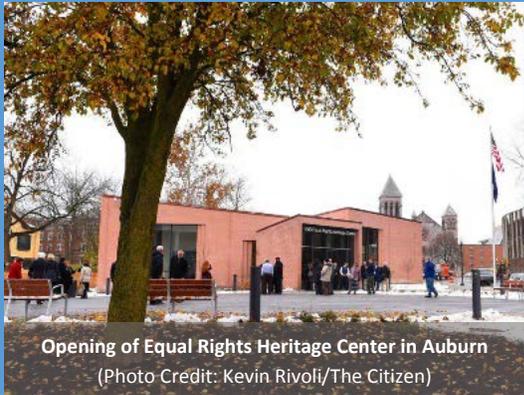
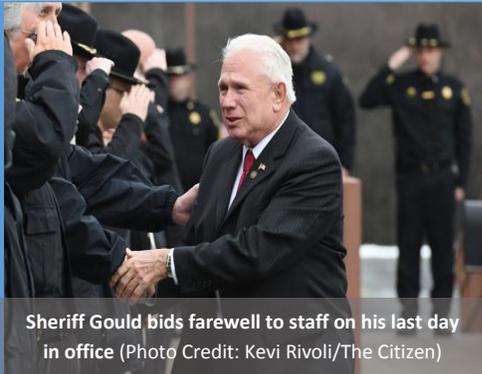


Cayuga County Administrator's MONTHLY REPORT

Reporting Period: November 1 – December 31, 2018



Giving Thanks



ADOPTED BUDGET

Fiscal Year 2019

November 27, 2018

Cayuga County
New York



Cayuga County Government
www.cayugacounty.us

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Reporting Period: 11/1 – 12/31/18



County Administrator's Message

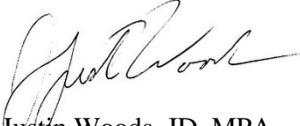
Please find our latest edition of the County Administrator's Monthly Report. The Monthly Report is designed to provide up-to-date data and information on the operations of County Government. Within you will find monthly updates from departments and contract agencies, and special reports.

November and December came on pretty quickly as the holidays often due. We took time to give thanks to our veterans during the holidays, but this is also county budget season. This was my first budget process as your County Administrator and I am not only grateful to everyone for their hard work and assistance, but also am proud of the budget. Budget Director Lynn Marinelli and I worked with all the department heads and senior management to develop a fiscally responsible budget that made strategic investments in our physical, organizational, and technological infrastructure. At the end of the sausage-making process, the [2019 Budget](#) was adopted by the County Legislature.

Other highlights of the month included the opening of the NYS Equal Rights Heritage Center in Auburn and the announcement of the Regional Economic Development Awards. CNY was once again the big winner – Cayuga County projects were awarded \$3.7M, with an additional \$1.84M being awarded to multi-county projects that include Cayuga. Our new Veterans Director Jessica Strassle gave a Veterans Day Speech, and the Cayuga Works Career Center received an award for Exemplary Service to Veterans.

Speaking of veterans, retiring Sheriff David Gould rounded out his 50 years in public service in an emotional farewell at the final Legislature meeting of the year. A footnote to his long and distinguished career, Sheriff Gould was on the search committee that recommended hiring me, and I will be forever grateful for his support and encouragement during my first year. I was happy he was in attendance for our end of the year [Reports](#), and we hope the Sheriff enjoys some much-earned rest and relaxation.

On behalf of the Cayuga County employees and department heads, we hope the Legislature finds this report an informative tool that assists them in serving their constituents as policymakers, and we hope it provides transparency and useful information to the community at large. As always, we look forward to hearing your feedback!



J. Justin Woods, JD, MPA
County Administrator

ADMINISTRATION



County Administrator's Office

J. Justin Woods, JD, MPA

County Administrator

- The Budget Director and I met with Ways & Means several times to prepare the Preliminary Budget. The 2019 Final Budget was adopted by the full County Legislature and is available [online](#).
- Assisted the County Legislature with interviewing candidates for County Attorney. Chris Palermo, Esq. was named Acting and then finalized as County Attorney for a term through December 31, 2019. He hired Rich Graham, Esq. as Chief Assistant County Attorney.
- Met with NYS Office of Indigent Legal Services to plan for the Assigned Counsel to use state funds to become fulltime. This will involve transitioning the Stop DWI Program and the Youth Bureau.
- Interviewed and hired DPW Director and Deputy Director. This was part of a major initiative to consolidate public works functions approved by the County Legislature.
- Held several design and planning meetings for the new website.
- Met with CSEA in advance of the Facilitated Intensive Negotiation scheduled for early 2019.
- At the Direction of Ways & Means, solicited and reviewed consultant proposals to update the County's non-bargaining compensation plan.
- Met with Compliance Officer about rolling out new Compliance Programs.
- Strategized with key stakeholders about the Draft Regional Water Plan.
- Attended the Cayuga County Agricultural Resources Summit.
- Met with OSC auditors to review preliminary audit findings.
- Made end of the year progress report/presentation to the Legislature available [online](#).
- Attended as many holiday gatherings as I could as well as end-of-the-year staff meeting and holiday party with department heads.

Department Updates

Reporting Period: 11/1 – 12/31/18



Lynn Marinelli

Budget Director

- The Ways & Means Committee met several times in November to make changes to the 2019 Tentative Budget. Amendments were discussed and approved by the Committee. A Preliminary Budget was set by Ways & Means. The full Legislature made several changes to the Preliminary Budget and adopted the 2019 Budget on 11/27/18.
- Continue to have conference calls with NYS representatives regarding the Raise the Age Plan. Modifications to the plan were requested by the State. Social Services will be resubmitting the plan with the changes.
- Met with management and outside counsel to discuss union negotiations that will begin in 2019.

Department Updates

Reporting Period: 11/1 – 12/31/18



Department of Human Resources

Michael T. Russell

Human Resources Administrator

2017
HR and Civil Service
Report of Year-To-Date Activities

PERSONNEL TRANSACTIONS

County Departments:

1,698 Total Transactions for All County Departments

Schools, Towns, Villages, BOCES & Special Districts

1,441	Schools
622	Towns
266	Villages
473	BOCES
67	CCC
49	Seymour Library
27	Soil & Water
12	Water & Sewer

2,957 Total Transactions for All Above Listed Jurisdictions

Combined Totals:

4,655 COMBINED TOTAL OF ALL PERSONNEL TRANSACTIONS

2018
HR and Civil Service
Report of Year-To-Date Activities

PERSONNEL TRANSACTIONS

County Departments:

1,860 Total Transactions for All County Departments

Schools, Towns, Villages, BOCES & Special Districts

1,345	Schools
663	Towns
265	Villages
554	BOCES
69	CCC
44	Seymour Library
22	Soil & Water
5	Water & Sewer

2,967 Total Transactions for All Above Listed Jurisdictions

Combined Totals:

4,827 COMBINED TOTAL OF ALL PERSONNEL TRANSACTIONS

Department Updates

Reporting Period: 11/1 – 12/31/18

Specific Personnel Actions Taken

Permanent Appointments	363
Provisional Appointments	32
Contingent-Permanent Appointments	3
End of Probationary Period	356
Layoffs Due to Abolishment of Positions	0
Layoffs Due to Lack of Funds or Work	8
Promotions	40
Reinstatements.....	8
Removals	629
Resignations.....	189
Retirements	40
Seasonal Appointments.....	222
Temporary Appointments	66

Number of Exams Administered: 30

Application Fees Collected: \$6,835

Specific Personnel Actions Taken

Permanent Appointments	405
Provisional Appointments.....	31
Contingent-Permanent Appointments	6
End of Probationary Period.....	193
Layoffs Due to Abolishment of Positions	25
Layoffs Due to Lack of Funds or Work	1
Promotions	31
Reinstatements.....	14
Removals.....	766
Resignations.....	215
Retirements	62
Seasonal Appointments	247
Temporary Appointments.....	125

Number of Exams Administered: 63

Application Fees Collected: \$14,210

Department Updates

Reporting Period: 11/1 – 12/31/18



Information Technology

Stephen D. Tobin

Chief Information Officer

- Provided election-related support to the Board of Elections Office.
- Worked with Office for the Aging to launch their Facebook page.
- Completed automated Travel Request Application.
- Assisted County Clerk's office with system migration.
- As the following subject will be of continued interest through November, we will include this information in these reports until that time. IT Team Member Bryan Lamb attended the New York State Elections Cyber Exercise Series in June and provided the following: "A Handbook for Elections Infrastructure Security" which can also be found at the following link:
<https://www.cisecurity.org/wp-content/uploads/2018/02/CIS-Elections-eBook-15-Feb.pdf>
- Provided recommendations for Information Technology related updates to the Cayuga County Records Management Policies and Procedures Manual.
- Deployed Enterprise Certificate Services.
- Completed departmental application upgrade.
- Assisted WIC with off-site outreach days.
- Published the November and December Cyber Newsletters for employees on the County Portal.
- Closed 365 Support Tickets November 28th through December 31st.

Department Updates

Reporting Period: 11/1 – 12/31/18



Department of Planning & Economic Development

Stephen F. Lynch, AICP

Director

WATER QUALITY

- **WATERSHED RULES & REGULATIONS:** The Steering Committee and Extended Staff Working Group held a number of working meetings in November and December, with the public facilitator, to review and finalize the draft Watershed Rules and Regulations.
- **OWASCO FLATS PROJECT:** Phase One components funded by state grants are substantially complete. In late winter / early spring of 2019, planning staff and the contractor will assess the project and finalize Phase One.

PARK PLANNING & DEVELOPMENT

- **EMERSON PARK \$482,000 CFA GRANT – DEAUVILLE ISLAND CAPITAL IMPROVEMENTS:** Staff working with landscape architects on design and bid documents. Construction planned for late summer-early fall 2019.
- **EMERSON PARK STRATEGIC PROGRAMMING INITIATIVE:** The \$212,000 in grant funding for this project has been received from the Fred L. Emerson Foundation. Staff is finalizing a professional services contract with Biederman Redevelopment Ventures of New York (“BRV”) to prepare the Emerson Park Strategic Programming Plan.
- **STERLING NATURE CENTER FACILITY DESIGN:** Beardsley Architects of Auburn is under contract to prepare schematic building design and construction cost estimates. The project team is meeting with the architects in January to review site location options.

ECONOMIC DEVELOPMENT – COORDINATION WITH CEDA

- **CAYUGA COUNTY DEVELOPMENT CORPORATION LOAN PROGRAM:** The Planning Director and Administrative Assistant are staff to the CCDC loan program. CCDC approved and closed a \$500,000 CCDC facilities improvement loan to the E. John Gavras Center in December.

Department Updates

Reporting Period: 11/1 – 12/31/18

TOWN & VILLAGE ASSISTANCE

- MUNICIPAL LAND USE PLANNING UNDERWAY AND PENDING:

Village of Moravia Comprehensive Plan – 2017 CFA grant award – Work commenced in October and will continue through 2019.

Town of Moravia Comprehensive Plan – 2018 CFA grant application submitted 7/27/18 – Announcement of the state grant award in December; expect state grant contracts in Q1-Q2 2019. Staff will commence work in 2019.

Village of Union Springs / Town of Springport LWRP – Planning work completed; grant will be closed out the first quarter of 2019.

Village of Fair Haven Zoning Ordinance Updates for the Central Business District Area – Village has requested an extension of the project to adjust the proposed ordinance after public input. Work will be completed by end of March 2019.

Town of Victory Agriculture and Farmland Protection Planning Grant – Grant approved; work began in December, to continue through 2019.

