

Cayuga County Administrator's MONTHLY REPORT

Reporting Period: April 1 – 30, 2019



Planning & Health Depts. Public Meeting on Draft Watershed Rules (Ryan Franklin, The



DMV staff signed up over 500 new organ donors during DONATE LIFE month



Work continues to update the Owasco Lake Watershed Rules & Regulations



Good turnout at Sheriff's Office Retirees Luncheon



Food pantry donations were collected at the Treasurer's Office Pancake Breakfast



Cayuga County Government
www.cayugacounty.us

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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.

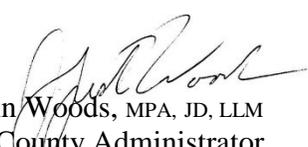
April was National County Government Month. This annual celebration of county government is a great opportunity to showcase the important work done by our county. We tried to highlight effective county programs that raise public awareness and understanding about the various programs and services Cayuga County provides to the community in the areas of criminal justice, public health, social services, public works, recreation, tourism, planning, and economic development, and workforce development, and many others.

Among these programs, the Planning and Health Departments began rolling out the [Draft Watershed Rules and Regulations](#) through a public participation plan consisting of stakeholder meetings in April. More public information sessions are scheduled in May. This is the first update to the Watershed Rules since 1984!

The County Clerk and Department of Motor Vehicles also lead another successful Donate Life Campaign, signing up over 500 new organ donors, and the County employees raised donations for a local food pantry through the County Treasurer's Annual Pancake Breakfast.

Lastly, as we continue optimizing content and rolling out new features on our website, please visit cayugacounty.us and let us know what you think!

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, MPA, JD, LLM
County Administrator

ADMINISTRATION



County Administrator's Office

J. Justin Woods, JD, MPA

County Administrator

- Worked with the Civil Service Commission and Interview Committee to review qualifications and interview HR Administrator candidates.
- Continued working with Deputy Coordinators in the County Emergency Management Office (EMO) on day-to-day operations and held county-wide stakeholder meetings to discuss the filling of the EMO Director position. We also began conducting interviews for potential candidates.
- Continued labor negotiations with CSEA Union representatives.
- Coordinated sandbagging efforts with County EMO, NYS Department of Homeland Security and Emergency Services (DHSES), and the Village of Fair Haven in preparation for a potential flooding event on the Lake Ontario shore.
- Appeared on Finger Lakes Morning News Radio on [April 4](#) (with Veterans Agency Director Jessica Strassle) and [April 26](#).
- Participated in kickoff announcement with Legislators Lattimore and Ripley regarding the proposed [Lake Ontario National Marine Sanctuary](#).
- Attended the Upstate meeting of the International City/County Management Association in Canandaigua.
- Received approval from the Legislature and began advertising to fill the Purchasing Director and Employment & Training Director positions, which are posted on the county [website](#).
- Executive Assistant attended a national government website summit about future developments of government web services. Upon return, she surveyed website users among county staff to plan for further internal website training and resources.
- Continued work on a promotional video project with shoots scheduled for early summer.

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Department of Human Resources

Michael T. Russell

Interim Human Resources Administrator

YEAR-TO-DATE COMBINED TRANSACTIONS: 1,103

- County departments: **526** total transactions
- Schools, Towns, Villages, BOCES & Special Districts:

242	Schools
129	Towns
10	Villages
149	BOCES
23	CCC
23	Seymour Library
1	Soil & Water
0	Water & Sewer
577	Total Transactions

- Specific personnel action that was taken (year to date):

Transaction Type	No.
Permanent Appointments	172
Provisional Appointments	8
Contingent-Permanent Appointments	7
End of Probationary Period	63
Layoffs Due to Abolishment of Positions	0
Layoffs Due to Lack of Funds or Work	1
Promotions	22
Reinstatements	8
Removals	127
Resignations	72
Retirements	9
Seasonal Appointments	10
Temporary Appointments	17

- Exams administered & Application fees collected:

Exams Administered		Application Fees Collected:	
April Only	1	April Only	\$630
Year-to-Date	19	Year-to-Date	\$1,320

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Information Technology

Paul Bornemann, Interim Chief Information Officer

- Develop an assessment of current IT capabilities and recommendations for the future
- Assess and respond to departmental needs & priorities
- Reviewing security requirements and posture to rebalance with user functionality
- Migrating DSS users from NYS-owned desktops to county-owned devices
- Identify opportunities for continuous improvement in service delivery & communication
- Projects completed this month
 - We have upgraded the county WIFI network, providing better coverage and performance.
 - Established a new standard Windows 10 configuration that will begin to be deployed to all replacement systems and any remaining Windows 7 or Windows 8 systems.
- Projects in process this month
 - Completing work with Verizon Wireless to improve the user experience and performance for county-owned devices, expect to pilot in May
 - DSS – Northwoods clinical documentation system project
 - Financial – Tyler consultant is engaged and will be reviewing how the county utilizes Munis and provide recommendations based on their best practices and enable the county to fully utilize this application and associated reporting.
- Interviewing to replace open contract IT support position
- Selected new software for IT operational support that spans helpdesk, system patching, monitoring, and support. This system, once fully

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implemented, will provide IT with the ability to provide improved efficiency and responsiveness. This system will replace existing systems that do not provide the same level of integration and efficiency at a lower annual cost to the county.

- Assessing Microsoft Licensing obligations.
- Pilot of Microsoft 365 – which provides greater security, less IT work to operate and upgrade, and replaces many products in use by the county that are not integrated with each other.
- Cost estimating the migration from Exchange on-premises to Microsoft Hosted Exchange – lowering the counties reliance on local servers.
- Assessing software licenses and support agreement renewals.
- IT Support activity – we continue to work improve tracking all of our work
 - In process from prior months: 227
 - New Requests this month: 425
 - Resolved this month: 418

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Department of Planning & Economic Development

Stephen F. Lynch, AICP

Director

WATER QUALITY

- **WATERSHED RULES & REGULATIONS:** Stakeholder Meetings were held April 8 and 9 for Lake Association/Lakeshore Owners and Agriculture. Public Meetings are scheduled for May 15 at BOCES and May 16 at the Moravia HS Auditorium with both meetings starting at 6:30 pm. Following Stakeholder/Public Input, the draft document, along with a summary of the public input received, will be presented to the Auburn City Council and Owasco Town Board and other elected officials (we are recommending a joint municipal meeting, likely in June).
- **OWASCO FLATS PROJECT:** Phase One state grant from 2012 has been completed and closed out. Planning and Soil & Water staff will be working with the contractor to finish the last 5% of the Phase One construction project beginning in mid-May, which is being funded through the 2017 CFA grant. Engineer Bruce Natale and Associate Planner Michele Wunderlich are working with Soil & Water, NYSDEC and other organizations to begin operations of the two constructed wetland basins in the summer of 2019. Staff still plans to submit a 2019 CFA grant to fund remaining project components within Owasco Flats.
- **HOUSEHOLD HAZARDOUS WASTE PROGRAMS:** The spring events will be the “electronics plus” event at BOCES on May 18 and the tire recycling event hosted by Soil & Water on June 22.

PARK PLANNING & DEVELOPMENT

- **EMERSON PARK DEAUVILLE ISLAND CAPITAL IMPROVEMENTS:** The County was awarded a grant from the NYS Office of Parks, Recreation and Historic Preservation in 2017 for design and construction of improvements on Deauville Island. Landscape Architecture firm Trowbridge, Wolf & Michaels was hired in 2018 to prepare construction documents for the improvements. Design is wrapping up and the County is targeting September 2019 for construction to begin.

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- **CAYUGA LAKE BLUEWAY TRAIL IMPLEMENTATION:** Planning Staff continues to work with staff from Tompkins and Seneca counties to implement the Cayuga Lake Blueway Trail Plan through a NYS DOS funded grant. The three counties are developing branding/marketing materials, signage, and kiosk installation for the 14 public paddle craft launch sites around Cayuga Lake. Planning staff has coordinated the installation of aquatic invasive species disposal boxes at 5 sites around the lake that do not currently have them, and the installation of 2 paddle craft storage racks to communities along the lake in Cayuga County. The project is scheduled to be completed in 2020.

ECONOMIC DEVELOPMENT–COORDINATION WITH CEDA

- **CAYUGA COUNTY DEVELOPMENT CORPORATION LOAN PROGRAM:** The CCDC Board closed on a small business loan to Preferred Quality Grain (PQG) from Cato, NY that will assist the company's expansion into value-added agricultural services to small organic grain producers in Cayuga County and the broader region.

CLEAN ENERGY COMMUNITIES (CEC) GRANT WORK

The \$250,000 NYSERDA CEC 100% funded grant is comprised of three components.

- **NEW ELECTRIC VEHICLES & CHARGING STATIONS FOR COUNTY FLEET:** The two Hybrid Electric Vehicles have been delivered to the Real Property and the Office of the Aging departments. The two grant-funded electric vehicle charging stations are to be delivered and targeted to be installed in May.
- **CCPUSA STRATEGIC PLAN FOR ORGANIZATION & OPERATIONS:** The County has allocated up to \$80,000 in CEC Grant Funds for the CCPUSA Strategic Plan. Consultant proposals have been received and the review process will take place in May.
- **LIGHTING UPGRADES AT THE CAYUGA COUNTY JAIL:** Kiva VanDerGeest along with the Superintendent of Building and Grounds has been working closely with Wendel Engineering for the final preparation of the bidding documents for the lighting upgrades at the County Jail.

TOWN & VILLAGE ASSISTANCE

- **TOWN & VILLAGE OF MORAVIA COMPREHENSIVE PLANS:** The village was awarded a Climate Smart Community grant from DEC

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in 2017, and the Town in 2018. Planner David Nelson is working with both communities to develop their Comprehensive Plans, and align them with the objectives of DEC which include greenhouse gas emission reduction and hazard preparedness. The project is scheduled to be completed in early 2020.

