Office of the County Administrator
Historic Courthouse
195 Arsenal Street, 2nd Floor
Watertown, New York 13601-2567
Phone: (315) 785-3075 Fax: (315) 785-5070

Ryan Piche
County Administrator

Dylan Soper
Deputy County Administrator

October 30, 2026

TO: Members of Finance & Rules Committee

FROM: Ryan Piche, County Administrator

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on ***Wednesday, November 4, 2026 immediately following the conclusion of the Health & Human Services Committee meeting*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Payment of Legislators' Expenses

2. Local Law Intro No. 6 of 2026 - A Local Law to Authorize Overriding the Tax Levy Limit Established by General Municipal Law § 3-c (a/k/a "2% tax cap") for the Jefferson County 2027 Budget

3. Setting a Time and Place for Public Hearing on Local Law Intro Number 6 of 2026

4. Amending the 2026 County Budget in Relation to the American Rescue Plan Act for the Purpose of Obligating Funds for Maintaining Essential Services Throughout the Novel Coronavirus (COVID-19) Pandemic

5. Amending the 2026 County Budget in Relation to County Attorney Legal Fees

6. Authorizing An Agreement for the Provision of Professional Auction Services for Real Property Tax Enforcement

7. Authorizing Settlement of Claims Relative to Gabrielle Gulledge et al. vs. Jefferson County et al.

8. Approving Mortgage Tax Report

9. Authorizing an Agreement with Tyler Technologies, Inc. for the Termination of a Software as a Service Agreement for Enterprise Records Management Software

10. Local Law Intro No. 7 of 2026 - A Local Law Approving Management Compensation Plan for 2027

11. Setting a Time and Place for Public Hearing on Local Law Intro Number 7 of 2026

12. Amending the 2026 County Budget in Relation to Community College Chargebacks

13. Reclassifying a Senior Caseworker Position to a Social Worker Position Within Social Services Department

14. Revising and Adopting the Title VI/Nondiscrimination Plan

General Services Committee Sponsored Resolutions:

1. Amending the 2026 County Budget for the Airport Department Relative to Aviation Fuel

2. Authorizing an Agreement with Barrett Paving and Materials in Relation to the Airport General Aviation Parking Lot at the Watertown International Airport and Amending the 2026 County Budget and Capital Plan in Relation Thereto

3. Amending the 2026 County Budget and Capital Plan to Recognize Energy Tax Savings from the Internal Revenue Service in Relation to the Watertown International Airport Terminal Project for the Purposes of Economic Development and Property Remediation

4. Authorizing an Agreement and Amending the 2026 County Budget in Relation to the FY 2025 State Homeland Security Program (SHSP) Grant

5. Authorizing an Agreement with New York State Division of Homeland Security and Amending the 2026 County Budget in Relation to the FY 2025/FY 2026 New York State Interoperable Communications Formula Grant

6. Amending the 2026 County Budget to Reallocate Funds Within the Highway Department Budget

7. Amending the 2026 County Budget and Capital Plan Relative to County Routes 69 and 97

8. Amending the 2026 County Budget in Relation to the 2024-2025 Federal Transit Section 5311 Grant for Jefferson County Rural Public Transportation

9. Authorizing Agreements with New York State Empire State Development and the Village of Clayton in Relation to the New York State County Infrastructure Grant Program and Amending the 2026 County Budget in Relation Thereto

10. Amending the 2026 County Budget in Relation to the HOME Investment Partnership Grant Program

11. Amending the 2026 County Budget in Relation to Recycling and Waste Management

12. Authorizing an Agreement with New York State Defender's Association, Inc. for Case Management Software and Amending the 2026 County Budget in Relation to Software and Equipment in the Public Defender's Office

Health & Human Services Committee Sponsored Resolutions:

1. Amending the 2026 County Budget for the Office for the Aging Nutrition Program

2. Amending the 2026 County Budget to Allocate Additional State Aid for Community Services Programs

3. Authorizing an Agreement with Lewis County Related to a Behavioral Health Survey and Amending the 2026 County Budget in Relation Thereto

4. Amending the 2026 County Budget Relative to Vaccines

Executive Session:

1. Discussion regarding proposed, pending or current litigation

Informational Items:

1. Revenue and Expenditure Spreadsheet

2. Monthly Department Reports:
   County Clerk
   Health Benefits

If any Committee Member has inquiries regarding agenda items, please do not hesitate to contact me.

RP:jdj

c:
Administration
Budget
Clerk of the Board
County Attorney
County Auditor
County Clerk/Records Mgmt
County Clerk/Records Mgmt.
Board of Elections
Employ. & Training
Human Resources
Information Technology
Insurance
JCC
Purchasing/Ctrl Print.
Real Property Tax Serv
County Treasurer

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Payment of Legislators' Expenses

By Legislator: _____

Whereas, The Finance & Rules Committee is responsible for examining and auditing claims made by members of the Board, and

Whereas, Claims in the amount of $662.76 have been audited and deemed allowable.

Now, Therefore, Be It Resolved, That the County Treasurer be and is hereby directed to draw checks payable to the claimants as audited.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

County of Jefferson

Local Law Intro. Number 6 of the Year 2026

A Local Law to Authorize Overriding the Tax Levy Limit
Established by General Municipal Law § 3-c (a/k/a "2% tax cap") for
the Jefferson County 2027 Budget

By Legislator:_____

BE IT ENACTED by the Board of Legislators of the County of Jefferson as follows:

SECTION 1 Title.

This Local Law shall be known as "A Local Law to Authorize Overriding the Tax Levy Limit Established by General Municipal Law § 3-c (a/k/a "2% tax cap") for the Jefferson County 2027 Budget"

SECTION 2. Legislative Findings.

The Board of Legislators for the County of Jefferson hereby finds and determines that the anticipated budgetary needs for fiscal 2027 require that Jefferson County adopt the appropriate legislation necessary to override the tax levy limit established by General Municipal Law **§ 3-c, and more commonly referred to as the "2% tax cap."**

SECTION 3. Enactment Authority

This Local Law is adopted pursuant to authority provided in section 10 of the Municipal Home Rule Law of the State of New York as well as the specific authority found in General Municipal Law **§ 3-c(5)**.

SECTION 4. Override Authorization

The Board of Legislators be and the same is hereby authorized to adopt a budget for fiscal year 2027 that exceeds the "tax levy limit" as that term is defined and calculated pursuant to the provisions of General Municipal Law **§3-c**.

SECTION 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

Seconded by Legislator:_____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Setting a Time and Place for Public Hearing on Local Law Intro Number 6 of 2026

By Legislator: _____

Resolved, That the Board of Legislators shall hold a public hearing on December 8, 2026, beginning at 3:00 p.m. in the Board of Legislators Chambers, 195 Arsenal Street, Watertown, NY to hear public comment on Local Law Intro Number 6 of 2026 "A Local Law to Authorize Overriding the Tax Levy Limit Established by General Municipal Law § 3-c (a/k/a "2% tax cap") for the Jefferson County 2027 Budget ", and be it further

Resolved, That the Clerk of the Board of Legislators shall give notice of said public hearing as required by law.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2026 County Budget in Relation to the American Rescue Plan Act for the Purpose of Obligating Funds for Maintaining Essential Services Throughout the Novel Coronavirus (COVID-19) Pandemic

By Legislator: _____

Whereas, the American Rescue Plan Act (ARPA) was enacted on March 11, 2021, to provide financial relief to state, local, territorial, and tribal governments in response to the economic impacts of the COVID-19 public health emergency, and

Whereas, By Resolutions 243 of 2021 and 111 of 2023, the Board of Legislators accepted American Rescue Plan Act (ARPA) funding in the amount of $21,333,967, and

Whereas, Funding was allocated to meet small business, childcare, homeless and food pantry needs; address agriculture, broadband, and tourism sector challenges; and strengthen County services and address infrastructure needs, and

Whereas, The County has incurred significant expenses to maintain essential services during the COVID-19 Pandemic, including public safety, public health, infrastructure maintenance, and other critical functions, and

Whereas, Through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, funding was authorized to support eligible costs incurred between March 3, 2021, and December 31, 2024, and

Whereas, Per SLFRF guidance, calculated "revenue loss" due to the COVID-19 Pandemic totals $13,597,166, representing the allowable limit for which the County can obligate its ARPA funds, and

Whereas, Of that allowable limit, the County has obligated $12,990,118 to date, and

Whereas, Recognizing and additional $254,493 in expenses to maintain essential services during the COVID-19 pandemic ensures that the December 31, 2026 deadline is met.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

Decrease:

Expenditure		
21104500 04978	Water, Sewer, Broadband	$254,493
Fund Balance		
01000000 30599	Appropriated Fund Balance	$254,493

Increase:

Transfers

01899200 95031	Interfund Transfers	$254,493
21990100 09000	Transfer to General Fund	254,493

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2026 County Budget in Relation to County Attorney Legal Fees

By Legislator: _____

Whereas, Pending litigation matters to date have exhausted the annual budget appropriation for such fees, and

Whereas, The County Attorney has requested additional funds to supplement the account for legal fees utilized for retention of outside counsel to handle legal matters subject to litigation.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

Increase:

Expenditure		
01142000 04411	Legal Fees	$75,000

Decrease:

01199000 04963	Contingent Account	$75,000

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing An Agreement for the Provision of Professional Auction Services for Real Property Tax Enforcement

By Legislator: _____

Whereas, Jefferson County is responsible for the enforcement of delinquent real property tax liens for all taxing jurisdictions within the County other than the City of Watertown, and

Whereas, As part of the tax foreclosure process the County retains a professional auction service provider to conduct an online public auction of those foreclosed properties for which Jefferson County has obtained legal title, as well as other ancillary auction services, and

Whereas, The County's current auctioneer is no longer able to provide professional auction services to the County, and

Whereas, The County has contacted Absolute Auctions & Realty, Inc., to perform such services for the County, and

Whereas, The County and Absolute Auctions & Realty, Inc., desire to enter into an agreement whereby Absolute Auctions and Realty, Inc. will provide professional auction services to the County.

Now, Therefore, Be it Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an agreement with Absolute Auctions and Realty, Inc, for Professional Auction Services for a period to commence upon execution of the agreement and ending on December 31, 2028, with an option to renew for three one-year periods, on behalf of Jefferson County, subject to the approval of the County Attorney as to form and content.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Settlement of Claims Relative to Gabrielle Gulledge et al. vs. Jefferson County et al.

By Legislator: _____

Whereas, A lawsuit entitled "Gabrielle Gulledge et al. vs. Jefferson County et al.", Index No. 903606-18, is pending in the Albany County Supreme Court, and

Whereas, Counsel has advised that a range of possible verdicts exist and a negotiated settlement is, as a matter of litigation analysis and risk management, a cost-effective alternative to full trial of the action, and

Whereas, Pursuant to Local Law No. 5 of 1986, a settlement or comprise of a claim in the amount of $10,000.00 or greater requires the prior approval of the Board of Legislators.

