CALL TO ORDER: By Hon. Christopher Petrus, Chair

MEMBERS: Legislators Keith Batman, Joseph Bennett, Michael Didio, Timothy Latimore (Vice Chair), Paul Pinckney, and Ben Vitale

EXCUSED:

OTHERS:

MINUTES TO APPROVE: September 11, 2019

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

- Denise Spingler (911) –
  - Grant Awards Received
    - FY19 Public Safety Answering Point (PSAP) Award - $185,825
  - Bill S1716 Discovery Law – 911 recordings for DA’s Office –
    - Increasing staff to accommodate requirements of the law
      - Additional dispatcher to help with OT/floor staffing/burnout/
        - Employee must know CAD/radio/recorder systems and have knowledge of dispatch to know what to look for; avoid missing pertinent information; avoid missing information related information to an incident
  - Motorola is doing Preventative Maintenance (PM) checks on all tower sites
    - Found a broken antenna @ Aurelius site – lightning strike(?)
      - Awaiting quote for replacement

- Lloyd Hoskins (Assigned Counsel/Stop DWI) – No updates
- Dr. Adam Duckett (Coroner) – No updates
- Jon Budelmann (District Attorney) – No updates
- Vacant (Fire/EMO) –
  (Lynch Update on EMO)
  - 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.
  - EMO DIRECTOR POSITION:
    - A Search Committee of seven (7) individuals, including 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 reviewed the pool of twenty-one applicants and selected a short list of 6-8 candidates to interview
  - EMO ADMINISTRATIVE OFFICER POSITION:
    - The Civil Service test for the entry-level EMO Administrative Officer-EMS position was on Saturday, September 28th. An applicant approved by Civil Service who had initially accepted the position provisionally and was scheduled to start on October 7th ultimately declined the position and did not take the exam. Unfortunately, only two (2) candidates took the September 28th Civil Service Test. Results from the test will likely be available some time in December.
**FIRE TRAINING TOWER UPDATE:**
- Technical repairs needed to secure current and future use of the Fire Tower as a training facility for fire personnel throughout the County are well underway. Utilizing existing state grant funds and in-kind/volunteer work by coordinators, fire personnel, and work crews from the county jail, new equipment is being installed and certified and long overdue repairs are being made.

**EMO EMERGENCY PLANNING GRANTS:**
- The E-911 Administrator continues to administer open EMO state grants, working closely with the temporary Administrative Assistant, state grant representatives and ES coordinators.
- Included in the current grants are funds to update important Emergency Preparedness Plans including the County Comprehensive Emergency Management Plan (“CEMP”) and the Countywide Hazard Mitigation Grant (“County HazMit Plan”).
- The CEMP Planning Grant is well underway with participation by County staff, state Office of Emergency Management (OEM) and the professional consultant (Tetra-Tech). We are utilizing this opportunity to also finalize (and update) the County’s Continuity of Operations Plan (“COOP”) working closely with county departments and the State OEM personnel.
- Planning staff is working to assess and procure a professional consultant to work with staff and the new EMO Director on updating the 2014 County HazMit Plan. The County must have an updated HazMit Plan to remain eligible for certain federal and state emergency management funds, including FEMA disaster relief funding

**(Spingler Update on EMO)**
- Grant Awards Received
  - FY18 Technical Rescue & Urban Search and Rescue (USAR) Grant – 73k
  - FY19 Hazardous Materials Emergency Preparedness Grant - $5,172
- Completed application for EMPG Grant
- Conducting EM Director interviews
- Tabletop drills completed
  - Well received by County / City staff
  - Working with State OEM to develop checklists/toolboxes for each department

- **Jay DeWispelaere (Probation) – No updates**

- **Brian Schenck (Sheriff) –**
  - All but four new patrol cars have been delivered from Enterprise. The cars that have been delivered have been placed into service. Aftermarket equipment and radio installation appears to have been professionally completed.
  - Our in house Basic Custody Academy is in week four and going well. The recruits will graduate at the end of November.
  - We are actively working with all Public Safety providers in our county to prepare for cashless bail and discovery mandates that will become law on January 1st.
  - Our Federal inmate board in numbers continue to remain above budget projections – over 40 per day. The Sheriff and Undersheriff are currently working to meet our Federal contacts relative to this program soon to touch base.
  - We are planning to begin collective bargaining with the Sheriff’s Employee’s Association of Cayuga County (SEACC- Custody Union) soon. Their contract expired in 2018.
  - Planning is also under way to begin negotiating with the Cayuga County Sheriff’s Police Association (Patrol Union) as their contract expires at the end of this year.
RESOLUTIONS:

911:

10-19-JP-1 Authorizing the Chairman of the Cayuga County Legislature and the Cayuga County 911 Administrator to accept a Public Safety Answering Point (PSAP) Grant to offset personnel and operational costs in the Cayuga County 911 Center.

