



County Administrator 2024 Annual Report

Department Management & Labor Relations

Aided in the successful contract negotiation an agreement by and between the County of Tioga and CSEA, Local 1000 AFSCME, AFL-CIO for 2025-2027.

Implemented a schedule to shadow County departments to meet the directors and staff, and to build a stronger knowledge of how the departments operate, and also what needs they might have. Planning to visit all departments by the end of 2025 and to continue a schedule of in-person meetings with Departments continually moving forward.

In the process of creating and co-chairing a Policy Review Committee, that will bring in Deputy and Mid-Level management staff from multiple County departments to help oversee the updating and revising of County policies, as approved by the Tioga County Legislature. This will help familiarize the members with the policies and also offer them the opportunity to make suggestions regarding the policies.

Contracted with Dr. Ian Coyle, ICMA-CM of Pracademic Partners for Executive Coaching and Training. Dr. Coyle has over 20 years of municipal and executive coaching experience. Training with Dr. Coyle will continue through April of 2025.

Continued training and education for the next year includes the 2025 NYSAC Spring Seminar in February, the 59th Annual County Finance School in May, and the 2025 NYSAC Fall Seminar in September.

Financial Management and Budgeting

Prepared the 2025 County Budget with the successful adoption of a \$103,270,291 appropriations schedule, and a presented budget that will allow the County to stay under the New York State Mandated Tax Cap formulation for 13 consecutive years.

Aided in the preparation and presentation of the Capital Budget, including the purchase of Capital Equipment, Vehicle Upgrades, Facility Improvements, Security Equipment Improvements, and Road Machinery Equipment.

Facilitated the use of American Recovery Plan Act “ARPA” Funds - of the \$9,362,868 amount allocated by the Treasury, the County has spent \$7,633,546 as of 12/31/2024 on Capital Facility Upgrades, Radio Communication Tower Upgrades, Cyber Security Enhancements, Veterans Service Outreach, and Local Agency Support.

Created a Radio Communication Tower Upgrade Committee, to bring in several departments including Emergency Management, Treasurer, Legislative, Information Technology, Public Works, Law, and Economic Development to help aid in the implementation of a county-wide Radio Communications Tower Upgrade Project that will ensure radio communication connectivity for Public Safety agencies throughout the County.

Administration & Communication

Created a County Administrator presentation with the intention to provide outreach and education to local groups, clubs, and organization throughout the County to provide an understanding of what the position of County Administrator does, and what benefits it provides to a Municipality. Presentations were provided to both the Owego Rotary, and the Owego Kiwanis Clubs, with the goal of reaching out to additional organizations and school groups in the future.

Aided in the revision of the Counties 2024 Strategic Plan including updating County Department Strategic Goals that met the four primary key themes of Taxpayer Value, Accessibility to Services, Workforce, and Community Partnerships that meet the Legislatures intended Mission and Vision for the County. The document will be updated bi-annually, once at the beginning of the budget process, and once at the end of the year.

Began Public Information training, as the position will be the appointed Public Information Officer in 2025. Trainings to be completed in 2025 will be FEMA IS-029 Public Information Awareness, FEMA ICS 100 Introduction to the Incident Command System, and Department of Homeland Security and Emergency Services "DHSES" NYS Emergency Management Certification & Training Academy at the NYSAC Spring Seminar.