Now, Therefore, Be It Resolved, That the Board of Legislators does hereby agree to a settlement of the matter herein in the sum of Three Hundred, Sixty Five Thousand and 00/100 Dollars ($365,000.00) inclusive of all legal fees, to be funded through Jefferson County's insurance carrier, for purposes of settling the referenced litigation against the County of Jefferson; and the County Attorney is hereby authorized to sign all documents necessary to effectuate such settlement and discontinue the above referenced lawsuit against Jefferson County.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Approving Mortgage Tax Report

By Legislator:_____

Whereas, The Board of Legislators is in receipt of the semi-annual Mortgage Tax Report showing the amount to be credited to each tax district in the County of the money collected during the preceding six months ended September 30, 2026.

Now, Therefore, Be It Resolved, That, pursuant to Section 261 of the Tax Law, the Board of Legislators issue Tax Warrants for the payment to the respective tax districts of the amounts so credited and authorize and direct the County Treasurer to make payment of said amounts to the respective districts in accordance with the report.

Seconded by Legislator:_____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing an Agreement with Tyler Technologies, Inc. for the Termination of a Software as a Service Agreement for Enterprise Records Management Software

By Legislator: _____

Whereas, By Resolution 294 of 2025, the Jefferson County Board of Legislators authorized a software and services agreement (SaaS) with Tyler Technologies, Inc. for a document management system for the Jefferson County Clerk's Office, and

Whereas, Jefferson County and Tyler Technologies, Inc. have determined it is mutually beneficial to terminate the December 12, 2025 SaaS agreement for mutual convenience, and

Whereas, In connection with this termination for convenience, Tyler Technologies, Inc. will void three invoices for professional services fees totaling $7,387.50, and

Whereas, Tyler Technologies, Inc. will apply a conditional credit of $40,000 for fees previously paid by Jefferson County under the agreement toward a future agreement for MUNIS SaaS fees related to an impending cloud upgrade, and will securely destroy Jefferson County's data in its possession within thirty days following the effective date.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an agreement and mutual release with Tyler Technologies, Inc. for the termination of enterprise records management software as a service sgreement, recognizing waived fees of $7,387.50 and a conditional credit of $40,000.00, subject to approval of the County Attorney as to form and content.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

County of Jefferson

Local Law Intro No.7 of 2026

A Local Law Approving Management Compensation Plan for 2027

By Legislator: _____

BE IT ENACTED by the County Legislature of the County of Jefferson as follows:

Whereas, As part of the Administrative Policies and Procedures Section 3.02 governing Management and Management Confidential employees adopted by Resolution No. 18 of 1989, as amended, the Jefferson County Board of Supervisors approved a compensation plan which provides for compensation to be paid in accordance with a schedule of grades and steps, and

Whereas, The adopted 2027 County Budget provides funding for compensation increases for management, management confidential and attorney employees effective January 3, 2027, and

Whereas, The Board of Legislators desires to amend the compensation plan to provide for an adjustment of 3.5% to the general management schedule, management/confidential schedule, attorney schedule, flat professional employees, and to adjust increments in accordance with such schedules.

Section 1. The Board of Legislators adopts the Jefferson County Administrative, Management Confidential and Attorney Salary Schedules set forth in Exhibit "A" as the Management, Management Confidential and Attorney Compensation Plan for Jefferson County. Said schedules to be effective January 3, 2027.

Section 2: Upon its effective date, and otherwise applicable to the first payroll period commencing January 3, 2027, the Jefferson County Administrative, Management Confidential and Attorney Salary Schedules shall apply to all positions identified therein and shall continue in effect unless or until amended, repealed or replaced.

Section 3: This local law is adopted subject to a permissive referendum as to the change in the salary of an elected or appointed officer effective during their term of office and the Clerk of the Board is directed to publish notice of the same as required by law.

Section 4: All local laws and resolutions of the Board of Legislators of Jefferson County, to the extent that the same are inconsistent with this local law, are hereby superseded by this local law.

Section 5: If any clause, sentence, paragraph, subdivision, section, or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined to its operation to the

clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

Section 6: This local law shall become effective in accordance with the provisions of the Municipal Home Rule Law of the State of New York.

Seconded by Legislator: _____

EXHIBIT A

	2027 ADMINISTRATIVE SCHEDULE					
GRADE	**LONG.**	**LEVEL A**	**LEVEL B**	**LEVEL C**	**LEVEL D**	**RATE**
1	5,221	130,528	134,443	138,477	142,630	146,910
2	4,902	122,547	126,223	130,009	133,909	137,928
3	4,581	114,530	117,966	121,505	125,150	128,904
4	4,282	107,038	110,248	113,556	116,962	120,472
5	3,964	99,109	102,081	105,144	108,297	111,547
6	3,588	89,691	92,382	95,154	98,007	100,948
7	3,247	81,168	83,603	86,111	88,694	91,355
8	3,006	75,157	77,411	79,732	82,125	84,588
9	2,784	69,589	71,676	73,827	76,042	78,323
10	2,577	64,434	66,367	68,358	70,408	72,520
11	2,398	59,938	61,737	63,589	65,496	67,461
12	2,230	55,758	57,429	59,152	60,927	62,755

	2027 MANAGEMENT CONFIDENTIAL							
	SALARY SCHEDULE							
GRADE	**LONG.**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**	**STEP 7**
MC1		50,887	52,525	54,527	56,438	58,549	60,661	62,899
	1.12	27.96	28.86	29.96	31.01	32.17	33.33	34.56
MC2		45,555	46,847	48,339	49,850	51,542	53,362	55,146
	1.00	25.03	25.74	26.56	27.39	28.32	29.32	30.30
MC3		43,625	44,863	46,101	47,484	48,867	50,359	52,125
	0.96	23.97	24.65	25.33	26.09	26.85	27.67	28.64
MC4		41,769	42,879	44,044	45,191	46,446	47,702	49,358
	0.92	22.95	23.56	24.20	24.83	25.52	26.21	27.12
40 HR WRK WK		47,736	49,005	50,336	51,646	53,082	54,517	56,410
MC5		40,058	41,023	42,115	43,152	44,226	45,500	46,665
	0.88	22.01	22.54	23.14	23.71	24.30	25.00	25.64
40 HR WRK WK		45,781	46,883	48,131	49,317	50,544	52,000	53,331

2027 ATTORNEY SCHEDULE						
GRADE	**LONG**	**LEVEL A**	**LEVEL B**	**LEVEL C**	**LEVEL D**	**RATE**
1	5,867	146,674	150,589	154,623	158,776	163,056
2	5,227	130,676	134,112	137,651	141,296	145,050
3	4,927	123,184	126,394	129,702	133,108	136,618
4	4,610	115,255	118,227	121,290	124,443	127,693
5	4,233	105,837	108,528	111,300	114,153	117,094

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Setting a Time and Place for Public Hearing on Local Law Intro Number 7 of 2026

By Legislator: _____

Resolved, That the Board of Legislators shall hold a public hearing on December 8, 2026, beginning at 3:00 p.m. in the Board of Legislators Chambers, 195 Arsenal Street, Watertown, NY to hear public comment on Local Law Intro Number 7 of 2026 "A Local Law Approving Management Compensation Plan for 2027", and be it further

Resolved, That the Clerk of the Board of Legislators shall give notice of said public hearing as required by law.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2026 County Budget in Relation to Community College Chargebacks

By Legislator: _____

Whereas, Jefferson County is billed chargebacks for residents who attend community colleges throughout the state for students from outside the college's sponsored area, and

Whereas, The number of Jefferson County residents attending out of county community colleges has increased from 218 to 266 compared to the prior year and budgeted funds have been exceeded.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

Increase

Expenditure		
01249000 04614	Tuition Chargebacks	$ 175,000
01249000 04615	Capital Chargebacks	15,000

Decrease:

Expenditure		
01199000 04963	Contingent Account	$ 190,000

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Reclassifying a Senior Caseworker Position to a Social Worker Position Within Social Services Department

By Legislator: _____

Whereas, The Bonadio Group was engaged by Jefferson County to conduct an operational analysis of the Child Welfare Division of the Department of Social Services which resulted in a report recommending enhancement to the quality review process or establishment of a dedicated Quality Assurance (QA) position, and

Whereas, By Resolution No. 65 of 2026, The Board of Legislators adopted the strategic strategy priority of the Health and Human Services Committee to support the Department of Social Services efforts to improve performance metrics, and

Whereas, The Department's Child Welfare Division has made progress in the areas of employee retention, training and support, and

Whereas, The Commissioner of Social Services has identified an opportunity to reclassify a position to bolster quality assurance through an additional Social Worker position within the Department.

Now, Therefore, Be it Resolved, That Senior Caseworker (Grade 19, Position No. 6010159) be reclassified to a Social Worker (Grade 20, Position No. 6010264) within the Department of Social Services.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Revising and Adopting the Title VI/Nondiscrimination Plan

By Legislator: _____

Whereas, By Resolution No. 152 of 2018, The Jefferson County Board of Legislators adopted the County Title VI Policy and Plan to comply with the requirements of the Civil Rights Act of 1964, and

Whereas, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance, and

Whereas, Jefferson County is a recipient of Federal funding from several agencies including the Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration, necessitating a formal Title VI/Nondiscrimination Plan to ensure compliance with Federal and State regulations, and

Whereas, The County is committed to preventing and eliminating discrimination in all operations, services, and aspects of employment, regardless of whether programs are federally funded, and

Whereas, By Resolution 112 of 2026, the Board of Legislators revised and adopted the Title VI/Nondiscrimination Plan to comply with updated Federal Highway Administration (FHWA) regulations, and

Whereas, With the launch of the Jefferson County Transit System and the federal funding that support the system, additional regulations now apply from the Federal Transit Administration (FTA), and

Whereas, The Department of Transportation determined that the FHWA-approved policy alone did not comply with FTA-specific Title VI obligations tied to transit award funding, making it highly beneficial to Jefferson County to retool the plan to meet both sets of requirements, and

Whereas, The FTA Title VI compliance framework differs from the FHWA program because it applies specifically to public transportation operations and transit service delivery, and includes elements related to service and fare equity, transit service standards and policies, and demographic and service monitoring, and

Whereas, The proposed Title VI/Nondiscrimination Plan includes comprehensive procedures for communication, publication, data collection, public outreach, and a formal complaint procedure to ensure equal opportunity for all residents, and

Whereas, The Plan also incorporates a Limited English Proficiency (LEP) Plan and an Americans with Disabilities Act (ADA) Transition Plan to ensure meaningful access for all segments of the population.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby adopts the Revised Jefferson County Title VI/Nondiscrimination Plan effective immediately, and be it further

Resolved, That the Deputy County Administrator is hereby designated as the Title VI Coordinator and ADA Coordinator for Jefferson County, responsible for monitoring compliance and implementation of the Plan, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute the Title VI Assurances and all necessary documents to implement the Plan on behalf of the County.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

_____
Clerk of the Board of Legislators

Jefferson County, NY

Title VI Plan for Open-Door Services

Date Adopted: Month Day, Year

COUNTY OF JEFFERSON
TITLE VI/NONDISCRIMINATION PLAN
REVISED: April 7, 2026

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COUNTY OF JEFFERSON
I. TITLE VI/NONDISCRIMINATION CIVIL RIGHTS POLICY STATEMENT

A. POLICY STATEMENT

It is the policy of Jefferson County to prevent and eliminate discrimination in all of its operations and services as well as all aspects of employment. All County Departments shall plan, develop and implement their programs, services and activities so that no person is subjected to unlawful discrimination based on race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status or Vietnam-era veteran status, whether those programs, services and activities are federally funded or not.

