

Appendices

Section 7

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Appendix A

Glossary of Budget Terms

Account Code An expenditure classification based upon the types or categories of spending, such as salaries, fringe benefits, travel, or equipment. Account code is used interchangeably with expense code or object code in Onondaga County's operating budget.

Accounting System The total set of records and procedures, which are used to record and report information on the financial operations of an organization. Onondaga County had used the FAMIS system for its financial records. It transitioned to PeopleSoft in September 2012.

Accrual Basis of Accounting Transactions are recorded to a fiscal year when the underlying economic event takes place, without regard for when the cash receipt or cash disbursement occurs. Revenues are recorded when the revenue-generating activities are performed, and expenses are recorded when goods or services are received. In Onondaga County, any enterprise fund and the internal service fund would be reported on the accrual basis of accounting; all other funds are on the modified accrual basis of accounting.

Administrative and Financial Services One of three major Onondaga County functional areas. The Administrative and Financial Services function includes Insurance, Management and Budget, Finance, Comptroller, Personnel, Law, Economic Development, Community Development, Board of Elections, Library, Purchasing, Information Technology, County Legislature, County Executive, OnCenter, County Clerk, and the District Attorney.

Appropriated Fund Balance The amount of fund balance estimated to be available from previous years and designated for use in the current year and/or ensuing years.

Appropriation An authorization made by the legislative body of a government, which permits officials to incur obligations and to make expenditures of public funds. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Assessed Valuation The estimated value of real estate or other property by a government as a basis for levying taxes. The value may only be a fraction of the property's market value.

Assessed Value Tax Rate The amount of tax levied for each \$1,000 of assessed valuation.

Assets Property owned by the County, having a monetary value and must be accounted for.

Assigned Fund Balance Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

Attributable Revenue The revenue generated as a direct consequence of the provision of a specific governmental activity, such as fees for service, state or federal aid for programs, and income from sales. If the government no longer provides the service, the revenue would also stop.

Balanced Budget A budget in which estimated revenues and appropriated fund balance equal estimated expenditures.

Beginning Balance Unexpended funds from the previous fiscal year that may be used to make payments during the current fiscal year. This is also referred to as a carryover balance.

Bond A written promise to pay a sum of money (principal) on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a debt schedule and are budgeted as debt service. The most common types of bonds are general obligation (G.O.) and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, sewage treatment facilities and highways.

Bond Anticipation Notes (BANs) Short-term interest-bearing securities issued in anticipation of a long-term issuance at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Budget A comprehensive financial plan of operation which allocates available revenues among competing expenditure requirements for a given time period.

Budget Amendment The legal procedure utilized to revise a budget appropriation or revenue. This is a modification to the adopted budget, which specifies both the source of revenue and the appropriate expenditure account.

Budget As Modified (BAM) The adopted financial plan as changed by budget amendments and budget transfers between account codes during the year by the County Executive and/or the County Legislature. In order to include the most updated information in the tentative budget document, August 12 is used as the cutoff date for any changes during the year to the adopted budget.

Budget Calendar The schedule of key dates or milestones, which the County follows in the preparation, adoption, and administration of the budget.

Budget Document The official document prepared by the Executive Department, which presents the proposed line item budget to the legislative body.

Budget Message An introductory statement of the proposed budget presented in narrative form. The budget message explains major budget issues, provides a summary of the most important aspects of the budget, changes from the previous fiscal years, and the views and recommendations of the County Executive.

Budget Transfer Modifications to the operating budget, which involve the transfer of appropriations within and between organizational units and accounts.

Budgetary Control The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and estimated revenues.

Capital Assets Property of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Fund A fund established to account for planning, acquisition and construction of capital projects.

Capital Improvement Plan (CIP) A plan for capital expenditures to be incurred each year over a period of six future years. The CIP describes each capital project, the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Improvements Physical assets, purchased or constructed, the acquisition of land, or improvements to land or buildings. Capital improvements typically include buildings, water and sewage systems, roads, and recreational facilities.

Capital Outlay Expenditures for land, equipment, vehicles, or machinery that result in the acquisition of, or addition to, fixed assets.

Cash Management Managing cash flows to maximize interest while adhering to the investment principles of legality, liquidity and safety.

Carryover If goods or services, which have been encumbered in the year, are not received by December 31st of that year, and the commitment is still valid, then the encumbrance remains open at year-end and is carried forward into the next fiscal year with equivalent prior year's budget dollars to cover the eventual pay out. (See also Encumbrance)

Committed Fund Balance Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

Consumer Price Index A statistical description of price levels provided by the U.S. Bureau of Labor Statistics. The index is used as a measure of the cost of living by calculating economic inflation.

Contingency A budgetary reserve set aside for unforeseen expenditures that occur during the fiscal year.

Debt Service The payment of principal and interest on borrowed funds, according to a predetermined payment schedule.

Defease Investing funds in an irrevocable escrow account for future debt service. This allows the applicable debt service to be removed from the County's debt computations. Onondaga partially defeased its debt using money from tobacco bond sales in 2001 and 2005. Certain debt is defeased through 2025.

Deficit The excess of liabilities over assets and/or the excess of expenses over revenues, during a single accounting period or on an accumulated basis.

Delinquent Taxes Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached.

Department The highest organizational level for the provision and delivery of a specific governmental service or closely related services. A department may be composed of sub- departments, agencies, indexes, etc.

Depreciation Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. That portion of the cost of a capital asset, which is charged as an expense during a particular period. This represents the decrease in value of physical assets due to use and the passage of time. Each asset type has a pre-determined depreciable life.

Disbursement Payment for goods and services.

Employee Benefits Employee benefits include County appropriations for retirement, worker's compensation, Social Security, health, dental, and unemployment costs.

Encumbrance The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures. They cease to be encumbrances and become expenditures when the goods or services have been received or rendered.

Enterprise Fund A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures, on full accrual accounting procedures. Onondaga County has no Enterprise Funds at this time.

Environmental Facilities Corporation (EFC) Bonds Bonds issued by the NYS EFC on behalf of NYS municipalities for sewer and water projects. Interest is subsidized 50% on long-term debt and short-term notes are at 0%.

Equalization An annual assessment of real estate to ensure that assessments accurately reflect current market values. Equalization revenue is the annual increase or decrease in collected revenue resulting from adjustments to the assessment of existing property in the County. This annual increase or decrease is due to value changes rather than to new construction.

Equipment One of the major expense codes used to categorize appropriations. Equipment includes County appropriations for office, construction, laboratory, grounds, safety and shop equipment, motor vehicles and tools.

Estimated Revenues The amount of projected revenue to be collected during the current or ensuing fiscal years. The estimated revenue number becomes the budgeted revenue when approved by the County Legislature in the annual budget process.

Expense Code See Account Code.

Expenses Charges incurred for the operation of an organization, such as maintenance, interest, travel, mileage, equipment, rentals, utilities, professional services, contracts, and other charges.

Fiscal Agent Fees These are fees charged by institutions for record keeping of Registered (Serial) Bondholders and for the semi-annual distribution of principal and interest payments to those

bondholders. Fiscal agent fees on serial bonds, capital notes and bond anticipation notes are paid by the purchaser. The County pays these fees on EFC bonds.

Fiscal Restraint The practice of restraining growth in expenditures and disbursements to stay within revenue forecasts.

Fiscal Year (FY) A twelve-month period designated as the operations year for an organization, also called the budget year. For the County, the fiscal year is January 1 to December 31. The fiscal year for New York State is April 1 to March 31. The Federal fiscal year is October 1 to September 30.

Fixed Assets Property of long-term character such as land, buildings, machinery, furniture and other equipment.

Forecast Regularly updating the revenue and expenditure projections for a given fiscal period. Basing its projections on economic data and existing trends, the County formally produces both quarterly and future years' forecasts.

Full Faith and Credit A pledge of the general taxing power of a government to repay debt obligations, typically used in reference to bonds.

Full Valuation The term used to indicate a property appraisal at 100% of market value at a specified point in time.

Full Value Tax Rate The amount of property tax levy for each \$1,000 of full valuation on all properties, to arrive at a desired total tax collection.

Fund An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance The difference of a fund's total assets versus its total liabilities. A negative fund balance, sometimes called a fund deficit, occurs when liabilities exceed assets. When assets exceed liabilities it is called a surplus. Beginning with 2011 statements, GASB 54 requires five fund balance-reporting categories: nonspendable, restricted, committed, assigned, unassigned.

Generally Accepted Accounting Principles (GAAP) A uniform set of reporting standards derived by certain authoritative bodies, principally the Governmental Accounting Standards Board, with the intended purpose of fairly presenting the results of an organization's financial activities. Onondaga County prepares and reports its financial statements in accordance with GAAP.

General Fund The largest fund within the County, which accounts for most of the County's financial resources. General Fund revenues include property taxes, licenses and permits, local sales taxes, service charges, and other types of revenue. This fund includes expenditures and financing for most of the basic operating services, such as public safety, finance, data processing, parks and recreation, highways and other direct operating support. It also includes the client-based services, such as welfare, health, mental health, correctional.

General Obligation Bonds Bonds for which a government pledges its full faith and credit to ensure repayment. The term is also used to refer to those bonds, which are to be repaid from taxes and other general revenues. The Legislature must approve the bonding of all capital projects by a two-thirds vote.