DA:

10-19-JP-2 Authorization to create a full-time Assistant District Attorney position in the District Attorney’s Office and setting the salary

10-19-JP-3 Authorization to create and fill a support staff (Confidential Secretary to DA) position in the District Attorney’s Office together with setting the salary

10-19-JP-4 Authorization to create a second Court Reporter position in the District Attorney’s Office and setting the salary

10-19-JP-5 Resolution to amend the 2019 Budget to include revenue and appropriations related to the Adventfs Educational Program

EMO:

10-19-JP-6 Authorizing the Chairperson of the Cayuga County Legislature and the Cayuga County E-911 Administrator to accept a New York State Division of Homeland Security & Emergency Services State Homeland Security Program (SHSP) Grant to enhance the All Hazards Preparedness and Response Capabilities of Cayuga County, and to authorize the Cayuga County Treasurer to amend the Emergency Management 2020 Budget (A3640) by creating a revenue and a contractual line in order to accept and execute the purposes of the grant.

10-19-JP-7 Authorizing the Chairperson of the Cayuga County Legislature and the Cayuga County E-911 Administrator to accept a New York State Technical Rescue and Urban Search and Rescue (USAR) Grant. Funding is through the Division of Homeland Security & Emergency Services State Homeland Security Program. To authorize the Cayuga County Treasurer to amend the Emergency Management 2020 Budget (A3640) by creating a revenue and a contractual line in order to accept and execute the purposes of the grant.

10-19-JP-8 Authorizing the Chairperson of the Cayuga County Legislature and the Cayuga County E-911 Administrator to accept a New York State Division of Homeland Security and Emergency Services FY19 Emergency Management Performance Grant (EMPG) to enhance All Hazards Preparedness, Mitigation, Response, and Recovery.

SHERIFF:

10-19-JP-9 Authorize the Sheriff of Cayuga County to transfer monies from Jail Construction/Renovation Funds to Building/Maintenance and Computer Support Funds

10-19-JP-10 Authorizing the Sheriff’s Office to accept funding through the 2018 Operation Stonegarden Grant from the Division of Homeland Security and Emergency Services and amend the 2019 Sheriff’s grant budget to accept the 2018 funding.

10-19-JP-11 Authorizing the Sheriff’s Office to accept funding through the 2018 SLETPP (State Law Enforcement Terrorism Prevention Program) grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2019 Sheriff’s grants budget to accept the 2018 funding.

10-19-JP-12 Authorizing the Sheriff’s Office to accept funding through the 2019 SLETPP (State Law Enforcement Terrorism Prevention Program) Grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2019 Sheriff’s grants budget to accept the 2019 funding.

10-19-JP-13 Resolution authorizing the Sheriff to fill one Clerk position due to the retirement of the current Clerk in the Sheriff’s Office.

ADJOURNMENT: Wednesday, November 13, 2019 to follow Planning

IF YOU HAVE A DISABILITY AND NEED ACCOMMODATIONS, PLEASE CALL THE CLERK OF THE LEGISLATURE’S OFFICE AT 253-1308 AT LEAST 48 HOURS BEFORE THE SCHEDULED MEETING TO ADVISE WHAT ACCOMMODATIONS WILL BE NECESSARY.
RESOLUTION NO. 10/22/19 911 Grant acceptance

AUTHORIZING THE CHAIRMAN OF THE CAYUGA COUNTY LEGISLATURE AND THE CAYUGA COUNTY 911 ADMINISTRATOR TO ACCEPT A PUBLIC SAFETY ANSWERING POINT (PSAP) GRANT TO OFFSET PERSONNEL AND OPERATIONAL COSTS IN THE CAYUGA COUNTY 911 CENTER.

BY: Mr. Christopher Petrus, Chairperson, Judicial and Public Safety Committee
    Mr. Patrick Mahunik, Chairperson, Ways & Means Committee

WHEREAS, Cayuga County 911 was awarded a PSAP Grant through a program associated with New York State Division of Homeland Security and Emergency Services (DHSES), and;

WHEREAS, the funds will be utilized to offset personnel and operational costs in the 2020 Cayuga County E-911 budget; and

WHEREAS, the PSAP award received is in the amount of $185,825 and requires no county match; now therefore be it

RESOLVED, that the Chairman and the Cayuga County 911 Administrator are hereby authorized to accept the grant and to sign any and all documents necessary for acceptance and execution of the grant; and be it further

RESOLVED, that the Cayuga County Treasurer’s Office is hereby authorized and directed to create a revenue line A30200 43305 in the 911 budget for this purpose and to adjust the budget line by the amount of the grant award.

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney

Co. Atty.
AUTHORIZATION TO CREATE A FULL-TIME ASSISTANT DISTRICT ATTORNEY POSITION IN THE DISTRICT ATTORNEY’S OFFICE AND SETTING THE SALARY

BY: Hon. Christopher K. Petrus, Chairman, Judicial & Public Safety; and Hon. Patrick V. Mahunik, Chairman, Ways and Means

WHEREAS, the recently enacted New York State Criminal Justice “Reforms” (to Bail, Discovery, and Speedy Trial) will take effect on January 1, 2020; and

WHEREAS, the new statutes will create new burdens significantly increasing the workloads and shortening the timelines impacting the functions of the District Attorney’s Office; and

WHEREAS, the prosecution shall be required to perform complete their discovery obligations as soon as practicable, but not later than fifteen calendar days after the defendant’s arraignment, and the new obligation is to provide absolutely everything (akin to what was required prior to trial, months after any arrests); and

