

Cayuga County's OPERATIONS REPORT

Reporting Period: July 1 – 31, 2019



Countywide Shared Services Panel meeting with city, town, and village officials



Veterans Services Resource Fair hosted by the Cayuga County Veterans Services Agency



Volunteers delivering meals to seniors on a hot summer day



Cayuga Sheriff's Office participates in non-perishable food drive for local food pantries



County staff was treated to ice cream by Empower Federal Credit Union



Legislator Coleman-McNabb handed out ribbons at County Fair 4-H cattle showmanship show



Cayuga County Government
www.cayugacounty.us

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ADMINISTRATION

Please find our latest edition of the Cayuga County Monthly Report, which 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.

I hope everyone had a great 4th of July and is having a good summer. The County hosted its annual 4th of July extravaganza at Emerson Park, and despite the midweek timing, thousands of people showed up for cookouts, boating, the Symphoria concert, and fireworks. Kudos to Doug DelloStritto and our County Parks team for another well managed and safe celebration!

In July, we welcomed Donald Carr, our new Purchasing Director. His arrival has been much anticipated by County staff as he brings extensive procurement experience to our operations. He is meeting with departments to discuss their current purchasing practices and needs, reviewing and updating the County purchasing policy, as well as getting familiar with our financial software. Don is also reaching out to our municipal and county partners to explore collaboration opportunities to achieve efficiencies. This will be especially important with regard to the Countywide Shared Services Initiative.

The Cayuga County Shared Services Panel met in July to review last year's plan and the status of the submitted projects. Efforts are underway to compile documentation for projects to be implemented this year to demonstrate net savings that may be claimed from the state starting next year. At the same time, Budget Director Lynn Marinelli and Monika Salvage from the Administrator's Office are taking the lead on working with municipalities to formulate new shared service projects for this year's plan to be implemented in 2020. The 2019 plan has to be submitted to the state by December 31st.

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.

Tucker Whitman, Chair
Cayuga County Legislature

Department Updates

Reporting Period: July 1-31, 2019



Department of Human Resources

Lisa Lippoldt

Human Resources Administrator

YEAR-TO-DATE COMBINED TRANSACTIONS: 1,672

- County departments: **844** total transactions
- Schools, Towns, Villages, BOCES & Special Districts:

315	Schools
143	Towns
10	Villages
287	BOCES
36	CCC
30	Seymour Library
7	Soil & Water
0	Water & Sewer
828	Total Transactions

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

Transaction Type	No.
Permanent Appointments	295
Provisional Appointments	16
Contingent-Permanent Appointments	13
End of Probationary Period	86
Layoffs Due to Abolishment of Positions	0
Layoffs Due to Lack of Funds or Work	1
Promotions	35
Reinstatements	10
Removals	215
Resignations	112
Retirements	22
Seasonal Appointments	117
Temporary Appointments	52

- Exams administered & Application fees collected:

Exams Administered		Application Fees Collected:	
July Only	0	July Only	\$3,120
Year-to-Date	34	Year-to-Date	\$5,810

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Information Technology

Paul Bornemann, *Interim Chief Information Officer*

- Implementing ConnectWise helpdesk, monitoring and management software; expect that it will be implemented by the end of September 2019.
- Implementing SOPHOS CLOUD Suite for endpoint protection; due to the number of new cybersecurity risks in the U.S., we completed deployment of this in July (two months early) for all endpoints.
- Consolidating IT infrastructure where possible.
- Started implementing consolidated printing recommendations that have been approved by departments; Toshiba Business Systems is providing resources and analysis to help departments select the best options.
- Windows 10 OS deployments, Server OS Upgrades (all need to be completed by end of December):
 - 180 County systems – 55 completed
 - 75 NYS systems – 5 migrated to County Win10 systems
 - 34 Servers – 9 completed/retired
 - 8 SQL Servers – have been consolidated to 3 updated SQL servers
- Addressed on-premises SharePoint 2013 system workflow processing disruption, escalated to external consultants to address. Evaluating alternative options for 2020.
- BOE – coordinating electronic polling and voting and relevant cybersecurity work.
- DSS – NorthWoods application implementation, in coordination with NYS.
- Mental Health:
 - TelePsych solution demo scheduled for August

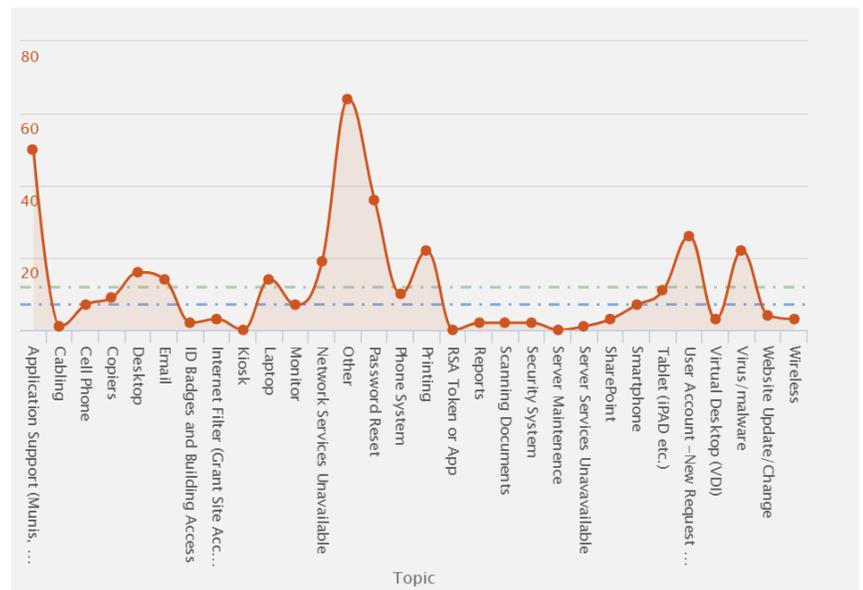
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- Support NYS Medicaid value-based payments initiative with regional PPS:CNYCC – contract with IBM / WATSON
- Piloting Referral Website Project, implementing ongoing vendor security monitoring.
- Veterans – implemented tablet/laptop based benefits enrollment.
- Health Dept/EMO/911 – implementing a phone bank to provide a way for the county to communicate with citizens during certain emergency events. Expect to pilot in August.
- 2020 Budget Planning:
 - Continue working with various vendors and local organizations that have deployed new phone systems to identify a cost-effective solution (comparing Internet Phone Systems vs. On-Premises solutions)
 - Server licensing / Office 365 Government
 - Consolidation of IT systems where possible
 - Evaluating T-MOBILE for Government which has the potential to be lower cost, testing county coverage vs. current vendor Verizon Wireless. Also evaluating the T-Mobile Fleet Management offering.

■ Statistics for July:

- 444 requests completed
- 360 closed tickets
- 84 open tickets



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Department of Planning & Economic Development

Stephen F. Lynch, AICP

Director

STAFF PLANNER RESIGNATION AND VACANCY

- The Planning Department has an immediate vacancy in an entry-level Planner Position (Grade 23, Step 1) due to a resignation effective August 16, 2019. This position is fully engaged with open projects and responsibilities currently and moving forward. A Resolution authorizing the Director to fill the vacancy has been added to the August legislative cycle. Providing authorization to fill the Planner position immediately will allow the department to engage in the civil service and administrative process required to fill the position, including canvassing eligible lists, interviewing candidates, and final hiring, such that an entry-level planner can be trained and oriented to departmental programs and projects without losing the time needed to assess, prepare and deliver on open 2019 and 2020 projects.

WATER QUALITY

- **GOVERNOR'S REDI PROGRAM:** The Planning Director has taken the lead on the recently announced NYS Resiliency and Economic Development Initiative grant funding program ("REDI") established by the Governor to provide up to \$300MM in state grant funds to support communities and businesses along the south shore of Lake Ontario that have been impacted by the 2019 flooding events.

The state grants will support municipal and business infrastructure projects that will address flood resiliency at the waterfront and expand economic development and business expansion.

Counties along the Lake Ontario shoreline are required to prepare project reports and funding requests for submission to a state commission established specifically for this program. Cayuga County has been paired with Oswego County and tasked with preparing a joint plan.

Deadline for project submission is August 2nd and the department has been working closely with elected leadership in Fair Haven and Sterling, along with the stakeholder businesses to organize the project and

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prepare the report. A copy of the report will be provided to the Legislature when finalized and submitted.