Grant A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

Human Services One of three major Onondaga County functional areas. The Human Services includes Children and Family Services, Adult and Long-Term Care Services, Corrections, Sheriff, Health, Social Services – Economic Security, and Probation.

Indirect Costs Costs associated with, but not directly attributable to, the operation of a department. These costs are usually incurred by departments in the support of other operating departments. These include Personnel, Finance, Management and Budget, and the Comptroller's Office.

Interdepartmental Charges The charge that a County "provider" department assesses another County "user" department for providing direct and measurable services. These represent an appropriation in the County user department's budget and revenue in the County provider department's budget. Provider departments include Information Technology, Facilities Management, Employee Benefits, the Division of Purchase, Law, and Insurance.

Interest The price paid for the use of money, or the return on investment obtained from investing cash.

Interfund Transfers Transfer of net operating support from one fund to another (for example, the General Fund transfers the net local dollars required to operate the County Road Fund).

Liability Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.

Line Item Budget A budget that lists each expenditure category (salaries, supplies and materials, travel, etc.) and revenue category (state aid, federal aid, etc.) separately, along with the dollar amount budgeted for each specified category.

Local Dollars The difference between General Fund appropriations and revenues which must be raised through the property tax levy after the County's portion of sales tax and appropriated fund balance is applied.

Long Term Debt Debt with a maturity date of more than one year after the date of issuance.

Management Initiatives Changes to internal business practices undertaken by County managers to improve efficiency, productivity, and customer satisfaction.

Mandate Any responsibility, action or procedure that is imposed by one sphere of government on another through legislative, executive, or judicial action as a direct order, and/or that is required as a condition for reimbursement of expenditures.

Maturity Date The date at which full and/or final payment of principal and interest is due on debt obligations.

Mission Statement A broad, philosophical statement of the purpose of an agency, specifying the fundamental reasons for its existence. A mission statement is a written statement of purpose that can be used to initiate, evaluate, and refine business activities. It serves as a guiding road map.

Modified See Budget As Modified (BAM).

Modified Accrual Basis of Accounting In Onondaga County, the modified accrual basis is used for all funds except for the proprietary funds. Accounting transactions for revenue are recognized when they become susceptible to accrual, which is when they become both measurable and available to finance expenditures of the current period. Available means collectible in current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred.

Municipal Bond Bond issued by a state, local or government authority in the United States. The interest is exempt from U.S. Federal taxation and usually from state taxation within the state of issue.

Nonspendable fund balance Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

Onondaga County Legislature The governing body of the County of Onondaga consisting of 17 elected members.

Operating Budget The portion of the budget that pertains to daily operations and provides basic governmental services. The operating budget contains all appropriations and revenues necessary to operate the government.

Outcome Qualitative consequences associated with a program service, e.g., reduction in fire deaths or percent of juveniles not reconvicted within 12 months.

Output Quantity or number of units produced. Outputs are activity-oriented, measurable and usually under managerial control, such as number of employees who undergo workplace training each year. Also refers to process performance measures of efficiency and productivity, i.e., per capita expenditures or transactions/day.

Period of Probable Usefulness (PPU) The maximum period of time available, by law, to repay indebtedness. PPU's for various types of projects are mandated by Local Finance Law, and range between 3 and 40 years.

Physical Services One of three major Onondaga County functional areas. The Physical Services area includes Transportation, Parks and Recreation, Water Environment Protection, Water, and Facilities Management, Emergency Management, Planning, Office of the Environment, and Emergency Communications.

Post Employment Benefits Benefits provided as part of the total compensation offered to qualified employees. These include health benefits for retirees. These costs are normally recorded when incurred.

However, there are long-term, future costs associated with these benefits that accrue during the period that the employees actually are rendering their services to the County. That liability is required to be actuarially determined and recognized for financial reporting purposes.

Premium Compensation Additional salary premiums paid to eligible County employees for working under specific conditions.

Principal The par value or face value of a bond, note, or other fixed amount security, not including accrued interest.

Property Tax Countywide taxes levied on all real property according to the property's valuation and tax rate.

Reengineering The fundamental rethinking and radical redesign of an organization's processes to achieve dramatic improvements in critical measures of performance, such as cost, quality, service, and speed.

Refunding Bonds Outstanding bonds are evaluated at least annually to determine savings if bonds were refunded. The County issues bonds with calls after ten years. Bonds can also be "advanced refunded." This means refunded prior to the ten years with the proceeds placed in escrow until the call date.

Renewals The re-borrowing of debt, less the scheduled principal payment. Bond Anticipation Notes (BANs) are short-term borrowing, one year or less, which have to be renewed or refunded at maturity.

Request for Proposals (RFP) A document used by the County to request offers when competitive sealed bidding for the purchase of goods or services is not practical or advantageous. An RFP is generally used when precise specifications cannot be developed or are not appropriate and price is only one of several evaluation factors to be weighed by the County in awarding the bid.

Reserve An account used to indicate that a portion of an operating fund's "fund balance" is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Restricted Fund Balance Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Revenue Funds that the government receives as income that will be used to fund expenditures. It includes such items as property and sales tax payments, fees for specific services, receipts from other governments (state and federal aid), fines, forfeitures, grants, shared revenues and interest income.

Revenue Estimate An estimate of how much revenue will be earned from a specific revenue source for a current or future period, typically a future fiscal year.

Revenue Source A category of revenue, such as local tax revenues, borrowing, state aid, or federal aid.

Self-Insurance Fund The internal service fund used to account for the risks of loss, including workers' compensation, all liability risks and certain physical damage risks. The County's self-insurance program,

which is administered by a third-party, also provides certain medical benefits to all active and retired employees.

Serial Bond A written promise to pay a specified sum of money (principal face value) at a specified future date (maturity date), along with periodic interest paid at a specified percentage of the principal (interest rate). Serial bonds are typically used for long-term debt.

Special Assessment A compulsory levy made against certain properties to defray part or all of the costs of a specific improvement or service deemed to primarily benefit those properties.

Tax Base The aggregate value of taxed items. The base of the County's real property tax is the market value of all real estate in the County.

Tax Levy The total amount to be raised by property taxes for the purposes stated in the County's financial plan for various funds.

Tax Rate The amount of tax levied for each \$1,000 of assessed or full valuation.

Tax Rate Limit The maximum legal property tax rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes. Also referred to as the "Constitutional Tax Limit".

Tax Roll The certification of assessed/taxable values prepared by the Assessor and presented to the taxing authority each year.

Taxes Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments.

Unassigned Fund Balance Amounts that are available for any purpose; these amounts are reported only in the general fund.

Unit Charge A charge to property owners in the Consolidated Sanitary District for wastewater treatment and discharge services according to a sewer rent schedule.

User Fees The direct payment of a fee for receipt of a public service by the party benefiting from the service. An example would be the rental of a park pavilion.

Appendix B

Expense Code Classifications

As part of the Uniform System of Accounts for Counties (USAC) prescribed by the State Comptroller pursuant to the County Law and used by Onondaga County since 1952, object codes have been designated. Generally, the following are used by County departments:

641000 – Personnel Services

691200 - Employee Benefits

692000 - Equipment

693000 - Supplies and Materials

694000 - 697000 - Contractual and Other

A further breakdown of these codes into a more detailed classification of expenditures is used for budget and accounting purposes in Onondaga County.

Personnel Services

Personnel Services consists of salaries and wages for employees. An employee is a person working for the County in an employer-employee relationship and using criteria of time worked to pay received. Persons not meeting the requirements of this definition who are paid for performing services for the County are considered to be contractors.

Using the following definitions, which will be used as a finding list for codes 641010, 641020, and 641030, the basic work week is the number of hours per week each full-time person employed in a County department is expected to work as set forth in the personnel rules for Onondaga County. Part-time means any number of hours per week less than full-time.

641010 - Regular Employees Salaries and Wages

A. A regular position represents certain duties consuming at least 50% of the basic workweek that should be performed by one person on a year-round basis. Each such position is identified by a position control number and usually carries full or partial employee benefits.

B. Regular Employees are persons hired by the County with no predetermined life of employment to work in budgeted and authorized regular positions.

1. A regular full-time employee works a basic workweek, which is 70 to 80 hours per two-week period.
2. A regular part-time employee works 50% or more of a full-time schedule per pay period.

641020 - Overtime Wages

Overtime is paid to persons employed by the County working in regular positions, and who, due to the nature of the department's workload, must work more hours than the basic workweek without receiving compensatory time off. The work situation under which overtime may be paid to such persons must be specified by labor agreement or resolution before any appropriations for overtime may be spent. This includes straight overtime, Fair Labor Standards Act (FLSA) overtime, overtime adjustments, family holiday overtime, child protective unit cash and overtime, prior overtime, call-in, regular holiday overtime and contract overtime.

641030 - Other Employee Wages

- A. A scheduled-support part-time position represents certain duties, which must be performed by one person on (1) a regular year-round basis less than half time or (2) an on-call basis to provide coverage for duties normally performed by a person occupying a regular position.
- B. A seasonal position represents certain duties that should be performed by one person, for a stated period which occurs regularly each year, that are not part of the normal year-round workload. These duties may be full-time or part-time.
- C. A temporary position represents certain full or part-time duties that should be performed by one person to carry out additional necessary work of limited duration.