BOARD OF ELECTIONS



Board of Elections

Cherl A. Heary (R)

Katie Lacey (D)

Commissioners

- As usual, October & November are our busiest months and this off-year election season was noticeably busier than in the past. We had more applications for absentee ballots, more returned ballots, more telephone inquiries, and much heavier turnout.
- At the top of the ticket, the county results showed Molinaro with 54.8% to Cuomo at 36.5%.
- The turnout county-wide was 58% (26,422 out of 45,388). This is a 10% increase over the turnout in 2014. Major party turnout was well over 60% in the City and most towns, but unaffiliated turnout was below 45% county-wide. The highest turnouts were in Owasco at 65%, Niles at 65%, Fleming at 64%, Sennett at 63% and several southern county towns were at 62%. The lowest turnouts were in Auburn District 15 at 47% and Auburn District 10 at 48%.
- Though our County registration has increased by only 569 voters since 2014, there were 4,814 more voters. There were 1,734 absentees of which 603 were the City of Auburn.
- 13.2% of voters were under the age of 35. 33% of the voters were over the age of 65.
- Election Day went off quite smoothly. We had one major machine breakdown, which required the delivery of a replacement machine for the Town of Springport in mid-afternoon. Otherwise, the locations ran smoothly. We used 170 full-day inspectors and had a technician available for trouble calls all day.
- We have certified the official results and are now in the process of updating voter records from the affidavit ballots. Additionally, the office has been tasked with creating the ballots and training poll workers for the Cato-Meridian and Moravia School District referendums.

Department Updates

Reporting Period: 11/1 – 12/31/18

- During the month of December, we processed 3,163 changes registrations, name/address or DMV duplicates.
- Our office created, trained election workers, tested, certified, and delivered the voting machines for special public referenda for the Cato Meridian and Moravia School Districts.
- We have also created ballots, provided absentee data and tested the machines for the upcoming Auburn School District special election.
- Our office processed a total of 936 accumulated party changes as of the State-mandated sequester date. As of the end of the year, the enrollments in Cayuga County are as follows:

Democrat	14,898
Republican	16,752
Conservative	1,239
Green	158
Working Families	214
Independence	2,532
Women's Equality	17
Reform	7
No Party	9,671
Other	364
Total	45,852

CLERK OF THE LEGISLATURE



Clerk of the Legislature

Sheila Smith

Clerk of the Legislature

AUDITING

- Completed auditing for the effective date of 12/1/18, a couple of minor corrections.

POLICY GROUP

- The policy group will move forward after the budget season.

CODIFICATION

- The General Code Resolution was adopted and we are moving forward with the process to codify our Local Laws.

OTHER

- Moving forward with our web page design and bringing forward only documents that are needed.
- The Legislature reorganization meeting is scheduled for Thursday, January 3, 2019 at 6:00 PM.
- Health Care Facilities Insurance renewals and Vehicle Insurance renewals are complete and have been forwarded to Eastern Shore. 2019 Insurance cards have been forwarded to departments.

COMMUNITY & SOCIAL SERVICES



Employment & Training Cayuga Works Career Center

Ann Kubarek

Director

- In November, over 700 people used the services of the Cayuga Works Career Center (December 650) and 69 individuals participated in the various employment and job readiness workshops that are offered at the Career Center (December 75).
- Currently, there are 354 jobs posting for Cayuga County listed in the New York State Job Bank, which is the database the New York State Workforce Development system uses to centralize job postings for area employers. This platform is available to employers at no cost to post their job openings and to interface with available workers.
<https://newyork.us.jobs/index.asp>
- Ten employers held recruitments at the Career Center in November; four in December.
- The Career Center held a mini job fair on November 1, 2018 from 11:00 am – 1:00 pm. Businesses that attended include Birnie Bus, Hillside, US Census Bureau, UPS, New Beginnings Home Care, and Kelly Services. Available openings were in Health Care, Human Services, Manufacturing, and Transportation. 52 job seekers attended the event.
- The Cayuga-Cortland Workforce Development area met all performance standards for the program year 2017 (7/1/17-6/30/18).
- The NYS DOL presented the staff of the Cayuga Works Career Center an award for Exemplary Service to Veterans for the program year 2017.
- Unemployment data:

	Cayuga County	New York State	United States
Nov 2018	3.5%	3.5%	3.5%
Nov 2017	4.9%	4.4%	3.9%

Department Updates

Reporting Period: 11/1 – 12/31/18



Dept. of Social Services | Mental Health

Raymond Bizzari

Director of Community Services

- The Citizen plans to do a three-part story on the impact of the opiate epidemic on families, Child Protective Services, Foster Care/Preventive and Foster Care Families.
- Receiving \$70,000 in each of five years to fund a Behavioral Health Specialist in CP. Plan to contract with MH to provide this service and further integrate children/family services.
- Dr. Pratts and Clinic Director developed a new threat assessment and tracking protocol for students making threats against schools. Will roll this out to the Superintendents.
- New Homeless/Emergency Housing regulations took effect in November that increases both the programmatic and financial impacts to Districts and requires us to submit a comprehensive plan and document the District's efforts in several areas related to emergency housing, transitional housing, supported housing, outreach, and engagement, rent stabilization, eviction prevention, Code Blue, etc. We get a one-time \$45,000 grant to help with some undefined "administrative" costs. This is a big lift.
- We continue to work through Raise the Age Plan questions posed by NYS and feel that the expenses included in the plan will be reimbursed in the first year and that adjustments can be made in year 2.
- Completing contracting for facilities that house Adolescent Offenders.
- Meetings are scheduled with landlords regarding eliminating security deposits. We'll see how that goes.
- Central New York Director's Planning Group coordinating with OASAS Commissioner's Office has scheduled two days of meetings with regional Sheriffs, jails, ER's, substance abuse providers, drug courts, probation, and other stakeholders to discuss strategies to further integrate the treatment system. You may have seen the Comptroller's Report about the need for better coordination in this area.
- We continue working on financial and programmatic issues at CHAD.

COUNTY CLERK



County Clerk's Office

Susan M. Dwyer

County Clerk

DEPARTMENT OF MOTOR VEHICLES

- Total Retention to Clerks Office (in-office transactions) 2018: \$640,279
- Total transactions completed in our DMV office 2018: \$76,649
- Total online transactions by Cayuga Co residents 2018: 17,858
- Total online County sharing retention 2018: \$22,248
- Total sales tax collected and paid to the NYS Dept. of Taxation and Finance: \$77,672
- Total DMV retention (in office transactions + County online sharing) 2018 = \$662,528
- **DMV revenue exceeds budget forecast:** Difference between YTD Revenue vs. YTD Budget = \$662,527.51 vs. \$570,000 = amount over the budget forecast \$92,527.51

Congratulations to our hardworking staff in the DMV Office!

- Thank you to our Real Property Department for partnering with us to get the word out to the public about why it's important to use our local DMV Office. Their staff copied, folded and inserted the annual DMV flyer in County tax bills. Every year, this effort helps to remind people to do their DMV transactions in our local DMV office so their hard-earned dollars stay in Cayuga County.
- New credit card machines that were recently installed in our office were activated by the State DMV on 12/28/18.
- We continue to receive lots of dealer work from area businesses.
- Annual trailer renewals come directly to our DMV office, and for the past two months we have processed tons of them and that means revenue for the county.
- There have been several recent newspaper articles publicizing the October 2020 change that will require travelers who are traveling by air within the United States (domestic air travel) to obtain a REAL ID

Department Updates

Reporting Period: 11/1 – 12/31/18

document. We continue to see an increase in customers who are choosing to upgrade their licenses to the Enhanced Driver's License(EDL) which is a REAL ID-compliant document. This document allows a person to travel to Canada and Mexico by land or by sea; it will not allow them to travel by air to these countries. A US passport is also a REAL ID document.

CLERK'S RECORDING OFFICE

- Transactions processed for which fees are collected in December:
668 land documents: Deeds, easements, mortgages, mortgage discharges & assignments, etc. (this includes electronically-submitted recordings)
- 74 survey maps filed
- 65 business certificates: DBA/Partnership/Corporation – new, amendments, discontinuances
- 93 passport applications submitted to the US Department of State and 83 passport photos for passport processing, passport renewals (\$3,740)
- 178 judgments filed and docketed: Supreme Court, lower courts, State of NY
- 23 Notary Public transactions: New and renewals (this does not include the number of documents that were notarized by staff as free service mandated by the State of New York)
- 96 Supreme Court Index Numbers issued: Supreme Court cases started this month
- 14 Uniform Commercial Code (UCC) transactions: New, continuation, termination, search
- 4 military discharge filed (Veterans are not charged a fee to file or obtain copies of their DD214)
- Online land records revenue: \$982
- Participated in County website training, worked on updating our word documents for the new website. Haley Brechue participated in all-day training. In January, Haley will be trained in content optimization, website user training. The website will be launched end of January.
- Throughout this month, all Recording Staff trained on our new e-recording (land documents) module as well as continuous training and tweaking of our new IQS system.
- November 19 and 27: Participated in two Skype E-Filing training with the NYS Office of Court Administration.

Department Updates

Reporting Period: 11/1 – 12/31/18

- November 28: Meeting with Office of Court Administration Officials, Judge Rosenbaum, Supreme Court Staff, IQS Staff, and Deputy Clerks about E-Filing.
- November/December: This time of year we are very busy with passport processing. Children have days off from school which gives parents an opportunity to come into our office during the day to apply for passports. In addition, many people plan Spring vacations and weddings. Those people make the time to come in and either apply for a new passport or need to renew their old passports. Fortunately, the passport business was not affected by the government shutdown.
- December 3: Appeared on the local radio station and gave updates on activities in my four departments.
- December 4: IQS, our new vendor, spent the day with staff to review processes, answer technical questions, and make changes to items that needed tweaking.
- December 11: Held a Records Advisory Committee Meeting to review the changes to the County Records Policies and Procedures Manual. The committee members agreed on many of the suggested changes. The next step is to have Bill Hulik and Steve Tobin work together to present an amended manual. Our committee will meet again on February 12 and the new manual will most likely be presented for approval at the March Government Operations Committee.
- Appointments: Several of the Records Advisory Committee members will be re-appointed at the January Government Operations Committee Meeting: Mary Ann Marr, Chief Clerk at Surrogates Court; Bill Hulik, Records Retention Coordinator; and Sarah Donovan of the Health Dept. They will serve a 2-year term.
- Throughout the month of December: Issued media communications to educate the public about becoming an Organ Donor, inform them of why it's important to use our local DMV Office and to encourage veterans and local businesses to participate in our veterans discount program called, Return The Favor.
- December 11: Participated in the Legislative Committee meeting of the NYS Association of County Clerks. A list of legislative issues was presented to our committee and we prioritized which ones to present to the full Association at the January Winter Conference in Albany. One of the items of concern is the probability that the lawmakers in Albany will propose legislation which will allow undocumented immigrants the ability to obtain a NYS Driver's License. Eight other states have laws allowing this to happen, however, all of the states have different

Department Updates

Reporting Period: 11/1 – 12/31/18

requirements. The County Clerks will be learning more about those requirements so we can have a thoughtful discussion with our state representatives about this issue.

- December 31: Appeared on the local radio station to discuss updates in my office, and the radio announcer, Steve Penstone and I created an Annual Community Wish List.