The Cayuga and Oswego County Project Reports will be reviewed by a local Planning Committee established by the State with representation by Cayuga County and Oswego stakeholders and elected officials. Their role will be to review and prioritize the projects and assemble the joint project report for submission to the Governor's REDI Commission for funding consideration. Currently, there are only three Cayuga County individuals seated on the local Planning Committee (Chair of the Legislature, Planning Director, and Tourism Director) and there are approximately six individuals representing Oswego County. Requests have been made to address this oversight.

- **MEETING WITH CONGRESSMAN KATKO:** The Planning Director and a number of Cayuga County stakeholders participated in a meeting with Congressman John Katko on July 30 to discuss the current status of Harmful Algal Blooms on Owasco, Cayuga, and Skaneateles Lakes and the work that is being undertaken collectively to address this critical water quality concern. Status updates on the Cayuga County Owasco Lake 9-E (EPA Nine-Element) Plan and the draft Owasco Lake Watershed Rules and Regulations were provided and a discussion of potential federal assistance and support ensued.
- **WATERSHED RULES & REGULATIONS:** Draft Watershed Rules and Regulations were rolled out in May with a series of Stakeholder/Public Input meetings. Project staff from the Planning and Health Departments are assessing and collating the public input into a summary document for review along with a revised/updated draft that incorporates improvements to the initial, working draft. This work has been slowed down considerably due to the work responsibilities and time constraints associated with the County Emergency Management Office, the Lake Ontario Flooding and the Governor's Resiliency & Economic Development Initiative (REDI) that have been shifted to the Planning Director since January.

PARKS/TRAILS PLANNING & DEVELOPMENT

- **EMERSON PARK – DEAUVILLE ISLAND CAPITAL IMPROVEMENTS:** Staff is bringing a Construction Award Resolution to the Legislature in August with construction scheduled to commence in September 2019.

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- **EMERSON PARK – COMPREHENSIVE PROGRAMMING PLAN:** The Emerson Park Programming Plan is well underway. Planning and Parks staff will receive the draft plan, including but not limited to operations, programming, revenue, and capital plans and budgets. The programming consultants are tentatively scheduled to return in August for stakeholder meetings and presentations.
- **EMERSON PARK – BOAT LAUNCH AREA IMPROVEMENTS – GREEN INFRASTRUCTURE GRANT:** With the support of the County Legislature, staff submitted a 2019 CFA grant application under the Green Infrastructure Grant Program (“GIGP”) through the NYS Environmental Facilities Corporation. With a successful grant, design and construction of much-needed site and access improvements – with a focus on green infrastructure (permeable pavements, bioswales, etc.) at and around the public boat launch – will move forward.

CLEAN ENERGY COMMUNITIES (CEC) GRANT WORK

- **CCPUSA STRATEGIC PLAN FOR ORGANIZATION & OPERATIONS:** The County has allocated up to \$80,000 in CEC Grant Funds for the CCPUSA Strategic Plan. Staff has is working with the County Attorney’s office to finalize the professional services contract with the select consultant team (Hometown Connections / Utility Financial Solutions), following authorization to contact in July. Project costs are 100% grant-funded.
- **LIGHTING UPGRADES AT THE CAYUGA COUNTY JAIL:** Staff worked with the Superintendent of Building and Grounds and Wendel Engineering to finalize bidding documents for the lighting upgrades at the County Jail. Buildings and Grounds will manage bidding and contractor work while Planning will manage the grant and payments, etc. This project will provide up to \$90,000 in lighting and energy-saving improvements at the Jail.

TOWN & VILLAGE ASSISTANCE

- **VILLAGE OF MORAVIA COMPREHENSIVE PLAN:** Planner David Nelson is working with the Village to develop the Comprehensive Plan. The project is scheduled to be completed in early 2020.
- **TOWN OF MORAVIA COMPREHENSIVE PLAN:** Planner David Nelson has begun work with the Town on the grant-funded project secured by Planning. The scope is similar to that of the Village of Moravia Comprehensive Plan and will also focus on greenhouse gas

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emission reduction and hazard preparedness. The project is scheduled to be completed in late 2020.

- **TOWN OF VICTORY AGRICULTURE AND FARMLAND PROTECTION PLANNING GRANT:** This grant, secured by Planning, has been 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 Town has approved the Plan and the project is now complete.
- **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 completed 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 worked with the Town and Village to develop and Department of State Grant Application for a joint Local Waterfront Revitalization Program for these shoreline communities. In July, staff submitted a County grant application for the LWRP in the 2019 Consolidated Funding Application (CFA) round. The county grant application was prepared by staff at no cost to the town or village and submitted on their behalf. When funded (how's that for certainty?), the County will be the grant recipient and County Planning staff will take on the 3-year project and receive the grant funds as reimbursement for our work. The Town and

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Village will commit 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.

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 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 on 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 7/1/19. 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. Munis users have been requested to scan in their back-up for all credit card purchases; this will make the process of approval move more smoothly.
- Don Carr, Purchasing Director, and I have met and gone over the Purchasing Policy. He is going to make some changes and a revised Purchasing Policy will come before the board in the next month or so. We also met with Russ Seager from Toshiba and he is doing an analysis of the copiers in Cayuga County for ways to save with making the larger copiers able to print color, those cartridges will be shipped automatically, and the cost is covered under the contract, where the smaller color copier/printers cartridges are very expensive and this would eliminate that cost.

CODIFICATION

- I have received the Code Project Editorial and Legal Analysis document from E-code and have given that to the County Attorney for processing. The County Attorney and I both attended a webinar for e-code, learned some short cuts and ways to navigate the site.

OTHER

- Our summer student is Lauren Murdock. She started working last week and is doing very well; she is also helping Purchasing when needed.
- We will be working with the HR department and move forward with a date and place for the Employee Recognition Luncheon. I will keep you informed.

COMMUNITY & SOCIAL SERVICES



Employment & Training Cayuga Works Career Center

Ann Kubarek

Director

- In July 2019, over 825 people used the services of the Cayuga Works Career Center and 123 individuals participated in the various employment and job readiness workshops that are offered at the Career Center.
- Currently, there are 319 jobs posting for Cayuga County listed in the New York State Job Bank <https://newyork.us.jobs/index.asp>.
- In July 2019, 6 employers held recruitments at the Career Center.
- The Summer Youth Employment Program began in earnest on 7/1/19. Currently, 69 young people from throughout Cayuga County are working 25-30 hours per week at over 30 different worksites, including seven County departments. The youth not only gain valuable work skills, they learn money management, communication skills, and teamwork. The youth will work 6-8 weeks over the course of the summer
- 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
June 2019	3.6%	3.8%	3.8%
June 2018	4.2%	4.1%	4.2%

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Dept. of Social Services | Mental Health

Raymond Bizzari

Director of Community Services

- The following resolutions will be brought to the Legislature in August:
 - Contract with Cayuga Centers for a service to prevent foster care disruptions and avoid moving kids to a higher level of care.
 - Hire a project manager (100% funded by HEALing Communities grant). Position ends when the grant ends.
 - Hire a part-time contract epidemiologist (contract position funded by HEALing Communities grant). Position ends when the grant ends.
 - Hire an account clerk typist due to a retirement.
- Began working with Columbia University to launch HEALing Communities study project.
- Continuing to reimagine child welfare practice and restructure/redeploy staff.
- SAMHSA 3-day System of Care grant visit went as expected.
- Working with OTDA shelter budget/operations staff on shelter RFP. Also talking with affected groups.
- Identified a foster family to act as a “Family Resource Center” for kids removed from the caregiver. Average 30-days stay while we continue the search for relative resources, continue to work CPS case to mitigate safety issues so kids can return home or identify the most appropriate placement. Aligns us with a best practice and/or Family First impact by further reducing residential facility placements.
- The question of oversight for the jail’s behavioral health programs remains.
- Continue to work on CFCO, Family First, next phase of Raise the Age readiness/implementation.

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- Continue to work on Value-Based Payment readiness/implementation.
- Changes in how LDSS pay for domestic violence shelter services has changed and will require a greater local share even if managed properly.