691200 - Employee Benefits

Departments' costs for employee benefits including:

- 1. Workers' Compensation - A department's contribution to a pooled account used to support workers' compensation claims.
- 2. Unemployment Insurance - A department's contribution to a pooled account used to support unemployment insurance benefits claims.
- 3. Health Benefits - A department's contribution to a pooled account used to support health benefit claims.
- 4. Dental Benefits - A department's contribution to a pooled account used to support dental benefit claims.
- 5. Retirement Benefits - A department's contribution to a pooled account used to support retirement benefit claims.
- 6. Social Security - A department's contribution to a pooled account used to support social security benefit claims.

Equipment

An equipment item is a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of article, which meets all of following conditions:

1. It has an estimated useful life of 1 year or more.
2. It is of sufficient individuality and size as to make feasible control by means of identification and numbers, and has physical characteristics, which are not appreciably affected by use or consumption.
3. It is non-expendable, that is, it is not consumed when used. If the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
4. It does not lose its identity through incorporation into a different or more complex unit or substance.

671500 - Automotive Equipment

Generally, motor vehicles and other gasoline or diesel powered equipment usually driven on land inclusive of dealer-installed options. Automobiles, station wagons, trucks, motorcycles and other motor vehicles; road construction, maintenance, snow removal machinery, tractors and riding lawn mowers

692150 - Furniture, Furnishings and Equipment

Generally, office or residential related furnishings and equipment.

Supplies and Materials

A supply item or material purchased by the County, where work involving the supply/material is generally performed by County personnel, which meets one or more of the following conditions:

1. It loses its original shape or appearance with use.
2. It is consumed in use.
3. It is expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than to repair it.
4. It loses its identity through incorporation into a different or more complex unit or substance.
5. It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
6. Is classified as computer equipment, a printer or hardware support and maintenance.

693000 - Supplies, Materials, Minor Equipment, and Furnishings

Contractual and Other Expenses

Contractual and Other expenses include object codes not otherwise classified, principally items of contractual services such as rent, utilities, repairs, services and the interdepartmental chargeback account for services provided by County support service departments to other County departments.

694010 – Travel/Training

Generally used to code all travel/training costs of employees and non-employees such as seminar or conference registration fees and school tuition at off-site locations; mileage, meals, lodging, transportation fares; prisoner, patient, certain non-County personnel travel costs; transportation allowance, snow removal meal allowance; gasoline purchases made with oil company credit cards.

694060 - Insurance

Specifically used to code the cost of purchasing liability or property damage insurance contracts from private insurance companies. This does not include the cost of repairs to buildings and equipment as a result of damages that the County will collect for from insurance proceeds.

694080 - Fees for Services, Professional Non-Employees

Generally used to code the cost of purchased professional services; specifically for services, which require professional methods, character, or standards, or require a State license to practice, or may be creative or specialized in nature, that are not rendered by County personnel. Examples include: medical, psychological, veterinary and laboratory services; legal, expert testimony and court stenographic services; architectural, engineering and appraisal services; custom software licenses, custom software support and maintenance (not inclusive of pre-programmed software); interpretive services (bilingual and hearing impaired); nursing, counseling, teaching, actuarial and other expert, professional consultants and contractors; stenographic services, serving jurors, special counsel and trial expense, other expert and professional services, reward, and other fees for services, non-employees.

694100 - All Other Expenses

Generally used to code the cost of services which are not more appropriately classified in any other 694000 series codes or special codes; advertising for bids, election notices, legal notices, publishing departmental reports, photocopying services, publishing proceedings of the County Legislature; serial bond and coupon expense paying agent fees; towel service, laundry and dry cleaning expense; voting machine expenses; memberships in associations; easements, filing fees; New York State prisoners release allowance; special expense, i.e. reforestation, promotion, pest control, public relations, special committee expense of the County Executive; snow plowing, garbage, trash removal and demolition; data entry, custodial, security and clerical support services; and software training. Also, haircuts and other tonsorial services; binding, legal briefs and other legal documents; photographic developing, enlarging and mounting; film processing; moving and relocation expenses; hazardous waste removal; uniform rental services and food or

catering authorized for County - sponsored business meetings; electronic media broadcast expense; fees for operating licenses and permits; safety or other code compliance inspections; voting poll inspector expense; recognition awards; and non-County vehicle towing costs. In addition, jurors' fees, grand jury and prosecution witness expenses, and postage and courier services.

694130 - Maintenance, Utilities, Rents

Generally used to code cost of maintaining or repairing something to not more than its original condition. This includes: County-owned equipment or facilities where work is done and parts and supplies are furnished by the vendor, such as automotive equipment repair, heating, ventilation or air conditioning repair, computer related hardware and all other kinds of office equipment maintenance and repair; maintenance service contracts; building, land or sidewalk repair. Where repair parts or supplies are purchased from a vendor different than the vendor installing the parts, then the cost of the parts is charged to the appropriate supply expense account. Sole source utility type services such as non-telephone communication services, piped natural gas, electricity, water, steam, heating oil and propane gas used for heating purposes; renting equipment or real property on an installment or per event basis such as buildings, office space and land, automotive, computer and non-telephone communications equipment; leasing of books, directories and prerecorded tapes; the cost of all telephone communications services except for the cost of County purchased telephone equipment. This also includes the cost of supplies, and the cost of non-County personnel for maintenance and repair work; cellular service expenses (except cellular phone purchase or lease-purchase which is an equipment expense); pager and beeper services; interactive computerized information network access; software licenses, software support and maintenance; emergency access; and emergency on-line foreign language interpretive services.

694950 - Interdepartmental Expense

This code includes the interdepartmental chargeback allocations for the following: Indirect Costs, All Other Interdepartmentals, Information Technology Services, Facilities Management Services, Law Department Services, Purchase Division Services, and Insurance Division Charges.

695700 - Contracted Client Services

Includes contractual and professional programs and services primarily provided by non-governmental, incorporated, not-for-profit agencies located in Onondaga County, as well as services primarily provided by municipal or quasi-governmental entities.

696450 - Services to the Handicapped

This account code reflects expenditures for the following programs and services: provision for door-to-door handicapped transportation, physically handicapped children, handicapped children education and transportation services, preschool and school aged handicapped children education programs.

667400 – Distribution of Sales Tax

This account is for the payment of sales tax to the municipalities that the County shares its sales taxes per legislative formula.

Appendix C

Employee Representation

Unions have played an important role in the Central New York workforce for many years. Unions representing Onondaga County employees remain strong and active. Following is a description of the bargaining units that represent the various groups of County employees.

New York State Nurses Association

This unit consists of 173 members holding professional nursing positions in the Health Department. The contract term is January 1, 2014 through December 31, 2020. Negotiations for a successor agreement have yet to commence.

The Deputy Sheriff's Benevolent Association

This unit is composed of 240 sworn Deputies in the Custody and Civil departments of the Onondaga County Sheriff's Office, through the rank of Lieutenant. The contract term is January 1, 2019 through December 31, 2019. Negotiations for a successor agreement are ongoing.

Onondaga County Sheriff's Police Association

This unit consists of 176 members in the Police Department of the Onondaga County Sheriff's Office. The present Agreement covers the period from January 1, 2018 through December 31, 2020. Negotiations for a successor agreement have yet to commence.

The International Union of Operating Engineers

The IUOE includes 24 members holding the titles of Boiler Operator, Boiler Operator/Maintenance Worker, Mechanical Systems Maintenance Worker, Control Room Supervisor, Power Plant Worker and Refrigerating Machine Operator. The contract term is January 1, 2019 through December 31, 2022.

Onondaga Sheriff's Captains Association

The collective bargaining agreement for this unit of 8 members of the Onondaga County Sheriff's Office in the rank of Deputy Sheriff Captain covers January 1, 2018 through December 31, 2020. Contract negotiations are currently in progress. Negotiations for a successor agreement have yet to commence.

Onondaga County Correction Captains Association

The collective bargaining agreement for this unit of 2 members of the Onondaga County Sheriff's Office in the rank of Deputy Sheriff Captain covers January 1, 2019 through December 31, 2023.

Building Trades Council

The Central and Northern New York Building Trades Council includes 29 Carpenters, Electricians, Plumbers and other skilled tradespersons. The contract term is January 1, 2019 through December 31, 2022.

Civil Service Employees Association

There are 3,299 clerical, labor, maintenance, professional and paraprofessional members in this bargaining unit. The contract term is January 1, 2020 through December 31, 2022. Negotiations for a successor agreement are ongoing.

Management/Confidential Employees (not a bargaining unit)

There are 332 Management/Confidential employees (including elected officials) in Onondaga County who are not represented by a bargaining unit. The current salary schedule became effective on January 1, 2017 and was further amended in April 2, 2019 to include grades 42, 43 and 44.

