

WS-1

**Investment Policy and Guidelines For
Sample Public Entity, New York**

Sample Treasurer
Treasurer, Sample Public Entity, New York
August, 2017

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the (unit of government) on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

To appropriately meet these objectives, the (unit of government) will make investment decisions based on categories of cash with which the time horizon is continually calculated using a liquidity analysis of past and anticipated future financial requirements.

III. DELEGATION OF AUTHORITY

The Treasurer maintains responsibility for administration of the investment program who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the (unit of government) to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the (unit of government) to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling. The Treasurer shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

It is the policy of the (unit of government) for all moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within XX days of deposit, or within the time period specified in law, whichever is shorter.

The Treasurer is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The (unit of government) shall maintain a list of financial institutions and dealers approved for investment purposes. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians.

VIII. COLLATERALIZATION

All demand and time deposits of the (unit of government) in excess of the amount insured under the provision of the Federal Deposit Insurance Act-

\$250,000 Transaction Accounts

\$250,000 Time Deposits

\$500,000 Total Coverage

shall be secured by eligible collateral, consisting of any one, or combination, of the following:

- 1) A pledge of eligible securities, as provided in General Municipal Law, Section 10, which is provided in Appendix A.

IX. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of (the unit of government) that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

(Local governments should select the method of collateralization they plan to utilize and omit other options from their adopted policy)

1. A pledge of “eligible securities” with an aggregate “market value” (as provided by the State Law – insert section) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities.”
2. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within the State at the bank or trust company.
3. An “eligible surety bond” payable to the government for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The governing board shall approve the terms and conditions of the surety bond.
4. An “eligible letter of credit,” payable to the (unit of government) as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An “eligible letter of credit” shall be an irrevocable letter of credit issued in favor of the (unit of government), for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s 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 one that is in compliance with applicable federal minimum risk-based capital requirements.
5. An “irrevocable letter of credit” issued in favor of the (unit of 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, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

X. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of (the unit of government) shall be held by (the depository or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the (unit of government), such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the (unit of government) or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the local government in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the (unit of government), will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the (unit of government) with a perfected security interest in the eligible securities and to otherwise secure the local government's interest in the collateral, and may contain other provisions that the governing board deems necessary.

XI. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the (governing board of the unit of government) authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State;
2. Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions", as defined in Banking Law Section 9-r;
3. Obligations of the United States of America;
4. Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
5. Obligations of the State;
6. With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State other than the (unit of government); and

All investment obligations shall be payable or redeemable at the option of the (unit of government) within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the (unit of government) within two years of the date of purchase. Time deposit

accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections IX and X herein.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the (unit of government) authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the (unit of government) within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

XII. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the (unit of government) transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the (unit of government). The (chief fiscal officer, treasurer, or other officer having custody of money) shall evaluate the financial position and maintain a listing of proposed depositaries, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the Federal Reserve Bank, as primary dealers.

The (unit of government) shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XIII. PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the (unit of government) by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the (unit of government), will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities, and the agreement may also contain other provisions that the governing board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the (unit of government) with a perfected interest in the securities.

The (chief fiscal officer, treasurer, or other officers having custody of money), where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

XIV. DEFINITIONS

The terms "public funds," "public deposits," "bank," "trust company," "eligible securities," "eligible surety bond," and "eligible letter of credit" shall have the same meanings as set forth in General Municipal Law Section 10.

Appendix A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage (see Investment Policy, Section VIII)

[Note: This is not a list of Permitted Investments. Please see Investment Policy, Section X, for Permitted Investments. Moreover, this list is for purposes of illustration only. Governing boards, in the exercise of their prudent discretion, must determine which types of eligible securities, authorized by law, to list as permitted.]