- **TOWN OF VICTORY AGRICULTURE AND FARMLAND PROTECTION PLANNING GRANT:** Grant approved; work began in December and will continue through 2019.
- **TOWN OF MONTEZUMA ZONING ORDINANCE:** In 2017 The Town requested assistance from Planning with preparing a new zoning ordinance that better aligns with their recently adopted Comprehensive Plan. Senior Planner Kari Terwilliger has worked with the town to develop the draft Zoning Ordinance. The Planning Board will hold a public hearing on the draft zoning ordinance on May 14, 2019. The draft will be available for review on the town's website. This project is scheduled to be complete by August 2019.
- **TOWN OF MENTZ ZONING ORDINANCE:** In 2018, the town requested assistance from Planning with preparing a new zoning ordinance that better aligns with their recently adopted Comprehensive Plan and Agriculture & Farmland Protection Plan. Senior Planner Kari Terwilliger has been working with the town to develop a new zoning ordinance. This project is scheduled to be complete by October 2019.
- **VILLAGE OF UNION SPRINGS LWRP:** Senior Planner Kari Terwilliger has completed preparing the draft Local Waterfront Revitalization Program for the Village of Union Springs, and associated new local laws and zoning amendments. NYS DOS has initiated the required 60-Day Agency Review for all state agencies and will compile comments received. The LWRP and associated local laws and zoning amendments should be adopted by the Village of Union Springs in July or August 2019 once the 60-Day Review is complete. The draft LWRP can be viewed at <https://unionsprings.wixsite.com/lwrp/lwrp-document>
- **TOWN OF STERLING & VILLAGE OF FAIR HAVEN LWRP:** Senior Planner Kari Terwilliger and Planner Kiva VanDerGeest have presented to the town and village about the opportunity and benefits of developing a joint Local Waterfront Revitalization Program. Both communities passed resolutions authorizing the County to submit a grant application requesting funding to develop the LWRP in the upcoming state Consolidated Funding Application (CFA) round. The

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county grant application will be prepared by staff at no cost to the town or village and submitted on their behalf. If funded, the County will be the grant recipient; and County Planning staff would take on the 3-year project and receive the grant funds as reimbursement for our work. Also, the town and village will commit some matching (cash) funds to the effort and select residents and business owners from each community to participate on an advisory committee for the duration of the project. LWRPs establish a local program that will guide the community in attracting appropriate development to the waterfront area, as well as provide the organizational structure, local laws, and projects to achieve the plan. Completing a Local Waterfront Revitalization Program can significantly increase a community's ability to attract appropriate development that will take advantage of, but also respect, the unique cultural and natural characteristics of its waterfront. Presenting a unified vision for the waterfront also increases a community's chances to obtain public and private funding for waterfront projects.

PUBLIC HEALTH PREPAREDNESS PLANNING

- Associate Planner Michele Wunderlich is contracted with the County Health Department to assist in the development and implementation of Public Health Preparedness Planning. She is working on the Public Health Emergency Preparedness Program deliverables which includes updating a portion of the Cayuga County Public Health Emergency Preparedness and Response Plan. She also attended the FEMA course "MGT 403: Access and Functional Needs Preparedness Planning for Rural Communities."

COUNTY ATTORNEY



County Attorney's Office

Christopher Palermo, Esq.

County Attorney

- Working with County Administrator to improve resolution review and approval process.
- Ongoing communications with outside counsel (and involved stakeholders) on various topics.
- Regular communications with Department Heads in assisting with their legal needs.
- Reviewing and processing resolutions, FOIL requests, and contracts.
- Regular communications with County Legislators regarding various governmental matters.
- Attendance at Legislative Committee meetings.
- Appearing in County Court as needed.

BOARD OF ELECTIONS



Board of Elections

Cherl A. Heary (R)

Katie Lacey (D)

Commissioners



- Our office processed 154 new registrations, 146 transfers, 24 names changes, and 7 applications for absentee ballots this month.
- Mail check cards were sent to all registered voters in Cayuga County in mid-April; to date, more than 1,200 cards have been returned (which would indicate either address changes, address problems, or death of a voter). An ongoing project within the office will be the verification of the information the post office has forwarded.
- We continue to assess the impact of early voting, the number of poll sites needed and the financial impact. We have worked through the draft of NYS regulations as they relate to purchasing e-poll books and printed on-demand systems, BOE staffing, IT requirements, and other impacts.
- Commissioners have visited other counties to meet e-poll books representatives from approximately six competing companies. The budget approved in April by the State included some funds for capital expense, public outreach and other expenses related to early voting. Details of the grant programs became available yesterday and we are still evaluating the impact on our decision-making.
- As of March 25th, voters who move within NYS have their voter registration transferred between counties. This is proving to be more complicated than originally anticipated. Our two clerks are organizing our interoffice operation for this.
- We completed designating petitions for 167 candidates and as of this date, have nine contested primary races in eight election districts, including a city-wide primary in Auburn for Mayor. There are 36 candidates who have never run before for public office.
- Our office is currently working with eight school districts to set up their budget and school board votes.

CLERK OF THE LEGISLATURE



Clerk of the Legislature

Sheila Smith

Clerk of the Legislature

AUDITING

- Completed auditing for the effective date of 4/1/19. Reminded employees when putting in their batches they must have all the back-up, a requisition must be entered and a PO generated for all purchases.

CODIFICATION

- I will be receiving a password within the next 2 weeks to be able to review the county's codification and an invitation to a webinar; update to follow.

OTHER

- Financial Disclosures have been mailed, e-mailed or put in inter-office mail. The County Attorney is working on updating the Ethics Code, which will bring in those titles that are required to do a financial disclosure. Once this is completed, a resolution will be done to amend the Code of Ethics and the list will be attached.
- Amanda and I will be attending the NYS Association of Clerks to the Legislative Boards on May 15th and 16th; report to follow next month.

COMMUNITY & SOCIAL SERVICES



Employment & Training Cayuga Works Career Center

Ann Kubarek

Director

- In March, over 825 people used the services of the Cayuga Works Career Center and 109 individuals participated in the various employment and job readiness workshops that are offered at the Career Center.
- Currently, there are 377 jobs posting for Cayuga County listed in the [New York State Job Bank](#).
- In March, five employers held recruitments at the Career Center.
- On May 28, 2019, a job fair for Veterans will be held at Cayuga Community College. 10-15 employers are slated to be in attendance.
- Staff has begun the process of recruiting youth and worksites for the Summer Youth Employment Program.
- A workgroup has been formed to address the development of the Workforce Development Center planned for the Cooperative Extension building on Grant Avenue. Stakeholders from Cayuga Community College, Cayuga Works Career Center, and Cornell Cooperative Extension will meet weekly with the architect and building staff to formulate the best use of the space and function in the building rehabilitation project.
- Unemployment data:

	Cayuga County	New York State	United States
March 2019	4.8%	4.1%	3.9%
March 2018	5.5%	4.6%	4.1%

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Dept. of Social Services | Mental Health

Raymond Bizzari

Director of Community Services

- No report received.

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COUNTY CLERK



County Clerk's Office

Susan M. Dwyer

County Clerk

DEPARTMENT OF MOTOR VEHICLES

- Total retention to Clerks Office (in-office transactions):
\$67,102 – YTD \$210,578
- Total transactions completed in our DMV office: \$8,005 – YTD \$ 24,762
- Total online transactions conducted by Cayuga County residents: \$2,207 – YTD \$7,058
- Total online County sharing retention: \$0
- Total Sales Tax collected and paid to the NYS Dept. of Taxation and Finance: \$163,229
- Total YTD DMV Retention (in-office transactions + County online sharing): \$210,578
- Difference between YTD Revenue vs. YTD Budget: \$3,910
- As you can see by the numbers, the Cayuga County DMV is not your average DMV! We are currently ahead of budget projections and are doing an above average amount of transactions on a daily basis. I am so proud of each and every DMV staff person for the work they did this month.
- April was our Annual DONATE LIFE Month. All of the DMV employees were fully engaged in motivating customers to register to be organ donors. This year's New York State theme was Life is a Beautiful Ride and our DMV was decorated with colorful hot air balloons which really brightened up the office. The staff signed up more than 500 new donors. Each donor has the capacity to help 50 people! Our DMV staff are true lifesavers! Congratulations to them, especially because we had an incredibly busy month in the DMV (processed more than 8,000 transactions) and they worked extremely hard.

On DONATE LIFE Kick-Off Day, Amy James from the Finger Lakes Donor Recovery Network joined us, along with Roberta, a local heart

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recipient. In addition to having Roberta, Brian Dahl, who is a recipient of a liver and kidney and the former Director of the County Emergency Management Office also came in to help us with this cause.

We want to thank both Roberta and Brian for sharing their stories about how organ donation saved their lives and helped their families. We also want to thank Deanna Ryan of the Health Department for writing an article in The Citizen about how important organ donation is. Education is the key to getting more people to register because there are many untruths about organ donation.

- We continue to receive lots of dealer work from area businesses, and in order to keep up with the demand of both the increased dealer business and increased customers in our DMV due to the warmer weather, we have offered comp time to our employees.
- There have been several recent newspaper articles publicizing the October 2020 change that will require people who are traveling by air within the United States (domestic air travel) to obtain a REAL ID 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 also 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 U. S. passport is also a REAL ID document. We have now included this information on the informational screen in our DMV.

CLERK'S RECORDING OFFICE

- Total amount remitted to County Treasurer: \$140,962
- List of the transactions processed in which fees are collected:
647 land documents: Deeds, easements, mortgages, mortgage discharges & assignments, etc. (this includes electronically-submitted recordings)
- 16 survey maps filed
- 46 business certificates: DBA/Partnership/Corporation – new, amendments, discontinuances
- 90 passport applications submitted to the US Department of State and 124 passport photos for passport processing, passport renewals (\$5,245)
- 477 judgments filed and docketed: Supreme Court, lower courts, State of NY

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- 33 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)
- 131 Supreme Court Index Numbers issued: Supreme Court cases started this month
- 20 Uniform Commercial Code (UCC) transactions: New, continuation, termination, search
- 1 military discharge filed (Veterans are not charged a fee to file or obtain copies of their DD214)
- Online Land Records Revenue: \$5,135.20 for the 1st quarter of 2019
- April 1: We kicked off our Annual DONATE LIFE Month in the Department of Motor Vehicles. We offered our customers refreshments and organ donor giveaway items that were supplied by the NYS DONATE LIFE organization.
- April 2: My Deputy Clerk and I participated in a training by Peter Jones of Bond, Schoeneck, and King regarding discipline, counseling, and grievances.
- April 9: As the Records Management Officer, I held a County Records Advisory Meeting to discuss several items including the updating of the present County Records Management Policies and Procedures Manual.
- Projects:
 - Survey Maps: John Bohall and Haley Brechue of our Recording Office Staff, along with the County IT and Real Property Office staff collaborated on a survey map project. Eight years of survey maps needed to be imported to our new system in order to be available online to the public. Thank you to all who partnered to get this project completed!
 - Military Discharges: A long-term project that all of our staff has been working on is scanning the Military Discharge Papers (DD214's) back to 1943.