Salary Plan Schedules

Each bargaining unit, as well as the management confidential employees' unit, has a separate salary plan schedule. The schedules in effect are listed below in the following order:

- **New York State Nurses Association**
- **Flat Salaries**
- **Onondaga Sheriff's Captains Association**
- **Onondaga County Correction Captains Association**
- **Deputy Sheriff's Benevolent Association**
- **Onondaga County Sheriff's Police Association**
- **International Union of Operating Engineers**
- **Central and Northern New York Building Trades Council**
- **Civil Service Employees Association**
- **Management/Confidential Employees**

New York State Nurses Association Schedule

NYSNA CONTRACT 2014 - 2020

Effective the First Full Pay Period after January 1, 2020

	0-2 Years	3 Years	6 Years	8 Years	10 Years
	B	C	D	E	F
Grade 2					
Annual Salary	\$50,558	\$53,125	\$55,816	\$60,548	\$62,190
Bi-weekly	\$1,944.53	\$2,043.28	\$2,146.76	\$2,328.78	\$2,391.94
Grade 3					
Annual Salary	\$52,163	\$54,840	\$57,673	\$62,601	\$64,301
Bi-weekly	\$2,006.25	\$2,109.22	\$2,218.21	\$2,407.22	\$2,473.12
Grade 4					
Annual Salary	\$55,589	\$58,456	\$61,538	\$66,832	\$68,657
Bi-weekly	\$2,138.05	\$2,248.30	\$2,366.84	\$2,570.45	\$2,640.65
Grade 5					
Annual Salary	\$59,115	\$62,102	\$65,319	\$70,859	\$72,798
Bi-weekly	\$2,273.65	\$2,388.53	\$2,512.27	\$2,725.33	\$2,799.94
Grade 6					
Annual Salary	\$74,256	\$76,322	\$78,389	\$80,456	\$82,520
Bi-weekly	\$2,855.99	\$2,935.45	\$3,014.95	\$3,094.45	\$3,173.83

Flat Salaries / Rates

Effective January 1, 2022

TITLE	TITLE NO.	GRADE	ANNUAL SALARY
Chairperson-County Legislature	08140	E05	\$60,979
Comptroller	02860	E02	\$113,525
County Clerk	07330	E04	\$89,472
County Executive	08310	E11	\$177,308
County Legislator	08100	E08	\$33,477
District Attorney	50350	E01	\$200,355
Floor Leader-County Legislature	08130	E07	\$41,347
Legislative Counsel	50220	E06	\$50,000
Sheriff	40690	E03	\$125,265
Commissioner of Elections	08750	E09	\$99,973

Onondaga Sheriff's Captains Association (Deputy Sheriff Captains)

CAPTAINS CONTRACT 2018 - 2020

Effective with the first full payroll period after January 1, 2020

	Grade	Step A	Step Z
Annual	26	\$96,024.786	\$98,940.058
Bi-weekly	26	\$3,693.261	\$3,805.386

Onondaga Sheriff's Correction Captains Association (OCCA)

CONTRACT 2019 - 2023

Effective with the first full payroll period after January 1, 2022

	1	4
(Annual)	\$86,742	\$89,344
(Bi-Weekly)	\$3,336.2268	\$3,436.2984

The Deputy Sheriff Benevolent Association

DSBA CONTRACT 2019

New Rates effective the first full Pay Period after January 1, 2019

		1(N)	2(A)	3(B)	4(C)	5(D)
		Less than 1 year	1 year	2 years	4 years	7 years
Grade 1	Bi-weekly	1426.470000	1622.758800	1673.034600	1724.962800	1778.951400
	Annual	37,088	42,192	43,499	44,849	46,253
Grade 2	Bi-weekly	1580.612400	1798.413000	1850.688000	1908.940200	1990.989000
	Annual	41,096	46,759	48,118	49,632	51,766
Grade 3	Bi-weekly	1815.946800	2137.328400	2204.944200	2274.906000	2381.098200
	Annual	47,215	55,571	57,329	59,148	61,909
Grade 4	Bi-weekly	1853.544000	2206.912800	2278.261800	2352.160800	2534.985600
	Annual	48,192	57,380	59,235	61,156	65,910
			Probation Rate		Maximum Rate	
Grade 5	Bi-weekly		2548.918800		2722.318800	
	Annual		66,272		70,780	
Grade 6	Bi-weekly		2735.986800		2909.397000	
	Annual		71,136		75,644	
Grade CS	Bi-weekly		1270.155000		1391.851200	
	Annual		33,024		36,188	

Onondaga County Sheriff's Police Association

OCSPA CONTRACT 2018-2020

Effective the first full Pay Period after January 1, 2020

	N	A	B	C	D
	Less than 1 year	1 year	2 years	4 years	7 years
Grade 4	\$52,986 \$2,037.925500	\$61,282 \$2,357.018250	\$63,287 \$2,434.129000	\$65,364 \$2,514.007250	\$75,423 \$2,900.893500
		<u>Probation Rate</u>		<u>Maximum Rate</u>	
Grade 5		\$77,822 \$2,933.153750		\$84,101 \$3,234.643750	
		<u>Probation Rate</u>		<u>Maximum Rate</u>	
Grade 6		\$89,035 \$3,424.422500		\$93,721 \$3,604.648250	

The International Union of Operating Engineers

2019-2022 CONTRACT

Effective the first full Pay Period after January 1, 2019

**2022
SALARY SCHEDULE D**

Grade		A	B
2	Annual	45691	50481
	Hourly	21.967006	24.269827
3	Annual	52887	58361
	Hourly	25.426544	28.058340
4	Annual	57037	63173
	Hourly	27.421615	30.371773
5	Annual	61805	68537
	Hourly	29.713824	32.950508

Building Trades Council

BTC 2019-2022 CONTRACT

Effective the first full Pay Period after January 1, 2022

Carpenter	34.222154
Carpenter C.L.	35.593553
Electrician	38.116330
Painter	31.435316
Painter C.L.	32.792388
Plumber	38.394505
Steamfitter	38.394505
Tile Setter	32.558816

Civil Service Employees Association

CSEA 2020-2022

Effective the first Full pay period after January 1, 2022

GRADE	Step A	Step 2	Step 3	Step Z	GRADE	Step A	Step 2	Step 3	Step Z
1 ANNUAL	30,680	31,719	32,758	33,831	9 ANNUAL	51,779	53,556	55,334	57,274
70 BI-W	16.857266	17.428202	17.999036	18.588620	70 BI-W	28.450209	29.426530	30.403468	31.469210
80 BI-W	14.749579	15.249329	15.748667	16.264695	80 BI-W	24.894165	25.748819	26.603473	27.536113
2 ANNUAL	31,972	33,055	34,140	35,266	10 ANNUAL	55,643	57,555	59,468	61,567
70 BI-W	17.567176	18.162323	18.758397	19.377135	70 BI-W	30.572936	31.623740	32.674750	33.827853
80 BI-W	15.371923	15.892998	16.414486	16.955959	80 BI-W	26.750276	27.669730	28.589389	29.598161
3 ANNUAL	33,286	34,416	35,547	36,726	11 ANNUAL	59,482	61,529	63,576	65,832
70 BI-W	18.289038	18.910145	19.531047	20.179352	70 BI-W	32.682168	33.807043	34.931610	36.171558
80 BI-W	16.002200	16.545218	17.088855	17.655980	80 BI-W	28.598043	29.582605	30.566652	31.651865
4 ANNUAL	35,017	36,206	37,398	38,649	12 ANNUAL	63,342	65,523	67,706	70,121
70 BI-W	19.239912	19.893677	20.548369	21.235822	70 BI-W	34.803144	36.001781	37.201140	38.528141
80 BI-W	16.834086	17.406259	17.979050	18.580687	80 BI-W	30.454051	31.503619	32.552260	33.713913
5 ANNUAL	37,581	38,861	40,142	41,498	13 ANNUAL	70160	72581	75002	77698
70 BI-W	20.648711	21.352440	22.055861	22.800902	70 BI-W	38.549466	39.879763	41.209751	42.690973
80 BI-W	18.068060	18.683810	19.299355	19.951574	80 BI-W	33.731633	34.895553	36.059369	37.355464
6 ANNUAL	40,787	42,181	43,573	45,061	14 ANNUAL	77,596	80,276	82,957	85,959
70 BI-W	22.410662	23.176100	23.941333	24.758797	70 BI-W	42.635136	44.107910	45.580890	47.230034
80 BI-W	19.610372	20.280105	20.949529	21.664797	80 BI-W	37.304778	38.593764	39.882957	41.325855
7 ANNUAL	43,828	45,328	46,827	48,439	15 ANNUAL	85,331	88,282	91,235	94,553
70 BI-W	24.081440	24.905394	25.728936	26.615011	70 BI-W	46.885226	48.506761	50.129017	51.952059
80 BI-W	21.070062	21.790481	22.511724	23.287259	80 BI-W	41.025243	42.444137	43.863444	45.459120
8 ANNUAL	47,666	49,299	50,933	52,704					
70 BI-W	26.190053	27.087358	27.985177	28.958098					
80 BI-W	22.917726	23.702945	24.488678	25.340138					

Management/ Confidential Employees

Effective the first full payroll period after April 2, 2019

Grade	G	H	I	J	K	L	M
20	31,033	31,798	32,582	32,985	33,392	33,804	34,222
21	32,469	33,270	34,090	34,511	34,937	35,368	35,805
22	33,973	34,811	35,669	36,109	36,555	37,007	37,464
23	35,549	36,426	37,323	37,784	38,251	38,723	39,202
24	37,199	38,116	39,056	39,538	40,027	40,521	41,021
25	36,928	39,887	40,870	41,375	41,886	42,403	42,927
26	40,739	41,743	42,772	43,300	43,835	44,376	44,924
27	42,634	43,685	44,762	45,315	45,875	46,441	47,015
28	44,619	45,719	46,846	47,425	48,010	48,603	49,204
29	46,699	47,850	49,029	49,635	50,248	50,868	51,496
30	48,878	50,083	51,317	51,951	52,592	53,242	53,899
31	53,556	54,877	56,229	56,924	57,627	58,338	59,059
32	58,690	60,137	61,620	62,381	63,151	63,931	64,720
33	64,324	65,910	67,534	68,368	69,213	70,067	70,933
34	70,505	72,243	74,024	74,938	75,864	76,801	77,749
35	77,287	79,193	81,145	82,147	83,161	84,188	85,228
36	84,730	86,818	88,958	90,057	91,169	92,295	93,435
37	92,895	95,185	97,531	98,736	99,955	101,189	102,439
38	101,853	104,364	106,936	108,257	109,594	110,947	112,317
39	116,722	119,599	122,548	124,061	125,593	127,144	128,714
40	133,779	137,077	140,456	142,191	143,947	145,724	147,524
41	152,545	156,305	160,158	162,136	164,138	166,165	168,217
42	174,816	179,125	183,541	185,807	188,102	190,425	192,777
43	200,339	205,278	210,338	212,935	215,565	218,227	220,922
44	229,589	235,248	241,047	244,024	247,038	250,089	253,177

