



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

AGENDA

Municipal Building

Economic Development Conference Room

Tuesday, September 6, 2016 @ 4:00 p.m.

- Adopt minutes of the August 16, 2016 meeting
- Information Services Sean Barry
 - “Resolution Approval of Contract with Bergmann Associates for Geographical Information Systems Technical Assistance”
- County Administrator Mary Krause/Brian Young
 - “Resolution Adoption of County Vision Statement, Mission Statement, Core Values and Core Behaviors”
- County Administrator Mary Krause
 - “Resolution Authorizing an Agreement with The Partnership for Ontario County” (Hand Carry)
- County Attorney Holly Adams
 - 2017/2018 Proposed Budget-Change Request
- Board of Supervisors Karen DeMay/Mary Krause
 - Proposed Standing Committee Consolidation

COMMITTEE INTERESTS

Future Agenda Items

Adjournment

For assistance w/agenda call:

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GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

DRAFT MINUTES

Tuesday August 16, 2016

Committee Members

*Greg Bendzlowicz, Chair
Tamara Hicks
Margaret Hilton
Dominick Vedora
Mark Venuti
Fred Wille*

Others Present

County Administrator Mary Krause, Deputy County Administrator Brian Young, County Attorney Gary Curtiss, Board of Supervisors Clerk Karen DeMay, Director of Finance Mary Gates, BOE Commissioner Mary Salotti, BOE Commissioner Michael Northrup, County Clerk Matthew Hoose, Chief Information Officer Sean Barry, Records Management Officer Rosemary Switzer, Real Property Tax Director Robin Johnson, Real Property Tax Aide Tammy Luzzi

Chairman Bendzlowicz called the meeting to order at 3:30 p.m. *Supervisor Venuti made a motion, seconded by Supervisor Wille, to adopt the minutes of the July 26, 2016 meeting; motion carried. Supervisor Vedora is necessarily absent.*

2017-2018 BUDGET REVIEWS/RESOLUTIONS

County Clerk-A1410

Ontario County Clerk Matthew Hoose presented the County Clerk Budget for 2017 and 2018.

County Clerk Hoose explained that based on current business levels revenue projection was reduced by \$85,000. Land records increased in 2015, year to date 2016 land recordings decreased 2% and year to date court filings increased 6%. .4 was left unchanged from 2016 adopted budget.

Supervisor Hilton made a motion, seconded by Supervisor Venuti, to accept the County Clerk 2017-2018 budget as presented. Motion carried.

Motor Vehicle Bureau-A1411

Ontario County Clerk Matthew Hoose presented the Motor Vehicle Budget for 2017 and 2018.

County Clerk Hoose reported that revenue projections for 2017 increased \$42,000 based on current business levels. Traffic is good, in-person transactions have increased, mailed transactions are steady and internet transactions have increased. Car dealerships will eventually be required to make transactions over the internet. DMV will lose income as car dealerships are 20% of DMV business. The NYS Association of County Clerks, in conjunction with NYSAC, is pushing for an increase to the 12.7% retention rate from 12.7% to 20%. Over the past two years it cost Ontario County \$135,000 to operate two motor vehicle offices while the State made \$11 million dollars off of transactions processed through these offices.

Supervisor Hilton made a motion, seconded by Supervisor Hicks, to accept the Motor Vehicle Bureau 2017-2018 budgets as presented. Motion carried.

Board of Supervisors-A1010

Municipal Association Dues-A1920

Clerk to the Board of Supervisors Karen DeMay presented the Ontario County Board of Supervisors budget(A1010) for 2017 and 2018. Clerk DeMay reported that there were no .4 changes for 2017. There is an increase in .4 of \$60.00 to cover Notary Renewal Fee in 2018. The Municipal Association Dues (A1920) for 2017 and 2018. The NYS Association of Counties has requested a 3% increase in annual membership dues for 2017 and 2018. The increase would be \$348.00 for 2017 and \$359.00 for 2018.

Supervisor Hicks made a motion, seconded by Supervisor Hilton, to accept the Board of Supervisors and Municipal Association Dues 2017-2018 budgets as presented. Motion carried.

Regulatory Compliance-A1432

Deputy County Administrator, Compliance Officer Brian Young presented Regulatory Compliance budget for 2017 and 2018. Deputy County Administrator, Compliance Officer Young explained that there was a reduction in county costs in 2017 of \$13,359.00 due to lower contractual expenses. Adjusted personnel costs reflect his appointment as Compliance Officer. Membership and dues were added for membership related to the Compliance Officer position.