WHEREAS, the District Attorney has demonstrated a need for additional legal assistance in handling the increased workload in accordance with the new statutes to avoid dismissals and other unacceptable ramifications and the State has failed to fund this new mandate; and

WHEREAS, the Cayuga County Legislature is desirous of providing the District Attorney with adequate resources to prosecute crime in Cayuga County and protect its Citizens; now therefore be it

RESOLVED, that an additional full-time Assistant District Attorney the position is created in the District Attorney’s Office commencing as of January 1st, 2020 with an annual salary of $63,900 (plus fringe) and shall be placed in Part IV of the Compensation Plan; and be it further

RESOLVED, the position created herein is effective upon the District Attorney’s appointment of a qualified applicant as provided in the New Position Duties Statement for said position classified by Civil Service Commission; and be it further

RESOLVED, that the foregoing be accomplished in accordance with Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Cayuga County Treasurer is hereby authorized and directed to make such necessary journal entries to accomplish the foregoing.

Judicial & Public Safety

Christopher Petrus, Chair

Keith Batman

Joseph Bennett

Michael Didio

Timothy Lattimore

Paul Pinckney

Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair

Joseph Bennett

Elane Daly

Joseph DeForest

Ryan Foley

Christopher Petrus

Paul Pinckney
Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 9/5/2019

Authorization To: Create and Fill **

** New Position Duties Statement (NPDS) - Short Form

REQUIRED IF the title exists within the department

** New Position Duties Statement (NPDS) - Long Form

REQUIRED IF the title does NOT exist within the department

Do you anticipate this request to result in fill-behinds? No

Cayuga County
Department District Attorney

Job Title Being Requested (Exact Civil Service Title) Assistant District Attorney

Position Status Permanent

Position Designation Full-Time

Budget Account Number A1165

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS Part IV

IN

Part IV Grade 9

Minimum Salary (Part IV) 63,968

Base/Current Salary (Part IV) 63,968 (Note: 1% increase per year for each year of relevant experience)

Starting Salary for Position Requested 63,968 (Note: 1% increase per year for each year of relevant experience)

Justification for Salary The justification for salary requested is to seek and hire
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested</td>
<td>experienced prosecutorial attorneys.</td>
</tr>
<tr>
<td>Does position include fringe benefits?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the justification for filling this position AND why is it important for your department?</td>
<td>The recently enacted New York State Criminal Justice &quot;Reforms&quot; (to Bail, Discovery, and Speedy Trial) will take effect on January 1, 2020. The new statutes will create new burdens significantly increasing the workloads and shortening the timelines impacting the functions of the District Attorney's Office. The prosecution shall be required to perform complete their discovery obligations as soon as practicable, but not later than fifteen calendar days after the defendant's arraignment, and the new obligation is to provide absolutely everything (akin to what was required prior to trial, months after any arrests). The District Attorney has demonstrated a need for additional legal assistance in handling the increased workload in accordance with the new statutes to avoid dismissals and other unacceptable ramifications and the State has failed to fund this new mandate.</td>
</tr>
<tr>
<td>How is this position funded?</td>
<td>Budget</td>
</tr>
<tr>
<td>Is this a reimbursed position?</td>
<td>No</td>
</tr>
<tr>
<td>What will the fiscal impact of filling this position in your budget this year and in future fiscal years?</td>
<td>The new position will increase our budget beginning in January 2020. However, we have recently established a Revenue Account for our online Ticket Reduction Program fees. The expected Revenue is approximately $7,000 per month ($84,000 annually).</td>
</tr>
<tr>
<td>Department Head</td>
<td>Jon E. Budelmann</td>
</tr>
<tr>
<td>Date</td>
<td>9/5/2019</td>
</tr>
<tr>
<td>Attestation</td>
<td>I have been directed to submit on behalf of the authorized department or agency head</td>
</tr>
<tr>
<td>Name of Person Submitting on Behalf of Department or Agency Head</td>
<td>Jeannette McCormick</td>
</tr>
<tr>
<td>Title of Person Submitting on Behalf of Department or Agency Head</td>
<td>Executive Assistant to DA</td>
</tr>
</tbody>
</table>

AUTHORIZATION TO CREATE AND FILL A SUPPORT STAFF (CONFIDENTIAL SECRETARY TO DA) POSITION IN THE DISTRICT ATTORNEY'S OFFICE TOGETHER WITH SETTING THE SALARY

BY: Hon. Christopher K. Petrus, Chairman, Judicial & Public Safety; and
Hon. Patrick V. Mahunik, Chairman, Ways and Means

WHEREAS, the recently enacted New York State Criminal Justice “Reforms” (to Bail, Discovery, and Speedy Trial) will take effect on January 1, 2020; and

WHEREAS, the new statutes will create new burdens significantly increasing the workloads and shortening the timelines impacting the functions of the District Attorney’s Office; and

WHEREAS, the prosecution shall be required to perform complete their discovery obligations as soon as practicable, but not later than fifteen calendar days after the defendant’s arraignment, and the new obligation is to provide absolutely everything (akin to what was required prior to trial, months after any arrests); and