"Eligible Securities" for Collateral	For purposes of determining aggregate "market value," eligible securities shall be valued at these percentages of "market value":
(i) Obligations issued, or 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%
(ii) 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%
(iii) 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%
(iv) Obligations issued or fully insured or guaranteed by the State, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%
(v) Obligations issued by states (other than the State) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vi) Obligations of the Commonwealth of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vii) 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.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.	80%
(ix) 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%
(x) 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 60 days from the date they are pledged.	80%
(xi) Zero-coupon obligations of the United States government marketed as "Treasury STRIPS."	80%

INVESTMENT POLICY

WHEREAS, in view of past practices of investing Town of Aurora money, and to prevent the Town from being subjected to the possibilities of losses from their investments,

NOW, THEREFORE, BE IT RESOLVED, that all money, other than money deposited in the designated banks to pay current obligations, contractual obligations, and payroll, be invested only in banks or trust companies located and authorized to do business in New York State. Such depositories to be designated by the Town Board. Such monies shall be invested only in U.S. Government Treasury Bills, Treasury Notes, certificates of deposit, or N.O.W. accounts (N.O.W. accounts subject to conditions governing N.O.W. accounts), and further, that all transactions involving investments be handled personally by the Supervisor in its entirety and further that the Supervisor advise the Town Board members of the amount invested, with whom it was invested, the interest rate to be received, and be it further

RESOLVED, that securities used to collateralize the invested funds in certificates of deposit be securities that are guaranteed by the U.S. Government, and be it further

RESOLVED, that the time deposits which exceed the F.D.I.C. guarantee to be collateralized as per State banking regulations and that a perpetual record be maintained of the type and amount of collateral pledged by the depositories to secure the safety of the amount of Town deposits, and that a periodic verification of the existence and proper segregation of the collateral obligations be made by the Supervisor and that this report be made to the Town Board members on a quarterly basis.

RESOLVED, that the securities inherited by the Cemetery Fund will be kept and monitored monthly until such time that the board resolves to sell said securities.

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



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TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052
www.townofaurora.com

TO: Town Board Members
FROM: Richard Dean
SUBJECT: Cold War Veterans Exemption –Remove 10 year Term

Local Law #4 – 2015 was adopted at the October 26, 2015 Town Board meeting, authorizing the Cold War Veterans Exemption for Town Tax purposes. At that time, RPTL §458b called for a 10 yr term limit, effective from the time of first passage by NYS. That Term Limit was to expire in 2018.

In September 2017, Governor Cuomo signed Ch. 290, modifying RPTL §458b allowing for the removal of the 10 yr term. I respectfully request that the Town Board Modify Local Law #4 – 2015, Section 101-13-c to eliminate the 10 yr term in our Local Law.



Town of Aurora Town Board
300 Glead Avenue, East Aurora, New York 14052

Special Use Permit Application Form

I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name: NEWTON CONCRETE INC.
Business/Project Address: (188) ELLICOTT ROAD / BUSH LANE
Applicant Name: NEWTON CONCRETE INC.
Mailing Address: 188 ELLICOTT RD. / BUSH LANE
City WEST FALLS State NY ZIP 14170
Phone _____ Fa _____ Mail NEWTONCONCRETEINC@YAHOO.COM
Interest in the property (owner/lessee/purchaser/developer) OWNER

II. PROPERTY OWNER INFORMATION (If different than Applicant AND the Owner does not sign below, please submit and original, notarized "Owner Authorization" form - attached):

Property Owner(s) Name(s) NEWTON CONCRETE INC.
If a corporate, please name a responsible party/designated officer: DANIEL CUCASUNDA
Address (188) ELLICOTT RA. / BUSH LANE
City WEST FALLS State NY ZIP 14170
Phone Z _____ a) _____ Mail NEWTON CONCRETE INC @YAHOO.COM

III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address 188 ELLICOTT RA. / BUSH LANE
SBL# 186.00-1-44.2
Describe Special Use requested (use additional pages if needed): PILE BARN
PARKING / EQUIPMENT STORAGE

Property size in acres 1.6 Property Frontage in feet 349.6
Zoning District I Surrounding Zoning I/A
Current Use of Property PARKING
Size of existing building(s): / sf Size of proposed building(s) 40 x 60 sf
Present/Prior tenant/use: _____
Parking spaces: Existing: _____ Proposed additional spaces: _____ Total #: _____

Proposed water service: _____ public private (well) _____ n/a Is this existing Y N
 Proposed sanitary sewer: _____ public private (septic) _____ n/a Is this existing Y N

Hours of operation (if applicable):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	By Appt.
Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Peak hours: 7AM-5PM

Number of employees (if applicable): Full-time _____ Part-time _____ Seasonal

Upon approval of this application, the applicant intends to apply for: (Check all that apply)