Management/ Confidential Employees

Effective the first full payroll period after April 2, 2019

Grade	N	O	P	Q	R	S	T
20	34,644	35,072	35,505	35,944	36,388	36,837	37,292
21	36,247	36,695	37,148	37,607	38,072	38,542	39,018
22	37,927	38,395	38,869	39,349	39,835	40,327	40,825
23	39,686	40,176	40,672	41,174	41,683	42,198	42,719
24	41,528	42,041	42,560	43,086	43,618	44,156	44,702
25	43,457	43,994	44,537	45,087	45,644	46,208	46,779
26	45,479	46,041	46,609	47,185	47,768	48,357	48,955
27	47,595	48,183	48,778	49,381	49,990	50,608	51,233
28	49,811	50,426	51,049	51,680	52,318	52,964	53,618
29	52,132	52,776	53,428	54,088	54,756	55,432	56,117
30	54,565	55,239	55,921	56,612	57,311	58,019	58,735
31	59,788	60,527	61,274	62,031	62,797	63,572	64,358
32	65,520	66,329	67,148	67,977	68,817	69,667	70,527
33	71,809	72,696	73,593	74,502	75,422	76,354	77,297
34	78,709	79,681	80,665	81,662	82,670	83,691	84,725
35	86,281	87,346	88,425	89,517	90,622	91,742	92,875
36	94,589	95,757	96,940	98,137	99,349	100,576	101,818
37	103,704	104,985	106,282	107,594	108,923	110,268	111,630
38	113,704	115,109	116,530	117,969	119,426	120,901	122,394
39	130,304	131,913	133,542	135,192	136,861	138,552	140,263
40	149,346	151,190	153,058	154,948	156,861	158,799	160,760
41	170,295	172,398	174,527	176,682	178,864	181,073	183,310
42	195,158	197,568	200,008	202,478	204,979	207,510	210,073
43	223,651	226,413	229,209	232,040	234,906	237,807	240,744
44	259,469	262,674	265,918	269,202	272,526	275,892	279,299

Management/ Confidential Employees

Effective the first full payroll period after April 2, 2019

Grade	U	V	W	X	Y	Z	1	2
20	37,753	38,219	38,691	39,169	39,653	40,142	40,638	41,140
21	39,500	39,987	40,481	40,981	41,487	42,000	42,518	43,043
22	41,329	41,840	42,356	42,880	43,409	43,945	44,488	45,037
23	43,246	43,780	44,321	44,869	45,423	45,984	46,552	47,126
24	45,254	45,813	46,378	46,951	47,531	48,118	48,712	49,314
25	47,356	47,941	48,533	49,133	49,739	50,354	50,976	51,605
26	49,559	50,171	50,791	51,418	52,053	52,696	53,347	54,006
27	51,866	52,506	53,155	53,811	54,476	55,148	55,829	56,519
28	54,280	54,951	55,629	56,316	57,012	57,716	58,429	59,150
29	56,810	57,511	58,222	58,941	59,669	60,405	61,151	61,907
30	59,461	60,195	60,938	61,691	62,453	63,224	64,005	64,796
31	65,152	65,957	66,772	67,596	68,431	69,276	70,132	70,998
32	71,398	72,280	73,173	74,076	74,991	75,917	76,855	77,804
33	78,251	79,218	80,196	81,187	82,189	83,204	84,232	85,272
34	85,771	86,830	87,903	88,988	90,087	91,200	92,326	93,466
35	94,022	95,183	96,358	97,548	98,753	99,973	101,207	102,457
36	103,075	104,348	105,637	106,942	108,262	109,599	110,953	112,323
37	113,009	114,404	115,817	117,248	118,696	120,161	121,645	123,148
38	123,906	125,436	126,985	128,554	130,141	131,749	133,376	135,023
39	141,995	143,749	145,524	147,321	149,140	150,982	152,847	154,735
40	162,745	164,755	166,790	168,850	170,935	173,046	175,183	177,347
41	185,574	187,865	190,186	192,534	194,912	197,319	199,756	202,223
42	212,667	215,294	217,953	220,644	223,369	226,128	228,921	231,748
43	243,717	246,727	249,774	252,858	255,981	259,143	262,343	265,583
44	279,299	282,749	286,241	289,776	293,355	296,977	300,645	304,358

Appendix D

Onondaga County Investment Policy

Purpose

The purpose of establishing an investment policy is to develop operating principles within the guidelines of current legislation governing investment activity. The Chief Fiscal Officer and his designees will be guided by the investment policy in managing the short and long-term investment of the County's available cash. New York State General Municipal Law, Section 39, requires the adoption of a written investment policy.

Objectives

The County's primary investment objectives are:

- To conform with all applicable federal, state and other legal requirements (**legal**). This relates both to the types of eligible investments and the requirements for adequate collateral to provide insurance for all investments.
- To preserve principal (**safety**). Safety considerations include: 1) FDIC coverage, 2) written third party collateral agreements with local Banking Depositories and Primary Dealers, 3) electronic banking safeguards and 4) statutory guidelines which govern the types of investments allowed by local municipalities.
- To provide sufficient cash to meet all operating and debt service requirements (**liquidity**). A cashflow projection developed for both capital and operational commitments is a basic tool used in the planning and timing of maturing investments to meet anticipated demands.
- To select investments types, which will return to the County the highest possible interest rate (**yield**). While rate of return is important, primary consideration must be given to the legal, safety and liquidity requirements.

Scope

The Investment Policy encompasses all moneys that become available for investment and/or deposit by the County on its own behalf, or on behalf of any other entity or individual (trust and agency).

Delegation of Authority

Article IV, Sec. 402(b) of the Onondaga County Charter grants the authority to invest the County's funds to the Chief Fiscal Officer (CFO). The CFO shall carry out the established written procedures and controls for the operation of the investment program consistent with the Onondaga County Investment Policy. No person shall engage in an investment transaction except as provided under the terms and conditions of this policy and the procedures established by the CFO. The CFO shall be responsible for all transactions undertaken and shall establish a system of controls and reporting to regulate the activities of subordinate officials. The CFO may designate operational authority for the safekeeping and

investment of the County funds. All reference to the CFO’s standards and responsibilities covers all designees.

Standards of Prudence and Ethics

Prudence: The Chief Fiscal Officer in the investment process shall seek to act responsibly as a custodian of the public trust and shall avoid any transaction that might impair public confidence to govern effectively. The CFO shall act in accordance with written procedures as outlined in the County Investment Policy and exercise due diligence as an investment official. Investments shall be made with judgment and care, under prevailing circumstances, considering the probable safety of County revenues as well as the projected income to be derived from investments.

Ethics: The Chief Fiscal Officer shall refrain from any personal business activity that could conflict with proper execution of the investment program or could impair the ability to make impartial investment decisions.

Internal Controls

The CFO is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that:

- Deposits and investments are safeguarded against loss from unauthorized use or disposition,
- Transactions are executed in accordance with management’s authorization,
- Transactions are recorded properly,
- Transactions are managed in compliance with applicable laws and regulations governing public funds.

Designation of Depositories

Section 10 of the New York State General Municipal Law (GML) requires the Onondaga County Legislature to designate one or more banks to secure the deposits of County funds and investments. This designation may include “primary dealers” that qualify under Securities and Exchange Commission regulations.

The following banks are authorized for the deposit of moneys up to the maximum amounts:

Depository Name	Maximum Amount
Key Bank	\$250,000,000
JPMorgan Chase Bank	\$250,000,000
Bank of America	\$250,000,000
M&T Bank	\$250,000,000
Solvay Bank	\$250,000,000
NBT Bank	\$250,000,000
Citizens Bank	\$250,000,000
Adirondack Bank	\$250,000,000
Pathfinder Bank	\$250,000,000
Genesee Regional Bank	\$250,000,000
Hanover Bank	\$250,000,000

Valley Bank	\$250,000,000
Flushing Bank	\$250,000,000

The CFO may in the future designate as a depository, up to the maximum amount of \$250,000,000, any bank which otherwise meets the requirements of this Investment Policy.

A further requirement to be an investment partner of Onondaga County is that the banking institution will readily honor checks drawn on County accounts at that bank. The payee need not maintain an account at that bank; however, appropriate identification must be provided

Listed below are the Dealers the County has authorized to handle investments in Repurchase Agreements and U. S. Government obligations. For Repurchase Agreements, the dealers must be designated as Primary Dealers:

JPMorgan	\$250,000,000
Merrill Lynch	\$250,000,000
Vining Sparks	\$250,000,000
First Empire	\$250,000,000
Wells Fargo	\$250,000,000
Great Pacific	\$250,000,000

Although there are no current or recent investments with them, Goldman Sachs, Morgan Stanley Smith Barney, and Citibank are also included in the above list of approved dealers.