This policy fully incorporates throughout all of Jefferson County's operations the requirements of applicable State and Federal laws and executive orders to prohibit any discriminatory practices, procedures and policies. All County personnel are directed to comply with these laws and orders.

Jefferson County's Title VI/Nondiscrimination Civil Rights Policy reflects Jefferson County's firm commitment to achieving equal opportunity in all programs, services and activities for which the County has direct and oversight responsibilities; and to achieve a workplace free from discrimination. The Deputy County Administrator/Title VI Coordinator is charged with monitoring the continued development and implementation of Jefferson County's external Civil Rights program for achieving our agency's goal to ensure equal opportunity for all. The Title VI Coordinator reports directly to the County Administrator on all matters regarding Title VI compliance and enforcement.

The Title VI/Nondiscrimination program shall have the full support of the Board of Legislators, and management and employees of Jefferson County. Additionally, all of Jefferson County's partners, contractors and consultants, sub-recipients, community-based organizations, faith-based organizations and advocacy groups are urged to give the County their full support and cooperation.

Additional Information: Individuals and/or organizations who would like more information concerning Jefferson County's nondiscrimination obligations under Title VI should contact: Dylan Soper, Deputy County Administrator/Title VI Coordinator, 195 Arsenal Street, Watertown, NY 13601. Email: dsoper@jeffersoncountyny.gov Phone: (315) 785-3075 *for TDD Dial 711 from your TTY device and provide the relay operator with this phone number

Complaint Procedure: Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status or Vietnam-era veteran status can file a complaint by completing a Complaint of Discrimination Form which can be obtained at the address listed above or through the Jefferson County website: www.jeffersoncountyny.gov

B. POLICY SCOPE AND GUIDANCE

Jefferson County's Policy Statement directs that the requirements of Articles 15-A of New York State Executive Law, Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, as well as the Americans with Disabilities Act, and all other relevant laws and executive orders are fully integrated into all of Jefferson County's and sub-recipient activities. State and Federal nondiscrimination laws are the cornerstones of Jefferson County's strategy to ensure equal opportunity and fair and equitable programs and services to the public.

All employees must assist in the prevention and elimination of any discriminatory practices and are encouraged to report allegations of discrimination to Jefferson County's Deputy County Administrator/Title VI Coordinator for review and appropriate action.

C. PROGRAM DESCRIPTION AND TRANSIT SERVICES

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Subrecipients of public transportation funding from the Federal Transit Administration (FTA), are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory. Jefferson County is a subrecipient of FTA financial assistance through a grant from NYSDOT. This Title VI plan details how Jefferson County incorporates nondiscrimination policies and practices in providing transit services to the ridership we serve.

Jefferson County receives FTA Section 5311 funding and provides deviated fixed route service for the counties Jefferson, St. Lawrence and Oswego. Jefferson County offers four routes that operate Monday through Friday, 5am-10pm. The fare is $2 each way. Matching funds for operating costs are provided by STOA and general funds.

II. TITLE VI ASSURANCES

A copy of Jefferson County's Title VI Assurances Statement is attached as Appendix A. The Assurances Statement reflects the County's commitment to comply with Title VI of the Civil Rights Act of 1964, as amended, and the County's policy to ensure equal opportunity and to prevent and eliminate discrimination. Jefferson County shall submit its Assurances Statement whenever the County accepts funding from the Federal government.

III. IMPLEMENTATION AND RESPONSIBILITIES

The Title VI Coordinator shall be responsible for overseeing the implementation of Jefferson County's external Civil Rights program activities to ensure equal opportunity for all. This individual shall implement, monitor and ensure the County's compliance with Title VI and related nondiscrimination regulations. The Title VI Coordinator in Jefferson County shall be the Deputy County Administrator. Exhibit B provides the County of Jefferson's Organizational Chart

depicting a direct reporting line to the County Administrator.

Planning, Environment, Design, Right of Way, Construction, Contracts, and Maintenance services will be provided by qualified consultants, in consultation with the Superintendent of Highways who are required to review and analyze demographic data including but not limited to race, color, national origin, sex, low income, and limited English proficiency. Projects designed must be in compliance with all ADA and Title VI regulations. These project designs will be reviewed and approved by state and federal agencies prior to construction.

The Title VI Coordinator is responsible for initiating, monitoring, and ensuring Jefferson County's compliance with Title VI requirements as follow:

1. Ensure that the County's Title VI Policy is posted so that appropriate notice is provided to the general public.

2. Review the County's Title VI Program annually to determine that it is up to date, and make any recommendations for changes to the Board of Legislators

3. Keep such records and timely file such reports as required to comply with Title VI requirements.

4. Process, review and investigate Title VI complaints received by the County in accordance with the Complaint Procedures established in this document.

5. Collect statistical data necessary to comply with Title VI requirements

6. Conduct Title VI reviews, when necessary, of contractors and other recipients of federal aid from Jefferson County.

7. Serve as resource for technical assistance to other County Departments and employees for guidance on complying with Title VI.

8. Respond to inquiries of the County's Title VI Program, and to any notices of deficiency received with regard to Title VI, to resolve issues of non-compliance.

IV. COMMUNICATION AND PUBLICATION

The following communication and publication procedures will be adhered to regarding dissemination of Title VI policies:

<u>Internally</u>

A. Department Heads shall be informed by:
   - Written communications from Title VI Coordinator.
   - The Title VI Plan shall be posted on Jefferson County Internet Site:

www.jeffersoncountyny.gov
- Training sessions/seminars.
- Distribution of educational materials.

B. All employees are informed by:
- Memorandum and training from Title VI Coordinator.
- Including Title VI training in employee orientation.
- Copies of Title VI Plan available on Jefferson County Intranet Site.
- Title VI/Nondiscrimination Public Notice Statement will be posted on general information bulletin boards throughout the County government offices and on the County's website at: www.jeffersoncountyny.gov.

C. Sub-recipients shall be informed of the Title VI provisions on the Jefferson County website: www.jeffersoncountyny.gov

Externally

A. The Title VI Policy Statement shall be available on the Jefferson County website (jeffersoncountyny.gov).
B. Title VI posters will be displayed as required by *23 CFR 200.9(b)(12)*; and *28 CFR 42. 5(c) at Jefferson County Office Building, 175 Arsenal Street, Watertown, NY 13601*
E. Nondiscrimination clauses will be included in contracts and agreements between outside vendors and Jefferson County.
D. Inside transit vehicles

V. DATA COLLECTION, PLANNING AND PUBLIC OUTREACH

Jefferson County promotes full and fair participation by all segments of the population including minority, low-income communities and populations that are limited English proficient.

Title VI, one of the primary federal nondiscrimination laws, prohibits discrimination on the basis of race or national origin in the provision of any services that are at all supported with federal funds. Title VI is a valuable tool not only to redress past discrimination, but also to monitor ongoing practices. Title VI provides a legal foundation for the collection of racial, ethnic and primary language data from recipients of federal financial assistance even when a specific statutory requirement to collect this data does not exist.

Public meetings are held in ADA accessible locations. Where possible, meetings are planned in locations that align with public transportation route schedules. Minutes to all public meetings will be available on the Jefferson County website (www.jeffersoncountyny.gov).

If a member of the public requests assistance with reading the minutes, understanding the content of the meeting or providing information for project planning and development, the individual should be referred to the Title VI Coordinator who will then make the necessary arrangements.

Jefferson County has an ADA Transition Plan that will be reviewed biannually by the Public Works department and updated as necessary. The ADA Transition Plan will be made available to the public on the County's website www.jeffersoncountyny.gov. A copy of the ADA Transition Plan is attached as Exhibit H.

Whenever there is a public transit project, it must be designed in compliance with all ADA and Title VI regulations. These project designs will be reviewed and approved by state and federal agencies prior to construction.

VI. TITLE VI COMPLAINT PROCEDURE

As a recipient of Federal funding from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Rail Administration (FRA) and the Federal Aviation Administration (FAA) in accordance with 23 CFR Section 200.9, the County of Jefferson has developed a Title VI complaint procedure and maintains a complaints log.

This procedure covers all complaints filed under Title VI of the Civil Rights Act of 1964 (Title VI), as amended, regarding any program or activity administered by the County of Jefferson as it relates to local agencies, contractors and other sub-recipients of United States Department of Transportation (USDOT) funds. This procedure applies to the County of Jefferson, but all Federal funded sub-recipients are required to have similar procedures in place as well.

A. Filing a Complaint. In order to allow Jefferson County to investigate an incident of alleged discrimination, the complainant must complete and file a Complaint Form. Information on filing a complaint, including the complaint form, can be accessed at the Jefferson County website: www.jeffersoncountyny.gov, or in the County Administrator's Office, 195 Arsenal Street, Watertown, NY 13601. A copy of the complaint form is attached as Exhibit C. Complaints shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination and provide supporting documentation. Completed forms must be sent to: Dylan Soper, Title VI Coordinator/Deputy County Administrator, 195 Arsenal Street, Watertown, NY 13601. The complaint form is not required to file a complaint. The County will make reasonable modifications and take information verbally if the complainant requires this accommodation.

In the event that a person makes a verbal complaint of discrimination to an officer or employee of the County, the officer or employee shall notify in writing the Title VI Coordinator of the nature of the complaint. If assistance is needed to complete the Complaint Form or filing a complaint, please contact Title VI Coordinator at 315-785-3075. For TDD, dial 711 from your TTY device and provide the relay operator with this phone number. Jefferson County investigates complaints received no more than 180 days after the alleged incident, in accordance with 49 CFR § 21.11(b).

Filing Complaints Directly with External Agencies A person may also file a complaint directly with state or federal agencies:

- **NYSDOT:** Office of Diversity and Opportunity, 50 Wolf Road, 6th Floor, Albany, NY

12232 | (518) 457-1129 | OCR-TitleVI@dot.ny.gov

- **FTA:** Federal Transit Administration, Office of Civil Rights, Attn: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- **FHWA:** Federal Highway Administration, Office of Civil Rights, 1200 New Jersey Ave., SE, Washington, DC 20590

Language Assistance / Assistance Services If information is needed in another language, please contact JEFFERSON COUNTY, NY at (315) 785-3075. *Si se necesita información en otro idioma, por favor contacto al (315) 785-3075.*

B. Reviewing Complaints. Upon receipt, Complaint Form will be date-stamped and immediately forwarded to the Title VI Coordinator. Within ten (10) business days of the complaint being date-stamped, the Title VI Coordinator or designee will review the complaint to determine if it contains all the necessary information to be processed. Based on the information contained in the complaint and any additional information requested, the Title VI Coordinator will determine (1) if the County of Jefferson has jurisdiction to process the complaint, and (2) if the complaint has sufficient merit to warrant an investigation.