RECORDS RETENTION CENTER

- Health and Human Services Department shredding continues
- District Attorney's Office scanning project continues
- Board of Elections scanning project is completed
- The number of documents scanned from January 1 through December 21: 313,480
- Records requests from January 1 through December 21: 1,848

HISTORIAN'S OFFICE

- 26 (Dec 23) in-person visitors to the office with queries and research projects
- 11 (Dec 17) queries through phone, email, and letter requests
- Ongoing work on photo indexing, and fine-tuning finding aids
- Staff continued work on the complete overhaul of content for the County Historian's section of the new County website.
- With a slow-down in research requests, staff refocused on long-term organizing and indexing of Special Collections.
- County Historian Dr. Ruth Bradley attended the November meeting of the Historical Coalition of Cayuga County.
- Staff assisted two University of Rochester students with a major project on New York State prisons.
- Discussed possible donation of a brochure display stand from the Cayuga County Tourism Board; we also received county tourism promotional brochures from them for distribution to our patrons.
- Waiting to hear back from A & M Graphic Signs to initiate installation of new, improved signage to make it easier for people to find the County Historian's Office.
- An Auburn eighth-grade student spent a day "shadowing" staff, learning about research, strategies, and genealogical searching.

Department Updates

Reporting Period: 11/1 – 12/31/18

EMERGENCY SERVICES



E-911 Center

Denise Spingler

911 Administrator

CENTER UPDATES

- Transfer to the back-up center went very smoothly.
- Maintenance crews did a phenomenal job cleaning the center while the staff was away.

ADMINISTRATOR UPDATES

- Deputy Administrator Guzalak attended the monthly Cayuga County Association of Emergency Services (CCAES) meeting.
- Meeting with all staff members to discuss goals and updates for 2019.
- Working on plans for Generator replacement at the Public Safety facility in 2019.
- Caller Comment Cards – 41.6 return rate this year.

EMERGENCY COMMUNICATIONS SYSTEM UPDATES

- Redundant prime project completed – grant closing

Department Updates

Reporting Period: 11/1 – 12/31/18



Emergency Management Office

Niel Rivenburgh

Acting Director, Cayuga County EMO

- The Office and the County received our National Weather Service recertification for Cayuga County, recognized as a “Storm Ready” community. The arduous process was finalized after a site inspection which included a review of the process, procedure, equipment, notification capability, and public warning capabilities available through the County Office of Emergency Service. The site visit also included the capabilities and assets for notification available at the County 911 Center.
- Participated in, assisted by Human Resources Deputy Director Laura Granger, the Schuyler County Fire Coordinator, and the Madison County Fire Coordinator in the NY State Office of Fire Prevention & Control interviews and assessment center for the hiring of a new Cayuga County assigned NY State Fire Instructor. There were six well-qualified candidates, and the State, following the recommendation of the panel selected a candidate. Cayuga County is still short one assigned State Fire Instructor, but the addition of the recent hire will help us deliver State training to our county first responders.
- Acting Deputy Director of Emergency Services, Maureen Conley, and Deputy Director of Fire Services, Larry Dygert, attended the NY State Regional Fire Administrators conference in Montour Falls for State Fire updates and programmatic-related discussions.
- Cayuga County Emergency Services hosted the Central New York Regional Hazardous Material Consortium meeting in November. Nine County HazMat team leaders (including Cayuga) attended.
- County Departments continue to work through the development of their COOP Volume II (Department specific) annexes of the Continuity of Operations Plan.
- Continued to work with our contractor, Cortland, and Tompkins counties on Regional Hazardous Materials Response Plan, a grant-funded initiative.
- Fire, Rescue and EMS training continues.

HEALTH & HUMAN SERVICES



Health Department

Kathleen Cuddy, MPH

Public Health Director

- **Public Health Accreditation:** Our department has begun initiating research and information gathering in anticipation of moving forward with the national Public Health Accreditation process. A few counties in New York State have accomplished this goal, and it is a very intensive and time-consuming process. More information will be forthcoming as we work toward this long term goal, which could easily take two years to complete once initiated.
- **Brillo Landfill Well testing:** 26 homes near the Brillo Landfill were sampled as part of the NYSDEC investigation into the Landfill. All homes within a ½ mile were given the option to be tested, and 26 property owners agreed to have their wells tested. Well water test results were received in early November from NYSDEC. Per- and polyfluoralkyl substances (PFAS), the chemical of concern due to groundwater samples collected at the Brillo site, were detected in one well and at a concentration less than the USEPA Health Advisory Level. No volatile organic compounds (VOCs) or Polychlorinated biphenyls (PCBs) were detected in any of the wells. Metals which are naturally occurring were detected at concentrations that would be expected in many of the wells. **The NYSDOH has stated that overall no actions are needed to the residents' water supplies due to their proximity to the landfill.** Letters explaining the results were sent to all residents whose well water was tested by the NYSDOH in early November. NYSDEC will continue with addressing the contaminants at the Brillo Landfill.
- **Harmful Algal Bloom (HAB)** testing ceased for this year in mid-November 2018 for the Town of Owasco and the City of Auburn. No visible HABs have been seen in past weeks and no toxins detected in the raw water. Link to [2018 Drinking Water Testing Results](#)
- **Reduce Tobacco and Nicotine Delivery System Use** amongst the county population. Increase focus on reducing tobacco and nicotine delivery system use (vaping, e-cigs et.al.) amongst the county population. Particular focus on prevention efforts amongst the

Department Updates

Reporting Period: 11/1 – 12/31/18

adolescent population and women of childbearing age. One manner in which this is being performed is acknowledging the artistic messaging developed by some of our Cayuga County area students in developing anti-smoking and vaping messaging to their peers. This artwork will be used in future outreach messaging.

A great job was performed by all the students who entered their artwork. It was a challenge to select these following 5 students and their pieces, which will also be shown in a mobile art exhibit of their work at our school districts and the Schweinfurth Art Gallery. The top three winners were: Ben MacAdam Gorham, Moravia; Emma LoMascolo, Union Springs; Madison Caza, Auburn. The two honorable mentions were: Chelsi O’Hora, Moravia; Donovan Tanner, Auburn.

Department Updates

Reporting Period: 11/1 – 12/31/18



Office for the Aging

Brenda Wiemann

Director

- Over 60 informal and professional caregivers celebrated Caregiver Month with the annual CCOFA Caregiver Workshop at the Hilton Garden Inn, featuring speakers from the Alzheimer's Association of CNY and the SUNY Upstate Medical University Geriatrics Department.
- OFA NYConnects staff person, Mike Case, and ARISE NYConnects staff person, Rebecca Mehkic, collaborated for a presentation and discussion about the Cayuga County NYConnects program for the November 5th Human Services Coalition Elderly and Disabled Task Group meeting.
- Interviewed by four BOCES LPN students as part of a learning assignment. Shared information on the Office for the Aging programs and services, and discussed ways to volunteer.
- Met with representatives of the Boyle Center and B&G to discuss a preliminary proposal for office expansion.
- One F/T and two half-time NYSOFA certified Health Insurance Counselors worked with over 300 individuals during the recent 10-week Medicare Annual Enrollment Period. Detailed assistance was provided for traditional Medicare, Medicare Advantage, Medicare Part D, EPIC, Extra-Help, and the Medicare Savings Program.
- An outreach visit was provided by our Aging Services Specialist to 41 participants at the Fair Haven Food Pantry, providing an overview of the agency services.
- The Director worked with the Boyle Senior Center, Inc. Board to bring about the hiring of a new Program Coordinator for the Boyle Center.
- Through the gracious donations of Home Instead and the county Child Support Collection Unit, Aging Services Specialists coordinated the delivery of gifts to 26 seniors in need this holiday season.
- Work continues with the Administrator, B&G, Real Property and representatives from the Boyle Center to evaluate the feasibility of consolidating OFA into one location at the Boyle Center.

Department Updates

Reporting Period: 11/1 – 12/31/18



Veteran's Service Agency

Jessica Strassle

Director

- Supported 358 veterans including 84 walk-in clients, 36 scheduled appointments, and 111 follow-up services provided for existing clients.
- Submitted 16 new claims for disability benefits.
- Aided 7 families with receiving burial benefits for deceased veterans.
- Met with 2 veterans in the home that were unable to make it to the office.
- Met with 1 veteran at the doctor's office to help advocate for care.
- Linked 2 veterans to free legal services.
- Connected 3 veterans to Aide and Attendance, which, allows the veteran to live successfully in the community and receive assistance with activities of daily living.
- Completed 6 educational applications for local veterans to further their education.
- Submitted 5 applications for health care insurance and connected 12 veterans to the Auburn Clinic or Syracuse Hospital.
- Helped veterans apply for life insurance.
- Connected 2 veterans to emergency funding in the community to assist with paying utilities.
- Transported 117 veterans to and from Syracuse VAMC for scheduled doctor appointments.
- 6 claims were awarded with monthly earnings totaling \$20,363.12 and retroactive payments were made to local veterans with service connection totaling \$55,196.67 in VA payments. Monthly payments to veterans will range from \$135.00 – \$4,564.00 for compensation benefits.
- Office phone calls averaged 50 per day for various services.

Department Updates

Reporting Period: 11/1 – 12/31/18

- Participated in an unemployment seminar with the Department of Labor and educated 7 veterans about veteran's benefits.
- Participated in the veteran's appreciation week at Cayuga Community College and raffled off a donated laptop.
- Veteran's office is working with local town/village clerks to establish an outreach calendar for 2019. A Veteran Service Officer is scheduled to be available in the clerk's office in the following towns:
 - Town of Venice, January 23, 2019 from 2:30p.m.-4:30p.m.
 - Town of Summerhill, February 20, 2019 from 2:00p.m.-4:30p.m.
 - Town of Conquest, March 8, 2019 from 1:00p.m.-4:00p.m.
- Veteran's Office provided the Vet Van to be used during Veterans Day Parade to make it possible for wheelchair-bound veterans to participate in the parade.
- Attended Weedsport High School Veterans Day USO Show to honor local veterans.
- Director of Veterans Services presented Veterans Day Speech to honor local veterans.

JUSTICE SYSTEM



Assigned Counsel | Stop DWI

Lloyd E. Hoskins

Director

ASSIGNED COUNSEL PROGRAM

- 11/05/18 – Meeting with Andrew Davies, ILS
- 11/27/18 – Conference call, Joseph Wierschem, ILS Special Counsel
- 11/30/18 – Public Defender’s meeting, Batavia

COUNSEL ASSIGNMENTS FOR OCTOBER:

- Family Court: 86, Year to Date 620
- County Court: 7, Year to Date 68
- Auburn City Court: 50, Year to Date 503
- Justice Court: 43, Year to Date 341
- Parole Appeal: 9, Year to Date 81
- Appellate Court: 2, Year to Date 14
- TOTAL ASSIGNMENTS: 197; YEAR TO DATE: 1,627

COUNSEL AT FIRST APPEARANCES FOR OCTOBER:

- Auburn City Court: 57; Year to Date: 754

STOP-DWI PROGRAM

- 11/15/18 – STOP-DWI Foundation conference call
- 11/23/18 – DWI Crackdown Road Check

DWI ARRESTS IN OCTOBER:

- Cayuga County Sheriff’s Office: 4, Year To Date 25
- Auburn Police Department: 4, Year To Date 40
- New York State Police: 12, Year To Date 93
- TOTAL DWI ARRESTS: 20; YEAR TO DATE: 158

Department Updates

Reporting Period: 11/1 – 12/31/18

BAC (Blood/Alcohol Content) IN OCTOBER:

- Cayuga County Sheriff's Office: .12, Average BAC To Date .120
- Auburn Police Department: .16, Average BAC To Date .176
- New York State Police: .12, Average BAC To Date .136

AVERAGE AGE DATA FOR OCTOBER:

- Cayuga County Sheriff's Office: 39, Average Age To Date 41.5
- Auburn Police Department: 28, Average Age To Date 35.0
- New York State Police: 40, Average Age To Date 39.0

GENDER DATA FOR OCTOBER:

- Cayuga County Sheriff's Office: Male 3, Female 1,
Year To Date: Male 19, Female 6
- Auburn Police Department: Male 3, Female 1,
Year To Date: Male 29, Female 11
- New York State Police: Male 7, Female 5,
Year To Date: Male 68, Female 25

Department Updates

Reporting Period: 11/1 – 12/31/18



Coroner's Office

Dr. Adam Duckett, MD

County Coroner

- Total calls/cases responded to through December 2018: 81

Sent to OCME: 68

Signed by PCP: 13

Signed by Dr. Duckett: 20 (not included in the count)

Age @ time of death:	
00-10	1
11-20	2
21-30	12
31-40	9
41-50	10
51-60	16
61-70	14
71-80	15
81-90	1
91-100	0
Unidentified	1

Number of calls received, by month:	
January 2018	4
February 2018	5
March 2018	7
April 2018	5
May 2018	8
June 2018	6
July 2018	7
August 2018	6
September 2018	9
October 2018	9
November 2018	10
December 2018	5

- Total calls/cases responded to through December 2017: 84

Department Updates

Reporting Period: 11/1 – 12/31/18



Probation Department

Jay DeWispelaere

Director

- **New Probation Officer:** The Probation Department welcomes Probation Officer Elizabeth (Betsy) Kavanagh! Officer Kavanagh started with the department on November 5, 2018. An Auburn resident, Betsy is active in the community with various community service organizations. Hired in response to Raise the Age, Officer Kavanagh will be the department's first dedicated juvenile supervision officer. Under the supervision of Probation Supervisor John Madden, Officer Kavanagh will supervise Juvenile Delinquents, Youthful Offenders, Adolescent Offenders, prepare Pre-Dispositional Reports and serve in the Youth Part of County Court. On December 4, 2018 the Hon. Thomas G. Leone, Cayuga County Court Judge, swore in Betsy Kavanagh and presented her with her Probation Officer's badge.
- **Raise the Age:** Intake for juvenile justice services is now fully operational at the Mental Health Services Building. Thanks to Director Bizzari and his staff and staff from Buildings & Grounds for assisting in getting probation staff up and running. Screening juveniles for services cooperatively with Mental Health service professionals is an innovative approach that will aid families in accessing services while decreasing service gaps and wait times for screenings. Probation Supervisor John Madden and Probation Officer Betsy Kavanagh will be heading up this service initiative. Members of the Raise the Age planning team have agreed that continuing to meet on an occasional basis will help address issues as they arise and maintain communication between involved parties.

CAYUGA COUNTY PROBATION STATS FOR DECEMBER

PROBATION DEPARTMENT METRIC	2017	2018
Total Number of Probation Supervision Cases	813	687
New Probation Supervision Cases	0	27
Court Ordered Presentence Investigation Requests	25	38
Court Ordered Presentence Investigations Completed	26	22
Number of Violations of Probation Filed	7	12
Number of Predispositional Investigation Ordered	0	1
Number of Predispositional Investigation Completed	0	5
Number of Alco-Sensor Intoximeter Tests Given	219	140
Restitution Collected	\$7,898	\$8,604
Surcharge Collected	\$405	\$434

Department Updates

Reporting Period: 11/1 – 12/31/18



Sheriff's Department

David S. Gould

Sheriff

- Members participated in the Auburn Holiday Parade, in Shop with a Cop on Saturday, December 8th, an Autism Seminar at BOCES on December 10th & 11th, and attended a “train the trainer” for Stop the Bleed on December 12th.
- Detective Stewart – Attended a legal updates class and gave a safety presentation to Daisy Scouts in Meridian.
- Important Criminal Cases – Search Warrant in the City of Auburn that resulted in the Arrest of multiple persons involved in the production of methamphetamine and the removal of three young children from that environment.
- Sex Offenders – The unit continues to manage approximately 150 registered sexual offenders with time set aside weekly for registrations and updates as well as periodic random home visits.
- Mobile Device Forensics – Members continue to assist other agencies with the forensic analysis of cellular phones and other devices to collect evidence in criminal investigations.

CAYUGA COUNTY JAIL

- Average daily jail population for November: 154
- Inmates Admissions: 87, Males: 72, Females: 15
- Inmates Discharged: 93, Males: 81, Females: 12
- Average daily number of Federal Inmates: 39
Average daily number of boarded in from other jails: 3
Total average number of boarders: 41
- Average number of parole violators held: 9.45
- Inmates transported into the custody NYSDOC and Community Services: 11
- Inmate Meals Served: 14,760

Department Updates

Reporting Period: 11/1 – 12/31/18

PUBLIC WORKS



Highway Department

Bill Dashnaw

Special Assistant to the County Administrator

Dan Bowen

Acting County Highway Superintendent



- This is the season for snow and ice control. Our 24-hour central dispatch started November 5th and shift work for our plow drivers that have State routes will start November 26th. The first shift will start at 3:30 am and work until noon, and the second shift will start at noon and work until 8:30 pm. The County road plow route drivers have a regular shift from 7:00 to 3:30. Plowing and sanding during off-hours will be determined by the road Supervisor on duty at the time of the event. To report hazardous road conditions, please call 315-253-1366 and the dispatcher will contact the shift Supervisor to address the situation.
- Some of the foundation concrete work is done on Stewarts Corner Road culvert replacement.
- The Highway Department has started cutting and trimming trees along the County road right of ways and will continue through the fall, weather permitting.
- The Highway Department was selected for funding through the BridgeNY funding program for two bridges of four bridge applications submitted: Ridge Road over Yawger Creek in the Town of Fleming, and Ledyard Road over Little Salmon Creek in the Town of Venice. The design will be completed in 2019 and construction is expected to start in the spring of 2020. These projects are 95% federally funded and 5% County funded.
- Bids were received for the Creech Road bridge replacement in the Town of Summerhill. Construction is expected to start in the spring of 2019.
- We are looking to fill a vacant Junior Accountant position. This is a full time, civil service tested position that we will fill provisionally until the test is offered. Anyone interested should contact the Civil Service Office in the County Office Building.

Department Updates

Reporting Period: 11/1 – 12/31/18



Buildings & Grounds

Gary Duckett, *Buildings & Grounds Superintendent*

DOWNTOWN CREW

- There were 48 formal work orders requested prior to 11/19/18. (We need to capture all requests going forward) (Dec 68).
- In addition to maintenance requests, the Boiler # 1 at HPO leak was repaired and the Return fan #4 at COB shaft and bearings were replaced, snow and ice, repairs to outside lighting at the COB, repairs to the HVAC at the Hardenburg building, repairs to windows in the Historic Post Office, reviewing improvements to the highway office areas and preparing for Court Tenant work..
- We are pleased to announce that Paul France has joined the Building and Grounds Department as a Full Time Building Maintenance Mechanic to replace Jon Borsa. Jon has agreed to stay on in a PT capacity to assist us.

PUBLIC SAFETY BUILDING & TOWER SITES CREW

- There were 70 work orders requested prior to 11/19/18 (Dec 106).
- Reviewing options for a back-up generator for the PSB.
- Replaced hot water pump and completed PM's for the boilers at the PSB.
- Continued work on maintenance shop and office area at the PSB, snow and ice removal, yearly PMs for the 911 towers, reviewing improvements to the highway office areas and monitoring the Nursing Home.
- Buildings and Grounds has been working with the surveyor and an underground utility locator to provide the information necessary to subdivide the parcels on County House Road.
- The PSB NYSERDA Lighting Grant requires a series of milestones to be completed. We are working with Wendel Energy to complete the "Design Phase" milestone and anticipate having that completed in January.

Department Updates

Reporting Period: 11/1 – 12/31/18



Parks & Recreation

Doug Dello Stritto, *Parks Maintenance Supervisor*

- Park Events for November and December include the following:

11/ 3 - 12/23: Festival of Trees, Ward W. O'Hara Agricultural Museum and Dr. Joseph F. Karpinski Educational Center.
- The pavilion has 4 events scheduled in December including one tasting.
- The pavilion has 2 events in January including one tasting.
- We continue to work with our vendors to get the bridge installed on the Cato/Brutus Trail north of Smithler Road. We plan to install the bridge the first week in December. Cayuga County Highway and Cayuga County Soil and Water are busy with trail maintenance to allow access to the bridge site for the crane.
- The Ward W. O'Hara Agricultural Museum and the Dr. Joseph F. Karpinski Sr. Educational Center will be on winter hours starting January 2 as follows: Friday, Saturday, Monday, Tuesday 10:00 AM-4:00 PM; Sundays 11:00 AM -4:00 PM; Closed Wednesday & Thursday.
- The bridge was installed on the Cato/Brutus Trail north of Smithler Road on December 6th. Cayuga County Soil and Water is working to finish the approaches to the bridge.
- Emerson Park remains open dawn to dusk for walkers to enjoy the beauty of Owasco Lake. Lakeside Dog Park is also open dawn to dusk. Please note the restroom facilities are closed for the season because none are heated.
- Meetings have begun with Beardsley Design Associates for the new Sterling Nature Center design funded by the Friends of the Nature Center.

Department Updates

Reporting Period: 11/1 – 12/31/18



Weights & Measures

Larry G. Roser

Director

- This month, we tested 8 truck scales:
 - Raymond Donald and Sons in Venice passed +40 lbs. @ 66,600 lbs.
 - Auburn Metal Processing in Sennett failed +120 lbs. @ 27,000 lbs. It was adjusted and passed -20 lbs. @ 114,780 lbs.
 - Pick-N-Pull in Sennett failed +380 lbs. to – 220 lbs. @ 27,000 lbs. It was adjusted and passed +20 lbs. @ 91,820 lbs.
 - Lincoln Dairy in Aurelius failed +120 lbs. @ 15,000 lbs. It was adjusted and passed +60 lbs. @ 65,100 lbs.
 - Shepherd’s Way in Locke passed +40 lbs. @ 65,020 lbs.
 - Degroff Grains in Fleming passed -80 lbs. @ 64,980 lbs.
 - Spruce Haven in Union Springs passed +80 lbs. @ 64,760 lbs.
 - Auburn Landfill in Auburn passed +40 lbs. @ 64,080 lbs.Also, Reeves Brothers in Genoa has stopped using their scale this year. They will call if they decide to use in the future.
- This month, we tested 7 gas stations:
 - FastTrack in Weedsport has 21 pump chambers, 20 passed and 1 was + about 3 cents per gallon to the customer's favor, OK to use.
 - Van Norstrand Oil Co has 7 new pump chambers, they all passed and have been sealed.
 - Speedway on North Street in Auburn has 26 pump chambers, they all passed.
 - Speedway on State Street has 27 pump chambers, 26 passed and 1 is + about 1.5 cents per gallon to the customer’s favor, OK to use.
 - Speedway on Whitebridge has 19 pump chambers, they all passed.
 - D&L Truck Stop on Owasco Street has 20 pump chambers, 19 passed and 1 is + about 2 cents per gallon to the customer's favor, OK to use.
 - Fine Food & Gas on Owasco Street has 4 pump chambers, they all passed.
- Out of 120 pumps, only 3 failed and they were all to the customer's favor. There were also 50 credit card readers, I checked them all and no credit card skimmers were found.
- I tested the livestock scale at Sennett Sales and it passed + 4 lbs. @ 2,500 lbs.
- All the scales at Barski Brothers Mill passed.