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COUNTY CLERK



County Clerk's Office

Susan M. Dwyer

County Clerk

EXAM ANNOUNCEMENTS:

- The following Civil Service exams will be offered on Saturday, October 19, 2019:
 - Motor Vehicle Cashier
 - Index & Recording Clerk
 - Records Retention Clerk
- Deadline to sign up: Wed. August 28 by 4 p.m.
- Questions? Details? Sign up? Contact the Cayuga County Civil Service/HR Office at 315.253-1184, email civilservice@cayugacounty.us or visit www.cayugacounty.us and choose the Human Resources Dept.

DEPARTMENT OF MOTOR VEHICLES

- A Motor Vehicle Cashier Civil Service Test will be offered on October 19, 2019. Deadline to sign up is Wednesday, August 28. See details on the Civil Service Department page www.cayugacounty.us or call 315.253-1184 or email: civilservice@cayugacounty.us.
 - Total retention to Clerks Office (in-office transactions): \$61,985 – YTD \$395,780
 - Total transactions completed in DMV office: \$6,965 – YTD \$45,728. Kudos to our DMV staff for handling all of those transactions!
 - Total online transactions conducted by Cayuga County residents: \$1,531 – YTD \$11,952
- (USE YOUR LOCAL DMV OFFICE: See those numbers above? That means if those people used our DMV instead of going online, our county would have at least \$11,952 more dollars than we do now and if everyone used our DMV, it could help with our tax rate!)**
- Total online County sharing retention: \$3,300

Department Updates

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- Total Sales Tax collected and paid to the NYS Dept. of Taxation and Finance: \$151,778
- Total YTD DMV Retention (in-office transactions + County online sharing): \$402,146
- Difference between YTD Revenue vs. YTD Budget: \$40,477
- July 27: Congratulations: We sent best wishes to Claudia Persaile who worked as a DMV Cashier for 20 years. Claudia was a devoted staff person and we all wish her a happy and healthy retirement.
- July 26: Condolences: Sadly, Krista Neville, a former DMV Cashier who worked for our DMV for more than 25 years passed away at her home. Our sincere condolences go out to her husband John (a retired DMV Supervisor) and all of her family.
- The summer months continue to bring lots of transactions: boat, trailer, other recreational vehicles, and auto-renewals, along with tons of dealer work because people tend to buy and sell more cars in the summer. 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.
- On Monday, June 17, the Governor signed the "Green Light" bill into law. This will allow undocumented people (individuals that are in our country illegally) to get a NYS driver's license. That law will be effective in December 2019. As with any change in the law, we are awaiting training procedures and rules and we do a great job of trying to keep up with the constant challenges that the State DMV presents to local offices.

CLERK'S RECORDING OFFICE

- Total amount remitted to County Treasurer: \$140,054
- List of the transactions processed in which fees are collected:

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755 land documents: Deeds, easements, mortgages, mortgage discharges & assignments, etc. (this includes electronically-submitted recordings)

- 57 business certificates: DBA/Partnership/Corporation – new, amendments, discontinuances
- 54 passport applications submitted to the US Department of State and 124 passport photos for passport processing, passport renewals (\$3,395)
- 792 judgments filed and docketed: Supreme Court, lower courts, State of NY
- 17 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)
- 119 Supreme Court Index Numbers issued: Supreme Court cases started this month
- 17 Uniform Commercial Code (UCC) transactions: New, continuation, termination, search
- 5 military discharges filed (Veterans are not charged a fee to file or obtain copies of their DD214)
- 33 Survey Maps filed
- Online Land Records Revenue: \$11,026
- July 1 – Swore in new deputies from the Sheriff’s Office
- July 8 – Attended a full meeting of the New York State Association of County Clerks (NYSACC) in Syracuse to discuss the new state law that passed on June 17 that would allow illegal immigrants to obtain a NYS Driver’s License. This will take effect in December 2019. The discussion included concerns about: Language barriers and the cost to have interpreters if needed (it might be yet another unfunded mandate); the law states that our DMV staff cannot report a person who is illegally in our country to the federal immigration officers (ICE) which will obstruct the oath we took to promise to uphold the U.S. Constitution; the flaw in the law which will give illegal immigrants the option to register to vote in our elections; DMV staff would be required to accept foreign documents from illegal individuals, and our staff has absolutely no way to verify foreign documents. At the same time, we require our U. S. Citizen to submit an inordinate amount of documentation or we turn them away. This law does not allow DMV staff to refuse any document submitted to them by the undocumented individuals.

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- July 9: As the County Records Management Officer (RMO) I held a Records Advisory Meeting and we reviewed all of the changes made to the County Records Management Policies and Procedures Manual. I presented the updated manual to Government Operations that evening.
- July 9: Attended the Government Operations Committee.

Presented the updated manual mentioned above, and we all agreed that next month, after the committee reviewed it, it would be adopted and filed with all other County policies.

Submitted the following resolution: A Full-Time DMV Cashier retired on July 27, and we upgraded a PT Cashier to take the Full-Time position and want to hire a PT Cashier to fill the vacancy. The resolution passed this committee, passed at Ways & Means, and passed at the Legislature meeting on July 23.
- July 12: Conducted interviews for a PT DMV Cashier position and the chosen candidate started work on July 29.
- July 22: Appeared on the local radio station and discussed updates about my four departments. I also spoke about Sheriff Brian Schenck's "County vs. City" challenge. He initiated this challenge to help local food pantries. I discussed challenging the "City Clerk vs. the County Clerk" as part of this challenge. We will all collect canned goods and the final can count will be done at the Annual Tomatofest in September.
- July 24: Participated in a Department Head meeting to get updates on many issues, met Donald Carr, the new County Purchasing Director, received schedules of updated mandatory training for supervisors and staff, did some brainstorming on issues, and discussed the upcoming budget schedule.
- July 31: Called a "Leaders" meeting with my 3 deputies to discuss the schedule for the remainder of the year, make budget decisions, discuss our training needs, and make decisions about changes in processing documents.
- July 31: I donated blood at the County Blood Drive. Thank you to the County for organizing a Red Cross Blood Drive in the basement of the County Office Building. This gives many of our staff a chance to donate blood at their workplace and to help others in need.
- Military Discharges: We are continuing a long term project that all of our staff has been working which is scanning the Military Discharge Papers (DD214's) back to 1943.

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RECORDS RETENTION CENTER

- Health and Human Services Department shredding continues
- Temporary Assistance purge is stalled due to lack of personnel
- District Attorney's Office scanning project continues
- Department annual purge is completed – 417 boxes shredded
- Surrogate Court project stalled due to software problem
- Treasurer foreclosure scanning project started
- The number of documents scanned in July: 27,144
- Records requests in July: 172

HISTORIAN'S OFFICE

- Look for Ruth Bradley's column in The Auburn Citizen – they are informative and delightful! Two fabulous articles by Dr. Bradley were published in The Citizen (City of Auburn newspaper): "The 1909 Country Life Commission," and "Hooray for These Three Cayuga County Historians"
https://auburnpub.com/lifestyles/bradley-hooray-for-these-three-cayuga-county-historians/article_10cf03b8-821a-5005-b849-a42e852dfc6c.html?utm_medium=social&utm_source=email&utm_campaign=user-share
- 33 in-person visitors to the office with queries and research projects
- 13 queries through phone, email and letter requests
 - Researched a query regarding 1891 & 1904 suffragette convention sites in Auburn.
 - Received four boxes of indexed papers on permanent loan to the Historian's Office from a County fraternal organization that has closed its doors. Material includes member lists, financial statements, minutes, and other documents pertaining to County history, dating back to the 1850s.
 - Staff work continued on reorganizing special collections and new acquisitions

EMERGENCY SERVICES



E-911 Center

Denise Spingler

911 Administrator

CENTER UPDATES

- Three new trainees – started floor training on 7/28/19
- New chairs purchased through PSAP 18 grant

ADMINISTRATOR UPDATES

- Emergency Management
 - Grant reporting for 2nd quarter complete
 - Comprehensive Emergency Management Plan (CEMP)
 - Steering Committee continues to work through plan
 - Preparing to review EM Director applications
 - Interviewed candidate for Administrative Officer
 - Upcoming EOC Tabletop scheduled 9/16 & 9/18 am / pm time slots
 - More information coming
 - Preparing to close out SHSP 16, TRGP 16, & HMGP 16 Grants
- 911
 - Grant reporting for 2nd quarter complete
 - Attended Next Gen 911 Conference in Albany 7/30-7/31
 - Bill S1716 – New Discovery Law
 - Effective January 2020
 - Meeting with LE Agencies / DA next month to discuss & formulate plan