If complete, the Title VI Coordinator will acknowledge, in writing, to the complainant that the complaint has been accepted and will be investigated. If the complaint is incomplete, the complainant will be contacted in writing to obtain the additional information. The complainant will be given 15 calendars days to respond to the request for additional information. The Title VI Coordinator will review additional information for (1) And (2) in paragraph above.

C. Record Keeping. The Title VI Coordinator will maintain a Discrimination Complaints Log identifying: the date the complaint was filed; basis of the complaint; status/disposition of the complaint; findings/actions and other pertinent information. A copy of the Discrimination Complaint Log is attached as Exhibit D.

D. Investigation. The Title VI Coordinator will plan to complete the internal investigation within **45 calendar days** for transit-related (FTA) complaints, and within **60 calendar days** for all other transportation/highway (FHWA) complaints, ensuring final reports are submitted to NYSDOT or USDOT within 60 days of complaint receipt.During the investigation, the Title VI Coordinator will determine if the affected party or other interested parties are needed.

E. Disposition of a Complaint

1. Approval and Notice of Finding. If the investigation was not conducted by the Title VI Coordinator, he/she will approve or disapprove the findings and recommendations of the investigation report within ten (10) business days of receiving the report. The disposition of the

complaint will be provided to the complainant, the respondent, and the original recipient of the complaint (if different from the respondent) as soon as possible thereafter.

A summary of the rationale supporting the disposition made and any recommendations to any party will be included in the Notice of Finding. The notification will advise the complainant of his/her appeal rights with the Department of Transportation orthe Federal Highway Administration, , as applicable, if the complainant is dissatisfied with County's decision.

For Federal Transportation Agency Title VI investigations, after the investigation has been completed, Jefferson County will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF).

1. A **closure letter** summarizing the allegations and stating that there was no Title VI violation and that the case will be closed. (*Exhibit E*)
2. A **letter of finding (LOF)** summarizing the allegations and the interviews regarding the alleged incident, and outlining remediation actions. (*Exhibit F*)

If the complainant wishes to appeal the decision, the complainant must submit the appeal within 21 days after the date of the closure letter or the LOF.

As regards complaints applicable to the Accessibility Policy and Plan for County Community Development Programs, if the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response, to the County Administrator. Within 30 calendar days after receipt of the appeal, the County Administrator or his/her designee will respond in writing with final resolution of the complaint or indicating that the matter has been returned to the ADA Coordinator for further action. If further response is indicated, the complainant will be contacted within 15 calendar days.

2. Forward to appropriate Funding Agency. The Title VI Coordinator' s final report of the investigation with the preliminary findings and a copy of the complaint will be forwarded to either FHWA (both, Washington Division Office and Headquarters Civil Rights [HCR]), FTA, FAA or FRA, as appropriate, within 60 calendar days of the acceptance of the complaint, per 23 CPR 200.9(b)(3). Note: The FTA, as well as the FAA and FRA, provides for complainants to directly submit discrimination complaints to them.

3. Dismissal of a Complaint. The Title VI Coordinator has the authority to dismiss a complaint when:
    a. The complainant requests the withdrawal of the complaint or informs the County that s/he no longer wishes to pursue it.
    b. The investigator is not contacted by the complainant or does not receive the requested additional information needed to process the complaint within the 15-day

timeframe.

VII. MONITORING, REPORTING, AND RECORDKEEPING

Jefferson County is responsible for complying with Title VI regulations and ensuring that any contractors to the County are in compliance. All complaints received during the previous year will be reviewed annually by the Title VI Coordinator and County Attorney to determine whether there are any repetitive issues. If any repetitive issues are identified, the County shall correct the issue and then evaluate whether the correction has eliminated or resolved the issue.

Jefferson County will comply with Public Transportation Environmental Justice requirements to:

- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects on minority populations and low-income populations.
- Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Jefferson County will provide public information meetings for any public transit project, to ensure that Environmental Justice issues are in compliance.

Jefferson County will maintain a log of all Title VI complaints, investigations, and lawsuits pertaining to its transit-related activities since the last Title VI plan update.

**This is the initial FTA Title VI Policy for Jefferson County's transit system. Therefore, there is no data for the table located in Exhibit G.*

Jefferson County maintains records related to the agency's implementation of Title VI program, including records of the Title VI Plan adoption and approval, records of Title VI staff training, public involvement activities, complaints, investigations, language assistance services and other implementation activities.

In accordance with FTA Title VI regulations, Jefferson County shall review the Title VI Plan every three years and submit the plan to the New York State Department of Transportation (NYSDOT) for approval.

The Title VI policy will be disseminated to employees through training at new employee orientation and every time the plan is updated. Jefferson County will review its Title VI Plan at least once every three years to determine if modifications are necessary. Jefferson County subcontracts the operation of its services and will review implementation annually to ensure compliance with Title VI Plan requirements. The agency's review includes verifying that all employees have received ongoing updates, training, and a copy of the Title VI policies and that

all postings are in place and in good condition.

Jefferson County will monitor the effectiveness of the Title VI program through the feedback from clientele, employees, the general public and other agencies (NYSDOT, FTA). Jefferson County seeks opportunities to continuously improve its Title VI plan, public participation outreach efforts and providing meaningful access of our services to LEP individuals.

**This is the initial FTA Title VI Policy for Jefferson County's transit system. Therefore, there is no data for the table in Appendix XII.*

VIII. PUBLIC PARTICIPATION PLAN

All applicants for Federal Transit Administration (FTA) financial assistance are required to ensure that their programs, policies, and activities comply with U.S. Department of Transportation (USDOT) Title VI of the Civil Rights Act of 1964. In order to comply with Title VI, Jefferson County has developed a Public Participation Plan, which is attached as Appendix E. The goal of the Public Participation Plan is to offer early, frequent, and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

**This is the initial FTA Title VI Policy for Jefferson County's transit system. Therefore, there is no data for the Summary of Public Involvement Activity table included in Appendix X.*

All applicants for Federal Transit Administration (FTA) financial assistance are required to ensure that their programs, policies, and activities comply with U.S. Department of Transportation (USDOT) Title VI of the Civil Rights Act of 1964. In order to comply with Title VI, Jefferson County has developed a Public Participation Plan, which is attached as Appendix E. The goal of the Public Participation Plan is to offer early, frequent, and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

Minority Representation on Advisory Boards
Jefferson County currently has no transit-related, non-elected committees or advisory councils. Jefferson County understands diverse representation on committees, councils, and boards results in sound policy reflective of its entire service area. As such, Jefferson County encourages participation of all its clientele/patrons and interested parties on boards, committees, or councils.

IX. PUBLIC NOTIFICATION

The County of Jefferson provides information to the public regarding the County's obligations under Title VI regulations and apprises the general public of the protections against

discrimination afforded to them by Title VI. The County of Jefferson disseminates this information to the general public by posting the Title VI policy notice on the County's website and in County Departments. A copy of the Public Notice is attached as Appendix F.

X. FTA TITLE VI PROGRAM FRAMEWORK AND TRIENNIAL UPDATE

As a subrecipient to NYSDOT receiving Federal Transit Administration Section 5311 funds, the Title VI Plan of Jefferson County complies with Title VI of the Civil Rights Act of 1964 as presented with the following elements:

- ✓ Title VI Notice to the Public, including a list of locations where the notice is posted
- ✓ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- ✓ Title VI Complaint Form
- ✓ List of transit-related Title VI investigations, complaints, and lawsuits
- ✓ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission
- ✓ Language Assistance Plan for providing language assistance to persons with limited English proficiency
- ✓ A table depicting the membership of transit related non-elected committees and councils, the membership of which is selected by the subrecipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- ✓ A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. (Board approval is not required if the subrecipient does not have a Board.)
- ✓ Service standards
  - o Vehicle load for each mode
  - o Vehicle headway for each mode
  - o On time performance for each mode
  - o Service availability for each mode
- ✓ Service policies
  - o Transit Amenities for each mode
  - o Vehicle Assignment for each mode

Jefferson County shall review its Title VI plan every three years and present the updated plan to NYSDOT for their review and approval.

XI. FACILITY LOCATION EQUITY ANALYSIS As a subrecipient of federal funds,

Jefferson County understands we are required to conduct a Title VI equity analysis when planning to acquire land to construct a new transportation facility or expand an existing transportation facility to ensure the location is selected without regard to race, color, or national origin. A facility includes storage facilities, maintenance facilities, and operations centers, but it does not include bus shelters, transit stations, or power substations. The equity analysis requirement applies even to land acquired to construct a new facility that do not receive direct federal funding (as long as Jefferson County receives federal financial assistance, Title VI requirements apply to all programs and activities). The equity analysis compares the equity impacts of various siting alternatives and must occur during the planning phase, prior to the selection of the preferred site, and must include the following:

1. A description of the outreach to persons potentially impacted.
2. A comparison of equity impacts of various siting alternatives.
3. An analysis about whether a disparate impact occurs on the basis of race, color or national origin (including potential cumulative adverse impacts from other facilities with similar impacts in the area) because of the location and construction of a facility. (If there is a disparate impact, the construction of the facility may only occur if there is a substantial legitimate justification, there are no alternative locations that would have a less disparate impact, and it is not a pretext for discrimination).

For any land acquired to construct a new facility Jefferson County will work with NYSDOT to ensure that the equity analysis is completed and submitted to NYSDOT. The equity analysis will be provided upon request to NYSDOT, FTA and during the triennial review. Appendix XII provides direction to the reader as to whether Jefferson County was required to, completed, and included a Title VI equity analysis with this Title VI Plan update.

XII. REQUIREMENTS FOR FIXED ROUTE TRANSIT PROVIDERS

a. SERVICE STANDARDS (QUANTITATIVE MEASURES)

Vehicle Load Standard

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities.

If the Service Development & Scheduling group receives reports of crowding, it will monitor the route and/or trips affected. If overcrowding can be documented on five (5) separate occasions over a period of one month, Service Development & Scheduling will add service at the next available opportunity, pending the availability of equipment and operators.

Vehicle Headway Standard

Jefferson County service operates on weekdays from approximately 5:00 AM to 9:00 PM. There

are no weekend operations.

Scheduling involves the consideration of a number of factors including ridership, productivity, relationship to major trip generators, and the location of community services.

On Time Performance Standard

Jefferson County*, NY is acquiring or has acquired* a GPS and Automatic Vehicle Location (AVL) software system for its bus fleet. The system's General Transit Feed Specification (GTFS) *will* undergo final configurations for uploading to Google Maps, and the County and its operator will soon have the ability to pull reports from the program to evaluate on time performance. Because the system is new and the GTFS configuration will likely require revision to ensure it is accurate, *Jefferson* County Public Transit's preliminary on-time performance objective is 50% percent or greater. Once the GTFS configurations are finalized, Jefferson County Public Transit will continuously monitor on time performance, and system results will be published and posted

Service Availability Standard

Jefferson County, NY Jefferson County is a rural public transportation system that has maximized its system to meet the needs of its residents. The County has selected routes that move as many of our participants to and from workforce, government, shopping centers and medical center as possible.

And the following service policies information:

b. SERVICE POLICIES

Service policies (system-wide policies) are adopted to ensure that service design and operations practices do not result in discrimination on the basis of race, color or national origin. Jefferson County, NY Jefferson County service policies are:

Transit Amenities Policy

Installation of transit amenities along routes are based on the number of passenger boardings along those routes.