RECORDS RETENTION CENTER

- Health and Human Services Department shredding continues
- District Attorney's Office scanning project continues
- Department annual purge in progress
- The number of documents scanned in April: 28,625
- Records requests in April: 153

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HISTORIAN'S OFFICE

- 33 in-person visitors to the office with queries and research projects
- 24 queries through phone, email and letter requests
 - Digitization of the Auburn Advertiser Journal 1913-1931, in collaboration with the Seymour Public Library, was completed. It is now available on the Seymour Library website.
 - Photos and talking points were provided to the Finger Lakes Tourism Association, in support of their centennial anniversary.
 - Provided a scanned copy of a cabinet card of an 1877 Auburn baseball team, requested by a baseball historian in Decatur, Georgia.
 - Research Assistant Jessica Armstrong presented "Preserving History: A Brief Guide to Storing Documents and Items" at the Genealogy Fair, April 27, sponsored by the Sennett Church of Jesus Christ of Latter-Day Saints. County Historian Ruth Bradley also attended this event.
 - Dr. Bradley attended meetings of the Historian's Coalition of Cayuga County, and the Annual Meeting and Dinner of the Cayuga and Owasco Lake Historical Society.
 - Dr. Bradley's article, "Tracing History Through the Charity Cookbook" was published in the Auburn Citizen on 4/7/2019.

EMERGENCY SERVICES



E-911 Center

Denise Spingler

911 Administrator

CENTER UPDATES

- National Telecommunicators Week – celebrated April 14-20
 - Patrick DeLuca – Employee of the Year
 - Denise Cornelius – Busy Bee Award (previously awarded)
- Staff CPR updates completed

ADMINISTRATOR UPDATES

- Emergency Management
 - New EM Grants
 - SHSP 19 – \$116,216 – Due May 17th
Emergency plan updates
Emergency Management Certification Training
Cybersecurity
 - HMEP 19-20 – \$5,172 – Due May 13th
 - FY18 HazMat – Due May 29 – Mark Fritz / Jeff Dygert taking the lead
 - Grant reporting for 1st quarter complete
 - Current grant projects
 - Tetra Tech – EM plan updates
 - Equipment purchases
 - Training approvals

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- 911
 - Interviewing candidates for July 1st class – 3 vacancies
 - Transfer to Backup Center – 4/30-5/2
 - Grant reporting for 1st quarter complete
 - Assisted with EM Director Interviews

EMERGENCY COMMUNICATIONS SYSTEM UPDATES

- Master Site / Core Upgrade – completed
- Working with Motorola to develop a plan for microwave upgrades; will base the project on the most critical sites first; grant funding will be used.

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Emergency Management Office

Stephen F. Lynch, AICP

Director of Planning (Interim Management Oversight)

EMO EMERGENCY SERVICES COORDINATORS MEETINGS

- The part-time EMO ES Coordinators continue to man shifts within the EMO office to provide administrative and operational assistance.
- ES Coordinator Meetings were held on April 2nd and 16th in the evenings. These meetings help to guide administrative oversight of EMO operations during this transition period.
- The E-911 Administrator is continuing administration of open EMO state grants, working closely with the state grant representatives.
- ES Coordinators are currently working on two pending state grants with due dates of May 29: (1) 2018 Hazardous Material Grant Program (\$72K); and (2) 2018 Technical Rescue Grant Program (up to \$75K).

LAKE ONTARIO FLOOD PREPAREDNESS

- The County Administrator, ES Coordinators, key County Department Heads and staff have been in close contact with NYS DHSES and state OEM staff in monitoring the rising lake levels and preparing for potential deployment of flood mitigation measures, including the staging of sandbags, bagging equipment and supplies.
- Lake level and shoreline property mapping have been used to identify critical commercial, municipal and residential impact areas.

EMO DIRECTOR SEARCH:

- The first round of interviews with EMO Director candidates was held. The Interview Committee is discussing the next steps for bringing back a finalist and making a recommendation to the Legislature.

OTHER

- ES Coordinators will be working on EMO event planning and preparedness for the Emerson Park July 3rd Fireworks and Symphony, the Great Race (August 11) and the Cayuga Lake Bass Pro Fishing Tournament (8/22 to 8/25).

HEALTH & HUMAN SERVICES



Health Department

Kathleen Cuddy, MPH

Public Health Director

- The **Owasco Lake Watershed Rules and Regulations (WSRR) draft update** is ready for viewing and public input. Please visit this [website](#) to read the WSRR and offer your comments:

Additionally, you are encouraged to attend a public discussion about the WSRR at 6:30 pm

- Wednesday, May 15, 2019 at Cayuga Onondaga BOCES
 - Thursday, May 16, 2019 at Moravia High School Auditorium
- **The NYSACHO annual meeting** held 5/1/19 provided great updates and insights on recently passed and pending legislation. Of note are the following issues which will impact how work is performed:

Legionella: Health Departments traditionally are involved in a follow-up response to any community diagnosed case of legionella. The local health new legislation requires more involvement by local health department environmental division to monitor compliance of all cooling towers (approximately 54 in Cayuga County) on a monthly basis. The department is being asked to summon any out of compliance cooling tower operators to a Board of Health hearing and perform enforcement action as appropriate.

Lead Poisoning: New York State has changed the blood lead level requiring local health department nursing and environmental intervention to 5 ug/dL down from 10ug/dL (nursing) and 15 ug/dL (environmental) intervention levels.

From a Public Health prevention point of view, this is good for children. From a staffing point of view, this increases caseload work exponentially. At this time, it is an unfunded mandate.

- Nursing: There is a minimum of 1 home visit per child with elevated lead to provide some skilled nursing assessment, education, and nutritional information. This is in addition to the

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lead level tracking, healthcare provider communications regarding development status, additional testing and required licensed home care regulations. We average approximately 12.5 hours of clinical work per child.

- Environmental inspection: There is a minimum of 2 home visits by environmental health certified inspectors per house the poisoned child resides in 8+ hours a week (home, grandparent, daycare, etc.). The visits help assess the source of poisoning (e.g. lead paint flaking from the window sill). We average 28.95 hours/child for an environmental intervention. The vast majority of environmental assessments require more than two visits per home due to remediation requirements.

To exemplify: Using our 2018 statistics incorporated with the revised legislation we would see the following:

2018 actual lead levels	2018 # children	Environmental health time	Clinical time	Total environm. + clinical hours
15+ ug/dL	7	202.65 actual	est. 87.5	290.15
10-14 ug/dL	18	est. 513	est. 225	738
5-9 ug/dL	24	est. 619.2	est. 300	919.2
Total	49	1,334.85	612.5	1,947.35

Context:

Cayuga County: 261 work days/year; 7 hours/work day

Current requirement: Estimate 515 hours/year of lead work = 73.58 days of full-time lead response

New requirement: Estimate 1,947.35 hours/year in lead response = 278.2 days of full time lead response

Department Updates

Reporting Period: Apr 1-30, 2019



Office for the Aging

Brenda Wiemann

Director

- Met with the local LTC Ombudsmen at Auburn Community Hospital to discuss programs and services of the CCOFA.
- Two staff attended the spring regional Health Insurance Information, Counseling and Assistance program training in Syracuse.
- Met with the Director and Senior Public Health Educator of the County Public Health Department to discuss community needs assessments.
- Director was a guest lecturer for the Adult Development and Aging class at Wells College.
- The Aging Services Coordinator attended the 3-week OCC Program in Supervision & Management.
- Director and Caregiver Specialist attended the annual meeting for our Alzheimer's Caregiver Support Initiative grant.
- The Volunteer Coordinator obtained donations to provide a small gift of appreciation for our home delivered meal drivers during Volunteers week.
- Several Aging Services Specialists attended an educational in-service provided by the SNAP unit Principal Examiner.
- In the first quarter of 2019:
 - Over 18,000 meals were served to eligible seniors;
 - Over 2,200 hours of aide service were provided under the EISEP program.

Department Updates

Reporting Period: Apr 1-30, 2019



Veterans Services Agency

Jessica Strassle

Director

- Supported 317 veterans including 78 walk-in clients, 37 scheduled appointments, and 146 follow-up services provided for existing clients.
- Submitted 17 new claims for disability benefits.
- Met with 2 veterans in their homes.
- Outreach at the Army National Guard Base in Auburn New York and the Clerk's Office in the Town of Conquest.
- Attended Congressman Katko's Veterans Resource Fair at Onondaga Community College.
- Connected 9 veterans to Aide and Attendance, which allows the veteran to live successfully in the community and receive assistance with activities of daily living.
- Assisted 2 veterans and their families with completing applications for Nursing Home Care.
- Submitted 6 applications for VA health care, assisted two veterans with completing an application for Medicaid and connected 1 veteran to Medicare.
- Referred 6 veterans to the Auburn Clinic or Syracuse Hospital.
- Assisted 2 veterans with applying for home improvement grant funding.
- Received approval for the development of a Veterans Advisory Board.
- Transported 117 veterans to and from Syracuse VAMC for scheduled doctor appointments.
- 10 claims were awarded with monthly earnings totaling \$17,002.70 and retroactive payments were made to local veterans with service connection totaling \$38,546.00 in VA payments. Monthly payments to veterans will range from \$135.00 – \$4,564.00 for compensation benefits.
- Office phone calls averaged 18 per day for various services.

Department Updates

Reporting Period: Apr 1-30, 2019

- Helped homeless veteran connect to resources in the community for housing, employment, and mental health counseling.
- Honored 20 veterans by providing flags to their families for their headstone.
- Supported 19 families with burial benefits and receiving burial markers.
- Director of Veterans Services spoke on the Finger Lakes Radio station regarding VA Benefits, the Advisory Board, and gaps in care across the community for veterans.
- Networked with the Syracuse VA Medical Center to bring more resources for Home Health Aides to Cayuga County.