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EMERGENCY COMMUNICATIONS SYSTEM UPDATES

- Working with PSB Maintenance staff / Gary Duckett to upgrade the Generator at the PSB – Grant-funded project
- Working through Motorola / Finger Lakes Communications re: service transition issues
 - Motorola extended service with Finger Lakes through August
 - Working with Finger Lakes to establish potential cost savings in direct contract for 2020
 - Continue to contract with Motorola for software

Department Updates

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Emergency Management Office

Stephen F. Lynch, AICP

Director of Planning (Interim Management Oversight)

EMO DIRECTOR POSITION

- Following the Legislature directive to Human Resources to resume recruitment of a full-time EMO Director, the updated recruitment brochure (with local hiring preference added) was circulated broadly to the Fire/EMS community in the county and to our state partners at DHSES/OEM. The recruitment term was from June 27th to July 19th. Three applications were received in response and only a single application met minimum qualifications under Civil Service Commission review.
- A procedure for reviewing, short-listing, and interviewing eligible candidates for the EMO Director position has been approved by the Chair of the Legislature and Chair of the J&PS Committee.
- A review/interview team of seven individuals has been identified to participate in the process. This team includes representatives and stakeholders from key county departments closely related to public safety, the Fire Advisory Board, Volunteer Fire and Ambulance Services, and the Auburn Fire Department.
- A list of twenty-eight applicants/candidates from the March recruitment effort plus one eligible individual from the June/July recruitment effort has resulted in a maximum pool of twenty-nine candidates for Director.
- This pool will be canvassed to confirm continued interest in the position and the review, short-listing, and interview process will resume. The general time frame for this targets August and September for the process, resulting in a candidate being brought forth to the Legislature in October.

EMO ADMINISTRATIVE OFFICER POSITION

- With Legislature approval in July, interviews with candidates for the entry-level EMO Administrative Officer-EMS position are being scheduled. The application deadline for the September 28th Civil Service

Department Updates

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Test is Wed. August 21st at 4:00 PM. Notice of the position/test has been circulated to the entire public safety and fire community.

FIRE TRAINING TOWER UPDATE

- In July, the county engaged the professional services of C&S Engineers to provide a visual and technical inspection of the Live Burn Building on Quarry Road in Auburn (Fire Training Tower) as required by National Fire Protection Act Section 1403 (NFPA). The inspection examined general conditions and identified technical repairs needed to secure current and future use of the Fire Tower as a training facility for fire personnel throughout the County in compliance with NFPA regulations, resulting in a ~\$36,000 project budget.
- Between existing state grant funds and in-kind/volunteer work by coordinators, fire personnel, and work crews from the county jail, a budget gap of ~\$20,000 for required upgrades and technical repairs exists.
- A resolution authorizing a budget transfer of \$20,000 from the EMO Full-Time Salary Line to the EMO Building Maintenance Line to cover the additional cost of repairs and upgrades has been placed on the J&PS Committee agenda for August 14. There are sufficient funds in the EMO budget line.

EMO COORDINATOR MEETINGS

- The County Planning Director continues to work closely with the E-911 Administrator, the temporary administrative assistant, and the dedicated ES coordinators to oversee the day-to-day operations at EMO.
- The part-time EMO ES coordinators continue to man shifts within the EMO office to provide administrative and operational assistance. Additional hours for Coordinators were required to address Lake Ontario flooding conditions and assessment/repair to the Cayuga County Fire Training Tower.
- ES Coordinator Meetings were temporarily supplanted by small task group meetings in July due to scheduling constraints and the nature of the work being pursued with the Coordinator Teams. The first August meeting has been scheduled (August 14) and twice-monthly meetings will resume in September.

Department Updates

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- The E-911 Administrator is continuing administration of open EMO state grants, working closely with the state grant representatives and ES coordinators, and operational partners.

EMO COUNTY EVENT COORDINATION

- EMO event planning and coordination for the Great Race (8/11) are complete and communication and coordination with sponsors of the Cayuga Lake Bass Pro Fishing Tournament (8/22 – 8/25) is established.

STATE-SPONSORED TIER III TRAINING FOR LEGISLATORS AND LOCAL PUBLIC OFFICIALS

- State-sponsored TIER III training is intended for legislators, local public officials, first responder leadership, and other partners with a role in emergency management or disaster response in New York State.
- NYS Department of Homeland Security and Emergency Services (DHSES) has scheduled a Tier III Training Session for Cayuga County officials for Wednesday, August 21, 2019 at Cayuga-Onondaga BOCES, from 6 to 9 pm. The Tier III Training is required for local officials.
- Topics typically covered include Emergency Management in NYS and Role of Chief Executives/Chain of Command; Emergency Operations – Understanding the Process; and Article 2B: Legal Authorities and Responsibilities of Chief Executives; and Disaster Recovery Awareness.
- Official Training Notices, including an online registration link, have been circulated to every Village Mayor and Town Supervisor in the county, including their respective Clerks (and the full Legislature). We strongly encourage every legislator to register ASAP if they have not done so already.

HEALTH & HUMAN SERVICES



Office for the Aging

Brenda Wiemann

Director

- Our HIICAP Aging Services Specialist, Nicole Sedorus, provided a Medicare 101 class on 7/8.
- Staff distributed 820 Farmer's Market Coupons with a total value of \$16,400 this month.
- The Director participated in the Local Emergency Planning Committee 7/9 and the Comprehensive Emergency Management Planning meeting 7/17 due to the importance of planning for the needs of vulnerable area seniors in an emergency.
- The NYConnects/Caregiver Services Specialist, Michael Case, presented information and shared materials with the Moravia senior group on 7/18.
- OFA staff had a table at the Veteran's event at the YMCA on 7/19.
- Annual NYSOFA review completed 7/24.
- A three-part caregiver education series started 7/24 with "Respite Options." OFA staff presented "Paying for Care" on 7/31.
- The Director spoke with The Citizen, Lakeshore News, and on WAUB regarding the increased demand for services for seniors and the need for increased federal and state funding to serve the growing older population. Was contacted by Senator Gillibrand's office for additional information.
- Staff completed educational webinars: First Call for Action for Medicare Dental Learning Collaborative 7/9, Teepa Snow Dementia Gems 7/26.
- Five Office for the Aging staff serve on the "Senior Moments" Resource Fair committee, with planning taking place for the 4th annual event on September 13, 2019.

Department Updates

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Veterans Services Agency

Jessica Strassle

Director

OFFICE OPERATIONS

- Supported 421 veterans including 89 walk-in clients, 47 scheduled appointments, and 100 follow-up services provided for existing clients.
- Submitted 12 new claims for disability benefits.
- Completed 5 applications for veterans and/or spouses for pensions.
- Assisted 3 veterans with obtaining aid and attendance.
- Submitted 12 applications for VA health care.
- Referred 11 veterans to the Auburn Clinic or Syracuse Hospital.
- Transported 112 veterans to and from Syracuse VAMC for scheduled doctor appointments.
- Supported 16 families with burial benefits and receiving burial markers.
- Helped 2 homeless veterans get connected to housing and employment services.
- Helped 1 veteran with GI Bill benefits.
- Office phone calls averaged 24 per day for various services.

COMMUNITY SUPPORT

- Met with 4 veterans in the home.
- Attended doctor's appointment with 1 veteran.
- Enrolled 8 veterans in benefits during outreach event in Aurora.
- Hosted Veterans Resource Fair with the Auburn YMCA; connected over 40 veterans to community resources and applied for benefits through Veterans Administration for 5 veterans.
- Veteran Services Officers attended Adult Mental Health First Aide to better serve veterans suffering from mental health and substance abuse.

Department Updates

Reporting Period: July 1-31, 2019

MONTHLY EXPENDITURES

- 10 claims were awarded with monthly earnings totaling \$38,613.39 and retroactive payments were made to local veterans with service connection totaling \$13,435.00 in VA payments. Monthly payments to veterans will range from \$135 – \$4,564 for compensation benefits.