- a. Building Permit
- b. Sign Permit _____

IV. SIGNATURE (This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property, a separate owner authorization form must be submitted – see pg. 4)



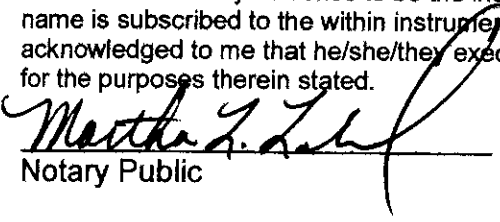
 Signature of Applicant/Petitioner

DANIEL M CIRASUNNA

 Print name of Applicant/Petitioner

State of New York; County of Erie

On the 10th day of NOV in the year 2017 before me, the above individual appeared, personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same for the purposes therein stated.

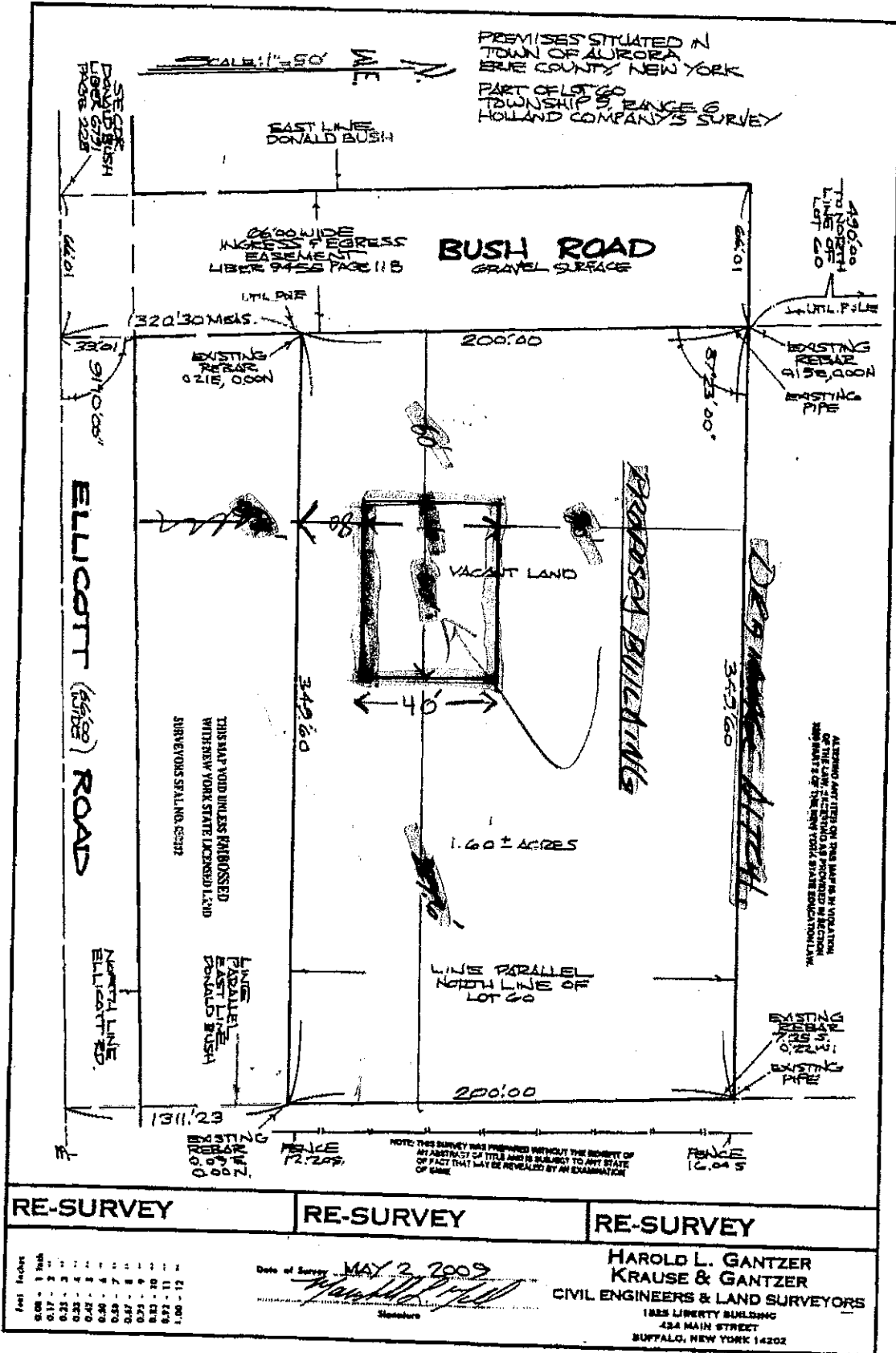


 Notary Public

(Notary stamp)