WHEREAS, the District Attorney has demonstrated a need for additional secretarial/administrative legal assistance in handling the increased workload in accordance with the new statutes to avoid dismissals and other unacceptable ramifications and the State has failed to fund this new mandate; and

WHEREAS, the District Attorney has demonstrated a need for assistance in handling the increased workload (motions to extend/delay disclosure, seek bail and protective orders, etc.) and facilitate in obtaining, scanning, and redacting discovery materials as required in accordance with the new statutes; and

WHEREAS, the Cayuga County Legislature is desirous of providing the District Attorney with adequate resources to prosecute crime in Cayuga County and protect its citizens; now therefore be it

RESOLVED, that the position of an additional full-time Confidential Secretary II is created in the District Attorney’s Office commencing on or before January 1st, 2020 with an annual salary commensurate with the title (plus fringe benefit) and shall be placed in Part IV of the Compensation Plan; and be it further

RESOLVED, THE District Attorney is authorized to fill the additional Confidential Secretary II position, as well as backfill any vacancies which may be created by filling; and be it farther

RESOLVED, that the foregoing be accomplished in accordance with Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Cayuga County Treasurer is hereby authorized and directed to make such necessary journal entries to accomplish the foregoing.

Judicial & Public Safety

Christopher Petrus, Chair

Keith Batman

Joseph Bennett

Michael Didio

Timothy Lattimore

Paul Pinckney

Ways & Means Committee

Patrick Mahunik, Chair

Joseph Bennett

Elane Daly

Joseph DeForest

Ryan Foley

Christopher Petrus

Paul Pinckney

Co. Atty: Paul Pinckney
Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 9/5/2019

Authorization To: Create and Fill **

** New Position Duties Statement (NPDS) - Short Form
REQUIRED IF the title exists within the department

** New Position Duties Statement (NPDS) - Long Form
REQUIRED IF the title does NOT exist within the department

Do you anticipate this request to result in fill-behinds?
No

Cayuga County Department

Job Title Being Requested (Exact Civil Service Title)
Confidential Secretary to the District Attorney

Position Status Permanent

Position Designation Full-Time

Budget Account Number A1165

Is a position being abolished to create the new position?
No

Is the salary of requested position in the current comp plan?
Yes

Comp Plan Requested IS IN
Part IV

Part IV Grade 4

Minimum Salary (Part IV) 42,738

Base/Current Salary (Part IV) 42,738

Starting Salary for Position Requested 42,738 - 47,905 (depending on qualifications and experience)

Justification for Salary The salary is based upon the minimum & maximum salary in
Requested

Does position include fringe benefits?

Yes

What is the justification for filling this position AND why is it important for your department?

The recently enacted New York State Criminal Justice "Reforms" (to Bail, Discovery, and Speedy Trial) will take effect on January 1, 2020. The new statutes will create new burdens significantly increasing the workloads and shortening the timelines impacting the functions of the District Attorney's Office. The prosecution shall be required to perform complete their discovery obligations as soon as practicable, but not later than fifteen calendar days after the defendant's arraignment, and the new obligation is to provide absolutely everything (akin to what was required prior to trial, months after any arrests). The District Attorney has demonstrated a need for additional secretarial/administrative legal assistance in handling the increased workload in accordance with the new statutes to avoid dismissals and other unacceptable ramifications and the State has failed to fund this new mandate. The District Attorney has also demonstrated a need for assistance in handling the increased workload (motions to extend/delay disclosure, seek bail and protective orders, etc.) and facilitate in obtaining, scanning, and redacting discovery materials as required in accordance with the new statutes.

How is this position funded?

Budget

Is this a reimbursed position?

No

What will the fiscal impact of filling this position in your budget this year and in future fiscal years?

The new position will increase our budget beginning in January 2020. However, we have recently established a Revenue Account for our online Ticket Reduction Program fees. The expected Revenue is approximately $7,000 per month ($84,000 annually).

Department Head

Jon E. Budelmann

Date

9/5/2019

Attestation

I have been directed to submit on behalf of the authorized department or agency head

Name of Person Submitting on Behalf of Department or Agency Head

Jeannette McCormick

Title of Person Submitting on Behalf of Department or Agency

Executive Assistant to DA
RESOLUTION NO. 10/22/19 DA Create GJ Court Reporter Position

AUTHORIZATION TO CREATE A SECOND COURT REPORTER POSITION IN THE DISTRICT ATTORNEY’S OFFICE AND SETTING THE SALARY

BY: Hon. Christopher K. Petrus, Chairman, Judicial & Public Safety; and Hon. Patrick V. Mahunik, Chairman, Ways and Means

WHEREAS, the recently enacted New York State Criminal Justice “Reforms” (to Bail, Discovery, and Speedy Trial) will take effect on January 1, 2020; and

WHEREAS, the new statutes will create new burdens significantly increasing the workloads and shortening the timelines impacting the functions of the District Attorney’s Office; and

WHEREAS, the prosecution shall be required to perform complete their discovery obligations as soon as practicable, but not later than fifteen calendar days after the defendant’s arraignment, and the new obligation is to provide absolutely everything (akin to what was required prior to trial, months after any arrests); and

WHEREAS, the Cayuga County Grand Jury Reporter’s workload will increase dramatically requiring the Grand Jury Reporter to produce every transcript within fifteen calendar days of the defendant’s arraignment on an indictment; and

RESOLVED, that the position of an additional full-time Court Reporter is created in the District Attorney’s Office, and shall be placed in Part IV of the Compensation Plan, commencing as of January 1st, 2020 with an annual minimum salary as set forth in the Plan (plus fringe); and be it further

RESOLVED, the position created herein is effective upon the District Attorney’s appointment of a qualified applicant as provided in the New Position Duties Statement for said position classified by Civil Service Commission; and be it further

RESOLVED, that the foregoing be accomplished in accordance with Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Cayuga County Treasurer is hereby authorized and directed to make such necessary journal entries to accomplish the foregoing.