JUSTICE SYSTEM



Assigned Counsel | Stop DWI

Lloyd E. Hoskins

Director

ASSIGNED COUNSEL PROGRAM

- 03/19/19 – Interview 18b panel member Janelle Bandoblu, Esq.
- 03/20/19 – ILS meeting regarding full-time office
- 03/28/19 – State of the County/City
- 03/29/19 – ILS meeting regarding statewide grant \$3.1K

COUNSEL ASSIGNMENTS FOR MARCH:

- Family Court: 47, Year to Date 229
- County Court: 16, Year to Date 35
- Auburn City Court: 45, Year to Date 164
- Justice Court: 23, Year to Date 89
- Parole Appeal: 14, Year to Date 26
- Appellate Court: 2, Year to Date 6
- TOTAL ASSIGNMENTS: 147; YEAR TO DATE: 549

COUNSEL AT FIRST APPEARANCES FOR MARCH:

- Auburn City Court: 84; Year to Date: 248

STOP-DWI PROGRAM

- 03/21/19 – DWI Statewide Foundation conference call
- 03/29/19 – DWI Statewide Foundation conference call

Department Updates

Reporting Period: Apr 1-30, 2019

DWI ARRESTS FOR MARCH:

- Cayuga County Sheriff's Office: 1, Year To Date 6
- Auburn Police Department: 4, Year To Date 12
- New York State Police: 12, Year To Date 26
- TOTAL DWI ARRESTS: 17; YEAR TO DATE: 44

BAC (Blood/Alcohol Content) FOR MARCH:

- Cayuga County Sheriff's Office: .110, Average BAC To Date .130
- Auburn Police Department: .120, Average BAC To Date .186
- New York State Police: .150, Average BAC To Date .146

AVERAGE AGE DATA FOR MARCH:

- Cayuga County Sheriff's Office: 44, Average Age To Date 39.0
- Auburn Police Department: 52, Average Age To Date 43.3
- New York State Police: 40, Average Age To Date 42.6

GENDER DATA FOR MARCH:

- Cayuga County Sheriff's Office: Male 0, Female 1
Year To Date: Male 4, Female 2
- Auburn Police Department: Male 4, Female 0
Year To Date: Male 11, Female 1
- New York State Police: Male 9, Female 3
Year To Date: Male 20, Female 6

Department Updates

Reporting Period: Apr 1-30, 2019



Coroner's Office

Dr. Adam Duckett

County Coroner

- Total calls/cases responded to through April 2019:

Sent to OCME: 20

Signed by PCP: 2

Signed by Dr. Duckett: 3

Age @ time of death:	
00-10	1
11-20	0
21-30	1
31-40	2
41-50	3
51-60	10
61-70	2
71-80	1
81-90	1
91-100	1
Unidentified	0

Number of calls received, by month:	
January 2019	6
February 2019	5
March 2019	5
April 2019	6
May 2019	0
June 2019	0
July 2019	0
August 2019	0
September 2019	0
October 2019	0
November 2019	
December 2019	

- Total calls/cases Responded to through April 2019: 22
- Total calls/cases responded to through April 2018: 23

Department Updates

Reporting Period: Apr 1-30, 2019



Probation Department

Jay DeWispelaere

Director

- Administrative Assistants Day: On Wednesday, April 24th, the Probation Department celebrated “Administrative Assistants Day” with snacks and flowers. Whether the title is "Clerk," "Secretary," "Typist," "Stenographer," or whatever comes next, thanks to each of the members of the Probation Department’s clerical staff for all that you do for the department every day.

- Senior Typist Maria Drabicki
- Senior Clerk Kathy King
- Senior Clerk Summer Swartwood
- Account Clerk-Typist Cassandra Fedyshyn

Individually, each of you is responsible for dozens of tasks every day, that when added up are a significant part of what the department does. Collectively, the support and experience you provide to the rest of us quietly make the department more efficient and effective.

Day in and day out, it is probably not said enough: Thank You, your co-workers appreciate all that you do.

- BOCES Lockdown Drill: Every school year, each district is required to conduct two emergency lockdown drills. Similar to the familiar fire drill, these drills are intended to prepare students and staff in the event of an emergency in or around their campus. This year, Cayuga-Onondaga BOCES held their lockdown drills on April 25th and April 30th. The spring drill is split between two dates due to the schedule kept by some BOCES programs. On these two dates, Probation Officers were invited to attend the drill along with officers of the New York State Police, Auburn Police Department, and Cayuga County Sheriff’s Office. Officers of the participating departments assisted BOCES staff to secure the building at the end of the drill and participated in the post drill debriefing.

Department Updates

Reporting Period: Apr 1-30, 2019

CAYUGA COUNTY PROBATION STATS FOR APRIL

PROBATION DEPARTMENT METRIC	2018	2019
Total Number of Probation Supervision Cases	812	680
New Probation Supervision Cases	23	31
Court Ordered Presentence Investigation Requests	37	42
Court Ordered Presentence Investigations Completed	29	37
Number of Violations of Probation Filed	18	13
Number of Predispositional Investigation Ordered	2	3
Number of Predispositional Investigation Completed	3	1
Number of Alco-Sensor Intoximeter Tests Given	240	197
Restitution Collected	\$10,542	\$7,891
Surcharge Collected	\$533	\$395

Department Updates

Reporting Period: Apr 1-30, 2019



Sheriff's Department

Brian Schenck

Sheriff

- Over Easter weekend, the Sheriff's Office, in conjunction with Auburn Police Department and several youth volunteers, performed a compliance check of several area businesses to ensure that the sale of alcohol to minors did not occur. While the majority of businesses were compliant, a few arrests have been made due to the compliance check. We are very grateful for the several young men and women who volunteered to help make our communities safer during this check.
- Several retirees and their spouses joined the Cayuga County Sheriff and staff for a luncheon on Friday, April 26th, to honor those officers who have retired with the Sheriff's Office. We had a great turnout of 17 retirees and the event was catered by Kosta's of Auburn. Thank you to the Deputy Sheriff's Benevolent Association for helping to put on an event to honor the men and women who have served our community.
- The Criminal Investigations Division was busy conducting felony investigations and supporting Patrol Officers while sending members to attend necessary training. Detective Sgt. Rob Franklin attended three weeks of first-line supervisor school which is required within the first year of being given supervisory responsibilities.
- Detective Nicole Stewart attended a week-long seminar on child sexual abuse investigations put on by the New York State Police in Albany.
- Criminal Investigations Division is currently training a member to take over the duties in the Identification Section which became necessary due to pending retirement.
- On April 2nd, Sheriff Schenck spoke to the Cato Town Board and community residents at the Town of Cato's monthly Board meeting about public safety.
- On Tuesday, April 16th, New York State Assemblyman Brian Manktelow toured the Cayuga County Sheriff's Office and Jail.
- On Tuesday, April 23rd, members of the Sheriff's Office and Auburn Police Department partnered to enforce the Safe Bus Stop initiative in our community. A Deputy rode along in a Union Springs School Bus

Department Updates

Reporting Period: Apr 1-30, 2019

while followed by patrol. Sheriff Schenck did follow another bus at the same time. While no tickets were issued by the Sheriff's Office, APD did ticket one person for passing a stopped school bus during the initiative.

- Deputy Raftis, Detective Guarnieri, Detective Stewart, and Sheriff Schenck partnered with the Syracuse University Law School to act as witnesses in mock criminal trials as the students practiced their skills. This detail helped provide excellent training and experience for members of the Sheriff's Office in courtroom demeanor.
- The following are year-to-date statistics from our Road Patrol Division:

2019 ANNUAL STATISTICS				
	JAN	FEB	MAR	YTD
COMPLAINTS	1,564	1,271	1,423	4,258
TRAFFIC TICKETS	126	201	189	516
CIVIL PAPERS SERVED	221	209	241	671
CIVIL & WARRANT ATTEMPTS	260	194	266	720
TRAFFIC STOPS	335	376	426	1,137
MVA PERSONAL INJURIES	15	16	19	50
MVA PROPERTY DAMAGE	82	37	43	162
ARRESTS	36	30	16	82
DWI	1	4	2	7

- For the month of March, our Custody Division recorded the following information
 - Avg. daily jail population: 165.90 (HI: 176)
 - Inmates Admissions: 130 (Males: 106, Females: 24)
 - Inmates Discharged: 139 (Males: 117, Females: 22)
 - Avg. daily number of Federal Inmates: 38.45 (HI: 42)
 - Avg. daily number of boarded in from other jails: 19.94 (HI: 30)
 - Avg. Parole Violators held: 11.23 (HI: 13)
 - Inmates transported into custody NYS DCCS: 25
 - Inmate Meals served: 16,192

PUBLIC WORKS



Department of Public Works

David L. Gardner

Director of Public Works

HIGHWAY

- Ditch and culvert replacement on Turnpike Road, Goodrich Hill Road, and North Road.
- Stewart Corners culvert replacement: Highway division continues to monitor the project site for proper sign maintenance. Backfilling operations has been ongoing for the past few weeks.
- Turnpike Road: The road elevation at the Powers Road intersection is being lowered. Water main work is near completion. Additional culvert replacements have been added to the project.
- Long Hill Road bridge replacement: Fisher Associates is waiting for the DEC permit; should be no later than May 9th. Once the DEC permit has been received, the DOT will give the County permission to advertise.
- Participated in the statewide Trash Blitz in an effort to clean various types of debris from the County ROW on Earth Day. In a single day effort, 4,360 lbs of trash and 30 tires were collected and delivered to the landfill.
- The 2019 County paving projects for each town were sent to each town highway superintendent.
- Bid openings were completed and a list of recommended low bidders has been established.
- A new Electronic Message Board was delivered to the Highway Division.
- Truck number 53, a 2000 International, was taken out of service due to its inability to pass the NYS inspection.

Department Updates

Reporting Period: Apr 1-30, 2019

- Terry Lucey (Highway Rehab) took core samples of multiple roads to determine asphalt thickness and found that Goodrich Hill Road did not have adequate depth to be suitable for the HIP process.
- NYS DOT received our Snow and Ice tickets and will provide comments.

BUILDINGS & GROUNDS

- Processed 230 formal work orders (69 for Downtown and 161 for Public Safety).
- Diamond Roofing completed the roof repair over the stairwell in the Historic Post Office. Gary Duckett is getting quotes to repair and reseal the damaged bricks in that area.
- Asbestos was abated in two offices in the Historic Post Office. Offices were painted and new carpeting was installed.
- We had a problem with the south elevator in the County Office Building. The problem has been resolved and both elevators are functioning.
- The survey of the County parcels on County House Road is complete.

PARKS & TRAILS

- All positions for seasonal help for Parks and Trails are filled. Most people are returning from last year.
- Parks Commission member search: County and City of Auburn officials have been contacted regarding a candidate from the City of Auburn to fill the vacancy on the Parks Commission.
- Emerson Park opened for the season on May 1. Season passes are available in the ticket booth 7 days per week between 7:00 am and 8:00 pm.
- All of our boat slips are rented for this year.

WEIGHTS & MEASURES

- Tested 12 Gas/Diesel tanks for octane, c'tane, ethanol, sulfur, and flash point, along with other characteristics; all 12 passed.

REAL PROPERTY & TAX SERVICES



Department of Real Property Tax Services

Kelly Anderson, CCD

Director

ASSESSMENT & TAX PREPARATION

- Preparation for Tentative Roll required updating values in RPS for Special Franchise, Gas Well & Telecommunication property (all towns), Omitted Taxes (all towns), Railroad Ceilings (all towns), Exemptions (Niles & Moravia)
- Tentative Roll Processing for 23 towns – printed and published online
- Change of Assessment Notices generated for 20 towns
- Office hours held in Niles & Moravia
- Data collection in Moravia
- Informal grievance hearings held for Niles

AUCTION

- 70 Parcels posted for auction to be held 6/5/19 at Emerson Park
- Handled repurchase inquiries for 30 of 70 parcels
- Review of parcel descriptions for all parcels

TAX MAPPING, GIS DEVELOPMENT & WEBSITE MAINTENANCE

- RP-5217 processing, updating tax maps for splits and merges, drafted all recorded survey maps and recorded deeds
- Current sales entered in RPS and updated on the website for assessors
- Regular maintenance of TMO (Tax Map Online), Flex Viewer GIS application, and Septic Locator

Department Updates

Reporting Period: Apr 1-30, 2019

- Enhanced features of Image Mate Online (pin the parcel)
- Archive 2019 tax maps

CUSTOM PROJECTS, MEETINGS, OTHER

- Village of Aurora – custom map for Village Planning Board
- Assessor Garner – created and printed map books for all of her towns
- Archive maintenance of deeds and other real property documents for database clean up

CORRECTIONS TO ASSESSMENT & TAX ROLLS

- 3 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): \$4,453 (some amounts paid out by school districts and villages).