JUSTICE SYSTEM



Assigned Counsel | Stop DWI

Lloyd E. Hoskins

Director

ASSIGNED COUNSEL PROGRAM

- 06/04/19 – New York State Indigent Legal Services Training
- 06/06/19 – Interview attorney Audrey Flynn for Assigned Counsel Panel
- 06/11/19 – Meeting with City Court Judge Thurston on assigned counsel standards
- 06//17/19 – Interview with LegalServer on case-management software
- 06//21/19 – Defenders’ meeting, Ontario County

COUNSEL ASSIGNMENTS FOR JUNE:

- Family Court: 34, Year to Date 388
- County Court: 14, Year to Date 75
- Auburn City Court: 88, Year to Date 378
- Justice Court: 25, Year to Date 183
- Parole Appeal: 15, Year to Date 65
- Appellate Court: 3, Year to Date 10
- TOTAL ASSIGNMENTS: 179; YEAR TO DATE: 1,099

COUNSEL AT FIRST APPEARANCES FOR JUNE:

- Auburn City Court: 80; Year to Date: 500

Department Updates

Reporting Period: July 1-31, 2019

STOP-DWI PROGRAM

- 06/26/19 – Statewide DWI conference, Auburn. Mike Lewis, keynote speaker.

DWI ARRESTS FOR JUNE:

- Cayuga County Sheriff's Office: 3, Year To Date 16
- Auburn Police Department: 2, Year To Date 20
- New York State Police: 11, Year To Date 46
- TOTAL DWI ARRESTS: 16; YEAR TO DATE: 82

BAC (Blood/Alcohol Content) FOR JUNE:

- Cayuga County Sheriff's Office: .18, Average BAC To Date .148
- Auburn Police Department: .27, Average BAC To Date .191
- New York State Police: .13, Average BAC To Date .141

AVERAGE AGE DATA FOR JUNE:

- Cayuga County Sheriff's Office: 27, Average Age To Date 38.0
- Auburn Police Department: 55, Average Age To Date 46.3
- New York State Police: 43, Average Age To Date 40.8

GENDER DATA FOR JUNE:

- Cayuga County Sheriff's Office: Male 1, Female 2
Year To Date: Male 8, Female 8
- Auburn Police Department: Male 2, Female 0
Year To Date: Male 16, Female 4
- New York State Police: Male 6, Female 5
Year To Date: Male 32, Female 14

Department Updates

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Coroner's Office

Dr. Adam Duckett

County Coroner

- Total calls/cases responded to through July 2019: 35

Sent to OCME: 32

Signed by PCP: 3

Signed by Dr. Duckett: 3 (not included in the count)

Age @ time of death:	
00-10	1
11-20	1
21-30	1
31-40	3
41-50	5
51-60	12
61-70	7
71-80	3
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	6
June 2019	3
July 2019	4
August 2019	0
September 2019	0
October 2019	0
November 2019	0
December 2019	0

- Total calls/cases: 35
- Responded to through July 2019: 35
- Responded to through July 2018: 41
- There have been 4 confirmed Drug Overdose deaths to date from OCME
- There is 1 drowning confirmed by OCME (Accidental)
- There are 3 confirmed suicides by OCME

Department Updates

Reporting Period: July 1-31, 2019



Probation Department

Jay DeWispelaere

Director

- **Pretrial, Probation, and Parole Supervision Week:** America observes Pretrial, Probation, and Parole Supervision Week during the week of July 21st through the 27th, 2019. People across the United States and Canada can join together to recognize the work that probation, parole, and community supervision professionals do for our public safety. In New York State, probation services are composed of three core duties; provide intake services for juveniles, prepare various court-ordered investigations, and supervise defendants sentenced to probation.

Probation services are provided by more than 3,000 sworn Probation Officers across New York State, organized into 58 probation departments. Probation services are among the mandated services that counties must provide under state law. Parallel services are offered at the state (Parole) and federal levels. In some counties, pre-trial services are offered through the Probation Dept. In others, pre-trial services are offered by agencies in the county, as with our Cayuga Counseling Services. At the federal level, probation, parole and pretrial services are blended into one agency.

Thank you to all of the dedicated professionals who provide these critical services and who contribute to the safety of all New Yorkers.

- **Raise the Age:** On October 1, 2019, the second phase of Raise the Age begins with the inclusion of 17-year-olds. This is the final step in the program that will bring the age of criminal responsibility in New York up to 18 years of age. Building upon the plans implemented in Cayuga County for phase one, concerned departments and agencies will begin to meet again in August. The workgroup will review current procedures and address any changes that may be needed.

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CAYUGA COUNTY PROBATION STATS FOR JULY

PROBATION DEPARTMENT METRIC	2018	2019
Total Number of Probation Supervision Cases	744	669
New Probation Supervision Cases	21	29
Court Ordered Presentence Investigation Requests	29	29
Court Ordered Presentence Investigations Completed	28	41
Number of Violations of Probation Filed	22	19
Number of Predispositional Investigation Ordered	1	2
Number of Predispositional Investigation Completed	2	4
Number of Alco-Sensor Intoximeter Tests Given	194	147
Restitution Collected	\$35,108	\$28,045
Surcharge Collected	\$1,765	\$1,401

Department Updates

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Sheriff's Department

Brian Schenck

Sheriff

- The Cayuga County Sheriff's Office welcomed Officer Joseph DeCaro who has been assigned to the Courts as Special Patrol Officer.
- Cayuga County Sheriff's Office, in conjunction with Civil Service, has been busy in July doing agility tests with those who have passed the Custody Officer exams to establish a certified list of candidates. Several interviews are now being conducted to hire Custody Officers for the Cayuga County Jail.
- Both Sheriff Schenck and Undersheriff Smith marched in the Fourth of July parade in Fair Haven, taking in all the festivities and "deputizing" children to join them in the parade. Sheriff also attended the Owasco Fourth of July parade festivities.
- Deputy Matt Sloan and his K-9, Aron, provided a demonstration to children at Union Springs during the Firefighter for a Day Camp sponsored by the Union Springs Fire Department.
- Operation Safe Child was present at the St. Hyacinth's Annual Polish Picnic to register children in the community.
- Sheriff Schenck attended the NYS Sheriff's Association Summer Training Conference in Lake Placid where sheriff's from around the state met to discuss safety issues in our communities.
- The Cayuga County Sheriff's Office has challenged the Auburn Police Department to a non-perishable food challenge to collect food for local pantries. The Auburn Double Days has agreed to collect the donations and bring it to the Tomato Fest to see who the winner will be!
- The Cayuga County Sheriff's Office sent three members of Navigation to a Boating While Intoxicated course in Tompkins County. We have three new Patrol Deputies in-field training currently.

Department Updates

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- The following is last month's statistics from Lieutenant Michael Wellauer, Road Patrol Division Commander:

June 2019	
COMPLAINTS	597
TICKETS	111
CIVIL PAPERS SERVED	39
CIVIL & WARRANT ATTEMPTS	74
TRAFFIC STOPS	216
ARRESTS (PENAL/WARRANTS)	13/11
DWI	3
PROPERTY CHECKS	42

- For the month of June, our Custody Division recorded the following information:
 - Avg. daily jail population: 157.5 (HI: 178)
 - Inmates Admissions: 111 (89 Males, 22 Females)
 - Inmates Discharged: 100 (80 Males, 20 Females)
 - Avg. daily number of Federal Inmates: 39.7 (HI: 48)
 - Avg. daily number of boarded in from other jails: 18.07 (HI: 33)
 - Avg. Parole Violators held: 6.2 (HI: 10)
 - Inmates transported into custody NYS DCCS: 19
 - Inmate Meals served: 15,032

PUBLIC WORKS



Department of Public Works

David L. Gardner

Director of Public Works

- The Director initiated an Adopt-A-Highway program for Cayuga County Roads. Any business or organization may adopt a highway. On occasion, individuals or families may adopt highways. The County of Cayuga Department of Public Works welcomes civic, fraternal, service, youth, senior citizen, scout, school, church, synagogue and neighborhood organizations For more information, please visit: <https://www.cayugacounty.us/1179/Public-Works>
- The Director presented two concepts for new programs at the Cayuga County Parks Commission meeting on July 24th. The programs are closely related: one is to create a “Friend of Cayuga County Trails” which is much like the Adopt-A-Highway program for roads. This program is for groups and individuals to volunteer to help keep Cayuga County trails beautiful and serviceable. The second program is to create a “Cayuga County Trail Challenge” where hikers, runners, snowshoers, and the like traverse the 65-miles of Cayuga County trails and receive an award from the Department of Public Works upon completion. Awards for similar trail challenges are decals or patches. The hikes may be completed over a span of time, although a 24-hour Ultra Challenge is being considered.
- The Director listed five obsolete and/or damaged items that sold at auction for an aggregate \$15,935. The proceeds from the auction are earmarked for the purchase of the City of Auburn’s retired bucket truck.
- The Director has several employment opportunities in the Department of Public Works. Current exams are listed at <https://mycivilservice.cayugacounty.us/exams> and current vacancies are listed at <https://mycivilservice.cayugacounty.us/jobopps>. Please check back regularly as positions are posted throughout the month.