Financial Strength of Institutions

All trading partners must be credit worthy. Their financial statements must be reviewed at least annually by the CFO to determine satisfactory financial strength. The CFO may use credit rating agencies or bank- rating services to determine credit worthiness of trading partners. Concentration of investments in financial institutions is preferred. It is preferred that no more than 25% of the investment portfolio be invested with any one bank or dealer. However, due to the new regulatory environment for banks this may not always be possible. Amounts held in one institution that are over the 25% threshold will be reviewed by the CFO and other appropriate personnel.

Permitted Investments

Section 11 of General Municipal Law expressly authorizes the Chief Fiscal Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow requirements in the following types of investments:

- Special time deposit accounts or certificates of deposit in an authorized banking depository or trust company located and authorized to do business in the State of New York secured in the same manner prescribed by General Municipal Law, Section 10.
- Reciprocal deposits that are administered by our local depository bank located and authorized to do business in the State of New York and as per General Municipal Law , Sections 10 and 11
- Obligations of the United States of America.

- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest is guaranteed by the United States of America.
- Obligations of the State of New York.
- Obligations issued pursuant to Local Finance Law Section 24 or 25 (RANS & TANS) of other municipalities, school districts or district corporation other than the County of Onondaga (with approval of the State Comptroller's Office).
- Obligations of public benefit corporations, public housing authorities, urban renewal agencies and Industrial Development agencies.
- Highly-rated municipal bonds from any state in the U.S.
- U.S government-back securities, such as those issued by the Federal Home Loan Mortgage Association and other Federal Agencies.
- Highly-rated corporate bonds, as long as they have been independently rated.
- Money-market mutual funds, which are guaranteed by the U.S. government.

Also permitted are Repurchase Agreements (Repos)

A Repo is a transaction in which the County purchases authorized securities from a trading partner. Simultaneously, the County agrees to resell and the trading partner agrees to repurchase the securities at a future date. The price and date is set at the time of the initial purchase.

Repurchase Agreements are authorized subject to the following restrictions:

- Repurchase Agreements must be entered into subject to a master repurchase agreement.
- Securities owned by the County must be held by a third party bank or trust company, acting as custodian for the securities.

The custodian shall be a party other than the trading partner.

Authorized securities shall be limited to obligations of both U.S. Government and U.S. Agencies.

All investment obligations shall be redeemable on respective maturity dates as determined by the CFO to meet expenditures for purposes for which the moneys were provided.

The County currently has no repurchase agreements with any financial institution.

Collateralizing Deposits

In accordance with the provisions of General Municipal Law, Section 10, all deposits of Onondaga County, including certificates of deposit and special time deposits, in excess of the amount insured under

the provisions of the Federal Deposit Insurance Act shall be secured by “Eligible Collateral”. Eligible Collateral consists of any one, or combination, of the following:

- By a pledge of “eligible securities” with an aggregate “market value” as provided by GML Section 10, equal to the aggregate amount of deposits from the categories designated in Attachment A to the policy.
- By an eligible “irrevocable letter of credit” (LOC) issued by a qualified bank - other than the bank with the deposits - in favor of the government, for a term not to exceed 90 days, with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest-rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- By an eligible “irrevocable letter of credit” issued in favor of the local government by a federal home loan bank, whose commercial paper and other unsecured, short-term debt obligations are rated in the highest rating category by at least one nationally-recognized statistical rating organization, accept such letter of credit payable to such local government as security for the payment of one hundred percent of the aggregate amount of public deposits from such officers and the agreed upon interest, if any.
- By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
- A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value of at least equal to the aggregate amount of deposits from all such officers within New York State at the bank or trust company.

General Municipal Law, Section 10, additionally requires that all securities pledged to secure deposits be held by a third party bank or trust company and be held pursuant to a written Custodial Agreement. Several banks have segregated departments within their bank, with sole responsibility to hold collateral. The custodial agreement must acknowledge all the necessary provisions in order to provide the County with a perfected security interest, which includes the following:

- The custodial agreement shall contain a security provision that would provide that the collateral is being pledged by the bank or trust company as security for the public deposits. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events that will enable the local government to exercise its rights against the pledged securities.

- The securities held by the authorized bank or trust company, as agent of and custodian for the County, will be placed separate and apart from the general assets of the custodial bank or trust company. They will not, in any circumstances, be commingled with or become part of the security for any other deposit or obligations.
- The custodian shall confirm the receipt, substitution or release of the securities held on behalf of the County.
- The types of collateral used to secure County deposits must be in accordance with the most current legislation authorizing various types of collateral, and approved by the County.
- The County requires a margin of maintenance of 102% of the uninsured portion of deposits collateralized.
- The County requires a monthly update on third party collateral security.
- The County requires that there be no sub-custodian.
- The Custodian Bank must be a member of the Federal Reserve Bank.

Operations, Audit and Reporting

The CFO or such designated employee/employees can authorize the purchase of all securities and execute contracts for Repurchase Agreements and Certificates of Deposit on behalf of the County of Onondaga. Oral directions concerning the purchase of securities shall be confirmed in writing. The County shall pay for purchased securities upon the delivery or book-entry thereof.

Periodically the County Auditors shall audit the County's investments for compliance with the provisions of these investment guidelines.

Attachment A

The County requires a margin of maintenance of 102% of the uninsured portion of deposits collateralized and the following is a list of eligible securities that may be pledged as collateral for local government bank deposits and investments:

Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.

100% of the Market Value

Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.

100% of the Market Value

Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.

100% of the Market Value of the obligation that represents the amount of the insurance or guaranty

Obligations issued or fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this state or obligations or any public benefit corporation which number a specific state statute may be accepted as security for deposit of public moneys.

100% of the Market Value

Obligations issued by states (other than New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

Highest Rating - 100% Market Value
2nd Highest Rating - 90% Market Value
3rd Highest Rating - 80% Market Value

Obligations of Puerto Rico rated on one of the three highest rating categories by at least one nationally recognized statistical rating organization.

Highest Rating - 100% Market Value
2nd Highest Rating - 90% Market Value
3rd Highest Rating - 80% Market Value

Obligations of counties, cities and other governmental entities of another state having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

Highest Rating - 100% Market Value
2nd Highest Rating - 90% Market Value
3rd Highest Rating - 80% Market Value

Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.

80% of Market Value

Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by federal bank regulatory agencies.

70% of Market Value

Commercial paper and bankers' acceptances issued by a bank (other than the bank with which the money is being deposited or invested) rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than sixty days from the date they are pledged.

80% of Market Value

Zero-coupon obligation of the United States government marketed as "Treasury Strips".

80% of Market Value

Appendix E

Explanation of Tax Rates and Equalization

There are three factors that influence the amount of county property taxes that a property owner in Onondaga County will pay: (1) equalization rates, (2) local property assessment, and (3) total county tax levy.

Equalization Rates

The equalization rate “equalizes” taxes on equal value properties in different assessing districts to offset differences in assessing practices. The equalization rate is established by the State Board of Real Property Services. It is determined by the following formula:

$$\text{Equalization Rate} = \frac{\text{Assessed Value}}{\text{Full Value}}$$

As a result of different assessing practices, each assessing district (the 19 towns and the city) has a different relationship of assessed value to full value. The result is that the total of assessments in the towns and the city may not be equal to the full value of the area.

As a result of the different assessing practices it is impossible to fairly apportion the county tax levy across different assessing districts without using a means to equalize the meaning of the assessed value in relation to full value within each town and the city. Thus, the first major variable in determining the impact of county taxes is the establishment of equalization rates for each municipality.

The State Legislature addressed the problem in 1949 with the creation of the State Board of Real Property Services whose primary function is to establish equalization rates for every assessing district in the state. The equalization rate is a mathematical formula for converting the assessed value of property to its full value. The equalization rate for a community is extremely important because it is the method by which state aid and local taxes are apportioned fairly.

Using revised methodology, the State Board establishes equalization rates using locally derived full values for assessing units where recent reassessment data is available. This is a change from prior years where the emphasis was on individual appraisals. For assessing units where local reassessment data is not available, equalization rates are established as before using property sales and field appraisals.

Local Assessment

The second major variable affecting the amount of County taxes you will pay is the local assessment. In Onondaga County, the assessing districts for county taxes are the towns and the City of Syracuse. The County itself does no assessing. Assessors in the towns and the City determine the total of assessed value in their jurisdiction by totaling their assessments. For the purpose of apportioning the County tax levy, the amount of all exemptions is first subtracted from the total assessed value. Per statute and County resolution, the value of certain partial exemptions is added to the taxable value to derive the taxable assessed value. It is this taxable assessed value that is the basis for the full value determination that dictates what percentage of the county tax levy will be paid by each of the towns and the city. The full value is determined by dividing the total taxable assessed value by the equalization rate.

Formula A:

$$\text{Local Full Value} = \frac{\text{Taxable Assessed Value}}{\text{Local Equalization Rate}}$$

Formula B:

$$\% \text{ of County Full Value} = \frac{\text{Local Full Value}}{\text{Total County Full Value}}$$

The county full value figure is important because it is the basis for determining the county's full value tax rate and how the property tax levy will be apportioned among town and city residents.