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney
Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 9/4/2019

Authorization To: Create and Fill **

** New Position Duties Statement (NPDS) - Short Form
REQUIRED IF the title exists within the department

** New Position Duties Statement (NPDS) - Long Form
REQUIRED IF the title does NOT exist within the department

Do you anticipate this request to result in fill-behinds? No

Cayuga County Department

Job Title Being Requested (Exact Civil Service Title)

District Attorney

Grand Jury Reporter

Position Status Permanent

Position Designation Full-Time

Budget Account Number A1165

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN CSEA

CSEA Grade 19

Probationary Salary Amount 43,837

Step 4 Amount (CSEA) 49,545

Starting Salary for Position Requested 43,837

Justification for Salary Requested The salary is based upon the probationary salary in accordance with the the Cayuga County Compensation Plan,
Does position include fringe benefits?

Yes

What is the justification for filling this position AND why is it important for your department?

The recently enacted New York State Criminal Justice "Reforms" (to Bail, Discovery, and Speedy Trial) will take effect on January 1, 2020. The new statutes will create new burdens significantly increasing the workloads and shortening the timelines impacting the functions of the District Attorney's Office. The prosecution shall be required to perform complete their discovery obligations as soon as practicable, but not later than fifteen calendar days after the defendant's arraignment, and the new obligation is to provide absolutely everything (akin to what was required prior to trial, months after any arrests). The Cayuga County Grand Jury Reporter's workload will increase dramatically requiring the Grand Jury Reporter to produce every transcript within fifteen days of the defendant's arraignment on an indictment. The District Attorney has demonstrated a need for additional assistance in handling the increased workload in accordance with the new statutes to avoid dismissals and other unacceptable ramifications and the State has failed to fund this new mandate.

How is this position funded?

Budget

Is this a reimbursed position?

No

What will the fiscal impact of filling this position in your budget this year and in future fiscal years?

The new position will increase our budget beginning in January 2020. However, we have recently established a Revenue Account for our online Ticket Reduction Program fees. The expected Revenue is approximately $7,000 per month ($84,000 annually).

Department Head

Jon E. Budelmann

Date

9/4/2019

Attestation

I have been directed to submit on behalf of the authorized department or agency head

Name of Person Submitting on Behalf of Department or Agency Head

Jeannette McCormick

Title of Person Submitting on Behalf of Department or Agency Head

Executive Assistant to DA
RESOLUTION TO AMEND THE 2019 BUDGET TO INCLUDE REVENUE AND APPROPRIATIONS RELATED TO THE ADVENTFS TRAFFIC EDUCATIONAL PROGRAM

By: Hon. Christopher Petrus, Chairman, Judicial & Public Safety; and Hon. Patrick Mahunik, Chairman, Ways & Means

WHEREAS, the Cayuga County Legislature previously supported the District Attorney engaging the services of Adventfs.com to provide online educational programs (at no additional taxpayer expense), in order to reduce recidivism by offenders; and

WHEREAS, in order to fund the educational programming without additional taxpayer expense, Adventfs.com will collect a fee from each participant in those programs via their secure servers; and

WHEREAS, the Program requires DA’s Staff to monitor and administer participants in the program, Adventfs.com rebates a portion of its fee to the Cayuga County Treasurer in order to fund the additional work required to be done within the DA’s Office to monitor and administer the program; and

WHEREAS, the District Attorney’s Office projects that the revenue received by the county during the year 2019 will exceed $50,000.00, which would cover the additional expenses associated with staffing required to administer the program; now, therefore be it

RESOLVED, that Revenue Account A1 1650-41274 (Course Fees) in the District Attorney’s 2019 budget be increased in the amount of $50,000.00; and be it further

RESOLVED, that the District Attorney’s 2019 budget shall also be amended to increase A1 1691-51002 (Salary) and associated fringe benefit accounts for a total increase of $50,000.00 in order to fund the positions performing the work required to process such requests; and be it further

RESOLVED, that the foregoing be accomplished in accordance with Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Cayuga County Treasurer is hereby authorized and directed to make such necessary journal entries to accomplish the foregoing.

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale
Co. Atty.