Date	SW	Tax Map	Forr	Asmt Ye	Tax Ye	Muni	Sch District	A/V	Description	Total Credit/Refund		
										County/ Tov	School	Village
4/15/2019	56200	195.00-1-8.12	RP-556	2018	2019	Venice	Southern Cayuga	157,300	Lower AV	\$ (1,141.57)	\$ (1,050.40)	
4/29/2019	55200	117.00-1-23.12	RP-554	2017	2018	Sennett	Skaneateles	278,000	Ag Ex Calculation	\$ (797.06)	\$ (739.06)	
4/29/2019	55200	117.00-1-23.121	RP-554	2018	2019	Sennett	Skaneateles	448,000	Ag Ex Calculation	\$ (1,004.06)	\$ (721.04)	

TREASURER



Treasurer's Office

James H. Orman

Treasurer

- Each year, the County is required to submit a detailed accounting report to New York State called the Annual Update Document. The AUD involves weeks of compiling accounting data into categories and is due May 1. Our Deputy Treasurer Mary Beth Leeson leads this effort and is assisted by Melinda Kostreva, Rachel Bailey, and Crystal Gibson. I am pleased to report the AUD was actually filed before the deadline and I would like to compliment all involved in this effort.
- Cayuga County shares its sales tax revenue with the city, towns, and villages. Melinda Kostreva has mailed all checks due to the towns. In addition, she reports that the towns have completed the first installment (of two) collection of town/county taxes. These have been forwarded to the County and all accounts are balanced. This is a very time-consuming and detailed effort and Melinda is to be commended for facilitating this with the 23 towns.
- The tax foreclosure auction is scheduled for June 5, 2019. Deputy Treasurer II Jen Indelicato has been coordinating this effort for our office. She has worked diligently on this along with our foreclosure attorney and Real Property Director Kelly Anderson. Letters were mailed to all affected parties giving them a timeline to respond. Our office has handled many responses from taxpayers involved by this. We do everything possible to resolve these issues as they come up.

CONTRACT AGENCY UPDATES



Cayuga Economic Development Agency

Tracy Verrier
Executive Director

GRANT / LOAN / IDA ACTIVITY

- CCDC reviewed two loan applications.
 - Conditional approval was given for acquisition of Colonial Lodge in Moravia.
 - A decision regarding Crystal Creek Organics was tabled pending the provision of additional collateral to secure the loan.
- CCIDA approved an amendment to its Uniform Tax Exemption Policy and Uniform Project Evaluation Policy defining a standard agreement and evaluation criteria for a renewable energy project, particularly solar developments.
- The New York State Budget passed, so the 2019 Consolidated Funding Application Resource Guide should be released soon outlining the types of assistance available this year. Applications are typically due in July and award announcements are typically held in December.

KEY PROGRAMMATIC EFFORTS

- Succession Planning Program Development: Derek Simmonds and Maureen Riester attended the first of three workshops hosted by the Onondaga Small Business Development Center on Worker Cooperatives and CEDA will continue to work with the presenter, Frank Cetera, to explore how worker coops could be part of a succession planning program in Cayuga County. Justin Woods initially recommended connecting with Mr. Cetera for this purpose.

Derek Simmonds is assisting Cayuga County Planning, NYALT, and Cayuga and Seneca Cornell Cooperative Extensions in organizing an educational event about agricultural succession planning.

Department Updates

Reporting Period: Apr 1-30, 2019

- Workforce Development: Workforce Development 101 for Employers, May 21 from 8 am – 10 am at CCC. CEDA is collaborating with CCC and Cayuga Works to host an informational session that will help clarify the different players in the workforce development arena in Cayuga County. First, there will be a panel of workforce development providers/partners and each will explain their role and services. Following the panel, employers in attendance will be able to have one-on-one conversations with relevant providers to clarify how they can get assistance specific to their individual needs.

CEDA is beginning to share an initial list of companies willing to engage with students (via internships, apprenticeships, job shadowing, mentoring, tours, etc.) with schools and workforce development partners. This list is digital and will be updated periodically with additional employers and contacts.

OTHER EVENTS & ANNOUNCEMENTS

- Tracy Verrier attended the announcement regarding the NOAA National Heritage Marine Sanctuary Designation process. The area being considered is adjacent to Oswego, Wayne, Jefferson and Cayuga Counties. Also in attendance representing Cayuga County were Mr. Lattimore, Mr. Ripley, Mr. Woods, and Karen Kuhl. This designation, if approved, would have impacts for tourism, education, and economic development. A series of public meetings to get input on the structure and formation of the sanctuary will be held this summer, including in Fair Haven on June 10 from 6:30 – 8 pm.
- CEDA hosted a newly formed group of Cayuga County Business Professionals and Maureen Riester presented on CEDA's programs and offerings. These professionals are largely in sales and may be able to make referrals to CEDA as they interact with current and potential clients.
- CEDA staff met with Jessica Strassle from Cayuga County Veterans Affairs to discuss how CEDA can help veteran business owners and entrepreneurs, as well as provide resources and connections related to potential projects.

Department Updates

Reporting Period: Apr 1-30, 2019

2019 CEDA Workplan Progress

As of 4/18/2019

BUSINESS RETENTION AND EXPANSION (BR & E)

Activity/Output	Goal	Actual YTD	2018
Existing business visitations	90 (incl. 20 unique)	33 (9 unique)	80 (44 unique)
Identify growth opportunities	12	10	15
Business to Business connections	10	10	12
Direct assistance to businesses submitting CFAs	4 CFAs submitted		4 submitted; 2 Awarded
Loan assistance	2 loans closed	1 closed/ 1 conditionally approved	2 closed / 1 approved
Preferred Quality Grain (\$114k, CCDC); Colonial Lodge acquisition (\$44,500, CCDC, conditional approval)			
IDA assistance	4 small projects / 2 full	2 small approved	2 small / 2 full
Volpi USA; Rizzo Construction			
Resource referrals	20	32	28
Outcomes	Goal	Actual YTD	
Private Investment	\$18m	\$2.7m	\$23.9m
Incentives/loans	\$3m	\$250k	\$5.1m
Jobs retained	100	46	362.5
Jobs to be created	100 anticipated	26	116

Department Updates

Reporting Period: Apr 1-30, 2019

ATTRACTION & START UP

Activity/Output	Goal	Actual YTD	2018
Entrepreneur assistance	75	20	96
Identify attraction leads	12	5	19
New business open	15	3	10
Simply Cookie (King Ferry); Make Safe Food (Owasco); Elder Home Care CNY (Auburn)			
Startup survival rate after 1 year* (businesses open in '18)	85%	100%	85.3%
FIERCE... with Love; Hum, LLC; Next Chapter Brew Pub; EM Video Productions; Lean on Me Business Solutions; QT's Creations; Sole Sister's Holistic Whispering Healing Center; Good Eats Farm; The Open Door; Phil Gilbo (scrap metal)			
Startup survival rate after 2 years* (businesses open in '17)	75%	85.3%	85.7%
Examples: 3 Little Pigs Pig Out; Uncreated Love; The Goblin Market; Summerhill Brewing; Grandpa Jon's Chili Sauce; Town & Country Grooming; Doc Gallery			
*national average ~80% after 1 year, ~66.6% after 2 years			
Outcomes	Goal	Actual YTD	2018
Private Investment	\$4m		\$250k
Incentives/loans	\$1m		\$63.7k
Jobs created	50		27
Regional/National leads responded to	12	5	19

MARKETING & PROMOTION

Activity/Output	Goal	Actual YTD	2018
Develop promotional materials	2 marketing pieces 2 community narrative pieces	1 marketing piece	Google ad campaign; Citizen campaign; Manf. Work-force video released
Citizen Progress 2019			
Increase quality of website visitation	2.5 average pages per session 63% Bounce Rate	2.77 (Mar) - YTD 2.22 71.43% (Mar) -YTD 72.56%	1.55 (Dec 18) 81.2% (Dec 18)

Department Updates

Reporting Period: Apr 1-30, 2019

General Business Demographics

Establishments, Employment, and Wages- Second Quarter Data (most recent available) –NYS DOL

Year	Qrt	Reporting Units*	Change from previous	Average Employment**	Change from previous	Average Wages	Change from previous
2018	3	1,721	-1.8%	25,282	-0.8%	\$10,769	4.8%
2017	3	1,752	-0.9%	25,492	-2.5%	\$10,275	-1.3%
2016	3	1,768	-1.2%	26,134	-0.4%	\$10,411	7.1%
2015	3	1,790	-2.2%	26,251	-0.7%	\$9,718	3.2%
2014	3	1,831	0.3%	26,436	2.0%	\$9,417	2.5%
2013	3	1,826	1.1%	25,919	-1.4%	\$9,188	5.8%
2012	3	1,807	0.3%	26,300	0.0%	\$8,684	-1.6%

*Reporting Unit is an establishment, usually a single place of business, which is engaged in a single business activity, and operated by a single employer.