Total County Tax Levy

The third major variable in determining the impact of county taxes is the amount of the county tax levy. This is the only variable that is controlled directly by the County Legislature. The County Executive proposes a county tax levy as part of the balanced budget submitted to the Legislature for review each fall. The Legislature, following its review of the proposed budget, agrees with or modifies the tax levy. Once the budget is adopted by the County Legislature, the amount to be raised by the property tax is fixed for that fiscal year.

How these three factors (equalization rates, local assessment and tax levy) interweave will determine the county tax impact on local property owners. Only the third, the county tax levy, is within the control of the County Legislature. The amount of the county tax levy will somewhat determine the tax impact; however, it has happened where tax levy reductions at the county level have not translated into tax decreases for the property owner because of changes in assessment or changes in the equalization rate. The converse has also occurred.

The costs of county government are apportioned to local property owners once all other sources of revenue (state and federal aid, sales tax, other revenue, fees, etc.) are subtracted from the anticipated expenditures. The difference between the total of all other sources of revenue and the amount needed to meet the expenses of county government operation is the county tax levy.

Once the tax levy is adopted, the various calculations that determine the tax impact on different property owners can be made. The first is the establishment of a full value county tax rate. There is no property owner who will pay this rate; however, it is used in determining each municipality's share of the County tax levy.

The full value county tax rate is determined by dividing the amount of the tax levy by the county's full value as determined by the local assessors and modified by the equalization rates.

$$\text{Full Value Tax Rate} = \frac{\text{Tax Levy}}{\text{Full Value}}$$

To determine the amount of the county tax levy that must be apportioned to each assessing district (the 19 towns and the city), multiply the full value of each town and the city by the full value tax rate. The result will be the town or city's share of the county tax levy.

Change in the equalization rate can have a substantial impact on taxes. As a rule, when equalization rates decrease, the full value of property increases. When the equalization rates increase, the full value of property decreases. That is, if the equalization rate goes up, then the full value of property goes down and if the equalization rate goes down then the full value of property goes up.

Consider these examples:



Assessed Value = \$10,000

A home assessed at \$10,000 in a town with an equalization rate of 14 percent has a full value of \$71,428 (\$10,000 / .14).

$$\frac{\text{Assessment}}{\text{Equalization Rate}} = \frac{\$10,000}{0.14} = \$71,428 \text{ (Full Value)}$$

(A) If, the next year, the equalization rate decreases to 11 percent, the same house still assessed at \$10,000 will have a higher full value. The full value will increase from \$71,428 to \$90,909 (\$10,000/.11).

$$\frac{\text{Assessment}}{\text{Equalization Rate}} = \frac{\$10,000}{0.11} = \$90,909 \text{ (Full Value)}$$

(B) If, the next year, in contrast to the first example, the equalization rate increases to 17 percent, that same house still assessed at \$10,000 will have a lower full value. The full value will decrease from \$71,428 to \$58,824 or (\$10,000/.17).

$$\frac{\text{Assessment}}{\text{Equalization Rate}} = \frac{\$10,000}{0.17} = \$58,824 \text{ (Full Value)}$$

Changes in full value do not mean that individual property has either gained or lost value. The full value calculations are a measurement tool for comparing all property in a particular town or city from year to year.

The importance of the full value calculation, when the full value of property has either increased or decreased at a greater rate than property in other assessing districts, is that it determines whether property

owners will pay a greater or lesser share of the county tax levy. Once the tax levy is determined, it must be apportioned fairly among the 19 towns and the City of Syracuse. This is done on the full value. The amount of the tax levy apportioned to each town represents that town's percentage of the total full value of the county. Therefore, if a particular town has 8% of the full value of the county, that town's residents will pay eight 8% of the county tax levy.

Summary

The actual county tax rate for each town and the city is the result of three factors:

- 1. Equalization rates
- 2. Local property assessment
- 3. Total County tax levy

The resulting rates produced by these three factors result in an effective county tax rate. That rate, when converted to assessed value within each assessing district, will vary widely from each government unit because of differences in local assessment and equalization rate.

Appendix F

Exemption Impact Report

Total Assessed Value: 32,846,629,597
Equalized Total Assessed Value: 41,970,841,867

Exempt Code	Exemption Name	Number of Exemptions	Equalized Value of Exemptions	Percent of Value Exempt
12100	NYS - GENERALLY	555	681,585,362	1.62
12350	PUBLIC AUTHORITY - STATE	10	29,596,038	0.07
12370	STATE AUTHORITIES SPECIFIED	6	24,965,772	0.06
12400	NYS SAVINGS&LOAN INSURANCE FUND	1	4,600,000	0.01
13100	CO - GENERALLY	403	1,051,980,010	2.51
13240	CO O/S LIMITS - SEWER OR WATER	2	141,745	0.00
13350	CITY - GENERALLY	581	563,270,448	1.34
13440	CITY O/S LIMITS - SEWER OR WATER	2	128,205	0.00
13450	CITY O/S LIMITS - AVIATION	57	76,172,333	0.18
13500	TOWN - GENERALLY	613	113,566,209	0.27
13510	TOWN - CEMETERY LAND	7	370,954	0.00
13650	VG - GENERALLY	292	66,942,554	0.16
13660	VG - CEMETERY LAND	2	647,017	0.00
13730	VG O/S LIMITS - SPECIFIED USES	12	11,691,500	0.03
13740	VG O/S LIMITS - SEWER OR WATER	4	1,133,421	0.00
13800	SCHOOL DISTRICT	177	843,181,801	2.01
13850	BOCES	7	25,367,509	0.06
13870	SPEC DIST USED FOR PURPOSE ESTAB	21	4,940,380	0.01
13890	PUBLIC AUTHORITY - LOCAL	53	134,136,905	0.32
14000	LOCAL AUTHORITIES SPECIFIED	8	4,089,300	0.01
14100	USA - GENERALLY	34	70,788,519	0.17
14110	USA - SPECIFIED USES	14	233,172,599	0.56
18020	MUNICIPAL INDUSTRIAL DEV AGENCY	325	1,724,010,331	4.11
18040	URBAN REN: OWNER-MUNICIPALITY	10	2,239,732	0.01
18060	URBAN REN: OWNER-MUN U R AGENCY	10	4,929,900	0.01
18080	MUN HSNQ AUTH-FEDERAL/MUN AIDED	70	91,936,711	0.22
21600	RES OF CLERGY - RELIG CORP OWNER	49	11,563,481	0.03
25110	NONPROF CORP - RELIG(CONST PROT)	618	448,305,846	1.07
25120	NONPROF CORP - EDUCL(CONST PROT)	200	1,165,186,229	2.78
25130	NONPROF CORP - CHAR (CONST PROT)	352	310,697,713	0.74
25200	0	1	2,000,000	0.00
25210	NONPROF CORP - HOSPITAL	66	467,727,555	1.11
25230	NONPROF CORP - MORAL/MENTAL IMP	39	32,625,706	0.08
25300	NONPROF CORP - SPECIFIED USES	120	65,931,643	0.16
25400	FRATERNAL ORGANIZATION	13	591,227	0.00
25500	NONPROF MED, DENTAL, HOSP SVCE	1	95,368	0.00

25900	0	916	16,385,143	0.04
26050	AGRICULTURAL SOCIETY	21	3,906,752	0.01
26100	VETERANS ORGANIZATION	28	8,407,054	0.02
26250	HISTORICAL SOCIETY	6	970,116	0.00
26400	INC VOLUNTEER FIRE CO OR DEPT	116	66,227,017	0.16
27350	PRIVATELY OWNED CEMETERY LAND	217	40,642,483	0.10
28100	NOT-FOR-PROFIT HOUSING CO	10	19,436,905	0.05
28110	NOT-FOR-PROFIT HOUSING COMPANY	34	76,175,674	0.18
28120	NOT-FOR-PROFIT HOUSING CO	12	20,439,822	0.05
28220	URBAN REN:OWNER-COMM DEV CORP	21	2,324,571	0.01
28520	NOT-FOR-PROFIT NURSING HOME CO	4	49,415,363	0.12
28540	NOT-FOR-PROFIT HOUS CO - HOSTELS	18	2,918,936	0.01
32252	NYS OWNED REFORESTATION LAND	7	2,700,449	0.01
33302	COUNTY OWNED REFORESTED LAND	5	580,128	0.00
41001	VETERANS EXEMPTION INCR/DECR IN	977	68,835,193	0.16
41101	VETS EX BASED ON ELIGIBLE FUNDS	327	26,693,021	0.06
41111	VET PRO RATA: FULL VALUE ASSMT	6	238,820	0.00
41112	VET PRO RATA: FULL VALUE ASSMT	1	22,634	0.00
41120	ALT VET EX-WAR PERIOD-NON-COMBAT	790	19,246,091	0.05
41121	ALT VET EX-WAR PERIOD-NON-COMBAT	6,287	144,591,023	0.34
41122	ALT VET EX-WAR PERIOD-NON-COMBAT	267	7,142,863	0.02
41130	ALT VET EX-WAR PERIOD-COMBAT	526	22,175,374	0.05
41131	ALT VET EX-WAR PERIOD-COMBAT	4,564	176,569,658	0.42
41132	ALT VET EX-WAR PERIOD-COMBAT	246	11,226,576	0.03
41140	ALT VET EX-WAR PERIOD-DISABILITY	247	13,290,652	0.03
41141	ALT VET EX-WAR PERIOD-DISABILITY	1,967	94,080,427	0.22
41142	ALT VET EX-WAR PERIOD-DISABILITY	77	4,929,764	0.01
41151	COLD WAR VETERANS (10%)	6	121,136	0.00
41161	COLD WAR VETERANS (15%)	968	21,461,006	0.05
41162	COLD WAR VETERANS (15%)	422	10,269,693	0.02
41171	COLD WAR VETERANS (DISABLED)	95	2,885,336	0.01
41172	COLD WAR VETERANS (DISABLED)	26	706,878	0.00
41300	PARAPLEGIC VETS	13	3,652,200	0.01
41400	CLERGY	209	1,793,342	0.00
41690	VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS IN CERTAIN COUNTIES (SCHOOL DISTRICT ELIGIBLE)	442	1,345,987	0.00
41691	VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS IN CERTAIN COUNTIES (SCHOOL DISTRICT ELIGIBLE)	67	203,437	0.00
41692	VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS IN CERTAIN COUNTIES (SCHOOL DISTRICT ELIGIBLE)	1	3,000	0.00
41695	VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS IN CERTAIN COUNTIES (SCHOOL DISTRICT ELIGIBLE)	1	3,063	0.00
41700	AGRICULTURAL BUILDING	98	8,721,163	0.02
41720	AGRICULTURAL DISTRICT	2,550	142,548,691	0.34