Department Updates

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HIGHWAY

- County Highway Division labor and equipment costs (to date) from the June 20th storm are \$57,653.
- Road paving project update:
 - Rockefeller Road: Complete
 - Fairhaven Road: Cold mix phase complete
 - Turnpike Road: Paving is ongoing
 - Grange Hall Road: Tentative start date is August 5th
 - Indian Field Road: Tentative start date is August 12th
 - Harris Hill Road: Tentative start date is August 25th
 - No. 1 Road: Tentative start date is August 25th
 - Martville Road: Tentative start date is August 25th
 - North Road: Tentative start date is August 25th
 - New Hope Road: Tentative start date is August 25th
 - Dunning Avenue: Tentative start date is August 25th
 - Sand Beach Road: Tentative start date is August 25th
 - More roads will be listed in the coming months.
- Bridge and culvert project update:
 - Stewarts Corners Road: Culvert replacement is complete and the road is open. The June 20th storm caused some damage in the east side bank which Silverline is fixing. Closeout meeting is tentatively scheduled.
 - Weedsport-Sennett Road: Barton & Loguidice (B&L) was awarded the contract to design the project.
 - Creech Road: The Department of Environmental Conservation (DEC) and Army Corps of Engineer (CE) permits were

Department Updates

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approved and Silverline started demolition of the existing structure.

- Long Hill Road: The New York State Department of Transportation (NYSDOT) approved the County's request to advertise for the construction which is forecast to begin Spring 2020.
- The county has two bridges that are funded by the BridgeNY project. One bridge over Little Salmon Creek in Venice and the other over Yawger Creek in Fleming. Barton & Loguidice (B&L) submitted the consultant agreement, scope, and fees for both projects.

BUILDINGS & GROUNDS

- The Cayuga County Legislature approved two Buildings and Ground Division resolutions in July: one to replace brake in the South Elevator in the County Office Building and one to support planning for a bridge north of Chase Road.

PARKS & TRAILS

- The Parks and Trails Division hosted several big-ticket events in July.
 - The July 3rd Fireworks display for the celebration of Independence Day on July 4th is regarded as one of the best celebrations in New York State. The 22-minute display was viewed by an estimated 10,000 people inside Emerson Park and another 5,000 on Owasco Lake and surrounding area.
 - The Cayuga County Fair took place July 25 to 28th with an estimated attendance of 4,000.
 - An estimated 1,200 attended the Beatles event on July 27th.
- The July 16th storm destroyed 12 mature trees and damaged 20 more. The storm also caused damage to the log cabin roof when a trim limb fell on it. Roughly 70% of the tents erected for the County Fair were blown down and the Merry-Go-Round Theater show was canceled due to power loss. The County Highway Division quickly deployed assets to return Emerson Park and the Agriculture Museum to an acceptable condition to host the remaining July events. Clean up will continue until the park returns to its natural splendor.

Department Updates

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WEIGHTS & MEASURES

- The Director of Weights and Measures purchased 12 fuel samples in July: four samples for the Speedway in Moravia, three for the Pit Stop in Genoa, four for the King Ferry Corner Store, and one for Helena Chemical in Genoa. All 12 passed inspection.
- The Director tested nine county-area marinas and found only one pump that failed, but since it failed in the customers' favor, no action was required.

REAL PROPERTY & TAX SERVICES



Department of Real Property Tax Services

Kelly Anderson, CCD

Director

ASSESSMENT & TAX PREPARATION

- Office hours held in Niles & Moravia
- Provide school districts with preliminary taxable values for school tax apportionment and rate calculations
- Preliminary review of valuation in Town of Moravia
- Reviewed new and ongoing Article 7 Assessment Challenge Cases

AUCTION

- All but 2 parcels from the auction are paid in full and closed. Trying to contact backup bidders on the remaining parcels as the bidders have indicated they no longer want to purchase the properties and have forfeited the deposits.

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
- Deed research, cleaning, and formatting maps for City of Auburn
- End of roll year maintenance on tax maps to reconcile orphaned parcels and entering all recorded deeds for Imate
- Loaded new elevation contours into web mapping applications
- Regular maintenance of TMO (Tax Map Online), Flex Viewer GIS application, and Septic Locator

Department Updates

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CUSTOM PROJECTS, MEETINGS, OTHER

- ESRI Training webinars
- Fundamentals of Data Collection Class (week-long) for 2 staff in Cornell
- Met with Owasco at the town's request regarding shared services
- Outpost data collection tablets set up
- Working on shared services proposals and contracts

CORRECTIONS TO ASSESSMENT & TAX ROLLS

- 0 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):

Department Updates

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TREASURER



Treasurer's Office

James H. Orman

Treasurer

- Our office has been extremely busy collecting second installment payments of town/county bills. They are being processed in a timely fashion. The staff is to be commended for maintaining a positive outlook with all the taxpayers that have been in the office. In fact, our tax collection unit has received several compliments from the taxpayers.
- We have processed and sent sales tax payments to towns and villages with no delays to them. They are very appreciative of these timely payments to them.
- The audit of the County has been completed. It will be presented to the County Legislature at the August meeting.

CONTRACT AGENCY UPDATES



Cayuga Economic Development Agency

Tracy Verrier

Executive Director

WORK PLAN METRICS SNAPSHOT

- Existing businesses met with: 58 (including 22 first-time contacts)
- Growth opportunities identified: 13
- Attraction leads identified: 10 – 8 still active
 - Plus 4 leads from previous years are still active
- Entrepreneurs met with: 46 – 6 new businesses opened

GRANT / LOAN / IDA ACTIVITY

- AIDA: Approved incentives for Prison City Brewery's expansion project. Summary project details: construction and outfitting of a second facility on North Street; \$4.25M investment; anticipated 25 new jobs over 3 years.

Considering establishing amendments to their UTEP and Universal Project Evaluation Policy to include renewable energy projects, using CCIDA recent amendments as a template.

- CCIDA: Aurelius Sewer Line: Tracy Verrier coordinated a conference call with local stakeholders, CCIDA's engineering firm, and NYS DEC to confirm what will be required to get DEC approval for the sewer expansion at the Aurelius Industrial Park. CCIDA conditionally approved a new scope of services to complete this work pending approval of the scope by DEC.
- CEDA Micro-loan: David Sammons of Goblin Market, a small business offering primarily 3D printed costume pieces, was approved for a \$7500 loan from the CEDA Micro-loan program in order to purchase a 3D scanner. This scanner will allow him to reduce development time for new products and offer more customization.

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- Grow-NY: Derek Simmonds and Maureen Riester worked with at least five businesses to explore the Grow-NY opportunity. Two applied by the July 15 deadline, while the other three chose to wait until next year. The finalists (up to 7) should be announced in August. A total of \$3M will be awarded each year, with a top prize of \$1M. Visit grow-ny.com.
- The Central NY Regional Economic Development Council (CNY REDC) met on July 11 at the Point at Sand Beach. Consolidated Funding Applications are due July 26. There were updates on the two new taskforces created to explore issues of childcare and environmental justice, two new focuses introduced by Governor Cuomo this year.

KEY PROGRAMMATIC EFFORTS

- Workforce Development: Tracy Verrier organized a follow-up meeting with multiple workforce development and educational partners. The meeting included a presentation on the new WorkKeys program that Cayuga Community College launched in Oswego County. This is a skills curriculum and credentialing system that helps to match individuals with appropriate careers, as well as supplement career and educational counseling by identifying skill areas that can be improved upon.

OTHER EVENTS & ANNOUNCEMENTS

- Tracy Verrier attended a meeting with Steve Lynch regarding the Lake Ontario Resiliency & Economic Development Initiative (REDI). The meeting included representatives from Oswego and Cayuga County's to start discussing what kinds of investments should be prioritized for this funding.
- Devon Roblee completed an update to the Auburn and Cayuga County Quality of Life booklet that was created in 2014. The updated booklet is available online at <http://www.cayugaeda.org/living-here/>. We encourage employers to download and/or share this booklet with potential employees they are trying to attract to the area.
- CEDA staff met with State Senator Pamela Helming and her Community Affairs Coordinator Timothy Wright to discuss economic development processes and priorities in Cayuga County. Sen. Helming stressed her willingness to assist with letters of support for any funding applications or with coordination with state agencies.