**Employment data include all employment covered under the New York State UI program.

CAYUGA COUNTY UNEMPLOYMENT RATE – NYS DOL

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Average
2019	5.1%	5%	4.8%										
2018	6.1%	6%	5.5%	4.7%	4%	4.2%	4.3 %	4.1%	3.5%	3.5%	3.6%	4.3%	4.5%
2017	6.3%	6.4%	5.6%	4.7%	4.5%	4.6%	4.9%	5%	4.5%	4.3%	4.6%	4.8%	5%
2016	6%	6.1%	5.8%	5%	4.5%	4.5%	4.8%	4.7%	4.7%	4.6%	4.6%	5.2%	5.1%
2015	6.7%	6.7%	6.2%	5.3%	5%	5%	5.1%	4.8%	4.7%	4.7%	4.8%	5.1%	5.3%
2014	7.6%	7.8%	7.2%	5.8%	5.7%	5.5%	5.7%	5.5%	5.1%	5%	5.3%	5.6%	6%
2013	9.5%	9.3%	8.4%	7.4%	6.9%	7.2%	7%	6.8%	6.5%	6.5%	6.4%	6.5%	7.4%

*Central NY last three months: Dec=4.2%; Jan=4.9%; Feb=4.7%

Department Updates

Reporting Period: Apr 1-30, 2019

LABOR FORCE (1000s)– NYS DOL

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Average
2019	36.3	35.6											
2018	35.9	35.9	35.5	35.4	35.3	36.5	36.7	36.3	35.9	35.8	36.2	36.2	36.0
2017	35.6	35.8	35.7	35.7	35.4	36.4	36.8	36.4	35.8	35.3	35.6	35.3	35.8
2016	36.4	36.8	36.8	36.8	36.7	37.2	37.7	37.4	36.7	36.2	35.7	35.4	36.7
2015	36.5	36.6	36.5	36.9	37.4	38.1	38.4	37.9	37.0	36.8	36.3	36.4	37.1
2014	37.3	37.5	37.4	37.5	37.7	38.3	38.8	38.3	37.8	37.4	36.8	36.5	37.6
2013	38.7	38.8	38.5	38.8	39.3	39.6	40.3	39.5	38.9	38.2	37.9	37.8	38.9

Department Updates

Reporting Period: Apr 1-30, 2019



Soil & Water Conservation District

Doug Kierst

Executive Director

AGRICULTURAL TECHNICAL ASSISTANCE

- Staff completed weekly construction site inspections on one SPDES permitted construction site at an agricultural operation.
- Staff continues to provide on-farm planning assistance for the upcoming implementation season. One project has completed the design phase and went out to bid for the implementation components. The bid will be awarded in May and construction is scheduled to begin shortly after the bid is awarded.
- Staff attended the Lakeshore Residents and the Agricultural Community Stakeholder group meetings for the proposed revisions to the Owasco Lake Watershed Rules and Regulations.
- Staff is working on proposals for grant funding through the Ag Nonpoint Source Abatement and Control Grant Program, the CAFO Waste Storage Grant Program, and the Climate Resilient Farming Grant Program.
- Staff continues to meet with landowners and go through the multi-tiered evaluation and planning process through the Agricultural Environmental Management (AEM) Program.

NON-AGRICULTURAL & MUNICIPAL ASSISTANCE

- Staff completed construction site compliance inspections at two municipal SPDES permitted construction sites.
- Staff continues to promote proper road ditch maintenance practices and review potential project sites with Town Highway Department staff, where critical area stabilization measures are needed to be implemented. SWCD Staff used our hydroseeder to complete several road ditch stabilization projects for the Towns of Fleming, Scipio, and Venice. Grant funding is available to assist the municipalities complete the needed work.

Department Updates

Reporting Period: Apr 1-30, 2019

- Staff helped the Town of Brutus complete tree removal work on sections of North Brook.
- Staff hosted two NYS DEC endorsed 4-hour training for contractors, municipal officials, engineers, and other groups interested in learning about erosion and sediment control methods. We have one final spring workshop scheduled for May 7th. Contact the SWCD or visit www.cayugaswcd.org for additional information on the class or to register to attend one.

OTHER SWCD NEWS

- The Cayuga SWCD has a current job opening for a Seasonal Watershed Conservation Assistant. For the job description and additional details, please visit our [website](#).
- The Cayuga SWCDs 2018 Annual Report is available [online](#).
- The Cayuga SWCDs 2019 Spring Fish Sale for Stocking Ponds is ongoing. Deadline to order fish is May 7th, 2019 with the fish pick-up scheduled for May 13th. If you miss this one don't worry, you can catch the next ones in the Summer and Fall.
- The 2019 Cayuga SWCD Annual Tree, Shrub & Groundcover Sale wrapped up on Tuesday, April 23rd, 2019. Pick-up date is Friday, May 3rd at the SWCD Office.

Department Updates

Reporting Period: Apr 1-30, 2019



Convention & Visitor's Bureau (Tourism Office)

Karen Kuhl

Executive Director

PUBLIC RELATIONS

- TravelPulse (698.3k UMV), [Top destinations for adventure seekers](#)
- Insider (21.3k UMV), [One of the best places to travel for new couples](#)
- Life in the Finger Lakes, [Owasco Lake – the crossing place](#), 4/11/2019
- NY Amsterdam News (30.7k UMV), [Best educational summer vacations for kids](#)
- Metropolis, [Architects Designs a New Home for New York's Progressive Human Rights History](#)
- Oswego County News Now, [Presentation to feature stories, tastings from Cayuga County Wineries](#)
- 4/7-8: Canadian Press Trip – Peter Johansen
- 4/11: Behind the Front Page with Guy Consentino, Karen Kuhl, and Susan Dove
- 4/18: WUAB with Interns – Karen Kuhl, Lisa Curry, and Jim Moran
- 4/19: QUINN FAM trip – Juan Brizuela
- Hosting Influencers – Hosted Chris Clemens in March, will be hosting two influencers in May.

OCCUPANCY / REVPAR / ADR FOR MARCH

- Occupancy: 39.2%, YTD 35.6%
- ADR (average daily rate): \$91.80, YTD \$93.45
- RevPar (revenue per available room): \$35.96, YTD \$33.31

Department Updates

Reporting Period: Apr 1-30, 2019

MARKETING

- Inquiries – 2,255 in April; 1,059 in March; YTD 4,191. April and May are big months due to the Hearst ad placement.

OTHER PROGRAMS & NEWS

- E-learning –To date, 111 people have completed the program.
- CCC Interns – Lisa Curry & James Moran have been working with us; they will be finishing in May but we look forward to continuing the intern program.
- NOAA – Attended special public announcement to celebrate the recent decision by the NOAA to move forward in the National Marine Sanctuary designation process for the southeast shore of Lake Ontario.
- NYSTIA Conference – Attended Buffalo conference, focused on inclusion at various levels including ADA, LGBTQ, and Community. The NYSTIA annual meeting will be held in Auburn in September 2019.

Department Updates

Reporting Period: Apr 1-30, 2019

Cornell Cooperative Extension Cayuga

Catherine Moran

Interim Executive Director

- The two 4-H Educator positions have been posted and resumes are being reviewed. The Executive Director search is moving forward.
- A strategic planning process is moving ahead.
- Plans for the transfer of the building to CCC continue.
- Significant steps have been taken to update the [website](#)

CCE CAYUGA PROGRAM-RELATED EVENTS

- Nutrition: Rebecca Crawford is currently working 30 hours/week on FLESNY (Finger Lakes Eat Smart New York), and the balance is the “Recipe for Better Mealtimes” groups funded through the Western New York Health Foundation, in partnership with the Cayuga Community Health Network. Two of these groups are scheduled to start in May, one at the Auburn Playspace and one in Moravia with the Early Head Start parents. Gardening season has begun, and Becky has met with residents of Brogan Manor and will be meeting with Melone Village residents who use the raised beds for workshops to share info and seeds. The afterschool garden group has started at BTW and will continue this summer, in partnership with the Montezuma National Wildlife staff. There are workshops coming up at Stryker, and with BOCES Center for Learning and Elderchoice. Starting in June, there will be a group at ARISE, in Auburn. She continues to do nutrition education at three Auburn elementary schools.
- Agriculture: Tractor Safety Certificate of Training-8 students successfully completed the program. Thank you to instructors, farms, and businesses: Doug LaFave/Finger Lakes Agrinomics & Genoa FD; Sennett FD; Raymond Donald & Sons Farm; W.W. Patterson Farms; Cayuga-Onondaga BOCES; John Kaminsky/Main & Pinckney Equipment.

July 20 – Planning for Farmland Transition event sponsored by NY Agricultural Land Trust and Cayuga CC with support from Cayuga County Planning & Economic Development, CCE of Cayuga and

Department Updates

Reporting Period: Apr 1-30, 2019

Seneca, Cayuga Economic Development Agency and funded in part by NYS Ag and Markets.

Workshops/Programs: National Tractor Safety Program, Drag Line Demo @ Spruce Haven Farm w/ Pikeside AG Machinery.

UPCOMING PROGRAMS

- Speaker: April 30 – Jobs in Agriculture speaker series at Southern Cayuga Central School presented by BOCES
- May 18 – Electronics Recycling
- Speaker: May 28 – Making Quality Baleage at CCE Orange. *Working on putting a similar program in Cayuga
- May 29-30 – Mid Atlantic Consortium Extension in service for dairy and livestock. *Former planning committee member representing Cornell
- Developing meeting plans on the farm this summer with Cornell Integrated Pest Management (IPM)
- Developing Beef Quality Assurance (BQA) meeting and certification for dairy and beef farms
- Developing BQA meeting for livestock transportation and hauling.

OTHER POINTS OF INTEREST

- Reporting weekly county field and crop report to National Ag Statistics Service (NASS)
- AG Alert! Newsletter mailed to 650+. Receiving positive feedback on content and information. V.Chappell working on updating the website so newsletter and other up to the minute info can be easily accessed by the community.
- Planning with Farm Bureau legislator and elected officials farm and agribusiness tour

Department Updates

Reporting Period: Apr 1-30, 2019

4-H

- 4-H Dog Obedience classes have started. The 12-week program has 15 youth registered. There are novice and advanced classes that meet once a week.
- 30 4-H youth have signed up for an educational 4-H Horse Riding Clinic on May 11th hosted at Snook Stables in Weedsport.
- A 4-H Poultry Project, funded by Farm Bureau, focusing on chicken embryology and incubation is currently "incubating" in Owasco Elementary School. Children are watching over several dozen eggs in a modern incubator while learning about chicks. Part of the grant supplied age-appropriate books to help explain the process of chick development. Barski's Feed Mill supplied eggs for the project and CCE is partnering with the Port Byron Library soon to set up another incubation site.
- 8 youth representing Cayuga County attended State Teen Action Representative Retreat (STARR). This is a three-day event held at the NYS Fairgrounds which gathers 4-H members from across the State.
- 2 youth competed at Cornell University in the State Level 4-H Horse Communications (Public Speaking) event, held each year in the spring.