Office Use Only: Date received: 11/1/17 Receipt #: 229021

Application reviewed by: M. Lu **CR# 7556**
\$100.00



FOUND:
SEPTIC
WELL

PLACEMENT OF PROPOSED BUILDING NOT TO SCALE

No. 157,712
L.L. 6319



TOWN OF AURORA
OPEN DEVELOPMENT AREA APPLICATION

WS-4

To Be Completed By Applicant

PETITIONER: Name: Leonard Damico
Address: 70 Iris Ave
West Seneca NY 14224
City State Zip
Phone: _____ Fax: _____
E-Mail: _____@_____.com

PROPERTY OWNER (if different from petitioner):

Name: Gerard W. Bilos
Address: 12031 Blosser LBA ALLEN Ph. No. 662-1379
JWB SERVICE @ XANCO.COM

PROJECT ADDRESS: 1049 Willardshire Rd
No. Street SBL No.

PROJECT DESCRIPTION: Build a driveway per town approval for a new house
and pole barn on the 4-acre parcel at 1049 Willardshire.

Signature of Applicant:

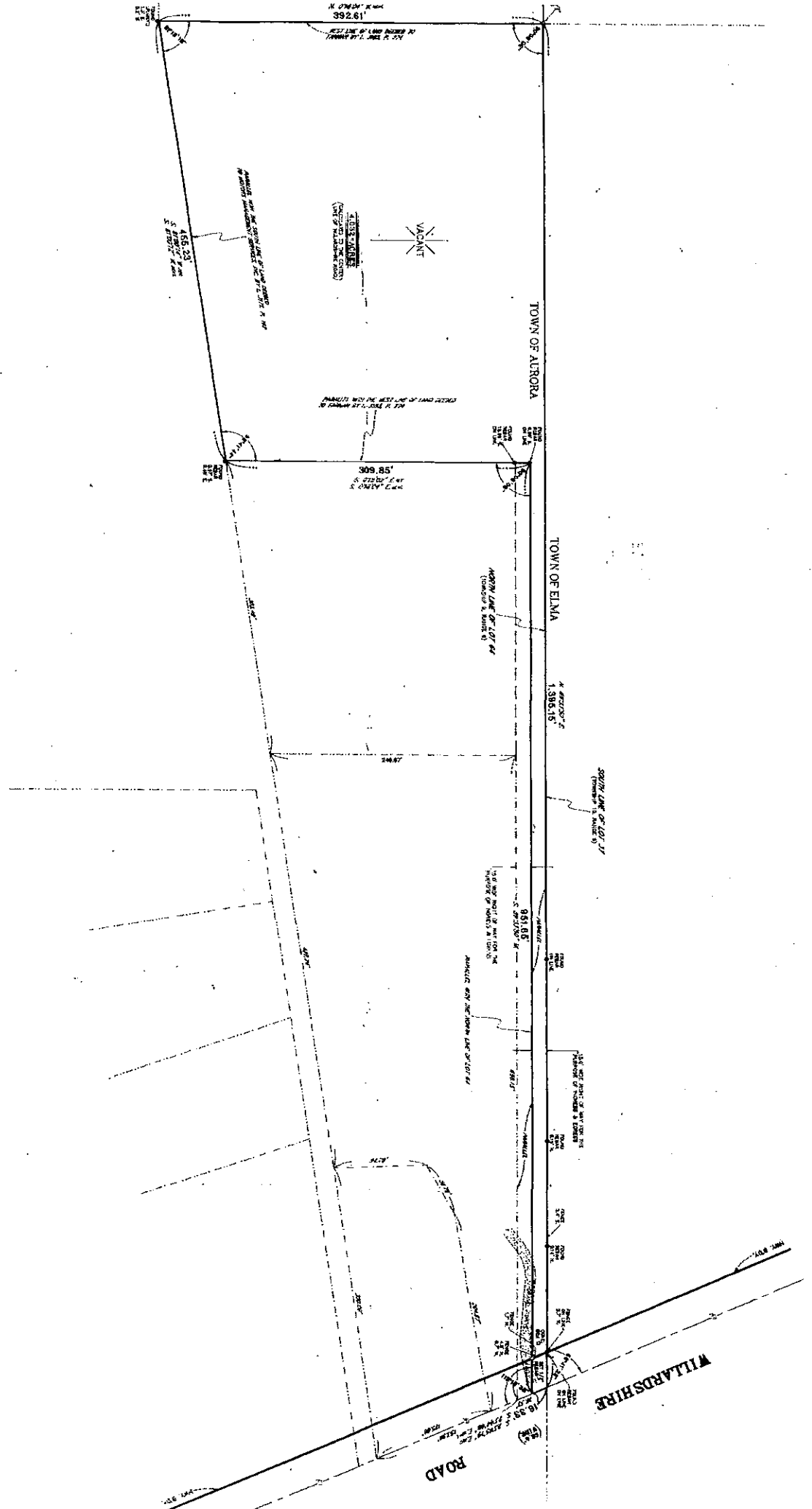
State of New York) SS:
County of Erie)