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney
RESOLUTION NO. ______________ 10/22/19  EMO 2019 SHSP GRANT

AUTHORIZING THE CHAIRPERSON OF THE CAYUGA COUNTY LEGISLATURE AND THE CAYUGA COUNTY E-911 ADMINISTRATOR TO ACCEPT A NEW YORK STATE DIVISION OF HOMELAND SECURITY & EMERGENCY SERVICES STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT TO ENHANCE THE ALL HAZARDS PREPAREDNESS AND RESPONSE CAPABILITIES OF CAYUGA COUNTY, AND TO AUTHORIZE THE CAYUGA COUNTY TREASURER TO AMEND THE EMERGENCY MANAGEMENT 2020 BUDGET (A3640) BY CREATING A REVENUE AND A CONTRACTUAL LINE IN ORDER TO ACCEPT AND EXECUTE THE PURPOSES OF THE GRANT.

BY: MR. CHRISTOPHER PETRUS, Chairman, Judicial & Public Safety Committee, and
MR. PATRICK MAHUNIK, Chairman, Ways & Means Committee.

WHEREAS, the Cayuga County Office of Emergency Services was awarded $116,250.00 for a State Homeland Security Grant (SHSP) to enhance all hazards preparedness and response capabilities of Cayuga County; and

WHEREAS, the funds will be utilized to strengthen and enhance the county’s capabilities through a comprehensive all hazards planning, training, response, mitigation, and recovery approach; there is no county match for the grant funding; now therefore be it

RESOLVED, that the Chairperson of the Cayuga County Legislature and the Cayuga County E-911 Administrator are hereby authorized to accept this grant and to sign any and all documents necessary for acceptance and execution of the grant; and be it further

RESOLVED, that the Chairperson of the Cayuga County Legislature be authorized to advertise bids for equipment not listed on NYS OGS contract and enter into contract with vendors in order to accomplish the goals and objectives set forth in the grant contract without further legislative action; now therefore be it

RESOLVED, the Cayuga County Treasurer’s Office is hereby authorized and directed to create and amend the 2020 Emergency Management A3640 Budget in the following manner:

Create Revenue Account A36470 44333... FED AID – SHSP 19 ... $116,250.00
Create Contractual Account A36474 54532... FED AID – SHSP 19 ... $116,250.00

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney

Co. Atty.
RESOLUTION NO. __________________    10/22/19  EMO 2019 USAR GRANT

AUTHORIZING THE CHAIRPERSON OF THE CAYUGA COUNTY LEGISLATURE AND THE CAYUGA COUNTY E-911 ADMINISTRATOR TO ACCEPT A NEW YORK STATE TECHNICAL RESCUE AND URBAN SEARCH AND RESCUE (USAR) GRANT. FUNDING IS THROUGH THE DIVISION OF HOMELAND SECURITY & EMERGENCY SERVICES STATE HOMELAND SECURITY PROGRAM. TO AUTHORIZE THE CAYUGA COUNTY TREASURER TO AMEND THE EMERGENCY MANAGEMENT 2020 BUDGET (A3640) BY CREATING A REVENUE AND A CONTRACTUAL LINE IN ORDER TO ACCEPT AND EXECUTE THE PURPOSES OF THE GRANT.

BY:  MR. CHRISTOPHER PETRUS, Chairman, Judicial & Public Safety Committee, and
    MR. PATRICK MAHUNIK, Chairman, Ways & Means Committee.

WHEREAS, the Cayuga County Office of Emergency Services was awarded $73,000 in federal funding under the FY18 Technical Rescue & Urban Search and Rescue Grant Program; and

WHEREAS, the funds will be utilized to enhance technical rescue teams with equipment, training, exercise, and planning; now therefore be it

RESOLVED, that the Chairperson of the Cayuga County Legislature and the Cayuga County E-911 Administrator are hereby authorized to accept this grant and to sign any and all documents necessary for acceptance and execution of the grant; and be it further

RESOLVED, that the Chairperson of the Cayuga County Legislature be authorized to advertise bids for equipment not listed on NYS OGS contract and enter into contract with vendors in order to accomplish the goals and objectives set forth in the grant contract without further legislative action; now therefore be it

RESOLVED, the Cayuga County Treasurer’s Office is hereby authorized and directed to create and amend the 2020 Emergency Management A3640 Budget in the following manner:

| Create Revenue Account | A36470 44343... FED AID – SHSP 19 ... $73,000 |
| Create Contractual Account | A36474 54549... FED AID – SHSP 19 ... $73,000 |

Judicial & Public Safety

Christopher Petrus, Chair

Keith Batman

Joseph Bennett

Michael Didio

Timothy Lattimore

Paul Pinckney

Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair

Joseph Bennett

Elane Daly

Joseph DeForest

Ryan Foley

Christopher Petrus

Paul Pinckney

Co. Atty.
RESOLUTION NO. 10/22/19 EMO 2019 EMPG GRANT

AUTHORIZING THE CHAIRPERSON OF THE CAYUGA COUNTY LEGISLATURE AND THE CAYUGA COUNTY E-911 ADMINISTRATOR TO ACCEPT A NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FY19 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) TO ENHANCE ALL HAZARDS PREPAREDNESS, MITIGATION, RESPONSE, AND RECOVERY.

BY: MR. CHRISTOPHER PETRUS, Chairman, Judicial & Public Safety Committee, and MR. PATRICK MAHUNIK, Chairman, Ways & Means Committee.