REAL PROPERTY & TAX SERVICES



Department of Real Property Tax Services

Kelly Anderson, CCD

Director

ASSESSMENT & TAX PREPARATION

- Gathered budgets from towns to review, balanced and updated all records required to generate legislative resolutions; tax warrants, tax rolls and bills for town/county purposes;
- Requested, received, reviewed, balanced and entered unpaid village and school tax items for relevy by the county;
- Bank coding and database management of names and addresses prior to running town/county tax bills;
- Assisted several towns with budget process issues;
- Participated in the annual tax collector training meeting;
- Continued valuation work in the Town of Niles;
- Started the exemption application renewal process for the 2019 assessment roll;
- Office hours held in Moravia and Niles;
- Tax bills processed and mailed for 23 towns;
- Coding of RPS database for multiple parcel owners;
- Tax collection files created and sent to collectors, tax software vendors, and escrow companies;
- Posted tax bills and rolls on the website;
- Started working on apportioned tax bills;
- Office hours held in Niles & Moravia.

Department Updates

Reporting Period: 11/1 – 12/31/18

TAX MAPPING & ONGOING GIS DEVELOPMENT & MAINTENANCE

- Current sales entered in RPS and updated on the website for Assessors;
- TMO (Tax Map Online) & Flex Viewer web maintenance;
- Geodatabase maintenance;
- County department website content review and update;
- Processed the town/county tax bills for posting and viewing through the GIS TMO site;
- Continued work on major parcel adjustments in Village of Cayuga;
- RP-5217 processing, updating tax maps for splits and merges, drafted all recorded survey maps and recorded deeds;
- County real property department website content review and update.

CUSTOM PROJECTS, MEETINGS & OTHER

- Attended monthly NYS ACES pilot software meeting;
- Attended the DOS Local Government Innovation Conference;
- Facilitated United Way presentations to all county employees;
- Met with NYS regarding reassessment projects as well as the Owasco town board;
- GIS staff assisted Weedsport and Cato-Meridian school districts in resolving an error in school district boundaries;
- Town of Ledyard – 2 full-sized tax maps of Honoco Road area;
- Realtor – custom maps for Lakeview Country Club;
- Village of Cayuga – parcel location research;
- Town of Conquest – research for Cotton parcel;
- Public company – cell tower data sheet;

Department Updates

Reporting Period: 11/1 – 12/31/18

- Ongoing training of new staff;
- RPS Database cleanup for ACES conversion started;
- Highway Department – scan and reproduce 3 sets of proposed culvert replacement construction drawings;
- Village of Cayuga – provided Village Clerk with the proposed Water Street Subdivision revised map for potential sale to adjacent property owners;
- Town of Conquest – research for town officials;
- County Historian – created and provided custom maps;
- Public Enterprise – made a custom assessment data sheet.

CORRECTIONS TO ASSESSMENT & TAX ROLLS

- 2 RPTL Correction of Errors resulting in a \$2,500 or less refund in taxes per taxing jurisdiction per year as follows (statutory requirement to report list to Legislature): \$2,821 (amounts paid out by school districts)

Date	SWI	Tax Map	Form	Asmt	Tax Ye	Muni	Sch Distri	Description	Total Credit/Refund		
									County/ Town	School	Village
11/7/2018	54000	99.00-1-3.517	RP-554	2018	2018	Montezuma	Port Byron	Lower	na	\$ (2,678.06)	
11/7/2018	53201	45.16-2-45	RP-556	2018	2018	Ira	Cato Village	Aged Exemption Add for	na		\$ (143.36)

- 1 RPTL Correction of Errors resulting in a \$2,500 or less refund in taxes per taxing jurisdiction per year as follows (statutory requirement to report list to Legislature): \$612.00 (some amounts paid out by school districts and villages).

Date	SWIS	Tax Map	Form	Asmt Year	Tax Year	Muni	Sch District	A/V	Description	Refund School
12/29/2018	55800	253.00-1-5.2	RP-556	2018	2018	Summerhill	Groton	59,440	B Star add	\$612.00

TREASURER



Treasurer's Office

James H. Orman

Treasurer

- The Blue4U setup is a program that provides an opportunity for our employees to be involved in wellness programs. This is proving to be a valuable tool to forewarn some employees of potential health issues and take steps to address them early on. This program is administered by our payroll unit.
- Our office is working closely with the Office of Real Property to begin the process for the 2019 Tax Foreclosures. There are approximately 260 parcels included in the petition filed on November 6th. The last day to redeem has been set as March of 2019.
- As we approach the end of the fiscal year we are taking steps to begin the closing of the books earlier than in the past. Our new Deputy Treasurer, Mary Beth Leeson, has begun implementation of procedures to clean up open purchase orders, track accounts receivables and promptly pay open invoices. This should result in finalizing accounts earlier and assist in the 2019 audit as it begins.
- The Treasurer's Office and Real Property conducted its annual meeting with the town tax collectors. This allows our offices to meet personally with the tax collectors and review the tax collections procedures. The towns begin to collect county/town taxes in January. This meeting is well attended and has become a valuable tool for tax collection.
- Mary Beth, Lynn, Melinda and I met with the county auditors (Insero & Co.) in December. We went over a preparation list to begin the audit for the county. We will follow-up again in January. This is the earliest that audit preparation has begun.
- Courtney Haberlau in our payroll unit coordinates many health insurance and other retiree issues. One issue is the reimbursement for Medicare B to retirees. These are done on a quarterly basis. One of the challenges she has is checks being returned (travelers forgetting to forward mail, changing addresses, etc.). She had been working on direct

Department Updates

Reporting Period: 11/1 – 12/31/18

deposit for these. However, she had to work through many issues with Bank of America and MUNIS (our software system). About a year ago she finally succeeded with the help of Terry Debiaw (our office) and Joann Hildebrant (IT). Over the past year, this has pleased many retirees and saved on her time to resolve these issues. This is another example of her initiative and the results that have been achieved.

- As we approach the end of the year our office is busy with many issues to be closed for the year. While many of these are routine they are time-consuming.
- This year, the accounting team conducted approximately 35,100 transactions. They also process about 32,600 checks.
- The tax collection team conducted over 24,700 transactions. This continued to be accomplished after reducing the staff by one person three years ago. Also, we have sent out second notices for tax liens owed. This marked the fifth year we have done that and actually reduced taxes in arrears owed. This has been successfully done under the direction of Jennie Indelicato.
- Our payroll team has processed about 21,800 checks. This marked the third full year after our long-time payroll supervisor left for another position in NYS. Our succession plan of training and moving up in-house employees worked.
- During 2009, we initiated efforts to have the County's bond rating reviewed. The rating at that time was Baa with a negative outlook. Our rating was successfully upgraded and continues to be an A1 rating. This has allowed the County to borrow monies at a reduced interest rate since then. Through 2017 these collective efforts have resulted in a total savings of \$1,900,000.
- Eight years ago we instituted organizational changes within our office that would affect the tax levy in a positive manner. These changes were completed with the assistance of Ways & Means and the full Legislature. We re-organized within our office and effectively down-sized our office while increasing efficiency. I am pleased to report the cumulative savings over this period of time has now exceeded \$1,680,000.

CONTRACT AGENCY UPDATES



Water & Sewer Authority

Jeanine Wilson

Director of Operations

WATER/SEWER UPDATES

- Springport/CCWSA collaboration continues to be successful, sharing laborers and equipment; cutting costs of services to customers.
- Chemical feed automation to be updated at the main water station. Chlorination is a critical component of safe water to our service area.
- Discussions continue with the Village of Union Springs to seek collaboration and shared service arrangement with possible opportunities to complete an infrastructure upgrade project. Meetings continue with the potential of shared services with additional towns and villages for water and sewer infrastructure operations.
- Collaboration with Town of Brutus to supply water to a new district. Fire flow testing is scheduled and the town engineer is nearing completion of the district formation report. This new district has the potential to provide public water to a portion of Hamilton Road and Ball Road in Brutus. Brutus owns, operates, and maintains its systems.
- The expectation is that a water line extension will be completed, connected at Montross Lane to supply water to a portion of Route 34 (north), Sennett this spring. The public supply will provide service to properties that have requested water from CCWSA.

COUNTY SEWER DISTRICT 2

- Town of Sterling is drafting a Town/Local Sewer Law, to mandate connections to the public sewer system. Draft reviewed and submission to the Town is forthcoming for discussion and commitment for connections to the public sewer system.
- Preventative maintenance – testing and daily operations standard throughout cold weather season.

Department Updates

Reporting Period: 11/1 – 12/31/18

- Ongoing collaboration with town assessor, village code enforcement and county real property staff.
- Annual review and updates to the inventory, properties, and system equipment are underway.

MASTER REGIONAL PLAN AND REPORT

- B&L and CCWSA continue to review for production of a final report for water and sewer condition assessments and opportunities for a second water source for the county. A meeting was held on Dec 6th with the County Legislature, City representatives, Community Advisory Committee (CAC), and Municipal Partners for continued conversation prior to the final report publication. The final report is in its final review process. The Legislature will be notified when the document is completed and prepared for distribution.

MISCELLANEOUS

- November preliminary work on FY18 Financial Report/Audit completed. In January/February 2019 the audit team from Insero CPA's will complete the FY18 review. A draft is expected to be presented to the Board at the February meeting prior to the March approval deadline for ABO.
- Attended the Asset Management and Rate Setting Conference sponsored by AWWA.
- Village of Aurora Preliminary Engineering Report – Public Hearing held November 8.
- CCWSA water rates and charges established and are stable; no change in rates for FY19. Quarterly reviews will continue. Sewer rates are under review and recommendations are forthcoming.
- CCWSA has opportunities for growing our agency's service area; therefore, we are continuing to search for a more efficient office environment, preferably with a building for operations. If anyone has suggestions, please contact the director to discuss.
- Meetings and discussions continue to set a roadmap to provide safe, secure water and sewer services to benefit various areas of the county. Assistance from the County Legislature continues to be a necessary part of this process.

Department Updates

Reporting Period: 11/1 – 12/31/18



Cayuga Economic Development Agency

Tracy Verrier

Executive Director

- **Consolidated Funding Application:** State funding awards were announced on December 18. Central New York was once again awarded as a top performer, receiving \$88.2M for 91 projects. Of the approximately \$50.15M awarded for specific projects, Cayuga County projects were awarded \$3.7M, with an additional \$1.84M being awarded to multi-county projects that include Cayuga. CEDA's Executive Director, Tracy Verrier, sits on the Regional Economic Development Council and its scoring committee. CEDA staff assisted the following successful ESD Grant Applicants:

Volpi Manufacturing USA was awarded \$320,000 to renovate its manufacturing space and upgrade its facility in Auburn. The total investment is projected to be \$1,900,000 with the anticipated creation of 17 new jobs and retention of 25 existing jobs.

Keith Titus Corporation was awarded \$1.2M to expand and renovate its facility in Weedsport to include updated office space, a training center, and a health & wellness center. The total investment is projected to be over \$10.8M and is anticipated to add 41 new jobs (previously committed to 52 new jobs for IDA incentives).

Other projects that received funding include:

Funding for various reports and studies to prepare for the preservation of the Aurora Masonic Center.

Cayuga Community College's Collaborative Workforce Development Center was awarded \$1M in ESD grants.

Cayuga Museum was awarded funding for investigations and design work to prepare for rehabilitation of the Case Research Laboratory.

Currier Plastics received workforce training funding.

Various municipal and public works projects related to parks, wastewater treatment facilities and infrastructure, and watershed protection.

In addition to the regular CFA awards, Schweinfurth Art Center was awarded \$250,000 from NYSCA to upgrade the Center's HVAC system.

Department Updates

Reporting Period: 11/1 – 12/31/18

- **Business Visitations/Meetings:** Until the end of November, CEDA staff has met with 67 existing businesses and 86 entrepreneurs as well as responded to 16 attraction leads. Assistance provided includes:

10 business-to-business connections. Most recently, two emerging businesses were connected to explore the opportunity of one using a waste product of the other in their process to create efficiencies for both.