On the 3rd day of September, in the year 2015, before me, the undersigned, a notary public in and for said state, personally appeared Leonard J. Damico, personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and they by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.


Notary Public
ELIZABETH A. DAMICO
NOTARY PUBLIC, STATE OF NEW YORK
QUALIFIED IN ERIE COUNTY
My Commission Expires Dec. 6, 2017

OFFICE USE ONLY:
File #: _____ Number of Lots _____ Total Acreage _____ Zoning _____
Open Development Area Review Application Fee \$ 100.00 RI
Materials Received by _____
Town Clerk & Fee Paid _____
Accepted by Date _____

TOWN OF AURORA 5 SOUTH GROVE STREET, EAST AURORA, NY 14052
(716) 652-3280 FAX (716) 652-3507 www.townofaurora.com



PART OF LOT 84, T. 9, R. 8, S. 4, TOWNSHIP OF AURORA, COUNTY OF ERIE, STATE OF NY

DATE		UNDATE / REVISION	
6/28/13	1001	REVISION	
		PROVIDE REASON	
 PAUL G. PAGANO PROFESSIONAL LAND SURVEYOR			
DRAWN BY	DATE	CHECKED BY	DATE
JOB NO.	1301	SCALE	5/8"=1'

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



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TOWN OF AURORA
Southside Municipal Center
300 Gleed Avenue, East Aurora, NY 14052
www.townofaurora.com

TOWN COUNCIL MEMBERS

Susan A. Friess
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TOWN JUSTICE
Douglas W. Marky
Jeffrey P. Markello

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Robert L. Goller
(716) 652-7944
historian@townofaurora.com

FAX: (716) 652-3507

October 26, 2017

To: Town Board Members

I respectfully request the Town Board approve of the purchase of a 2018 Kenworth T370 Truck with Petersen TL-3 Grapple Loader body. This is being purchased off of the Onondaga County bid # 7974. I have attached the bid specifications and the Onondaga County Contract.

Bid price- \$134,542.00

This will be paid for out of line DB5130.217 from the 2018 budget.

If the truck is ordered now we will avoid the annual price increase. It will take about 6 months to build the truck so it will be paid for next spring after delivery.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Gunner", written over a large, stylized circular flourish.

David M. Gunner
Superintendent of Highways



WS-6

Town of Aurora
Dog Control
251 Quaker Rd
East Aurora, NY 14052
(716) 652-4050

November 1, 2017

To: Jim Bach, Town of Aurora Supervisor
From: Sheryl Harris, Town of Aurora Dog Control Officer
Subject: Dog Census

Supervisor Bach,

I would like to conduct a house-to-house dog census in the Village of East Aurora and Town of Aurora starting January 2018 and continuing into the spring of 2018. The main purpose will be to determine that every dog has a rabies vaccination. The census will also ensure that all dogs are properly licensed as prescribed by New York State Department of Agriculture and Markets, Article 7 Section 109.

The last census that was conducted in the village/town was in 2015/2016. The budgeted amount for the census is \$200.00 which should be enough for the cost of the enumeration forms, mailings and necessary paperwork. Most of the cost will be offset when the owners license their dogs.