41730	AGRIC LAND-INDIV NOT IN AG DIST	389	28,881,048	0.07
41800	PERSONS AGE 65 OR OVER	7,196	359,598,079	0.86
41801	PERSONS AGE 65 OR OVER	432	20,482,628	0.05
41802	PERSONS AGE 65 OR OVER	1,270	48,451,751	0.12
41805	PERSONS AGE 65 OR OVER	333	14,182,554	0.03
41900	PHYSICALLY DISABLED	14	620,498	0.00
41901	PHYSICALLY DISABLED	5	77,500	0.00
41902	PHYSICALLY DISABLED	1	102,247	0.00
41905	PHYSICALLY DISABLED	3	106,000	0.00
41930	DISABILITIES AND LIMITED INCOMES	496	24,604,862	0.06
41931	DISABILITIES AND LIMITED INCOMES	114	5,450,763	0.01
41932	DISABILITIES AND LIMITED INCOMES	79	3,550,435	0.01
41935	DISABILITIES AND LIMITED INCOMES	7	267,824	0.00
42100	SILOS, MANURE STORAGE TANKS,	195	3,749,537	0.01
42120	TEMPORARY GREENHOUSES FARM OR FOOD PROCESSING LABOR	21	364,309	0.00
42130	CAMPS OR COMMISSARIES	9	371,133	0.00
47100	Mass Telecomm Ceiling	47	468,364	0.00
47200	RAILROAD - PARTIALLY EXEMPT	9	2,315,561	0.01
47460	FOREST LAND CERTD AFTER 8/74	7	365,260	0.00
47590	Mix-use Properties outside NYC	90	285,460,762	0.68
47610	BUSINESS INVESTMENT PROPERTY POST 8/5/97	198	35,127,215	0.08
47611	BUSINESS INVESTMENT PROPERTY POST 8/5/97	43	12,935,734	0.03
47612	BUSINESS INVESTMENT PROPERTY POST 8/5/97	37	10,384,109	0.02
47615	BUSINESS INVESTMENT PROPERTY POST 8/5/97	2	2,077,929	0.00
47900	FAIR POLLUTION CONTROL FACILITY	1	2,701,867	0.01
48650	LTD PROF HOUSING CO	10	55,638,420	0.13
48660	HOUSING DEVELOPMENT FUND CO	61	34,168,725	0.08
48670	REDEVELOPMENT HOUSING CO	31	16,505,242	0.04
49500	SOLAR OR WIND ENERGY SYSTEM	226	10,808,673	0.03
49501	SOLAR OR WIND ENERGY SYSTEM	33	1,033,160	0.00
49502	SOLAR OR WIND ENERGY SYSTEM	21	173,300	0.00
49505	SOLAR OR WIND ENERGY SYSTEM	12	183,650	0.00
49510	RESIDENT ENERGY CONSERV IMPROVMT	16	349,130	0.00
49530	INDUSTRIAL WASTE TREATMENT FAC	5	66,856,700	0.16
50000	0	25	1,982,513	0.00
		38,768	10,413,994,946	24.81

Appendix G

Glossary of Terms

Like professionals in any specialized field, those who work with the real property tax on a daily basis have developed their own vocabulary to facilitate communication. To help you have a better understanding of real property taxation, this glossary of commonly used terms is provided.

Ad Valorem Literally, Latin for “at value”. In the context of the property tax it means that the property is taxed on the basis of a value assigned to it. In New York this assigned value is called an “assessment”. When a property tax is referred to as an “ad valorem levy”, it means a jurisdiction-wide tax rate per thousand (or per hundred) dollars of assessed value is established and applied to the assessed value of all taxable property in the jurisdiction to determine each property owner’s share of the jurisdiction expenses.

Assessing Unit A local government jurisdiction (county, city, town or village) having the responsibility for setting assessments on property.

Assessment The value of real property for tax purposes. An assessment is set by the local assessor or board of assessors and entered on the assessment roll. In many municipalities the assessed value of a parcel is usually less than its appraised full value.

Assessment Roll The listing of all parcels of real property located in an assessing unit or taxing jurisdiction, the assessment placed on them and exemption allowed. An assessment roll does not indicate the amounts of taxes levied against properties.

Assessor An official in an assessing unit having the authority to establish assessments on real property. Single assessors are appointed usually for a six-year term. Multiple-member boards of assessors are elected biennially in staggered two and four year terms. All towns and most cities are required to appoint an assessor unless these municipalities choose to retain elected assessors.

Equalization Rates A measurement of the relationship of total taxable assessed value to total taxable full value in an assessing unit. It is not a grade, a rating, a gift or a penalty. It is simply a statement of a relationship existing between total assessed value and total full value. For example, suppose that a taxing jurisdiction had a total assessed value (AV) of \$10,000,000 and it was determined that the full value assessment (FV) is \$20,000,000. Then the equalization rate (ER), is obtained by applying the formula $ER = AV / FV$. In this example the equalization rate would be .50 or 50%.

Equalized Full Value The estimated full value of all taxable real property in a municipality, taxing jurisdiction or portion of a taxing jurisdiction established by dividing its total taxable assessed value by the equalization rate. For example, suppose that a taxing jurisdiction had a total assessed value (AV) of \$10,000,000 and it was determined that the average ratio of assessed value to full value is .25 (ER), then the equalized full value (EFV) of property is obtained by applying the formula $EFV = AV$ divided by ER. In this example, the equalized full value would be \$40,000,000.

Exemption A release from the obligation of having to pay taxes on all or part of the assessed value of a parcel of real property. An exemption may be granted only on authorization of a specific state statute.

When an exemption is granted, the jurisdiction's effective tax base or total taxable assessed value is reduced.

Fractional Assessment Any assessment made at less than current full value; also the practice of assessing at less than full value.

Full Value Often assumed to be the same as market value (see below).

Level of Assessment The percentage of full value at which an assessment is made on a tax parcel in an assessing unit.

Market Value (1) As defined by the courts, is the highest price estimated in terms of money which a property will bring if exposed for sale in the open market allowing a reasonable time to find a purchaser who buys with knowledge of all the uses to which it is adapted and for which it is capable of being used. (2) Frequently, it is referred to as the price at which a willing-seller would sell and a willing-buyer would buy, neither being under abnormal pressure. (3) It is the price expectable if a reasonable time is allowed to find a purchaser and if both seller and prospective buyer are fully informed.

Parcel A tract or plot of land as legally designated on tax maps for assessment purposes.

Revaluation The process of placing a full market value assessment on property that is currently assessed at a fractional level of full value. The purposes of a revaluation are to update the jurisdiction's assessment rolls and to bring all assessments up to full value.

Office of Real Property Services (ORPS) A state agency responsible for assessment oversight and a number of assessment services. It makes non-binding appraisals of utility and other complex properties at the request of local governments. It determines ceiling valuations for railroad, forest and agricultural property, which, although not technically assessments, are operative for real property tax purposes. The ORPS also determines equalization rates, administers a number of state aid programs, and provides assistance to local assessors and tax directors.

Tax or Taxation A charge imposed upon real property by or on behalf of a county, city, town, village or school district for municipal or school district purposes, but does not include a special ad valorem levy or a special assessment.

Tax Levy The total amount of money to be raised from the property tax by any local government in any year. The amount is determined by local government or other taxing jurisdiction.

Tax Rate The levy divided by the total taxable assessed value of a municipality, usually stated as dollars per thousand (or per hundred) of assessed value.

Tax Roll An extension of an assessment roll showing the various levies for one tax year against each parcel.

Taxable Status Date The date when the assessor must have a listing of all taxable real property and the names of the owners of the property in the taxing jurisdiction. For most towns this date is March 1. In cities, the taxable status date is determined from charter provisions.

Taxable Assessed Value The assessed value of a parcel of real property against which the tax rate is multiplied to compute the tax due on the parcel. In case of a partial exemption, the exempt value is subtracted from the assessed value in order to determine the taxable assessed value.

Value The monetary relationship between properties and those who buy, sell, or use those properties.