27 referrals for existing businesses and 10 referrals for entrepreneurs/start-ups to resources for technical assistance, funding opportunities, and other expertise. Recently, multiple referrals have been made to explore the feasibility of developing a Foreign Trade Zone.

Assistance with applications for grants (5 CFA, 1 other), loans (2 closed, 3 in the pipeline), and IDA incentives (4 closed).

Business plan assistance to over 60 entrepreneurs.

- Outcomes of these activities include:

Two loans have been closed (The Muldrow Group and Aurora Ale & Lager), another application is under review, and two more are anticipated.

AIDA and CCIDA have approved four projects (K&S Carwash, Inns of Aurora, Page Trucking, and Cayuga Veterinary Services).

It is anticipated that existing business expansion projects noted to date will result in over **\$20m in private investment**, the **creation of 99 jobs** within 3-5 years with over **\$4.8m in projected payroll**, and the **retention of nearly 340 jobs**.

Seven small businesses have opened, creating more than 10 additional jobs as well as providing new goods and services to the area.

- **Downtown Revitalization Initiative:** The last LPC meeting was December 18 at 3:30 pm, followed by a Public Workshop. At this meeting, the LPC and public were provided an overview of the existing projects in consideration and provided the opportunity to show how they would spend the \$10M if it was their choice. The results will be tabulated and presented at a future meeting so the LPC can consider this public input. There will be another public workshop on January 8 at Booker T. Washington with an Open House from 5-6:30 pm and the Workshop at 6:30-8:30 pm.

Department Updates

Reporting Period: 11/1 – 12/31/18

- **Grant/Loan/IDA Activity:** Auburn Small Business Assistance Loan: Octane Social House was approved for a City SBAP loan of \$63,731. Other loans approved and closed this year were Aurora Ale & Lager and The Muldrow Group.

Projects awarded IDA incentives this year include Page Transportation; Cayuga Veterinary Services; Inns of Aurora (Shakelton Project); and ACMT (K&S).

- **Entrepreneur Assistance:** SBDC's The Pitch Competition series wrapped up. Three cash prizes were awarded to entrepreneurs. The first place \$1,000 prize went to E.J. Onori for his graphic design and marketing firm. The second place prize went to Brian Chappell for his business Aurelius Restoration Services, which restores 18th and 19th-century lamps. Third prize went to Melody Johnson's business, Divine Coverings.

Ten new small businesses opened this year with CEDA's assistance that are employing at least 27 people.

- **Target Industry:** Derek Simmonds is organizing an educational event for agricultural and farm businesses on December 3 from 10 am to 3 pm at the Cayuga County Soil & Water Conservation District facility. The event agenda is tentatively scheduled as 10am-12pm panel on funding resources with panelists from USDA-RD, USDA-FSA, NYSERDA, and Farm Credit East; 12 pm-1 pm lunch with a keynote by Ed Staehr of NY Farm Net; a 1pm-3pm panel on exporting with panelists from Lansing Trade Group, Cornell University, and the International Business Alliance.
- **Economic Forecast Luncheon:** The 2019 luncheon will be on January 24, 2019, at the Hilton Garden Inn. The keynote speaker will be Mr. Randy Cohen, Vice President of Research and Policy with Americans for the Arts. He will present on the economic impact of the arts industry.
- **Workforce Development Video:** In case you missed it, check out CEDA's video promoting the availability of modern manufacturing jobs in Cayuga County: <http://www.cayugaeda.org/doing-business-here/manufacturing/>. We've been sharing this video with area school districts to circulate to students, parents, and teachers.

Department Updates

Reporting Period: 11/1 – 12/31/18

2018 CEDA Workplan Progress

As of 12/19/18

BUSINESS RETENTION AND EXPANSION (BR & E)

Activity/Output	Goal	Actual YTD	2017
Existing business visitations	90 (incl. 20 unique)	69 (34 unique)	80 (44 unique)
Identify growth opportunities	12	15	21
Several identified growth opportunities have progressed over the year with applications for incentives and loans, such as Page Transportation, Volpi USA, and Preferred Quality Grain. Others have progressed even further by starting the implementation of their expansions, such as Aurora Ale & Lager and Cayuga Veterinary Services.			
Business to Business connections	10	10	12
Direct assistance to businesses submitting CFAs	4 CFAs submitted	4 submitted; 2 Awarded	7
Submitted: Keith Titus (Page Transportation)- awarded \$1.2m; Volpi USA- awarded \$320,000; Finger Lakes Fish; Live It Fitness & Training			
Loan assistance	2 loans closed	2 closed / 1 approved	0
Loans closed: Aurora Ale & Lager (\$130k) & The Muldrow Group (\$50k) Loan approved: Octane Social House (\$63,731)			
IDA assistance	4 small projects / 2 full	2 small / 2 full	5 small/1 full
Small projects: ACMT (K&S Carwash); Cayuga Veterinary Services Full Projects: Page Transportation; Inns of Aurora (Shakelton)			
Resource referrals	20	27	51
Outcomes			
Private Investment	\$12m	\$23.9m	\$31.3m
Incentives/loans	\$2m	\$5.1m	\$6.65m
Jobs retained	75	362.5	139
Jobs created	50 anticipated	116	225

Department Updates

Reporting Period: 11/1 – 12/31/18

Cornell Cooperative Extension of Cayuga County

- After the retirement of Executive Director Doug Ververs, the agency is in transition. The County Administrator was asked to serve on the search committee to find a new executive director.

Department Updates

Reporting Period: 11/1 – 12/31/18



Soil & Water Conservation District

Doug Kierst

Executive Director

AGRICULTURAL TECHNICAL ASSISTANCE

- Staff completed construction site inspections on 1 SPDES permitted construction sites at an agricultural operation.
- Staff worked with 2 local agricultural producers to complete the implementation of 783 acres of Cover Crops. The projects were funded through the Agricultural Nonpoint Source Grant Program and were completed in the Cayuga Lake Watershed.
- Staff worked with a producer to implement a 40-acre Prescribed Grazing System in the Cayuga Lake Watershed. The project involved the installation of 7,000 feet of the perimeter fence and 1,000 feet of a new waterline.
- Staff continues to participate in the process to revise the Owasco Lake Watershed Rules & Regulations.
- Staff worked with local agricultural producers and residents to address agriculturally-related concerns in the Seneca River Watershed.
- Staff worked with a local agricultural producer and a local contractor to complete improve pasture management in the Owasco Lake Watershed. The project was implemented as part of the Owasco Lake Enhanced Watershed Restoration Action Plan.
- Staff attended the Cover Crop and Soil Health Workshop at the USDA's Big Flats Plant Material Center. Topics discussed included making use of corn yield data to develop management zones that reflect soil biological buffering capacity, soil fertility management in cover crop and strip tillage systems and plant-insect interactions in agriculture systems.
- Staff attended the Northeast Certified Crop Advisor (CCA) Conference held in Syracuse. The training topics included an NRCS and AEM update, Costs, Constraints and Benefits of Soil Health in NY, Future of Fertilizer Sources and a HABS Update. Attending specialized training is a requirement to maintain the professional CCA Certification.

Department Updates

Reporting Period: 11/1 – 12/31/18

NON-AGRICULTURAL & MUNICIPAL ASSISTANCE

- Staff completed construction site compliance inspections at 2 Municipal SPDES permitted construction sites.
- Staff continues to assist the County Parks and Trails Department to improve a section of the Cato-Brutus trail in preparation of the installation of a new bridge. The south section of the trail has been completed and upgraded, including the site preparation for the new bridge base. The north section bridge base is also complete.
- Staff attended the Rural Roads Active Management Program training. Topics discussed included program guidelines, pilot project examples the potential for funding and implementation of future projects.
- Staff met with Town of Summerhill representatives and a local landowner to discuss potential opportunities to address an ongoing natural resource concern along a roadway.
- Staff completed the culvert evaluations throughout portions of the Cayuga Lake Watershed utilizing the North Atlantic Aquatic Connectivity Collaborative (NAACC) protocol. In all, over 180 culvert sites were evaluated.
- Staff attended the Cayuga County Town Highway Superintendents Association meeting to discuss the benefits associated with proper road ditch management and assess where the Towns are in need of assistance.
- Staff will be providing a NYS DEC-endorsed 4-hour training for contractors, municipal officials, engineers and other groups that may be interested in learning about erosion and sediment control methods, on January 8th. Other workshops are scheduled for dates in February, March, April, and May. Contact the SWCD for additional information on the classes or to register to attend one.
- Staff met with members of the Owasco Watershed Lake Association to discuss proper road ditch management practices and sources of funding to implement projects.
- Grant Funding: Have been notified by the NYS DEC that one proposal submitted to the Water Quality Improvement Project (WQIP) Program has been funded. The total program award was \$380,000. This project involves the protection, stabilization, and revegetation of 4,000 feet of highly erodible streambank throughout Cayuga County.

Department Updates

Reporting Period: 11/1 – 12/31/18



Convention & Visitor's Bureau (Tourism Office)

Meg Vanek

Executive Director

PUBLIC RELATIONS – EDITORIAL PLACEMENTS

- 10/27, [water to wine boozy boat tours](#), Lonely Planet, 11.8m unique monthly visitors
- 11/2, [A Home to Get Lost in-The Seward House in the Finger Lakes Region](#), thefairytaletraveler.com, 46,000 monthly views, direct result of TBEX press tour hosted in September
- 11/11, [Cozy fire pits lure guests to hotels, restaurants and bars](#), USA Today, 36.8m unique monthly visitors, Inns of Aurora highlight
- 11/18, [Looking back at years as Cayuga County tourism director](#), Tourism Quarterly Column for The Citizen
- 11/26/18 & 12/12/18, WAUB Radio Interview
- Food.Diva Instagram – The placements continue thanks to the trip provided to Anna Napolitano of Food.Diva. Four more posts featuring Upstate New York went out in November to Anna's audience of 21.2K tagging and featuring MacKenzie-Childs.
<https://www.instagram.com/food.diva/> Direct result of press trip
- Little Black Pearls Instagram – We've also continued to see great engagement from Tiffany Chin of Little Black Pearls (14.2K), who posted and tagged the following Upstate New York stops in November including MacKenzie-Childs and Rowland House.
<https://www.instagram.com/littleblackpearls/> Direct result of press trip
- 12/18/18, Forbes (29.7 million UMV) included Heart & Hands' Blanc de Noirs in a roundup of the best champagnes to celebrate the new year. As a result of our communication with the writer on this front, the article describes the 2010 bottle's "opulent richness" and perfect pairing with main courses. Included are quotes by winemaker Tom Higgins.
<https://www.forbes.com/sites/katiebell/2018/12/18/a-world-of-champagnes-and-sparklings-to-celebrate-the-new-year/#86101176c119>

Department Updates

Reporting Period: 11/1 – 12/31/18

OCCUPANCY / REVPAR / ADR FOR NOVEMBER

- Occupancy: 43.7%, YTD 52%
- ADR (average daily rate): \$97.94, YTD \$109.89
- RevPar (revenue per available room): \$42.93, YTD \$57.19

INQUIRIES

- 400 inquiries received for the month of October, 115 inquiries received for the month of November, 111 for December, 12,25 YTD

E-MARKETING

- 7,637 unique visits to tourcayuga.com for the month of October, 3167 unique visits to tourcayuga.com for the month of November, 6,577 for December, 79,058 YTD (up 62% over 2017)
- November/December e-blast, Finger Lakes events that will make winter your favorite time of year, sent to 19,263 emails
- Wrote 'Don't wait for Black Friday to do your Holiday Shopping' and 'Baby it's cold outside: 6 ways to enjoy the winter in the Finger Lakes' blogs for tourcayuga.com (3,776 referrals from the latter)

E-LEARNING PROGRAM

- To date, 99 people have completed the program.