Vehicle Assignment Policy

Vehicle assignments take into account the operating characteristics of vehicles, which are matched to the operating characteristics of the route, trip purpose of passengers, and volume of ridership along a given route.

DOCUMENTATION OF BOARD APPROVAL

Jefferson County, NY Jefferson County Title VI Plan Board Approval
On behalf of the Jefferson County, NY Board of Legislators, we the Board have reviewed and adopted the Jefferson County Jefferson County, NY Title VI plan. We the Board are committed to ensuring that all decisions are made in accordance with the adopted Title VI plan, to that end no person is excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any Jefferson County Jefferson County, NY services and activities based on race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964 and Federal Transit law under Title 49 Part 21.

Effective: _____

Adopted: _____

Adopted By: *Jefferson County, NY*

Revised: _____

Adopted By: *Jefferson County Board of Legislators*

APPROVED:

_____ _____

Chair, Board of Legislators **Date**

EXHIBIT A

STANDARD TITLE VI/NON-DISCRIMINATION ASSURANCES AND APPENDICES

DOT Order No. 1050.2A

Jefferson County referred to as the County, **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Department hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Department receives Federal financial assistance from DOT, including the Federal Highway Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-- discrimination statutes and requirements to include all programs and activities of the Department, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the County agrees with and gives the following Assurances with respect to its Federally assisted Transportation Program:

1. The County that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated or will be (with

regard to a "facility") operated or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The County will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Transportation Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

> "The County in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The County will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The County will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to the Department.

5. That where the County receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the County receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the County will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Department with other parties:

    a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
    b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the County for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the County, or any transferee for the longer of the following periods:

a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
b. the period during which the County retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other Departments, sub-Departments, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The County agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Jefferson County also agrees to comply (and require any sub-Departments, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the County access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the USDOT. You must keep records, reports, and submit the material for review upon request to the USDOT, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The County gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the Departments by the U.S. Department of Transportation under the NEW YORK State Department of Transportation. This ASSURANCE is binding on New York, other Departments, sub-Departments, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Transportation Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the County.

Jefferson County	Signature of Authorized Official	Date

Appendices

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Appendix C	Clauses For Transfer Of Real Property Acquired Or Improved Under The Activity, Facility, Or Program	16
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APPENDIX A

CONTRACTORS, SUBCONTRACTORS, SUPPLIERS, AND MANUFACTURERS

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **Federal Highway Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **Federal Highway Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **New York State Department of Transportation** may determine to be appropriate, including, but not limited to:

a. withholding payments to the contractor under the contract until the contractor complies; and/or
b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **New York State Department of Transportation** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that Jefferson County will accept title to the lands and maintain the project constructed thereon in accordance with ***(Name of Appropriate Legislative Authority; i.e. Town Supervisor, City Council, County Board of Supervisors, etc.),*** the Regulations for the Administration of ***(Name of Department receiving Federal Funds, i.e. Highway Department, Traffic and Safety Department, etc.),*** and the policies and procedures prescribed by the ***(Title of Modal Operating Administration, FHWA or FTA)*** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto Jefferson County all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *Jefferson County* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *Jefferson County,* its successors and assigns.

Jefferson County*,* in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that Jefferson County will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as

such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by Jefferson County pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, *Jefferson County* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, Jefferson County will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of Jefferson County and its assigns.*

*(Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by *Jefferson County* pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, *Jefferson County* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, *Jefferson County* will there upon revert to and vest in and become the absolute property of *Jefferson County* and its assigns.*

*(Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

NON-DISCRIMINATION STATUTES AND AUTHORITIES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

• Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.,* 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.

• The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

• Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.),* (prohibits discrimination on the basis of sex);

• Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.),* as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;

• The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.),* (prohibits discrimination on the basis of age);

• Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

• The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

• Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;

• The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

• Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

• Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

• Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

EXHIBIT B1

DOCUMENTATION OF BOARD APPROVAL TEMPLATE

DOCUMENTATION OF BOARD APPROVAL

Jefferson County, NY Jefferson County Title VI Plan Board Approval
On behalf of the Jefferson County, NY Board of Legislators, we the Board have reviewed and adopted the Jefferson County Jefferson County, NY Title VI plan. We the Board are committed to ensuring that all decisions are made in accordance with the adopted Title VI plan, to that end no person is excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any Jefferson County Jefferson County, NY services and activities based on race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964 and Federal Transit law under Title 49 Part 21.

Effective: _____

Adopted: _____

Adopted By: *Jefferson County, NY*

Revised: _____

Adopted By: *Jefferson County Board of Legislators*

APPROVED:

_____ _____

Chair, Board of Legislators **Date**

EXHIBIT B2

ORGANIZATIONAL CHART

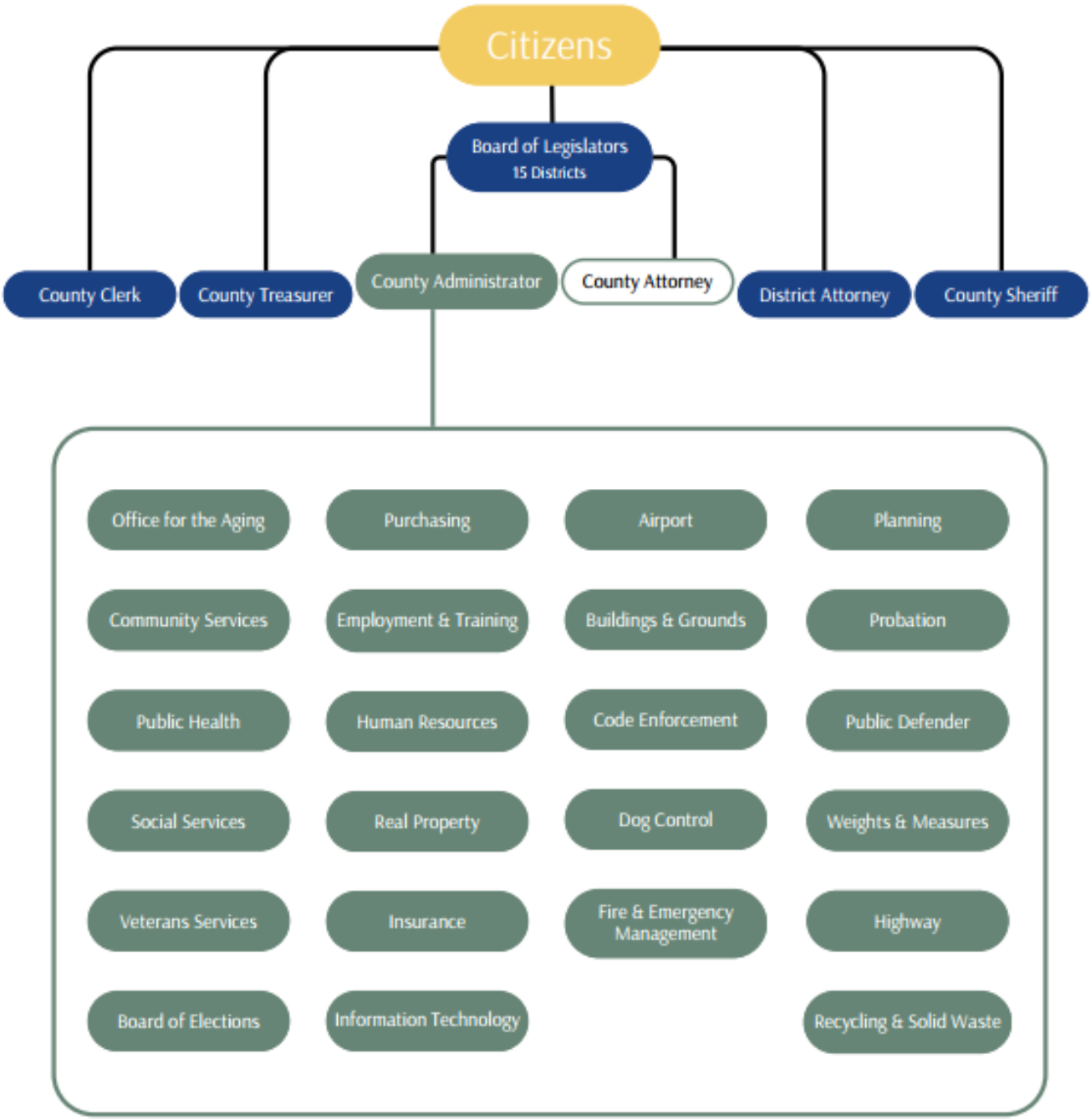


EXHIBIT C

Jefferson County - Discrimination Complaint Form

Section 1

Name: _____

Address: _____City: _____

Zip: _____

Phone: Home: _____ Work: _____

Mobile: _____

Accessible Format Requirements? (Check any that apply)

☐ Large Print ☐ Audio Tape ☐ TDD ☐ Other

Section II

Are you filing this complaint on your own behalf? ☐ Yes* ☐ No

*If you answered "Yes" to this question, go to Section 3.

If not, please supply the name and relationship of the person for whom you are complaining:

_____

Please explain why you have filed for a third party: _____

_____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. ☐ Yes ☐ No

Section III

Basis of Complaint (circle all that apply):

Race	Color	National Origin
Gender/Sex	Age	Disability
Low-income	Retaliation	Limited English Proficiency

Who allegedly discriminated against you?

Name: _____

Organization (if applicable): _____

Address: _____ City: _____

Zip: _____

Telephone: _____

How were you discriminated against?

_____

_____

_____

_____

Where did the discrimination occur?

_____

Date and time of occurrence(s)?

_____

_____

_____

Were there any other witnesses to the discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

What can be done to resolve this complaint?

_____

_____

_____

_____

Have you filed your complaint with any other Federal, State, or local agency or with any Federal or State court? ☐ **Yes** ☐ **No**

If yes, check all that apply:

☐ **Federal Agency:** _____

☐ **Federal Court:** _____ ☐ **State Agency:** _____

☐ **State Court:** _____ ☐ **Local Agency:** _____

Provide information for the contact person at the agency/court where the complaint was filed.

Name and Title: _____

Agency: _____

Address/Telephone Number: _____

When: _____

Status (pending, resolved, etc.): _____

Result, if known: _____

Complaint number, if known: _____

Do you have an attorney in this matter?

Name: _____

Phone: _____

Address: _____ City: _____

Zip: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signed_____Date_____

Mail to:

Dylan Soper, Title VI Coordinator/Deputy County Administrator
195 Arsenal Street
Watertown, NY 13601

Or Email: dsoper@jeffersoncountyny.gov

Note: If assistance is needed to complete this Title VI Complaint Form, please contact the Title VI Coordinator referenced above at (315) 785-3075. *for TDD Dial 711 from your TTY device and provide the relay operator with this phone number.

