4200
Guthrie Medical Center	Psychiatric Emergency Services & Psychiatric Jail Evaluations funded by OMH	1/01/2022 - 12/31/2022	$ 28,250.00	A -04-4310-4310-54815-4222
Indentrust	Bi-annual renewal of identity proofing for e-prescribe	1/01/2022 - 12/31/2022	$ 306.00	A -04-4310-4310-54002-4200
InnovaTel	Psychiatric Services	1/01/2022 - 12/31/2022	$ 145,000.00	A -04-4310-4310-54055 -4200
Language Line	Translation services for non-English speaking clients	1/01/2022 - 12/31/2022	$ 561.00	A -04-4310-4310-54055-4200
Family & Children Counseling Services	Early Recognition and Screening Program funded by OMH	1/01/2022 - 12/31/2022	$ 49,768.00	A -04-4310-4310-54815-4208
Family & Children Counseling Services	Chemical Dependancy Treatment and Prevention Program funded by OASAS	1/01/2022 - 12/31/2022	$ 905,386.00	A -04-4310-4310-54815-4208
Family & Children Counseling Services	Jail evaluations for inmates for substance abuse	1/01/2022 - 12/31/2022	$ 21,675.00	A -04-4310-4310-54055-4200
Franziska Racker	Provide psyco-educational program for students with serious emotional and behavioral needs funded by OMH	1/01/2022 - 12/31/2022	$ 40,854.00	A -04-4310-4310-54815-4219
JM Murray Center	Extended Supported Employment and Assisted Competitive Employment funded by OMH	1/01/2022 - 12/31/2022	$ 216,978.00	A -04-4310-4310-54815-4216
Joe Amideo	Lease of 7 Clayton Avenue	1/01/2022 - 12/31/2022	$ 89,454.00	A -04-4310-4310-54067-4200
Joe Amideo	Maintenance of 7 Clayton Avenue	1/01/2022 - 12/31/2022	$ 1,530.00	A -04-4310-4310-54015-4200
Kinney Management Services, LLC	Screening of potential and current employees to assure participation in Medicaid	1/01/2022 - 12/31/2022	$ 663.00	A -04-4310-4310-54055-4200
MEDENT	Maintenance of Behavior Health Clinical and Billing Software	1/01/2022 - 12/31/2022	$ 28,494.00	A -04-4310-4310-54002-4200
Mental Health Association of Cortland County	Provide information to members of the community to help reduce the stigma associated with Mental Illness funded by OMH	1/01/2022 - 12/31/2022	$ 20,010.00	A -04-4310-4310-54815-4224
Seven Valleys Health Coalition	211 information and Referral System	1/01/2022 - 12/31/2022	$ 12,240.00	A -04-4310-4310-54815-427V
SUNY Upstate Medical	AOT (Assisted Outpatient Treatment)	1/01/2022 - 12/31/2022	$ 2,040.00	A -04-4310-4310-54055-4200
Talksoft	Provide automated reminder calls to clients	1/01/2022 - 12/31/2022	$ 5,875.00	A -04-4310-4310-54002-4200