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- Tracy Verrier and Maureen Riester met with Congressman John Katko's District Director Jim Keib and Deputy District Director Thomas Haag to discuss economic development processes and priorities in Cayuga County. Mr. Keib and Mr. Haag stressed their willingness to provide assistance to any business or individual that is working with a federal agency, as well as to support funding applications.
- Derek Simmonds organized a tour of various agricultural businesses for SCORE mentors and other community stakeholders. The goal was for mentors to visit and better understand agribusiness in Cayuga County, and thus be able to better serve entrepreneurs and small businesses in this industry.

Department Updates

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2019 CEDA Workplan Progress

As of: 7/18/19

BUSINESS RETENTION AND EXPANSION (BR & E)

Activity/Output	Goal	Actual YTD	2018
Existing business visitations	90 (incl. 20 unique)	58 (22 unique)	80 (44 unique)
Identify growth opportunities	12	13	15
Business to Business connections	10	15	12
Direct assistance to businesses submitting CFAs	4 CFAs submitted		4 submitted; 2 Awarded
Loan assistance	2 loans closed	1 closed/ 1 conditionally approved / 1 approved	2 closed / 1 approved
Preferred Quality Grain (\$114k, CCDC); Colonial Lodge acquisition (\$44,500, CCDC, conditional approval); Goblin Market (\$7500, CEDA, approved)			
IDA assistance	4 small projects / 2 full	2 small approved / 1 full approved	2 small / 2 full
Volpi USA; Rizzo Construction; Prison City			
Resource referrals	20	42	28
Outcomes	Goal	Actual YTD	
Private Investment	\$18m	\$6.96m	\$23.9m
Incentives/loans	\$3m	\$716.9k	\$5.1m
Jobs retained	100	77	362.5
Jobs to be created	100 anticipated	51	116

Department Updates

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ATTRACTION & START UP

Activity/Output	Goal	Actual YTD	2018
Entrepreneur assistance	75	46	96
Identify attraction leads	12	10	19
New business open	15	6	10
Simply Cookie (King Ferry); Make Safe Food (Owasco); Elder Home Care CNY (Auburn); D-Vibe Photography (Auburn); Octane Social House @ Health Central (Auburn); The Highcrafter (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	9	19

MARKETING & PROMOTION

Activity/Output	Goal	Actual YTD	2018
Develop promotional materials	2 marketing pieces 2 community narrative pieces	2 marketing pieces 1 video narrative/ testimonial	Google ad campaign; Citizen campaign; Manf. Work-force video released
Citizen Progress 2019; Sterling Custom Canvas video; updated quality of life booklet			
Increase quality of website visitation	2.5 average pages per session	2.86 (Jun) - YTD 2.68	1.55 (Dec 18)
	63% Bounce Rate	71.25% (Jun) -YTD 71.2%	81.2% (Dec 18)

Department Updates

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General Business Demographics

Establishments, Employment, and Wages- Fourth Quarter Data (most recent available) –

NYS DOL

Year	Qrt	Reporting Units*	<i>Change from previous</i>	Average Employment**	<i>Change from previous</i>	Average Wages	<i>Change from previous</i>
2018	4	1,705	-2.3%	25,716	0.4%	\$11,344	2.4%
2017	4	1,746	-1.1%	25,613	-1.6%	\$11,077	0.9%
2016	4	1,766	-1.1%	26,022	-0.9%	\$10,980	-4.0%
2015	4	1,785	-2.0	26,265	-1.1%	\$11,432	7.2%
2014	4	1,822	0%	26,566	0.8%	\$10,662	4.3%
2013	4	1,822	1.5%	26,346	-0.6%	\$10,227	-1.9%
2012	4	1,795	0%	26,511	0.2%	\$10,428	7.7%

*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.

Department Updates

Reporting Period: July 1-31, 2019

CAYUGA COUNTY UNEMPLOYMENT RATE – NYS DOL (adjustments made going back through 2017)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Average
2019	5.1%	5%	4.8%	3.9%	3.8%	3.6%							
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%

LABOR FORCE (1000s)– NYS DOL (adjustments made going back through 2014)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Average
2019	36.3	35.6	35.2	35.3	35.3	35.9							
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: July 1-31, 2019



Soil & Water Conservation District

Doug Kierst

Executive Director

AGRICULTURAL TECHNICAL ASSISTANCE

- Completed weekly construction site inspections on one SPDES permitted construction site at an agricultural operation.
- Submitted proposals seeking grant funds through the Ag Nonpoint Source Abatement and Control Grant Program.

NON-AGRICULTURAL & MUNICIPAL ASSISTANCE

- Continues to conduct construction site compliance inspections at two municipal SPDES permitted construction sites.
- Worked with the Town of Niles Highway Department to complete 60 feet of road bank stabilization in the Owasco Lake Watershed.
- Worked with the Town of Summerhill Highway Department to complete emergency repairs in a seasonal tributary adjacent to one of their roadways.
- Used our hydroseeder to complete several road ditch re-vegetation projects for the Towns of Fleming, Niles, and Owasco. Grant funding is available to assist the municipalities complete the needed work.
- Submitted proposals seeking grant funds through the Water Quality Improvement Project (WQIP) Program.

OTHER SWCD NEWS

- Completed aquatic vegetation harvesting on Cayuga Lake. The boat will be harvesting on Little Sodus Bay beginning on August 1st and will remain on the waterbody until the work is completed.
- The Cayuga SWCD has a current job opening for a Watershed Conservation Specialist. For the job description and additional details, please visit our website www.cayugaswcd.org or visit the County Civil Service website mycivilservice.cayugacounty.us/jobopps to apply.

Department Updates

Reporting Period: July 1-31, 2019

- The Cayuga SWCDs 2019 Fall Fish Sale for Stocking Ponds is ongoing. Deadline to order fish is September 16th, 2019, with the fish pick-up scheduled for September 23rd.

GRANT FUNDING AWARDED TO THE CAYUGA SWCD

- The NYS Dept. of Agriculture and Markets has informed the Cayuga SWCD that we have been awarded \$373,253 in state funding through the CAFO Waste Storage Grant Program. The landowner is required to provide matching funds of \$125,296 bringing the total project cost to \$499,739. The funding will be utilized on one agricultural operation to install waste storage systems that will allow the farms to be able to store up to 6 months of nutrients to avoid their application during inclement weather and apply them when the timing is right.
- The Cayuga SWCD has been notified by the NYS Department of Agriculture and Markets that four proposals submitted to the Climate Resilient Farming grants program have been funded. \$1,002,641 in state funding was awarded to work with three dairy farms to install manure storage cover and flare systems to capture and destroy methane, while also preventing clean rainwater from entering the storage, which will improve waste storage capacity and water quality.

Another \$227,944 was awarded to the District to work with a fourth farm to implement 4,020 acres of cover crops annually and 780 acres of residue and tillage management annually. These BMPs will decrease soil erosion, reduce runoff, enhance soil health, increase organic matter and reduce greenhouse gas emissions.