This complaint may also be filed directly with the New York State Department of Transportation, Office of Civil Rights, 50 Wolf Road, 6th Floor, Albany, NY 12232, (518) 457-1129 Fax (518) 549-1273, OCR-TitleVI@dot.ny.gov or the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

EXHIBIT D

LETTER ACKNOWLEDGING RECEIPT OF TITLE IV COMPLAINT

Date

Name
Address
City, State Zip

Dear Name:

This letter is to acknowledge receipt of your Title VI complaint against alleging _____.
An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by contacting our office at (315) 785-3075 or in writing to Jefferson County at the address below.

Sincerely,

Dylan M. Soper
Title VI Coordinator
Jefferson County, NY
Deputy County Administrator
195 Arsenal Street
Watertown, New York 13601
Phone (315) 785-3075
*for TDD Dial 711 from your TTY device and provide the relay operator with this phone number
Email: dsoper@jeffersoncountyny.gov

EXHIBIT E

TITLE VI COMPLAINT LETTER OF CLOSURE

Date

Name
Address
City, State Zip

Dear Name:
The matter referenced in your Title VI complaint dated _____ against Jefferson County alleging _____has been investigated. The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.
Jefferson County has analyzed the materials and facts pertaining to your case. There was no evidence identified that a violation of your Title VI rights were denied. I therefore advise you that your complaint was not substantiated and that I am closing the matter in our files.
You have the right to 1) provide additional information to this office for reconsideration of your complaint within seven (7) calendar days of receipt of this final written decision and/or 2) file a complaint externally with the Federal Transit Administration at:
Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor- TCR 1200 New Jersey Ave., SE Washington DC 20590
Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.
Sincerely,
Dylan M. Soper
Title VI Coordinator
Jefferson County
Deputy County Administrator
195 Arsenal Street
Watertown, New York 13601
Phone (315) 785-3075
*for TDD Dial 711 from your TTY device and provide the relay operator with this phone number
Email: dsoper@jeffersoncountyny.gov

EXHIBIT F

TITLE VI COMPLAINT LETTER OF FINDING

Date

Name
Address
City, State Zip

Dear Name:
The matter referenced in your letter dated _____ against Jefferson County alleging Title VI violation has been investigated. The investigation determined non-compliance by Jefferson County in administering the Title VI obligations of nondiscrimination in the programs and services we administer. Immediate efforts are underway to correct the findings. Thank you for bringing this important matter to our attention. You were extremely helpful during our review of the program to correct our implementation of the Title VI Program. If I can be of assistance to you in the future, do not hesitate to call me at _____.

Sincerely,

Dylan M. Soper
Title VI Coordinator
Jefferson County
Deputy County Administrator
195 Arsenal Street
Watertown, New York 13601
Phone (315) 785-3075
*for TDD Dial 711 from your TTY device and provide the relay operator with this phone number
Email: dsoper@jeffersoncountyny.gov

EXHIBIT G

TITLE VI COMPLAINT LOG

Jefferson County will keep a log of all Complaints under Title VI.

	Date (Month, Day, Year)	**Summary** (include basis of complaint: race, color, national origin)	**Status** (open/closed)	**Disposition** (finding/no finding)
Complaints				
1.				
2.				
3.				
Investigations				
1.				
2.				
3.				
Lawsuit				
1.				
2.				
3.				

EXHIBIT H

PUBLIC PARTICIPATION PLAN

When the County of Jefferson accepts funding for and undertakes a Federally Funded project, we comply with all Federal and State requirements with regard to Public Participation. All required environmental permits are applied for through a joint permitting process. Public information about the proposed action is distributed and posted, if required. Likewise, a Public Information Meeting is held if required by the proposed action.

The Public Participation Plan provides a philosophy around which to build a County wide transportation participation program that will accomplish the following goals:

- ***Communicate effectively with appropriate audiences*.** The County will disseminate information about programs and projects through a variety of conduits. Information will be presented in a manner that is clear and tailored to each of the County's constituencies.

- ***Provide clear and open access to information and participation opportunities*.** The County will work to improve access to technical and planning documents and, where appropriate, tailor these documents to be accessible to more constituencies. Opportunities for participation in County meetings and in committee meetings will be clearly defined and provided for at each meeting.

- ***Gather input from diverse perspectives.*** The County will continue to encourage participation from diverse constituencies and to provide forums for discussion about transportation issues that are responsive to the interests of different constituencies.

- ***Respond meaningfully to public comment and feedback.*** The County will provide information on how comments will be considered in the planning process, including the development of the County's Long Range Transportation Improvement Program, and acknowledge that comments were received and considered.

- ***Promote a regional perspective*.** The County will communicate how regional transportation planning plays a vital role in coordinating planning activities on many levels.

EXHIBIT I

TITLE VI PUBLIC NOTICE

It is the policy of Jefferson County to prevent and eliminate discrimination in all of its operations and services as well as all aspects of employment. All County Departments shall plan, develop and implement their programs, services and activities so that no person is subjected to unlawful discrimination based on race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status or Vietnam-era veteran status, whether those programs, services and activities are federally funded or not.

This policy fully incorporates throughout all of Jefferson County's operations the requirements of applicable State and Federal laws and executive orders to prohibit any discriminatory practices, procedures and policies. All administrators, managers, supervisors and employees are directed to comply with these laws and orders.

Jefferson County's Title VI/Nondiscrimination Civil Rights Policy reflects Jefferson County's firm commitment to achieving equal opportunity in all programs, services and activities for which the County has direct and oversight responsibilities; and to achieve a workplace free from discrimination, where all employees have an equal opportunity to improve their employment status. The Deputy County Administrator/Title VI Coordinator is charged with monitoring the continued development and implementation of Jefferson County's external Civil Rights program for achieving the goal to ensure equal opportunity for all. The Title VI Coordinator reports directly to the County Administrator on all matters regarding Title VI compliance and enforcement.

The Title VI/Nondiscrimination program shall have the full support of the Board of Legislators, and management and employees of Jefferson County. Additionally, all of Jefferson County's partners, contractors and consultants, sub-recipients, community-based organizations, faith-based organizations and advocacy groups are urged to give the County their full support and cooperation.

Additional Information:
Individuals and/or organizations who would like more information concerning Jefferson County's nondiscrimination obligations under Title VI should contact: Deputy County Administrator/Title VI Coordinator, 195 Arsenal Street, Watertown, NY 13601. (315-785-3075.

Complaint Procedure:
Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status or Vietnam-era veteran status can file a complaint by completing a Complaint of Discrimination Form which can be obtained at the address listed above or through the Jefferson County website www.jeffersoncountyny.gov

A complaint can also be filed with the New York State Department of Transportation on its Civil Rights website at https://www.dot.ny.gov/main/business-center/civil-rights/title-vi-ej. Finally, a complaint can be filed directly with the Federal Transit Administration Office of Civil Rights,

Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, contact (315) 785-3075. *Si necesita información en otra idioma, por favor contacto* (315) 785-3075.

Posting of this Notice:
This notice shall be posted on the County's website and conspicuously in all County Bulletin Boards.

EXHIBIT J

LIMITED ENGLISH PROFICIENCY PLAN

Limited English Proficiency

Jefferson County is committed to ensuring equal access to its programs and services by all residents, regardless of primary language spoken. This Limited English Proficiency (LEP) Plan has been prepared in accordance with Title VI of the Civil Rights Act. Persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be considered LEP.

Jefferson County developed this Limited English Proficiency Plan to identify reasonable steps for providing language assistance to persons with LEP who wish to access services, in order to ensure Title VI compliance.

To determine what specific languages are spoken in our transit system area and to determine what language services are appropriate for the LEP population, Jefferson County has conducted afour-factor LEP analysis: (1) Demography, (2) Frequency, (3) Importance, (4) Resources and cost. Our analysis is based on the demographic analysis in the Public Transportation-Human Services Coordination Plan for our region.

1. The number or proportion of LEP persons in Jefferson County.

The American Community Survey 5-Year Estimates shows that 8,393 of a total population of 108,666 persons five years and over in Jefferson County's service area, comprising 7.7% of the population, speak a language other than English. Of those, 1,808 individuals have limited English proficiency: who speak English less than "very well" or "not at all". This is only 1.7% of the overall population in the service area.

Additionally, the Jefferson County Coordinated Transportation Plan provides the results of the assessment of the number or proportion of LEP persons and the languages spoken in the service area. The Jefferson County service area covers Jefferson County in New York and includes individuals speaking a wide range of languages. Jefferson County Coordinated Transportation Plan identified the following language groups that meet the threshold for translation of key materials: none.

2. The frequency with which LEP persons come into contact with Jefferson County services.

Jefferson County has reviewed the frequency with which staff have, or potentially have, contact with LEP persons. This includes documenting phone inquiries and office visits.

Jefferson County has resources available to provide oral interpretation as needed thus ensuring the importance of our client services be communicated to all clients, parents and guardians in a language other than English.

As this is the initial FTA Title VI Policy, Jefferson County has found that our existing language

support meets the needs of our clientele.

3. The nature and importance of services provided by Jefferson County to the LEP population.

There is no geographic concentration of any type of LEP individuals in the service area. The overwhelming majority of the population, 98.3%, speaks only English, or at least speaks English "very well".

Jefferson County has staff available to provide oral interpretation as needed thus ensuring the importance of our client services be communicated to all clients, parents and guardians in a language other than English.

As this is the initial FTA Title VI Policy, Jefferson County has found that our existing language support meets the needs of our clientele.

4. The resources available to Jefferson County to provide LEP assistance.

After analyzing Jefferson County budget and reviewing available resources, cost associated to meet language assistance needs of the LEP population at 5% or greater will be incurred for translating vital documents. For languages that do not meet the 5% threshold, the cost of interpretive services will be considered on a case-by-case basis.

Results of the Four Factor Analysis

The County will identify a resource list of interpreters and translation services in case of need.

As a result of the four-factor analysis, a written Language Assistance Plan is not required. However, reasonable attempts will be made to accommodate any persons encountered who require written translation or oral interpretation services. Our agency will do this at no cost to the program clientele. Further, we will work with other agencies to identify resources that will effectively meet the needs of LEP individuals.

Based on the results of the number or proportion of the LEP population(s), specifically served or could be served by Jefferson County transit service, we know that less than 5% of the transit service population we serve speak English less than very well. Jefferson County will conduct additional assessments if a known spike occurs that requires a re-evaluation of the LEP population.

Providing Language Assistance Services

Jefferson County currently meets the language assistance needs of the LEP population through the services of an interpreter, including Google translate on our website, translation applications, accessing community organizations that meet the needs of the LEP population, and our multilingual staff. As needed, key documents are translated to relevant languages, meeting the threshold for translation of such materials.

Informing LEP Populations of the Availability of Language Assistance

Language assistance is advertised on our website, on the Title VI notice, through posters in our agency, and through program registration materials, as applicable. Jefferson County also utilizes community-based organizations to share the availability of these services, public meetings, rider surveys and interviews, outreach documents, and on vehicles.

Updating the Language Assistance Plan

Jefferson County will monitor the effectiveness of the language assistance to determine if enhancements on the methods (translating vital documents, interpretations and website) are required to better communicate with the LEP population. If there are updates to the Language Assistance Plan within the Jefferson County Coordinated Transportation Plan, Jefferson County will review such updates and identify those with impact on components germane to its own Language Assistance Plan. Critical updates that can be feasibly implemented will be immediately incorporated.