WHEREAS, the Cayuga County Office of Emergency Services and Cayuga County have been awarded $34,223 by the New York State Division of Homeland Security and Emergency Services to enhance all hazards preparedness, mitigation, response, and recovery programs, and;

WHEREAS, the funding provided by this grant, as outlined in the grant guidance, will be utilized to comprehensively strengthen and enhance the County Office of Emergency Services’s capabilities through a comprehensive all hazards planning, training, response, mitigation, and recovery approach, and;

WHEREAS, the grant has a 50% cash or in-kind match, which is generated from the Director of Emergency Services and Deputy Director of Emergency Services salaries (A36401); and be it further

RESOLVED, the Chairperson of the Cayuga County Legislature and the Cayuga County 911 Administrator are hereby authorized to accept this grant and to sign any and all documents necessary for acceptance and execution of the grant; now therefore be it

RESOLVED, the Cayuga County Treasurer’s Office is hereby authorize and directed to create a revenue line in the 2020 Emergency Management Budget A3640 in the following manner:

Create Revenue Account A36470 44301...FEDAID-EMPG 19.............. $34,223

Judicial & Public Safety

Christopher Petrus, Chair

Keith Batnaan

Joseph Bennett

Michael Didio

Timothy Lattimore

Paul Pinckney

Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair

Joseph Bennett

Elane Daly

Joseph DeForest

Ryan Foley

Christopher Petrus

Paul Pinckney

Co. Att'y
RESOLUTION NO: ______________  10/22/19  SHR Transfer Monies

AUTHORIZE THE SHERIFF OF CAYUGA COUNTY TO TRANSFER MONIES FROM JAIL CONSTRUCTION/RENOVATION FUNDS TO BUILDING/MAINTENANCE AND COMPUTER SUPPORT FUNDS

By:  Hon. Chris Petrus, Chair, Judicial & Public Safety Committee
     Hon. Patrick Mahunik, Chair, Ways & Means Committee

WHEREAS, there are insufficient monies in the Sheriff’s 2019 Computer Support Line (A31504 54019) to cover the cost of performing software upgrades on Cayuga County Jail computers used for the control of the facility, from Windows 7 to Windows 10 platform, by the end of 2019; and

WHEREAS, there are insufficient monies in the Sheriff’s 2019 Building and Maintenance Line (A31504 54012) as many emergency capital equipment purchases had to be made due to equipment failure in 2019; and

WHEREAS, there is excess money available in the Sheriff’s 2019 Construction/Renovation Line (A31504 54178) to that will not be used in 2019 due to time constraints involved in many projects; now therefore be it

RESOLVED, that the Cayuga County Treasurer is authorized to allocate $29,649.96 from the Sheriff’s 2019 Construction/Renovation Line (A31504 54178) the sum of $24,430.00 to the Sheriff’s 2019 Computer Support Line (A31504 54019) and a sum of $5,219.96 to the 2019 Building and Maintenance Line (A31504 54012); now therefore be it

RESOLVED, that Cayuga County Treasurer make the necessary accounting and journal entries to accomplish the intent of this resolution.

Judicial & Public Safety

Christopher Petrus, Chair

Keith Batman

Joseph Bennett

Michael Didio

Timothy Lattimore

Paul Pinckney

Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair

Joseph Bennett

Elane Daly

Joseph DeForest

Ryan Foley

Christopher Petrus

Co. Atty: 

Paul Pinckney
Resolution No. ____________ 10/22/19 SHR-STONEGARDEN 18

Authorizing the Sheriff’s Office to accept funding through the 2018 Operation Stonegarden Grant from the Division of Homeland Security and Emergency Services and amend the 2019 Sheriff’s grant budget to accept the 2018 funding.

By: MR. Christopher Petrus, Judicial & Public Safety Committee
    MR. Patrick Mahunik, Chairman, Ways & Means Committee

WHEREAS, the Sheriff’s Office applied for and received funding of $125,000.00 for a Grant from the Division of Homeland Security and Emergency Services to provide funding for the law enforcement community to support their terrorism and preparedness efforts along the borders; and

WHEREAS, all equipment for operations through the Grant will require no match of funding by the County and will be 100% funded by the Department of Homeland Security; now therefore be it

RESOLVED, that the Chairman of the Legislature be authorized to sign the necessary documentation to accept the 2018 funding; and it further

RESOLVED, that the 2019 Cayuga County Sheriff’s Grant Budget be amended to increase A31130 44553 DHSES Stonegarden 2018 by $125,000.00, increase A31132 52100 Equipment-Trackable by $100,000.00, and increase A31134 54560 DHSES Stonegarden 2018 by $25,000.00; and be it further

RESOLVED, that the Cayuga County Treasurer is authorized to make the journal and accounting entries required to implement the intent of this resolution

Judicial & Public Safety

Christopher Petrus, Chair

Keith Batman

Joseph Bennett

Michael Didio

Timothy Lattimore

Paul Pinckney

Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair

Joseph Bennett

Elane Daly

Joseph DeForest

Ryan Foley

Christopher Petrus

Paul Pinckney

Co. Atty:
RESOLUTION NO. ___________ 10/22/19 SHR SLETTP 2018 Grant

Authorizing the Sheriff’s Office to accept funding through the 2018 SLETTP (State Law Enforcement Terrorism Prevention Program) Grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2019 Sheriff’s grants budget to accept the 2018 funding.