Department Updates

Reporting Period: July 1-31, 2019



Convention & Visitor's Bureau (Tourism Office)

Karen Kuhl

Executive Director

PUBLIC RELATIONS & EDITORIAL PLACEMENTS

- June 20, 2019. Cycle of Health, Season 11, Episode 5. WCNY-TV. Visit Fillmore Glen State Park in Moravia, NY.
<https://www.youtube.com/watch?v=vk27AJheo5U&feature=youtu.be>
- June 30, 2019. Spectrum News. Moravia: Small Town Charm Meets Presidential History.
<https://spectrumlocalnews.com/nys/rochester/news/2019/06/30/moravia-small-town-charm-meets-presidential-history#>
- July 2019. (585) Magazine. Talk the talk and walk the lock – Canal Heritage Park is an adventure into the past.
<http://www.585mag.com/July-2019/Talk-the-talk-and-walk-the-lock/>
- 7/3/2019. Life in the Finger Lakes magazine. Calling All Foodies, Wine Enthusiasts, and Music Lovers.
<https://www.lifeinthefingerlakes.com/calling-all-foodies-wine-enthusiasts-and-music-lovers/>
- Updated July 10, 2019. **Health (11.8 million UMV)** listed the Cayuga-Seneca Canal Trail first in a roundup of “[The 12 Best Bike Trails of 2019 for Summer Activities](#),” and this was syndicated to an additional **8.8 million UMV** on [Yahoo! Lifestyle](#).
<https://www.health.com/fitness/best-bike-trails-summer>
- July 10, 2019. Locate Finger Lakes Business Journal. MacKenzie-Childs: An Iconic Brand Crafting One-of-a-Kind Products in the Finger Lakes. <https://locatefingerlakes.com/business-journal/mackenzie-childs-an-iconic-brand-crafting-one-of-a-kind-products-in-the-finger-lakes/>
- July 10, 2019. **Travel & Leisure (3.2M UMV)**'s list of “Top Ten Resort Hotels in the Northeast.”
<https://www.travelandleisure.com/worlds-best/resort-hotels-in-northeast>
- July 12, 2019. Syracuse.com. “Sleek and stylish ‘Grand Hotel’ checks in at the Merry-Go-Round.”
<https://www.syracuse.com/entertainment/2019/07/sleek-and-stylish-grand-hotel-checks-in-at-the-merry-go-round-review.html>
- 7/18 – WUAB – Karen Kuhl
- 7/20-21 – Booth at Ribs, Rhythm, and Blues
- 7/26 – Booth at Bon Ton Roulet

Department Updates

Reporting Period: July 1-31, 2019

OCCUPANCY / REVPAR / ADR FOR JUNE 2019

- Occupancy: 58% YTD: 44.8%
- ADR (average daily rate): \$121.12 YTD: \$104.66
- RevPar (revenue per available room): \$70.25 YTD: \$46.83

MARKETING

- Inquiries for
June 2019: 1,796; May 2019: 2,441; YTD 2019: 9,618
- Website activity for
June 2019: 7,884 June 2018: 10,918
YTD 2019: 29,253 YTD 2018: 35,312

OTHER PROGRAMS & NEWS

- E-learning – To date: 153 have completed the program.
- Continue attending REDI Commission meetings.
- Attended Ribs, Rhythm, and Blues festival in Emmerson Park to raise awareness of the Finger Lakes Sweet Treat Trail in Cayuga County.
- Cayuga County Visitor guide review and started preparations for 2020 guide, identifying graphic design company to work with.
- Wrote 6 letters of support for CFA grants.
- Completed 2nd Q Matching Funds report.
- Meetings in preparation for NYSTIA annual meeting in Auburn.
- Preparing for 2019/2020 tourism research.

Department Updates

Reporting Period: July 1-31, 2019

Cornell Cooperative Extension Cayuga

Catherine Moran

Interim Executive Director

CCE CAYUGA PROGRAM-RELATED EVENTS

- Nutrition: Rebecca Crawford reports that this month for the FLESNY grant, we began weighing the produce harvested from the BTW garden. We asked the children to guess how many pounds of peas they picked, and they were close – we harvested 2 ½ pounds of peas! After picking and weighing, one girl asked: “What are we going to do with them now?” (Eat them of course, and they all did). We also harvested lots of leaf lettuce, which was taken by parents when they came to pick up their children. Then, we harvested 36 heads of garlic and made a bean dip for veggies with some of it. I have been working with the summer feeding site in Port Byron and with parents of toddlers at Seymour library. In July, we worked with the Cayuga Community Health Network’s diabetes support group to offer a nutrition workshop and a Wegman’s store tour.

AGRICULTURE

- Outreach to 8 dairy farms in Owasco Lake Watershed with Owasco Lake Management Council Intern Ally Berry to promote Dairy Acceleration/Advancement Program – Cost-share funding (80/20) to prepare Best Management Practices (BMP) and Comprehensive Nutrient Management Plans (CNMP) for dairy farms under 300 cows.
- Will organize a meeting this fall with all dairies, OLWMC, and SWCD to review programs for farm nutrient management.
- Wheat and dairy farm visits with Jaime Cummings of NYS IPM program.

WORKSHOPS/PROGRAMS

- Staff Professional Development/Countywide Meetings
- July 11 – Cayuga County Water Management Council monthly meeting – email CCE report
- July 11 – Field Day at Musgrave Research Farm in Aurora

Department Updates

Reporting Period: July 1-31, 2019

- July 16 – Owasco Lake Water Quality Management Agency: Present results from outreach efforts to promote Dairy Advancement Program and proposed Owasco Watershed rules and regulations.
- July 16 – Owasco Lake Water Quality Management Agency: Karl Cymmek from Cornell Pro-Dairy presented to council information on what is detailed in a Comprehensive Nutrient Management (CNMP) Plan
- July 16 – Organic Field day at Musgrave Research Farm in Aurora
- July 24 – Judge 4-H projects at County fair
- July 25 – Cattle superintendent for 4-H dairy show at County Fair
- July 30 – Farm Bureau Promotions and Education Committee legislators tour CANCELLED due to low legislator participation

CONTACTS – AG STAFF

- Phone: 14, Texts: 12
- Email: 184 – individual farms; Dairy Culture Coach; Johnes Disease Control; NWNV Weed Control Demo Plot; NYS IPM Field Crop Alert
- Farm/Field Visits: 19 – Dairy Acceleration Program; IPM fly control; IPM Glume Blotch in Wheat
- Mailings: 658 AG Alert!, Glume Blotch in Wheat

4-H

- 4H Dog Obedience and Rally Classes: July 18 – A very successful evening at CCE facility was held for 4H Dog Obedience Class Graduation with a formal judge 11 of youth 13 of dogs. They went on to the 4H Youth Fair to compete at the Judged 4H Dog Obedience and Rally Show on July 25th. The 4H program hopes to have a large number (11) continue onto the NYS Fair 4H Dog Show, held on Saturday, August 17th at the NYS Fairgrounds.
- 4H Horse Show: July 21 – A full day of riding was held at a Skaneateles stable. Hobbit Hollow Farm, on West Lake Road which hosted 4H English, Western, Driving, Drill Team, and Gymkhana. Approximately 35 youth from 4H Cloverbuds to 4H Seniors participated with the support of their families.

Department Updates

Reporting Period: July 1-31, 2019

- 4H Dairy Show: July 25 – A late afternoon 4H Show that ran until 9:00 PM because it was so well attended. 43 youth including 8 Cloverbuds (age 5 - 7 yrs.), 11 Novice (1st time showing), 18 Juniors (8 - 13 yrs.) and 6 Seniors (14 - 18 yrs.) all participated in Fitting and Showmanship classes and then on to confirmation classes. They had brought in 67 calves, heifers and cows as their 4H project animals. Holsteins, Brown Swiss, Jersey, and Short Horned Milking Cows were the breeds.
- 4H Rabbit and Cavy Show: July 26 – 4H Youth brought in 28 project animals to be shown. Youth participated in showcasing their rabbits and 2 cavies to the Judge with their showmanship skills and handling techniques to be judged. Breeds included mini rexes, lops, Flemish giants and silky guinea pigs.
- 4H and Open Beef Show: July 27 – The Beef Show was a combination of Open and 4H youth with 8 youth and 2 adults participating. The two breeds were Simmental and Angus.
- 4H and Open Meat Goat Show: July 27 – Our one famous Bore Meat Goat named "Hank" made a spectacular entrance. He won his Fitting and Showmanship class in both 4H and Open and then went on to be the 4H Grand Champion.
- 4H Poultry: July 27 – 12 4H families brought 47 birds. These included turkeys, pigeons, geese, ducks, and chickens. Master showman was Matt Leary (14) and reserve showman was Philip Vroman (13). Both will continue at state fair showing their birds.
- 4H Arts & Crafts Projects: On Display throughout the Youth Fair, 62 youth entered 215 projects that included vegetables, woodworking, photography, live entomology exhibits, and sewing. Several Clubs did displays and youth participated in Produced in NY as well. We have approx. 65 projects selected to go on to be shown at the state fair.

OTHER ACTIVITIES

- Successful completion of the Big 6/County Fair/4-H Youth Fair.
- 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: July 1-31, 2019

- The search for a new Director is moving forward and candidates are currently being interviewed.
- A strategic planning process has been completed.
- Plans for the transfer of the building to CCC continue.
- Significant steps have been taken to update the website blogs.cornell.edu/ccecyuga

Department Updates

Reporting Period: July 1-31, 2019

OTHER REPORTS

Sales Tax Report