OTHER ACTIVITIES

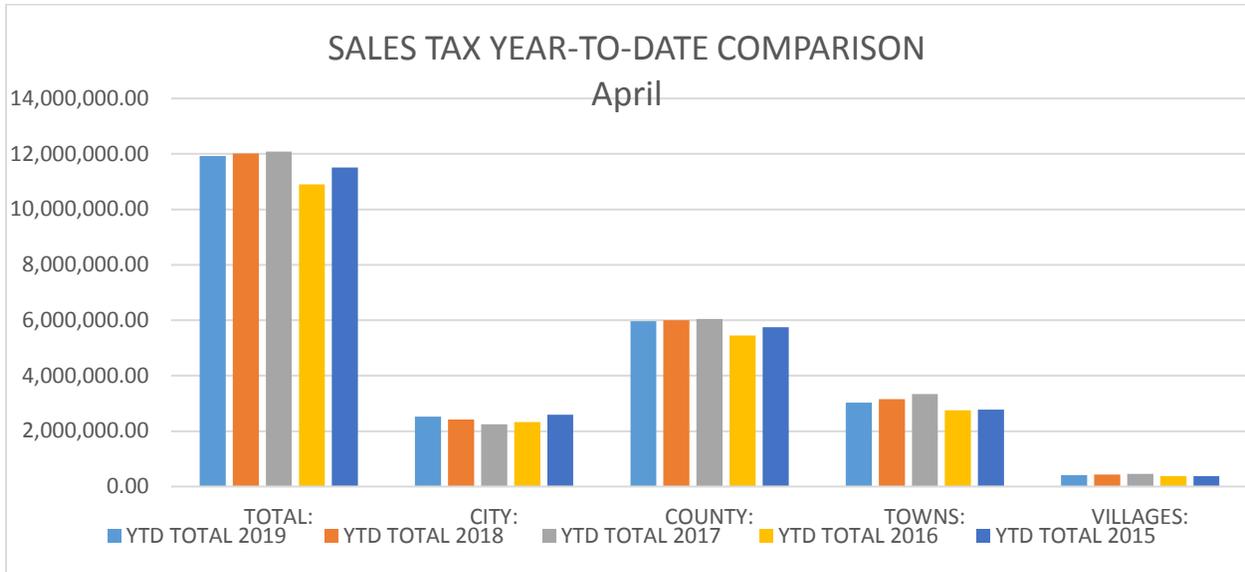
- CCE Cayuga will participate in the DEC Pheasant Release Program. 1,685 pheasant chicks will be available on May 20 to participants who sign up in advance and will be distributed at the Tractor Supply Store.
- Planning has begun with Bruce Natale for recycling events – electronics recycling on May 18 and Tire Roundup on June 22.
- Planning meetings are being held for the Big 6/4H/County Fair to take place on July 25-27.
- Master Gardeners opened their phone lines on April 1st. They are available on Monday, Wednesday, and Friday to take calls from the public. In addition, soil and pest samples can be dropped off any day at CCE during office hours. We are collaborating with other counties to be able to train additional Master Gardeners in September.

Department Updates

Reporting Period: Apr 1-30, 2019

OTHER REPORTS

Sales Tax Report



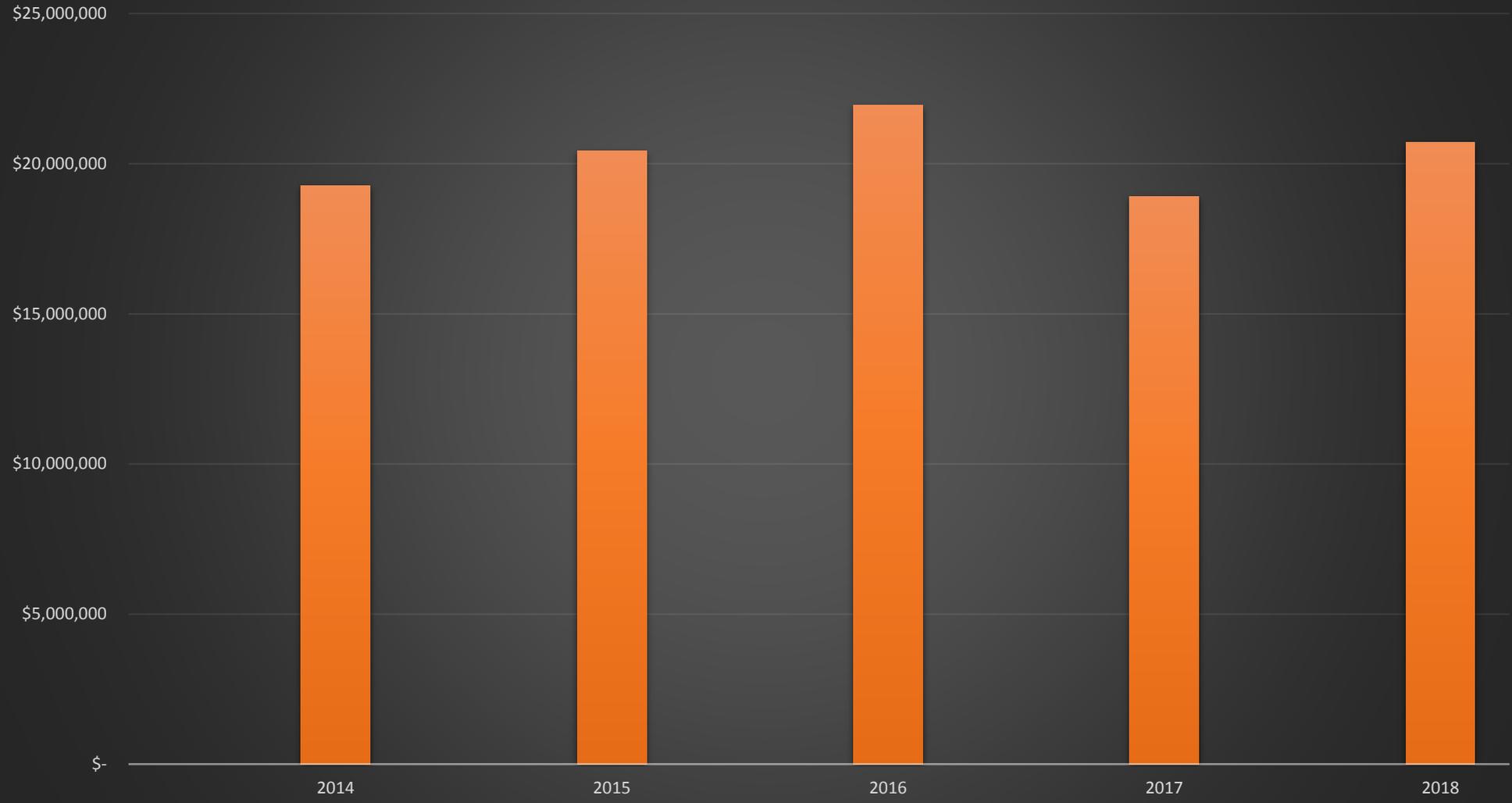
FUND BALANCE ANALYSIS

December 31, 2018

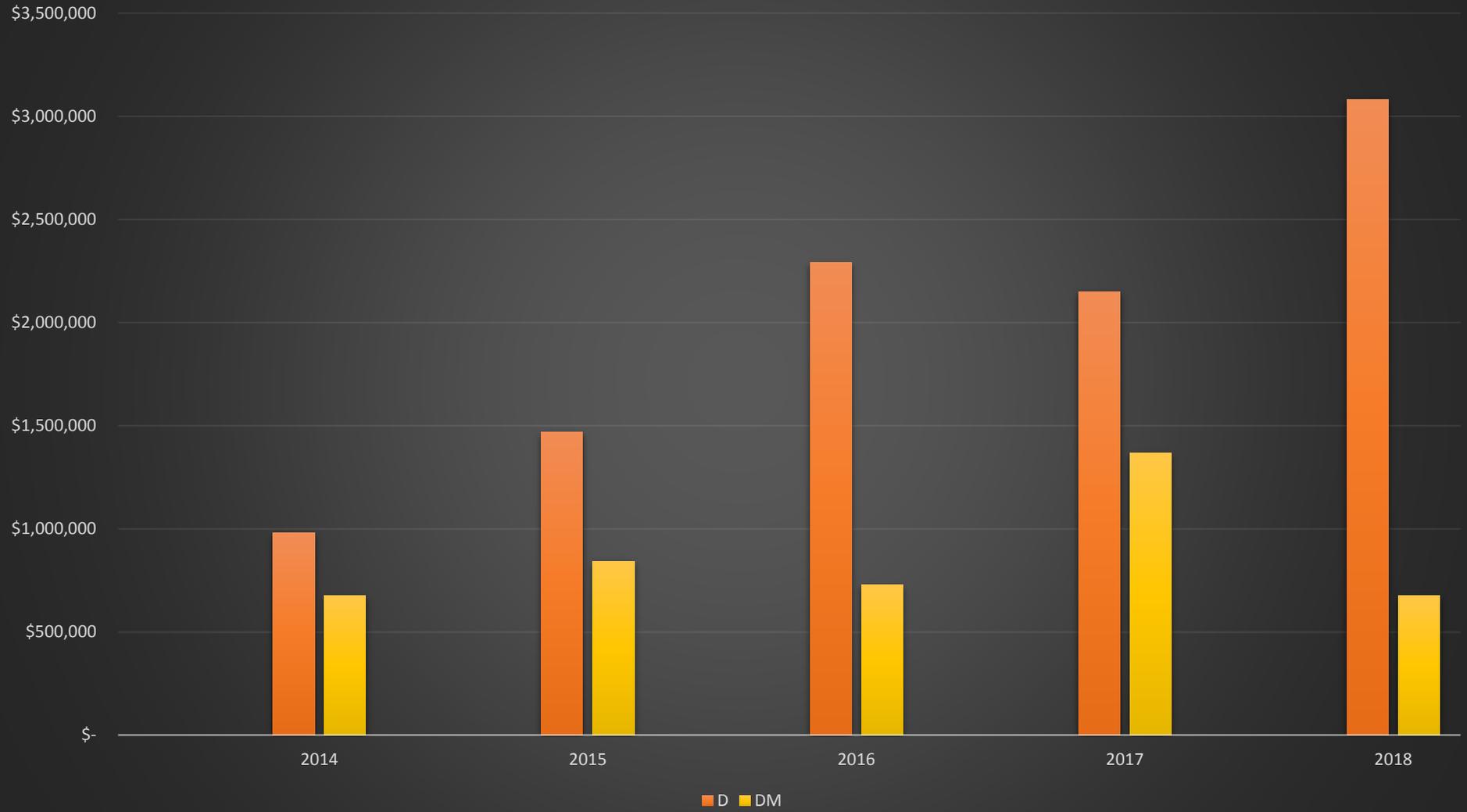
Available Fund Balance

UNAPPROPRIATED	2014	2015	2016	2017	2018
A	19,283,580	20,433,828	21,944,087	18,914,848	20,710,372
D	978,661	1,468,741	2,290,373	2,150,162	3,081,614
DM	676,832	842,970	728,662	1,367,013	674,980
	\$ 20,939,073	\$ 22,745,539	\$ 24,963,122	\$ 22,432,023	\$ 23,583,216