Supervisor Wille made a motion, seconded by Supervisor Hicks, to accept the Regulatory Compliance 2017-2018 budget as presented. Motion carried.

Animal Control-CA3520

Deputy County Administrator Brian Young presented the Animal Control budget for 2017 and 2018. Deputy County Administrator Young explained the Animal Control budget meets the guidelines established in May. It maintains the same tax levy support as in 2016 at \$90,259 and the same Humane Society contract cost at \$248,000. Reduction in vehicle leases, maintenance, and fuel for vehicles have decreased Contractual Expenditures from the adopted 2016 budget.

Supervisor Venuti made a motion, seconded by Supervisor Wille, to accept the Animal Control 2017-2018 budget as presented. Motion carried.

RAIMS-A1460

Records Management Officer Rosemary Switzer presented the RAIMS budget for 2017-2018.

Records Management Officer Switzer explained that there were no changes in the upcoming budget. No staff changes. She reported cost savings citing the contract with the Town of Geneva to scan permanent records, a cancelled contract with ARC to shred records, and reduced costs in gas, heating and electricity. FOIL revenue has increased.

Supervisor Hilton made a motion, seconded by Supervisor Venuti, to accept the RAIMS 2017-2018 budget as presented. Motion carried.

County Attorney-A1420

County Attorney Gary Curtiss presented the County Attorney budget for 2017 and 2018.

County Attorney Curtiss explained that .4 increased 3.5% due to software maintenance, attorney conference with reference materials, books and subscriptions, and furnishings. Michael Wojcik is looking into amending the fee schedule charging DSS for legal services. There is an interdepartmental charge for those services between the County Attorney's Office and DSS which does not currently balance. A change will be made at Financial Management to the County Attorney's budget to correct the imbalance. DSS revenues decreased 16%. .8 increased 12% due to personnel changes. The County Attorney's office is currently at full staff.

Supervisor Hilton made a motion, seconded by Supervisor Hicks, to accept the County Attorney 2017-2018 budget with a note that a change will be made to balance the interdepartmental charge.. Motion carried.

Board of Elections - A1450

Board of Elections-HAVA - A1451

Elections Commissioners Mary Salotti & Mike Northrup presented the Board of Elections budget for 2017-2018.

Election Commissioner Salotti reported there are no changes in the budget. Election recruiting is going well. Training sessions have been scheduled. These sessions will focus on treatment of disabled voters.

Supervisor Venuti made a motion, seconded by Supervisor Wille, to accept the Board of Elections and HAVA 2017-2018 budget as presented. Motion carried.

Information Services - A1680

Printing Services - A1675

County Computer Systems - A1683

County Computer Systems-CIP - A1682

Chief Information Officer Sean Barry presented the Information Services Budgets for 2017-2018.

CIO Barry explained that there was a budget decrease of 1% due to retirements, etc. The 2017 CIP account includes a project for the Integrated Financial System at a cost of \$1,500,000.

Supervisor Hilton made a motion, seconded by Supervisor Venuti, to accept the Information Services, Printing Services, County Computer Services and CIP 2017-2018 budgets as presented. Motion carried.

County Administrator - A1230

Ontario County Administrator Mary Krause presented the County Administrator budget for 2017-2018.

County Administrator Krause reported a decrease in the 2017 budget from the 2016 adopted budget of \$30,784 or 6.7% due to staff changes. As bring memberships and dues up to date. CA Krause explained the 2017 County Citizens Academy. County government will conduct six weeks of low cost sessions with one topic a week. These sessions will include panels with county staff. Refreshments will be served. They are currently looking for sponsors for these sessions.

Team Agencies - A1231

County Administrator Mary Krause presented the Team Agencies budget for 2017-2018.

The Team Agencies budget maintains contribution levels for all agencies except for the Finger Lakes Visitor Connection and the Partnership for Ontario County. A budget adjustment to the Finger Lakes Visitor Connection will be made at a later date and will be brought to the Financial Management Committee. A proposal is being made for the addition of the Partnership for Ontario County as a team agency in 2017 at a cost of \$25,000. The Partnership for Ontario County's mission is to provide preventive services for the youth in the community. It is a not-for profit agency that will perform government related services at a lower cost. The Partnership will provide navigational services to the community for families in need of assistance to connect to the right agencies.