MATCHING FUNDS APPLICATION

- We are awaiting our final Grant Award Letter. Grant acceptance letters due on or before December 31, 2018.

SOCIAL MEDIA WORKSHOP

- The CCCVB hosted a "Best Practices for Successful Social Media Campaigns" workshop on Tuesday, October 30. 26 people attended the workshop. 50% of the attendees completed the post-workshop survey and 100% rated the workshop very good to excellent.

NYS SEXUAL HARASSMENT TRAINING WORKSHOP

- All staff has completed the required NYS Sexual Harassment Training.

Department Updates

Reporting Period: 11/1 – 12/31/18

CCCVB EXECUTIVE DIRECTOR SEARCH UPDATE

- A new executive director for the CCCVB will be recommended to the tourism board at their monthly meeting on December 4th for approval by the full board. The anticipated start date for the new director is December 10, 2018.

AUDIT & FINANCE

- The 2019 CCCVB Budget was approved by the Board of Directors at their November Board meeting.
- New auditors, Inero & Co., were approved by the CCCVB Board of Directors at their November meeting to provide audit, tax and advisory services to the CCCVB.

OFFICE MOVE

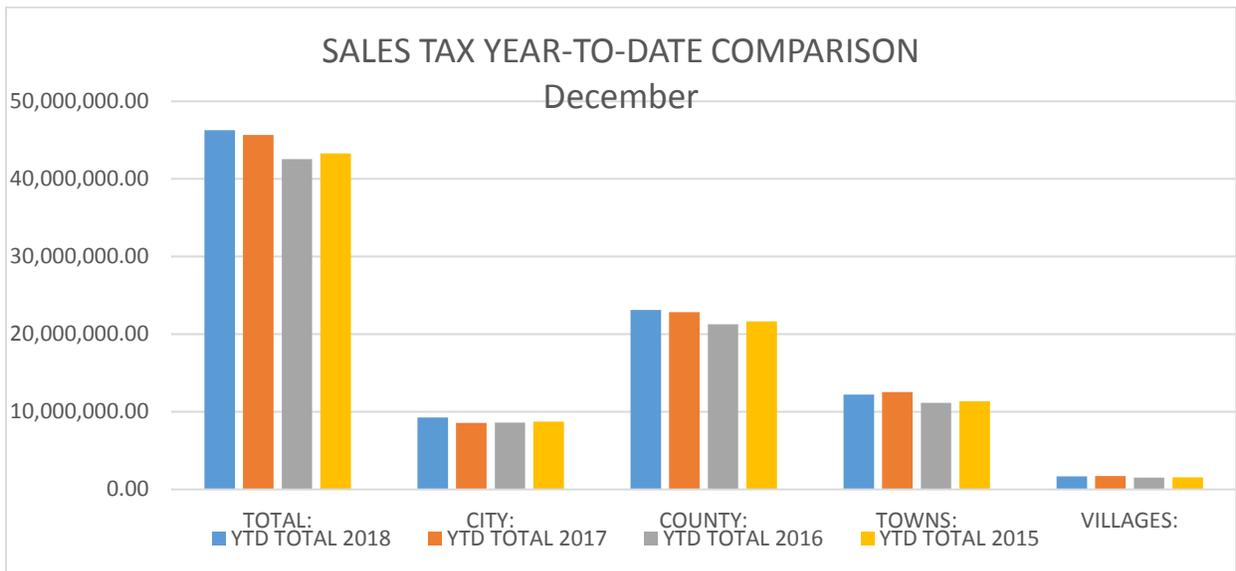
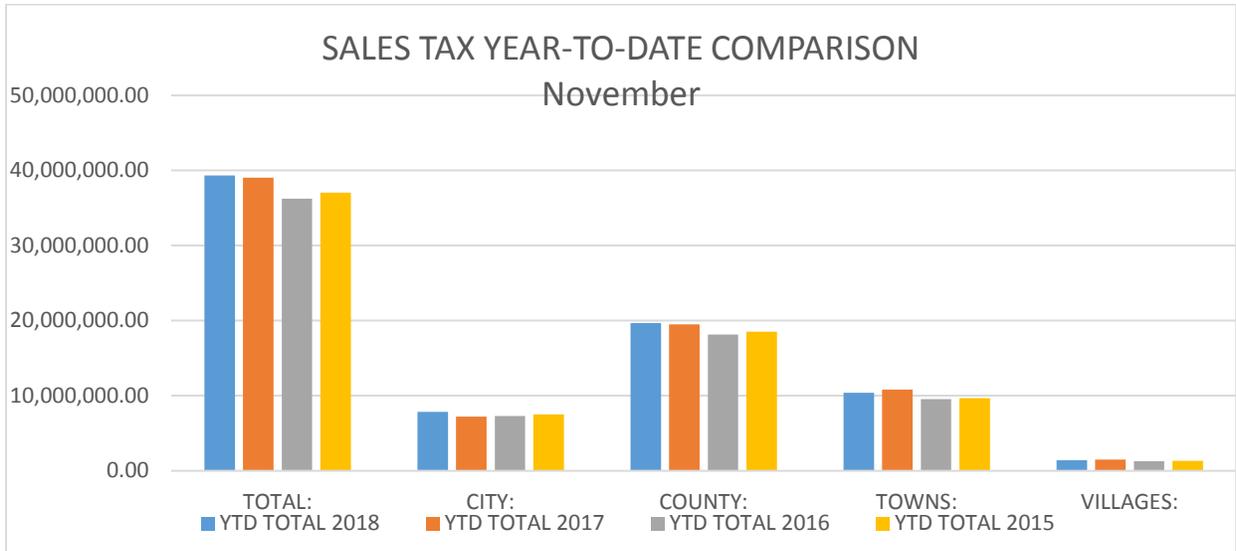
- The Tourism Office is scheduled to move to the new office space in the Equal Rights Heritage Center on December 12-14. Phones and computers will be moved on December 13. It may be difficult to reach staff during the transition. The new address for the office is 25 South Street, Auburn, NY 13021. Much of our old office furniture and display racks are being donated to the Port Byron Old Erie Canal Heritage Park Visitor Center, so they will be repurposed and put to good use.

Other Activities

- Working on 2019 Show Guide (at the printer)
- Working on 2019 Visitors Guide/directory

OTHER REPORTS

Sales Tax Reports



Department Updates

Reporting Period: 11/1 – 12/31/18

2018 Contingent Account

2018 Contingent Account

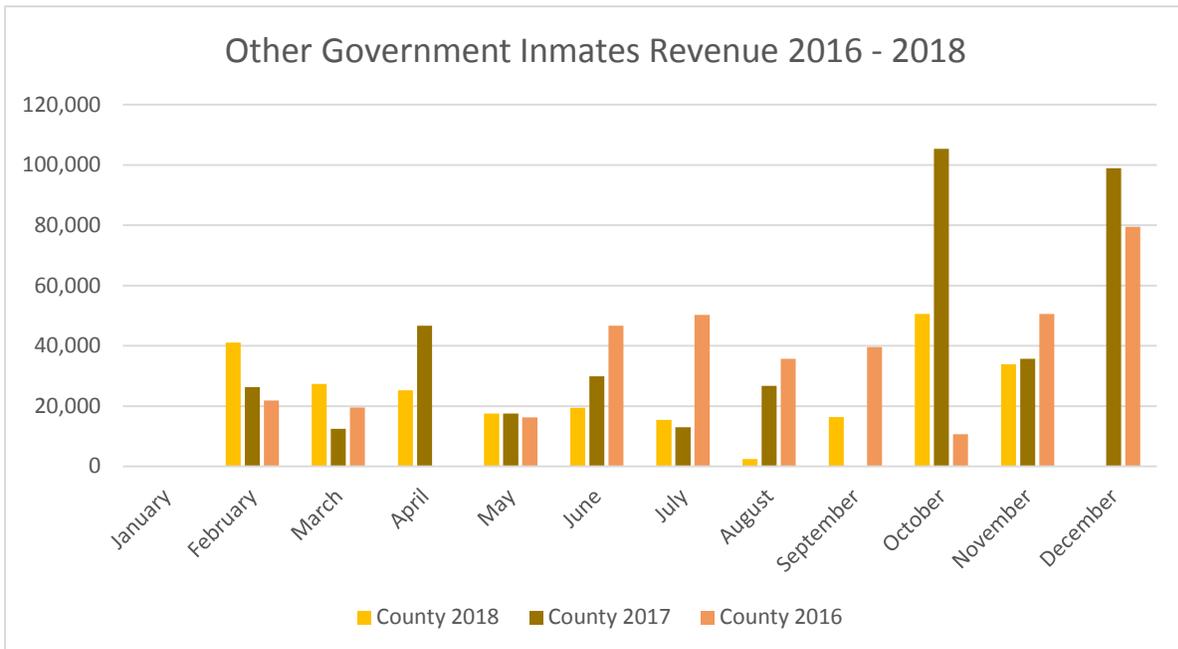
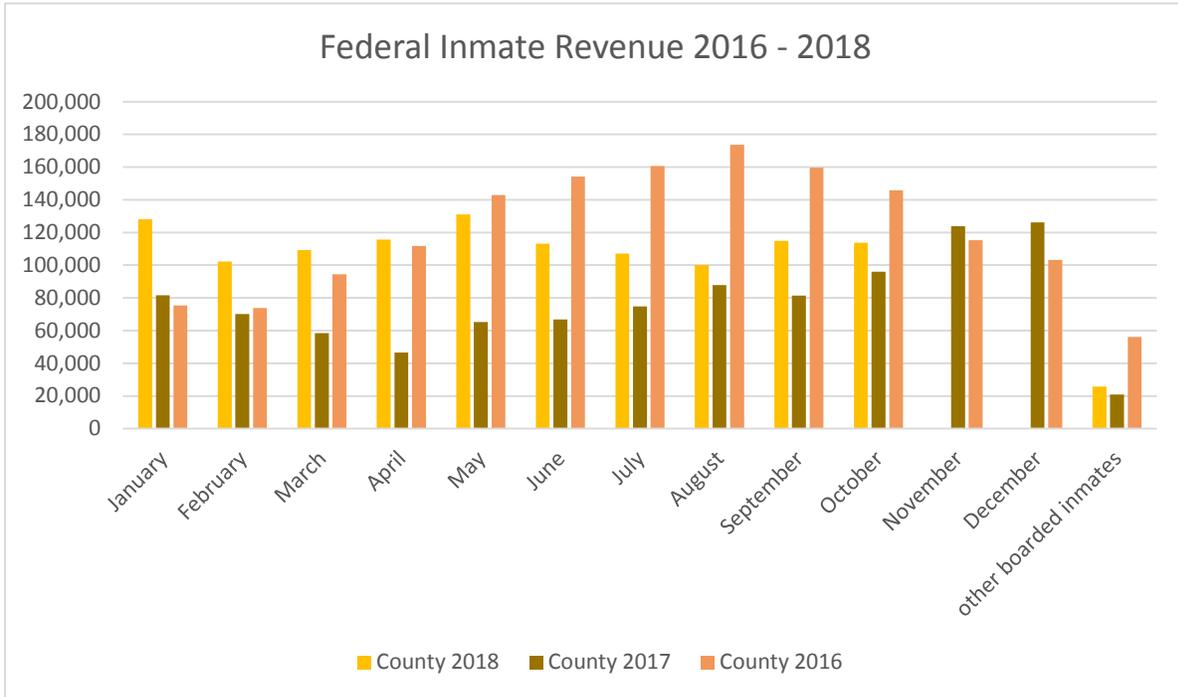
**Contingent Account
(A10164-54000)**

		<u>INCREASES</u>	<u>DECREASES</u>	<u>BALANCE</u>
	ADOPTED BUDGET			210,000.00
				210,000.00
January	Purchase patrol car after accident		24,025.64	185,974.36
March	Administrative Assistant fill		15,692.00	170,282.36
June	January Salary sweep	8,034.00		178,316.36
June	February Salary savings	4,284.00		182,600.36
June	March Salary savings	6,912.00		189,512.36
June	April Salary Savings	37,142.00		226,654.36
June	Hire Acting Deputy Treasurer		60,623.00	166,031.36
June	Transfer to County Administrator's Budget		72,560.00	93,471.36
July	June Salary savings	23,381.00		116,852.36
August	New probation officer		18,075.00	98,777.36
August	July Salary Savings	17,272.00		116,049.36
September	August Salary Savings	22,399.00		138,448.36
September	August Salary Savings	34,851.00		173,299.36
December	September Salary Savings	73,464.00		246,763.36
		227,739.00	190,975.64	

Department Updates

Reporting Period: 11/1 – 12/31/18

Inmate Revenue





U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE

Buffalo Forecast Office
Cheektowaga, NY 14225

November 7, 2018

Mr. Niel Rivenburgh
Acting Director
Cayuga County Office of Emergency Services
160 Genesee Street
Auburn, NY 13021

Dear Mr. Rivenburgh,

On behalf of the New York StormReady® Advisory Board, it is my pleasure to inform you of the re-recognition of Cayuga County as StormReady. This success is clearly a result of your vision and leadership and the hard work and commitment of your Emergency Management Office. The citizens of your community should take great pride in sustaining this recognition.