By: Mr. Christopher Petrus, Chair, Judicial and Public Safety Committee, and
Mr. Patrick Mahunik, Chair, Ways & Means Committee

WHEREAS, the Sheriff’s Office applied for and received funding of $38,739 for the law enforcement community to support their terrorism and preparedness efforts; and

WHEREAS, all equipment and training through the Grant will require no match of funding by the County and will be 100% funded by the Department of Homeland Security; now therefore be it

RESOLVED, that the Chairman of the Legislature be authorized to sign the necessary documentation to accept the 2018 funding; and be it further

RESOLVED, that the 2019 Cayuga County Sheriff’s Grant Budget be amended to increase A31130 44505 DHSES SLETTP 2018 by $38,739 and increase A31132 52100 EQUIPMENT TRACKABLE by $38,739; and be it further

RESOLVED, that the Cayuga County Treasurer is authorized to make the journal and accounting entries required to implement the intent of this resolution.

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
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Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney

Co. Atty.: 

10-19-3P-11
Resolution No. ____________ 10/22/19 SHR SLETPP 2019 Grant

Authorizing the Sheriff’s Office to accept funding through the 2019 SLETPP (State Law Enforcement Terrorism Prevention Program) Grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2019 Sheriff’s grants budget to accept the 2019 funding.

By: Mr. Christopher Petrus, Chair, Judicial and Public Safety Committee, and Mr. Patrick Mahunik, Chair, Ways & Means Committee

WHEREAS, the Sheriff’s Office applied for and received funding of $38,739 for the law enforcement community to support their terrorism and preparedness efforts; and

WHEREAS, all equipment and training through the Grant will require no match of funding by the County and will be 100% funded by the Department of Homeland Security; now therefore be it

RESOLVED, that the Chairman of the Legislature be authorized to sign the necessary documentation to accept the 2019 funding; and be it further

RESOLVED, that the 2019 Cayuga County Sheriff’s Grant Budget be amended to increase A31130 44500 DHSES SLETPP 2019 by $38,739 and increase A31132 52100 EQUIPMENT TRACKABLE by $38,739; and be it further

RESOLVED, that the Cayuga County Treasurer is authorized to make the journal and accounting entries required to implement the intent of this resolution.

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Co. Atty

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney
RESOLUTION NO. 10/22/19

RESOLUTION Authorizing the Sheriff to fill one Clerk position due to the retirement of the current Clerk in the Sheriff’s Office.

By: Hon. Chris Petrus, Chair, Judicial & Public Safety Committee
Hon. Patrick Mahunik, Chair, Ways & Means Committee

WHEREAS, one vacancy exists in the Cayuga County Sheriff’s Office with the title of Clerk, due to a retirement effective October 30, 2019 (Position Control No. 001881-SYS); and

WHEREAS, the services provided by the Clerk are necessary to the smooth operation of the Sheriff’s Office through the providing of reception services, records management, pistol permit processing, domestic violence tracking, local background checks, FOIL request processing, and other critical and time-sensitive functions; and

WHEREAS, the incumbent is the only person at the Sheriff’s Office in this title and the sole provider of some of the listed services; and

WHEREAS, this position is designated and accepted in the 2019 Cayuga County Sheriff’s Operating Budget A31101 51001; now therefore be it

RESOLVED, that the Sheriff be hereby authorized and directed to fill the position of Clerk; and be it

RESOLVED, the employee hired will be placed at the appropriate step within the Sheriff’s Employee Association of Cayuga County (SEACC) Compensation Plan for 2019; and be it further

RESOLVED, that this position be filled in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga.

Judicial & Public Safety
Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Ways & Means Committee
Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney

Co. Atty:
Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 8/28/2019

Authorization To: Fill Only

** New Position Duties Statement (NPDS) - Short Form

** New Position Duties Statement (NPDS) - Long Form

Do you anticipate this request to result in fill-behinds? No

Cayuga County Sheriff Department

Job Title Being Requested (Exact Civil Service Title) Clerk

Position Control Number 001881-SYS

Position Status Permanent

Position Designation Full-Time

Budget Account Number A31101 51001

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN SEACC

SEACC Grade 5

Probationary Salary Amount 39,621

Step 3 Amount (DSPA or SEACC) 41,599

Starting Salary for Position Requested 39,621
**Justification for Salary Requested**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does position include fringe benefits?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the justification for filling this position AND why is it important for your department?</td>
<td>Tracie Coulson is retiring as of October 30, 2019.</td>
</tr>
<tr>
<td>How is this position funded?</td>
<td>Budget</td>
</tr>
<tr>
<td>Is this a reimbursed position?</td>
<td>No</td>
</tr>
<tr>
<td>What will the fiscal impact of filling this position in your budget this year and in future fiscal years?</td>
<td>There is no impact as salary is in 2019 and 2020 budget</td>
</tr>
</tbody>
</table>

**Department Head**

Sheriff Brian P. Schenck

8/28/2019

**Attestation**

I have been directed to submit on behalf of the authorized department or agency head

Julie Piascik

Confidential Secretary to the Sheriff