Supervisor Hilton made a motion to accept as a block, seconded by Supervisor Hicks, the County Administrator 2017-2018 budget and the Team Agencies 2017-2018 budget as presented. Motion carried.

Real Property Tax Services Agency - A1355

Certiorari Defense Fund – A1356

Director of Real Property Tax Services Robin Johnson reported a slight increase in the budget due to employee fringe benefit estimates. Director Johnson said that the Certiorari Defense Cost Sharing Fund is budgeted for fifty cents per parcel, with no adjustment to the parcel count this year.

Supervisor Venuti made a motion to accept as a block, seconded by Supervisor Hicks, the Real Property Tax Services Agency and the Certiorari Defense Fund 2017-2018 budgets as presented. Motion carried.

Resolution – Erroneous And Refunded Taxes To Be Charged To Certain Towns And Special Districts

Supervisor Wille made a motion, seconded by Supervisor Venuti to approve the resolution "Erroneous And Refunded Taxes To Be Charged To Certain Towns And Special Districts." Motion Carried.

Being no further business to come before the committee, *Supervisor Wille, seconded by Supervisor Hilton made a motion to adjourn, motion carried. Meeting adjourned at 4:34 p.m.*

Respectfully Submitted,
Tammy Luzzi
Real Property Tax Aide

APPROVAL OF CONTRACT WITH BERGMANN ASSOCIATES FOR GEOGRAPHIC
INFORMATION SYSTEMS TECHNICAL ASSISTANCE

WHEREAS, Ontario County owns and maintains an extensive enterprise Geographic Information System (GIS) including SQL databases, software, web-based applications, custom tools and mobile GPS field collection units as important resources to residents, visitors, County and municipal departments; and

WHEREAS, Ontario County needs complete documentation and on-site training for the GIS Program staff to facilitate ongoing administration of the new GIS; and

WHEREAS, Ontario County anticipates delivery of new Pictometry aerial imagery in 2017 and 2020 which will require additional processing before integration for desktop and web-based use; and

WHEREAS, The County has had an ongoing technical support, maintenance and system development relationship with Bergmann Associates, Inc. PC for such services; and

WHEREAS, the County Chief Information Officer and GIS Coordinator recommend that Ontario County continue its support and maintenance relationship with Bergmann Associates, Inc. to facilitate smooth transition and operations of databases, applications, and custom tools; and

WHEREAS, the Finance and Government Operations Committees have reviewed and recommends approval of said contract between the County and Bergmann Associates, on file with the Clerk of this Board; now, therefore, be it

RESOLVED, that upon the review and approval of the County Attorney, the Board of Supervisors hereby approves an agreement with Bergmann Associates, Inc., PC for a term of January 1, 2017 through December 31, 2020 at a cost not to exceed \$80,000; and further

RESOLVED, that the County Administrator is authorized to sign the agreement with Bergmann Associates, Inc., PC; and further

RESOLVED, that certified copies of this resolution be sent by the Clerk of this Board to the Finance Department and Bergmann Associates, Inc., PC.

**ADOPTION OF COUNTY VISION STATEMENT, MISSION STATEMENT,
CORE VALUES AND CORE BEHAVIORS**

WHEREAS, The Chairman of the Board of Supervisors and County Administrator organized a management retreat with members of the Governmental Operations and Improved Methods Committee and senior administrative staff to draft a County vision statement, mission statement, core values and core behaviors; and

WHEREAS, The management retreat participants successfully identified the key principles for county officials and employees to reflect on the purpose of our work and how it impacts the greater community; and

WHEREAS, The draft vision statement, mission statement, core values and core behaviors was distributed to all county departments and the Board of Supervisors to solicit feedback and comment and said comments and feedback were reviewed and incorporated into the proposed final draft; and

WHEREAS, The final draft of the vision statement, mission statement, core values and core behaviors has been reviewed and endorsed by the Governmental Operations and Improved Methods Committee; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby adopt the County Vision Statement, Mission Statement, Core Values and Core Behaviors; and further

RESOLVED, The County Vision Statement, Mission Statement, Core Values and Core Behaviors supersede any previous County approved vision statement, mission statement or related principles; and further

RESOLVED, That the County Administrator and the Governmental Operations and Improved Methods Committee will review said Vision Statement, Mission Statement, Core Values and Core Behaviors periodically; and further

RESOLVED, That the County Vision Statement, Mission Statement, Core Values and Core Behaviors will be prominently displayed in County buildings, on the County website and broadly distributed throughout the County; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to Department Heads.