Unappropriated Fund Balance - A Fund



Unappropriated Fund Balance - D/DM

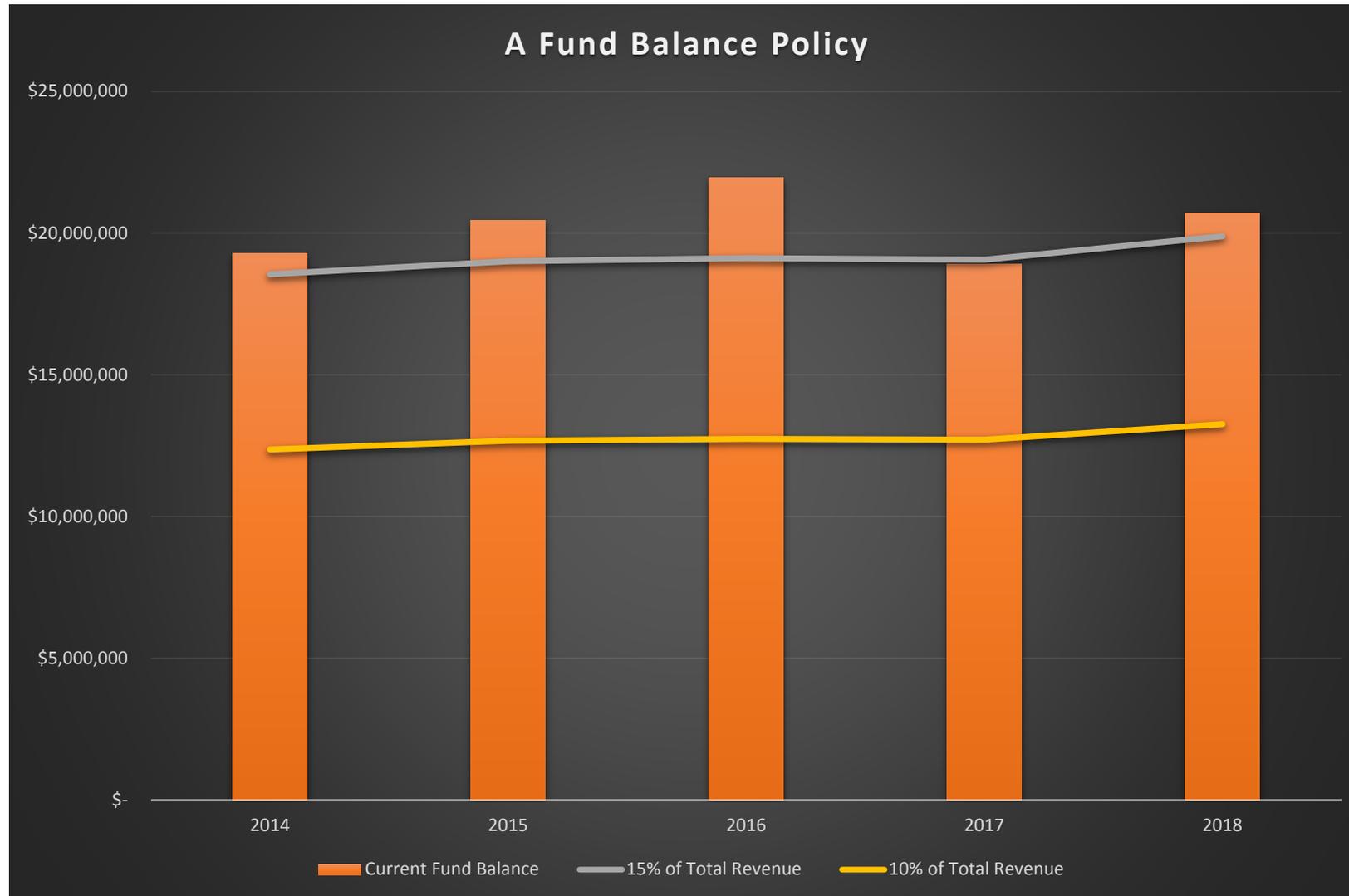


UNRESERVED UNAPPROPRIATED		
<i>Balance per audit at 12/31/2017</i>		18,914,848.24
<i>Less:</i>		
Current year encumbrances		(523,232.75)
Increase in prepaid expenses		(320,600.23)
Appropriation in 2019 Budget		(838,475.00)
Income attributed to reserves		(42,707.19)
<i>Add:</i>		
Prior year encumbrances		598,078.70
Transfer from Reserves Storm Sewer Project		250,000.00
Transfer from Reserves County FOB		7,493.16
Appropriation in 2018 Budget		582,592.00
Net Income (Loss) 2018		2,082,375.13
<i>Unaudited balance at 12/31/2018</i>		<u>20,710,372.06</u>
NON SPENDABLE FUND BALANCE		
<i>Balance per audit at 12/31/2017</i>		3,263,488.17
<i>Less: Prior period correction</i>		(1,225,000.00)
<i>Increase in prepaid expenses</i>		320,600.23
<i>Unaudited balance at 12/31/2018</i>		<u>2,359,088.40</u>

MAJOR COMPONENTS OF 2018 BUDGET PERFORMANCE

- Sales Tax – Revenue over budget \$612K
- Contingent Account remaining funds \$246K
- E911 Revenue over budget by \$604K due to grant funding
- Sheriff expenditures under budget by \$216K due to vehicle savings
- Health Department expenditures under budget by \$400K in preschool program
- DSS outperformed budget by \$486K primarily due to Foster care program

Current Fund Balance compared to Fund Balance Policy



A Fund Reserves

RESERVES						
	2014	2015	2016	2017	2018	
<u>SPENDABLE</u>						
Capital Improvement	110,779	126,498	142,098	157,831	158,544	
Emerson Park Improvement	87,571	120,186	115,699	33,224	33,374	
Sterling Nature Center	201,784	202,039	202,296	202,562	203,477	
Pavilion Building	38,150	41,194	15,794	52,948	53,186	
Highway Maintenance/Bridges	-	-	-	2,000,000	2,004,402	
Equipment	2,556	3	3	3	3	
Buildings	21,218	197,315	232,737	141,219	134,351	
Building Construction/Repair	-	-	-	2,000,000	1,753,930	
Parking Lot Maintenance	4,125	12,380	7,645	22,829	22,932	
TOTAL SPENDABLE	466,183	699,614	716,271	4,610,616	4,364,198	
<u>NONSPENDABLE</u>						
DARE	4,017	6,292	7,645	7,057	7,057	
DWI	141,192	175,613	202,861	189,039	216,529	
TOTAL NON SPENDABLE	145,209	181,905	210,506	196,096	223,586	
TOTAL	611,392	881,519	926,777	4,806,712	4,587,784	

Unreserved Unappropriated Fund Balance – D Fund

UNRESERVED UNAPPROPRIATED		
<i>Balance per audit at 12/31/2017</i>		2,150,162.00
<i>Less:</i>		
Current year encumbrances		(2,216.76)
Appropriation in 2019 Budget		(175,690.00)
<i>Add:</i>		
Prior year encumbrances		-
Decrease in prepaid expenses		935.00
Appropriation in 2018 Budget		553,361.00
Net Income (Loss) 2018		555,063.00
<i>Unaudited balance at 12/31/2018</i>		<u>3,081,614.24</u>

Unreserved Unappropriated Fund Balance – DM

UNRESERVED UNAPPROPRIATED		
<i>Balance per audit at 12/31/2017</i>		1,039,638.77
<i>Less:</i>		
Current year encumbrances		(214,171.72)
Appropriation in 2019 Budget		(328,275.00)
<i>Add:</i>		
Prior year encumbrances		327,373.95
Decrease in prepaid expenses		1,078.00
Appropriation in 2018 Budget		208,975.00
Net Income (Loss) 2018		(359,638.92)
<i>Unaudited balance at 12/31/2018</i>		<u>674,980.08</u>

Economic Development Reserve

- 2018 \$915,528
- 2017 \$466,715
- 2016 \$294,379
- 2015 \$8,969

Cayuga County
Fund Balance Analysis - A
12/31/2018

UNRESERVED UNAPPROPRIATED

Balance per audit at 12/31/2017 18,914,848.24

Less:

Current year encumbrances (523,232.75)
Increase in prepaid expenses (320,600.23)
Appropriation in 2019 Budget (838,475.00)
Income attributed to reserves (42,707.19)

Add:

Prior year encumbrances 598,078.70
Transfer from Reserves Storm Sewer Project 250,000.00
Transfer from Reserves County FOB 7,493.16
Appropriation in 2018 Budget 582,592.00
Net Income (Loss) 2018 2,082,375.13

Unaudited balance at 12/31/2018 20,710,372.06

NON SPENDABLE FUND BALANCE

Balance per audit at 12/31/2017 3,263,488.17
Less: Prior period correction (1,225,000.00)
Increase in prepaid expenses 320,600.23
Unaudited balance at 12/31/2018 2,359,088.40

RESTRICTED/COMMITTED FUND BALANCE

	12/31/2017	Transfer In	Transfer Out	Interest	12/31/2018
Capital Improvement	157,830.99	-	-	712.71	158,543.70
Emerson Park Improvement	33,223.54	-	-	150.05	33,373.59
Sterling Nature Center	202,562.05	-	-	914.67	203,476.72
Pavilion Building	52,948.09	-	-	238.24	53,186.33
Highway Maintenance/Bridges	2,000,000.00	-	-	4,402.21	2,004,402.21
Equipment	3.08	-	-	0.01	3.09
Buildings	141,219.34	-	(7,493.16)	624.88	134,351.06
Building Construction/Repair	2,000,000.00	-	(250,000.00)	3,929.80	1,753,929.80
Parking Lot Maintenance	22,828.84	-	-	103.07	22,931.91
DARE	7,057.23	-	-	-	7,057.23
DWI	189,038.58	27,489.95	-	-	216,528.53

TOTAL RESERVED FUND BALANCE 4,806,711.74 27,489.95 (257,493.16) 11,075.64 4,587,784.17

ASSIGNED FUND BALANCE

Unemployment Insurance	559,229.67	-	-	4,141.60	563,371.27
Encumbrances	598,079.00	523,232.75	(598,079.00)	-	523,232.75
Assigned Appropriated (next year budget)	582,592.00	838,475.00	(582,592.00)	-	838,475.00

TOTAL ASSIGNED FUND BALANCE 1,739,900.67 1,361,707.75 (1,180,671.00) 4,141.60 1,925,079.02

**Cayuga County
D & DM Funds
2018 Budget Performance**

D Fund

		Under/(Over) Original Budget		
Highway SNOW Revenue		5010	\$750,452	Revenue over budget due to prior year weather adjustment.
Maichinery Rental	All		\$65,369	Machinery rental to DM under budget.
Snow Removal - County Roadsd		5124	(\$121,178)	Salt expenditure over budget
Capital Improv - Contractual		5113	\$175,250	Under budget in bridge
Highway Personnel Costs		5010	\$73,017	Salaries and Fringe below budget.
		Total	\$942,910	Under Budget

2018 Budgeted Use of Fund Balance	\$553,361
Fund Balance Used (Added)	(\$555,063)
Budget Performance	\$1,108,424

DM Fund

		Under/(Over) Original Budget		
Highway Equipment		5130	\$90,716	Expenditures over original budget but not over modified budget. Due to encumbrances.
		Total	\$90,716	Under Budget

2018 Budgeted Use of Fund Balance	\$208,975
Fund Balance Used (Added)	\$359,269
Budget Performance	(\$150,294)