Cayuga County's StormReady recognition is valid for three years. The official re-recognition starts from the date of your previous expiration and is now good through June 1, 2021. I recommend Cayuga County apply for renewed recognition at least 6 months prior to that date.

As a StormReady community, Cayuga County is authorized to use the StormReady logo in official letterheads, brochures, or other suitable documents. You can acquire a digital file of the logo image from the Buffalo National Weather Service Office. If you use the logo in any way, please send the National Weather Service a copy or description of how it was used. The StormReady Community logo is trademarked and subject to certain restrictions, which require the National Weather Service to monitor its use.

Please visit the StormReady Web site at www.stormready.noaa.gov to see Cayuga County on our national map of StormReady Communities and read the latest information on StormReady.

The National Weather Service is proud to have you as a part of the growing StormReady family!

Sincerely,

Michael Fries
Warning Coordination Meteorologist





CERTIFICATE OF ACHIEVEMENT

This certificate is awarded to the

CAYUGA COUNTY, NEW YORK

For improving the timeliness and effectiveness of hazardous weather warnings for the public through a diligent and proactive approach of increased communication and preparedness, this community is recognized as StormReady.



National Weather Service
Buffalo Forecast Office

Judith Levan
Meteorologist-In-Charge, NWS Buffalo

November 7, 2018

Michael Fries
Warning Coordination Meteorologist, NWS Buffalo



CAYUGA COUNTY DEPARTMENT OF SOCIAL SERVICES

Raymond Bizzari, Director
Community Services

Christine Bianco, Deputy Director
Social Services

November 7, 2018

RE: DSS Paid Security Deposits

Dear Landlord:

Beginning January 1, 2019, the department plans to end the practice of paying security deposits for individuals and families receiving public assistance. In reviewing our records, we realize that few if any security deposits are returned to the Department.

To protect property owners and the Department, we plan to conduct pre and post inspections of the property using the attached inspection documents. Property owners (or designees) should participate in the inspections and sign off on them. Cost of any damages can be determined and the Department plans to pay for verified repairs up to the dollar amount of a month's rent.

Department staff has studied this for some time. We looked at the regulations and other county's practices and this is consistent with what they are doing.

We scheduled information sessions for November 29, 2018 at 4pm and December 12, 2019 at Noon in the Legislative Chambers, 6th Floor of the Cayuga County Office Building.

Thank you for your anticipated understanding in this matter.

Sincerely,

Raymond Bizzari
Director of Community Services

Cayuga County Health Department

2018 Education and Outreach for Harmful Algal Blooms (HABs)

March –

- Provided education and outreach materials for March to Lake Day hosted by Owasco Watershed Lake Association
- Deliver 1,000 Know It, Avoid It, Report It bookmarks to Cayuga County Parks and Trails office to be handed out with season and day parking passes.

April –

- HABs article submitted to New York State Association of Counties, for their upcoming publication.
- Mailed HABs flyers, Know It, Avoid It, Report It bookmarks, Stock up on Clean Water flyers to Fair Haven for their May Fest event. Fifty copies of each were mailed out.

May –

- Know It, Avoid It, Report It flyer emailed to Auburn, Port Byron, Union Springs and Weedsport school districts for their June newsletters.
- Article published in the Citizen newspaper reminding the public where Cayuga County Health Department posts information. Article promotes liking our Facebook book page, our website and phone number for more information.
- Chair of the Finger Lakes Getaways (Realtor Group) received 240 Know It, Avoid It, Report It bookmarks and flyers. These will be given out to seasonal renters renting homes on our lakes.
- Yard signs were distributed to display HABs information on bathing beaches and at parks.
- Town and Village Clerks were emailed the Know It, Avoid It, Report It flyer, Stock up on Clean Water flyer and Mosquito and Tick flyer to display in there Town/Village offices.

June –

- 700 Stock up on Clean Water flyers will be handed out at the Electronic Recycling Event.
- Post cards mailed to those residents around Owasco, Skaneateles and Cayuga lakes who draw water in to their homes.
- Campaign on social media to encourage individuals to stock up on water and register with Reverse 911.
- Online campaign running off the Citizen newspaper website promoting stocking up on water and Reverse 911
- 3 bus ads encouraging individuals to stock up on water in case of an emergency have been purchased and will begin running in the near future.



Kathleen Cuddy, MPH, Public Health Director
8 Dill Street
Auburn, NY 13021
315-253-1560

www.cayugacounty.us/health
cchealth@cayugacounty.us



Updated November 30, 2018

June (continued) –

- Sign at Falcon Park for Auburn Doubledays season will promote stocking up on clean water.
- Metal signs will display HABs information at local marinas.
- Health Department staff contacted the Public Water Systems and reminded them to review their emergency plans.
- Stock up on Clean Water flyer and Mosquito and Tick flyer were sent to County elementary schools to send home with students before summer break.
- Advertisements promoting stocking up on clean water and Reverse 911 will run in the Auburn Shopper, Wayuga Shopper and Lakeshore News.
- Letters sent to restaurants advising of impacts of a Do Not Drink order should dangerous levels of HABs infect drinking water.
- Contacted parks about availability of washing stations. Continue to remind the public about rinsing off after being in the lakes.
- Know It, Avoid It, Report It bookmarks continue to be handed out by Cayuga County Parks and Trails office with season and day parking passes at Emerson Park.

July –

- Campaign on social media to encourage individuals to stock up on water and register with Reverse 911 continues to run.
- Sign at Falcon Park for Auburn Doubledays season continues to promote stocking up on clean water.
- Know It, Avoid It, Report It bookmarks continue to be handed out by Cayuga County Parks and Trails office with season and day parking passes at Emerson Park.
- Group fax numbers updated by Cayuga County IT to enable mass notification via fax to all Cayuga County health care providers should a Do Not Drink order be issued.
- After discussion with Great Race organizers, the canoeing portion of the event will be cancelled if HABs are impacting Owasco Lake the day of the race.
- Know It, Avoid It, Report It article featured in The Citizen on Tuesday July 3, 2018.
- Cayuga County Health Department issues press release on Wednesday, July 11, 2018 due to HABs being identified on Cayuga Lake. The Know It, Avoid It, Report It message was reinforced.
- Information sent to Judith Ker of the Cayuga County Office for the Aging, to be printed in the August Senior News & Views newsletter.
- An interview with Eileen O'Connor aired on WAUB radio stations on Tuesday, July 10, 2018.
- Centro bus ads were delayed but are now up and running promoting residents to stock up on bottled water.
- Social media is updated continually to encourage familiarity, reporting and avoidance of HABs.
- Cayuga County Health Department staff received a HABs in-service on July 30, 2018.

August –

- Campaign on social media to encourage individuals to stock up on water and register with Reverse 911 continues to run.
- Sign at Falcon Park for Auburn Doubledays season continues to promote stocking up on clean water.
- Know It, Avoid It, Report It bookmarks continue to be handed out by Cayuga County Parks and Trails office with season and day parking passes at Emerson Park.

August (continued)–

- Centro bus ads continue promoting residents to stock up on bottled water.
- Cayuga County Health Department staff attended Owasco Lake Day at Emerson Park on August 5, 2018.
- Social media is updated continually to encourage familiarity, reporting and avoidance of HABs.
- Cayuga County staff attended the HABs Symposium at Hobart William Smith on August 9, 2018.
- Cayuga County Health Department staff worked with Great Race organizers to provide HAB bookmarks in the registration packets of all participants. The Great Race took place on August 12, 2018.
- Tuesday, August 14, 2018 – Health Department staff were interviewed by a Citizen Newspaper reporter to provide updates on our outreach efforts. Article was published on Wednesday, August 15, 2018
- Cayuga County Health Department initiated weekly sampling of public drinking water at both the City of Auburn and Town of Owasco water treatment facilities and issued a press release with sampling results on Wednesday, August 15, 2018.
- Article in the Citizen newspaper on Tuesday August 28, 2018 to provide an update on Harmful Algal Blooms.
- Tuesday August 28, 2018 – Letter and message maps sent to all health care providers (pediatricians, family care, internal medicine, allergists, dermatologists, OB/GYNs and the ERs and urgent care centers) in Cayuga County.
- Cayuga County Health Department initiated bi-weekly sampling of public drinking water at both the City of Auburn and Town of Owasco water treatment facilities due to algae being identified in the water entering the treatment plants.
- Know It, Avoid It, Report It flyers were delivered to convenience stores in Auburn, Aurora, Fleming, Genoa, Locke, Montezuma, Moravia, Owasco and Union Springs.

September –

- Tuesday, September 4, 2018 – Public Health Director Kathleen Cuddy interviewed by Steve Penstone on Tuesday of Finger Lakes Daily News to give an update on HABS.
- Tuesday, September 4, 2018 – Cayuga County Health Department issues press release due to wide-spread reports of harmful algal blooms on Cayuga, Owasco and Skaneateles Lakes. Sampling and monitoring of the public drinking water supplied by Wells College treatment plant will be initiated.
- Tuesday, September 4, 2018 – Cayuga County Health Department mailed Know It, Avoid It, Report It flyers to 33 churches within a two mile radius of Cayuga, Owasco and Skaneateles Lakes.
- Tuesday, September 11, 2018 – Environmental Health Director Eileen O'Connor went on the radio with Steve Penstone of WAUB to discuss HABs.
- Friday, September 14, 2018 – press release issued due to low level toxins identified in raw water of the City of Auburn treatment plant.
- Tuesday, September 18, 2018 – press release issued due to low level toxins continuing to be identified in the raw water of the City of Auburn treatment plant.
- Friday, September 28, 2018 – press release issued due to low level toxins identified in the raw water of the City of Auburn treatment plant.

October –

- Tuesday, October 2, 2018 – press release issued due to low level toxins identified in the raw water of the Town Of Owasco treatment plant.
- Wednesday, October 3, 2018 – press release issued due to low levels identified in the raw water of the City of Auburn treatment plant.

November –

- Wednesday, November 7, 2018 – sampling was discontinued for Wells College Water Treatment Facility.
- Thursday, November 8, 2018 – sampling was discontinued for the City of Auburn and Town of Owasco Water Treatment Facilities.