Training Employees to Provide Language Assistance

Jefferson County employees are oriented on the principles of Title VI and language assistance at hire and when the Title VI plan is updated. New employees will be provided with guidance on the needs of clients served and how best to meet their language needs. Training will include review of the following Title VI program components:

1. Title VI Notice to the Public
2. Title VI complaint procedures and form
3. Complaint log
4. LEP and Language Assistance Plan

If an employee needs further assistance related to LEP individuals, they will work with the Jefferson County's Title VI Coordinator to identify strategies to meet the language needs of the participants of the program or service.

EXHIBIT K

AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN: PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY

INTRODUCTION:

The purpose of this Plan is to ensure that the County of Jefferson creates reasonable, accessible pedestrian facilities in the public right-of-way for everyone, including people with disabilities. The County of Jefferson is committed to improving the accessibility of its pedestrian facilities. The County's ADA Transition Plan will describe the existing policies and programs to enhance overall pedestrian accessibility. **The County has no known barriers to pedestrian facilities and is compliant with the ADA Transition Plan.**

LEGAL REQUIREMENTS:

The federal legislation known as the American with Disabilities Act (ADA) enacted on July 26, 1990 provides comprehensive civil rights protections to persons with disabilities. The County will follow ADA standards established by the State of New York.

Title II specifically applies to "public entities" (state and local governments) and the programs, services and activities they deliver. Title II Article 8, requires public entities to take several steps designed to achieve compliance. The County's ADA Transition Plan will, at a minimum, include:

1. A list of the physical barriers in County-owned pedestrian facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities.

2. A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible.

3. The schedule for taking the necessary steps to achieve compliance with Title VI.

ADA COORDINATOR:

The ADA Coordinator for the County of Jefferson shall be the Deputy County Administrator. The ADA Coordinator shall be responsible for implementing the County's ADA Transition Plan.

PUBLIC INPUT:

Public Complaint, Suggestions and Comments can be an integral part of the Transition Plan. The County of Jefferson welcomes the Public's participation and unique outlook as to how the County can meet and exceed ADA requirements and recommendations. Public Comment and Response Forms are available on the Jefferson County website www.jeffersoncountyny.gov. To file a complaint, comment or request, please contact the ADA Coordinator for the County of Jefferson at 195 Arsenal Street, Watertown, NY, 13601 and (315) 785-3075.

EXHIBIT L

LOG OF TRANSIT RELATED TITLE VI COMPLAINTS, INVESTIGATIONS, AND LAWSUITS FOR THE LAST THREE YEARS

**This is the initial FTA Title VI Policy for Jefferson County's transit system. Therefore, there is no data for the table below.*

Reporting Period: Insert dates (year 1)

Insert dates (year 2)

Insert dates (year 3)

Check One:

X There have been no investigations, complaints and/or lawsuits filed against Jefferson County during the reporting period.

____ There have been investigations, complaints and/or lawsuits filed against Jefferson County. *See list below.*

	Date (Month, Day, Year)	**Summary** (include basis of complaint: race, color, national origin)	**Status** (open/closed)	**Disposition** (finding/no finding)
Complaints				
1.				
2.				
3.				
Investigations				
1.				
2.				
3.				
Lawsuit				
1.				
2.				
3.				

EXHIBIT M

SUMMARY OF PUBLIC INVOLVEMENT ACTIVITY SINCE THE LAST TITLE PLAN UPDATE

**This is the initial FTA Title VI Policy for Jefferson County's transit system. Therefore, there is no data for the table below.*

Since the last Title VI plan update, Jefferson County conducted the following public involvement outreach (emails, website posting, media outlets, in-person, virtual) sessions:

Event Name	**Date** (Month, Day, Year)	**Brief Description of Event Purpose**	**Communication Methods to Notify Public**	**Summary of Attendance**

EXHIBIT N

TITLE VI PLAN MONITORING ACTIVITY LOG SINCE LAST REVIEW

**This is the initial FTA Title VI Policy for Jefferson County's transit system. Therefore, there is no data for the table below.*

Title VI Plan Monitoring – Activity Log

Date	**Activity** (Review-Update-Addendum- Adoption-Distribution)	**Person Responsible**	**Remarks**
MONTH XX, 20XX	Adopted and distributed	Name	Verified intake materials, postings. Verified all employees received Title VI training and copies of Title VI policy.
MONTH XX, 20XX	Review of implementation	Name	Verified all new employees received training and copies of Title VI policy.
MONTH XX, 20XX	Updated plan, adopted and distributed	Name	Verified all employees received training and copies of Title VI policy. Verified intake materials, postings.
MONTH XX, 20XX	Review of implementation	Name	Verified all new employees received training and copies of Title VI policy.

EXHIBIT O

TITLE VI FACILITY LOCATION EQUITY ANALYSIS AS OF LAST UPDATE

Did Jefferson County acquire land to construct a transportation facility in the past three years?

☒ **No**. Jefferson County has not acquired land to construct a transportation facility.

☐ **Yes**. Jefferson County did acquire land to construct a new transportation facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives.

Does Jefferson County plan to acquire land to construct a new transportation facility in the next three years? (*check the box next to the appropriate response below*)

☒ **No**. Jefferson County does not plan to acquire land to construct a new transportation facility.

☐ **Yes**. Jefferson County plans to acquire land to construct a new transportation facility.

If yes, was a Title VI equity analysis completed?

☐ **Yes**. A Title VI equity analysis was completed. A copy of the analysis is included in this section**.**

☐ **No**. A Title VI equity analysis was not completed.

If no, when will the Title VI equity analysis be completed?

Year: 2026 Month Ending: September | Departmental Revenue (YTD) | Date Run: 10/9/2026

Department	Revenue through end of September 2025	Revenue through end of September 2026	2026 Amended Budget September = 75.00%	2025 Revenue as % of 2025 BUD	2026 Revenue as % of 2026 BUD
1045 - General Items 01	$141,253,910	$148,103,140	$130,234,399	83.88%	85.29%
1165 - District Attorney 01	$420,698	$732,096	$931,848	37.75%	58.92%
1170 - Public Defender 01	$327,420	$740,490	$1,561,408	31.30%	35.57%
1325 - Treasurers Department 01	$16,661	$31,113	$34,875	40.15%	66.91%
1345 - Purchasing 01	$56,054	$68,220	$60,000	70.07%	85.28%
1355 - Real Property Tax Services 01	$477,832	$580,295	$498,522	86.96%	87.30%
1410 - County Clerk 01	$1,583,820	$1,511,491	$1,740,750	71.04%	65.12%
1420 - County Attorney 01	$605,752	$535,937	$731,250	69.32%	54.97%
1430 - Human Resources 01	$11,180	$6,916	$6,750	124.22%	76.85%
1436 - Insurance Department 01	$0	$0	$75,000	0.00%	0.00%
1450 - Board of Elections 01	$79,360	$150,745	$177,887	98.83%	63.56%
1620 - Buildings 01	$616,784	$867,293	$1,286,715	47.00%	50.55%
1680 - Information Technology 01	$0	$50,000	$84,000	0.00%	44.64%
2490 - Education 01	$130,000	$130,000	$135,000	68.42%	72.22%
3110 - Sheriff - Criminal & Civil Div 01	$597,489	$789,532	$982,920	50.42%	60.24%
3140 - Probation 01	$131,927	$534,143	$894,067	14.36%	44.81%
3315 - STOP DWI Program 01	$107,101	$124,384	$85,729	92.00%	108.82%
3410 - Fire & Emergency Management 01	$617,069	$274,203	$2,444,646	64.57%	8.41%
3510 - Dog Control 01	$15,410	$13,845	$341,966	3.35%	3.04%
3620 - Code Enforcement 01	$188,339	$385,966	$696,796	80.79%	41.54%
4050 - Public Health 01	$1,655,553	$2,532,543	$6,245,365	22.86%	30.41%
4310 - Community Services 01	$8,695,953	$9,834,213	$12,026,480	54.67%	61.33%
5610 - Airport 01	$2,570,425	$2,250,517	$2,448,270	83.74%	68.94%
6010 - Social Services Administration 01	$10,449,247	$12,499,519	$10,673,910	79.94%	87.83%
6070 - Services for Recipients 01	$18,678,093	$18,121,117	$20,865,193	72.31%	65.14%
6510 - Veterans Service Agency 01	$19,877	$25,000	$79,852	20.65%	23.48%
6540 - Weights & Measures 01	$62,972	$53,313	$94,413	60.80%	42.35%
6772 - Office for the Aging 01	$1,383,618	$1,565,116	$1,861,544	73.94%	63.06%
8020 - Planning&Community Development 01	$233,194	$42,148	$663,257	122.35%	4.77%
8730 - Forestry 01	$110,134	$21,485	$75,000	275.34%	21.48%
8989 - Public Benefit Agencies 01	$250	$0	$750,000	#Error	0.00%
8990 - Employee Benefits 01	$0	$0	$22,856	0.00%	0.00%
8992 - Interfund Transfers 01	$710,622	$0	$159,546	87.66%	0.00%
01 - General Fund	$191,806,743	$202,574,778	$198,970,213	77.28%	76.36%
9003 - Highway 05	$11,734,615	$14,995,786	$13,945,823	64.35%	80.65%
9004 - Road Machinery 10	$2,180,578	$2,831,521	$2,100,717	105.38%	101.09%
9101 - Solid Waste - Recycling 15	$3,859,359	$4,598,003	$4,043,861	78.50%	85.28%
9006 - Capital 20	$29,169,005	$8,821,615	$47,965,971	31.82%	13.79%
1045 - General Items 21	$583,181	$134,333	$352,118	41.53%	28.61%
6340 - Employment and Training 25	$1,616,000	$1,612,718	$2,585,631	47.67%	46.78%
1436 - Insurance Department 35	$2,315,121	$2,097,492	$1,740,231	90.90%	90.40%
9021 - Health Benefits 40	$20,638,198	$21,689,719	$22,126,672	76.18%	73.52%
9023 - Occupancy Tax 50	$154,389	$265,535	$560,970	29.78%	35.50%
9150 - Debt Service 55	$1,837,062	$1,318,101	$1,956,009	82.12%	50.54%
Total All Funds	$265,894,250	$260,939,602	$296,348,217	66.09%	66.04%

Year: 2026 Month Ending: September | Departmental Expense (YTD) | Date Run: 10/9/2026