Section 110 (4) OF THE Agriculture and Markets Law allows for a fee to be charged for the dogs licensed during an enumeration. The Aurora Town Board adopted a resolution for a \$5.00 fee to be imposed for any person applying for a dog or purebred license of a dog identified as unlicensed during an enumeration.

I am available to review the working process of this census, and answer any of your questions.

Sheryl Harris
Dog Control Officer

Cc: D. Gunner, Aurora Highway Superintendent
M. Librock, Aurora Town Clerk

AS-7

Rich Tobe, Deputy Director of State Operations for Special Projects spoke at the Assoc. Mtg. on October 26, 2017

Immediate Timeline is for Local Governments to sign up for LUCA (Local Update of Census Addresses). Erie County is shooting to get 100% of the Counties to participate and that all municipalities will also sign up. What this allows you to do is to receive the addresses that the Census thinks you have and compare them to the addresses that your municipality has and to add address that municipality knows the Census Bureau does not have and get those people counted. If Municipality doesn't sign up and know that there is a subdivision or new housing, the municipality can't add those addresses later and those people will not be counted. If the addresses are not in the Federal system, then they won't get in. Tobe is urging everyone to sign up it means a lot to all municipalities it is bases for reapportionment in State and Local Government for education and it drives money. The money used in Erie County For Community Development Block Grants is given by Census Figures the more people the more money. The original purpose is to help the Federal Government make better decisions about the State & localities

One small example the Census was done in 1940 and counted all the people in America but shortly thereafter the military draft was instituted in World War II 426,000 more men registered for the draft then the Census said was in the Country. Almost 500,000 more rifles needed, more clothing, food, etc. even more units needed. All use the Census for Planning purposes schools, roads, and much more depends on the Census.

All Chief Elected Officers received information to sign up if have difficulty in finding yours will be glad to help – Call Liz at below phone # and e-mail - it takes 15 minutes to sign up. Signing up does not obligate you to do anything but it gives you the opportunity to add things later on. Municipalities will work with the Counties to be sure all is updated

Supervisor Johanna Coleman from Lancaster stated she already signed up but are the Mayors of Depew and Lancaster also supposed to sign up for it. Tobe stated yes and they would have separately received the form: Also, primarily Counties use their tax records for addresses, also get information from the Dept. of Motor Vehicles from people in NYS the State has been doing some test counties for some information. Coleman also mentioned the Sales Tax Formula comes from our Census numbers. There will be training on how to inform the census that you have these addresses. Liz Burakowski stated that the Training will be done by the Council on Children and Families and the Census Bureau on the webinar and if missed can go onto the website and use the webinar yourself but on the live one you can ask questions. See below for #'s and e-mail

Chief Elected Officials should have a person in your town to think about as a contact person – example Town or Village Clerks, or a Census Representative during this time. Something to think about.

IMPORTANT INFORMATION ON THE 2020 CENSUS

The registration deadline for LUCA is December 15, 2017. The completed forms can be emailed directly to the Census Bureau at the address found on the forms themselves. Local government participation is critical because this is the only opportunity we have to update the Census Bureau's mailing list and anyone who isn't on the list won't get counted. As we all know very well, many federal funding decisions are grounded in Census data, so it can only help us all to get as complete a count as possible. Funding for everything from highways to school lunches, workforce development, HEAP and CDBG is affected, for over \$53 billion annually to New York.

The link to sign up for webinars is on the CCF page, so if they follow the link I gave you, it should be easy to spot. They can participate live or watch the recorded one at a later date.

If their application packet has gone missing, the best way to get another is to call the Census helpline that I've listed for you.

Census Bureau help desk for LUCA, including help with application or request for new application

Phone: 1-844-344-0169

Email: GEO.2020.LUCA@census.gov

2. Schedule of trainings being conducted by the Council on Children and Families and the Census Bureau. You can sign up to participate in the live webinar or view it later at your leisure.
3. Information on intern matching being done by CCF - The Council on Children and Families is playing matchmaker for university students who need internships and local governments that need help with LUCA.
4. A one pager from CCF on the importance of the Census.

If folks have additional questions, they are always welcome to reach out to me directly and I can help them.

Liz
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