Department	Spending through end of September 2025	Spending through end of September 2026	2026 Amended Budget September = 75.00%	2025 Spending as % of 2025 BUD	2026 Spending as % of 2026 BUD
1010 - Legislative Board 01	$919,812	$1,030,478	$1,210,281	61.92%	63.86%
1045 - General Items 01	$36,745,385	$39,973,718	$39,982,500	70.91%	74.98%
1165 - District Attorney 01	$2,094,753	$2,277,613	$2,955,260	59.36%	57.80%
1170 - Public Defender 01	$1,470,925	$1,513,271	$2,386,500	54.21%	47.56%
1325 - Treasurers Department 01	$626,546	$690,269	$825,903	63.29%	62.68%
1345 - Purchasing 01	$420,519	$441,032	$510,240	67.23%	64.83%
1355 - Real Property Tax Services 01	$732,540	$877,807	$1,074,687	57.43%	61.26%
1410 - County Clerk 01	$1,462,851	$1,716,839	$1,821,726	67.13%	70.68%
1420 - County Attorney 01	$2,311,873	$2,391,905	$2,833,359	63.71%	63.31%
1430 - Human Resources 01	$421,123	$473,921	$538,241	63.39%	66.04%
1436 - Insurance Department 01	$1,536,381	$1,098,154	$965,385	70.91%	85.31%
1450 - Board of Elections 01	$765,901	$964,958	$993,089	58.96%	72.88%
1620 - Buildings 01	$3,253,785	$3,475,627	$3,774,353	69.22%	69.06%
1680 - Information Technology 01	$1,524,078	$1,696,808	$1,830,511	71.51%	69.52%
1910 - Special Items 01	$12,808	$3,153	$1,067,060	0.56%	0.22%
2490 - Education 01	$5,859,329	$6,086,858	$4,704,713	95.41%	97.03%
3110 - Sheriff - Criminal & Civil Div 01	$15,713,860	$16,984,656	$17,744,593	68.53%	71.79%
3140 - Probation 01	$2,936,161	$3,295,334	$3,766,994	63.46%	65.61%
3315 - STOP DWI Program 01	$68,067	$51,863	$93,164	58.47%	41.75%
3410 - Fire & Emergency Management 01	$3,687,121	$3,639,193	$7,120,330	49.84%	38.33%
3510 - Dog Control 01	$311,217	$345,005	$388,915	63.44%	66.53%
3620 - Code Enforcement 01	$531,208	$856,122	$1,094,000	68.52%	58.69%
4050 - Public Health 01	$5,430,004	$6,073,289	$8,570,635	52.52%	53.15%
4310 - Community Services 01	$9,761,759	$12,842,114	$16,203,431	46.81%	59.44%
5610 - Airport 01	$3,333,754	$3,412,447	$3,318,751	78.20%	77.12%
6010 - Social Services Administration 01	$15,800,633	$17,118,558	$19,895,310	63.45%	64.53%
6070 - Services for Recipients 01	$35,652,075	$37,216,727	$40,961,350	68.32%	68.14%
6510 - Veterans Service Agency 01	$144,855	$128,510	$179,660	67.00%	53.65%
6540 - Weights & Measures 01	$152,461	$220,472	$230,467	65.04%	71.75%
6772 - Office for the Aging 01	$2,240,059	$2,521,136	$2,871,927	67.47%	65.84%
8020 - Planning&Community Development 01	$1,443,204	$2,254,003	$2,029,430	71.06%	83.30%
8730 - Forestry 01	$167,167	$170,926	$131,250	99.50%	97.67%
8989 - Public Benefit Agencies 01	$1,932,432	$2,240,453	$2,456,402	72.31%	68.41%
8990 - Employee Benefits 01	$5,197,854	$5,353,908	$5,203,073	73.62%	77.17%
8992 - Interfund Transfers 01	$21,509,645	$15,972,628	$13,058,690	100.00%	91.74%
01 - General Fund	$186,172,145	$195,409,755	$212,792,179	68.01%	68.87%
9003 - Highway 05	$17,756,093	$17,676,524	$16,014,593	84.32%	82.78%
9004 - Road Machinery 10	$3,240,380	$3,798,872	$3,431,267	80.96%	83.04%
9101 - Solid Waste - Recycling 15	$4,114,351	$4,471,748	$4,588,537	67.05%	73.09%
9006 - Capital 20	$58,408,402	$42,414,370	$59,821,454	56.80%	53.18%
1045 - General Items 21	$2,051,918	$981,739	$2,877,104	39.20%	25.59%
6340 - Employment and Training 25	$1,941,654	$1,995,161	$2,586,948	57.28%	57.84%
1436 - Insurance Department 35	$1,163,349	$917,355	$1,890,231	45.68%	36.40%
9021 - Health Benefits 40	$18,900,842	$22,688,230	$22,876,806	67.57%	74.38%
9023 - Occupancy Tax 50	$439,300	$707,960	$560,970	34.64%	94.65%
9150 - Debt Service 55	$1,774,309	$1,821,338	$1,956,009	79.32%	69.84%
Total All Funds	$295,962,742	$292,883,052	$329,396,099	65.71%	66.69%

Statement of County Clerk's Fees Received

I, Gizelle J. Meeks, County Clerk of Jefferson County, New York, do hereby report the receipts of the Jefferson County Clerk's Office for the Month of September 1, 2026 through September 30, 2026 as follows:

DMV Fees:

CC06	Retention	$ 90,746.66
CC05	Sales Tax Ret	$ 623.00
CC05	FS-6 Ret	$ 789.00
	Total	**$ 92,158.66**

Land Records Fees:

CC07	Recording Fees	$ 62,920.75
CC07	Filing Fees	$ 2,316.00
CC07	Passport Fes	$ 700.00
CC07	Photo Fees	$ 375.00
CC07	RETT	$ 396.00
CC07	RP5217 Ret	$ 2,934.00
CC07	Notary Ret	$ 540.00
CC07	NY Ed. Ret/RM	$ 1,170.00
CC07	UCC's	$ 1,600.00
CC07	Miscellaneous	$ 430.00
CC07	General Int.	$ 840.09
CC07	DMV Int.	
CC07	Cover Page Fee	$ 5,075.00
CC07	Overages	$ 257.99
CC07	Copy Fees	$ 2,433.30
CC07	E-Subscription	$ 6,013.00
	Total	**$ 88,001.13**

Mortgage Tax Fees:

CC07	Expense	$ 38,937.25
CC07	Interest	$ 109.51
	Total	**$ 39,046.76**

Total By Account

CC05	$	1,412.00
CC06	$	42,690.82
CC07	$	115,891.99
CC08	$	3,875.00
CC50	$	588.00
PROJECT TR50	$	2,503.00
TT61	$	-
Total	**$**	**166,960.81**

Court Record Fees:

CC08	Index Fees	$ 3,875.00
CC08	Misc. Court	
CC50	County Fines	$ 588.00
	Total	**$ 4,463.00**

Fees Collected for Other Depts.:

TR50	Stop DWI	$ 2,503.00
TO761	Deposit Into Court	$ -
	Total	**$ 2,503.00**

Adjustments (Deductions):

CC06	DMV Online Revenue:	**$ 48,055.84**
CC07	Credit Cards	**$ 11,155.90**
CC07	Notaries:	
		$ -
	Total	**$ -**
CC07	Incorporations:	$ -
		$ -
		$ -
	Total	**$ -**
CC07	Tax Sale - Rec. Fees	$ -
	Tax Sale - RETT	$ -
	Tax Sale - Misc.	$ -
	Total	**$ -**

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: **$ 166,960.81**

10/6/2026
Date

Michelle Vanderlee Deputy Treasurer
Jefferson County Treasurer/Deputy

Health Benefit Report - Expenditures through September 2026

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual/ Rebates	Total	Adopted Budget
2026	2,138,951	2,669,333	2,621,532	2,557,654	3,239,081	2,483,057	2,874,319	2,371,022	2,925,204				-55,584	23,824,569	28,500,000
2025	2,267,609	2,235,937	2,196,719	2,559,453	1,980,592	2,174,964	2,538,851	2,263,576	2,336,566	2,272,733	1,975,203	2,397,629	-1,472,371	25,727,460	26,000,000
2024	1,921,916	1,974,502	2,172,724	2,387,400	2,806,454	2,094,421	2,487,230	2,432,222	2,037,901	2,343,581	2,201,250	1,911,667	-1,350,290	25,420,978	23,500,000
2023	1,725,821	2,063,382	2,335,068	1,949,665	2,152,515	2,147,317	1,942,590	2,355,616	2,204,520	2,022,029	1,887,991	1,747,627	-2,388,665	22,145,474	22,000,000
2022	1,537,896	1,842,588	2,730,790	1,241,092	1,899,488	1,836,289	1,723,927	2,195,618	1,714,200	1,848,532	1,832,888	1,823,947	-849	22,226,406	21,500,000
2021	1,391,643	1,360,776	1,840,634	1,111,871	1,724,818	1,979,876	1,644,478	1,148,699	1,904,488	1,740,311	1,952,912	1,736,020	913,753	20,450,280	22,500,000
2020	2,000,523	1,959,018	1,955,959	1,611,645	1,645,789	1,474,318	2,086,246	1,622,635	2,008,568	1,731,176	1,597,596	1,493,882	-1,543,303	19,644,052	21,100,000
2019	1,706,282	1,487,006	1,495,967	1,370,373	1,733,868	1,533,132	1,751,872	1,629,898	1,867,896	2,059,652	1,836,676	1,687,820	-625,042	19,535,402	22,100,000
2018	1,592,534	1,785,350	2,113,093	1,848,874	1,279,299	1,162,251	1,400,942	1,999,071	1,431,052	1,862,490	1,355,279	1,583,609	-967,059	18,446,785	21,500,000
2017	1,529,529	1,866,306	1,825,608	1,572,248	1,819,815	1,815,944	1,488,988	1,596,965	1,511,099	1,561,197	1,876,330	1,697,642	-188,804	19,972,868	21,500,000
2016	1,633,556	1,631,731	1,966,926	1,395,394	1,555,709	1,782,977	1,674,534	1,427,421	1,982,882	1,689,937	1,380,652	1,715,106	-174,186	19,662,639	19,500,000
2015	1,447,909	1,711,206	1,323,090	1,832,204	1,671,467	1,478,813	1,659,141	1,336,322	1,720,703	1,832,887	1,294,288	2,045,210	-1,169,591	18,183,649	17,950,000
2014	1,278,930	1,130,181	1,468,292	1,665,269	1,460,980	1,536,745	1,449,695	1,374,535	1,203,417	1,289,949	1,380,933	1,362,655	275,388	16,876,970	16,000,000
2013	579,446	894,308	1,505,686	1,533,248	1,273,873	1,186,989	924,809	1,435,050	1,133,361	1,286,329	1,208,752	1,523,899	702,604	15,188,353	16,000,000
2012	701,835	1,236,667	1,325,449	958,983	1,333,307	1,090,308	1,234,885	1,319,356	1,470,833	1,356,075	1,286,161	1,390,545	468,831	15,173,236	16,500,000
2011	1,299,479	1,252,851	1,326,540	1,150,034	1,174,784	1,306,781	1,133,739	1,046,098	1,173,697	1,337,826	1,057,304	1,347,532	-278,692	14,327,973	17,200,000
Monthly Average Percent															
	7.52%	8.12%	9.17%	8.04%	8.48%	8.18%	8.36%	8.37%	8.54%	8.72%	8.02%	8.47%	-2.66%		

Estimated Cost Scenarios **2026 Budget** **28,500,000**

Average % compared to rest of years

2018-2025 Average Cost percentage by month/year total	78.30%	
Estimated 2026 Cost	32,857,702	(4,357,702)
2025 Cost percentage by month/year total	78.46%	
Estimated 2026 Cost	30,364,627	(1,864,627)
Straight 12 Month Cost by average month to date	30,920,578	(2,420,578)