



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

AGENDA

Municipal Building

Economic Development Conference Room

Tuesday, April 12, 2016 @ 4:00 p.m.

- **Adopt minutes of the March 22, 2016 meeting**

- **Human Resources** **Denise Morley**
 - **“County Administrator’s Performance Appraisal”**

- **County Attorney** **Gary Curtiss**
 - **“Resolution Reappointment of Mary A. Krause Ontario County Administrator”**
 - **“Resolution to Appoint Deputy County Administrator”
(Resolution to be Hand Carried)**

- **County Attorney** **Arthur James**
 - **“Proposed Change to First Paragraph in Resolutions Approving Contracts”**

- **Real Property Tax** **Robin Johnson**
 - **“Authorizing Intermunicipal Cooperation Agreement with School Districts for Provision of School Tax Bill Preparation Services”**
 - **“Authorization to Participate in Defense of Real Property Tax Assessment Challenges Against the 2015 Final Assessment Roll”**
 - **“Presentation of Pilot Agreements”**
 - **“Resolution of Sympathy-Edward F. Tidd**

COMMITTEE INTERESTS

Future Agenda Items

Adjournment

For assistance w/agenda call:

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GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

DRAFT MINUTES

Tuesday March 22, 2016

Committee Members

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

Others Present

County Administrator Mary Krause, Board of Supervisors Chairman
Jack Marren, Deputy County Administrator Mary Gates, Director of
Human Resources Denise Morley, Senior Fiscal Manager Michael
Wojcik, County Clerk Matt Hoose, Chief Information Officer Sean Barry,
BOE Commissioner Mary Salotti, BOE Commissioner Michael Northrup,
Board of Supervisors Clerk Karen DeMay, Assistant County Attorney
Holly Adams, Assistant County Attorney Kris Thorsness, Real Property
Tax Director Robin Johnson, Real Property Tax Aide Tammy Jahna

Chairman Bendzlowicz called the meeting to order at 4:00 p.m. *Supervisors Hilton and Wille are necessarily absent. Supervisor Venuti made a motion, seconded by Supervisor Vedora, to adopt the minutes of the March 10, 2016 meeting; motion carried.*

Board of Supervisors Clerk Karen DeMay presented a Resolution Authorizing Email Delivery of Local Laws to Members of the Ontario County Board of Supervisors. She explained that due to the changes in the Municipal Home Rule Law the Board of Supervisors may elect to receive local laws via email instead of regular mail delivery. Hard copies of the local laws will be available if needed.

Supervisor Venuti made a motion, seconded by Supervisor Hicks to approve the "Resolution Authorizing Email Delivery of Local Laws to Members of the Ontario County Board of Supervisors." All in favor, motion carried.

Senior Fiscal Manager Michael Wojcik presented the Ontario County Governmental Operations & Improved Methods Quarterly Fiscal Review for the Quarter Ending December 31, 2015.

Chief Information Officer Sean Barry presented the following resolutions:

- **"Renewal of Bid for Printing of Envelopes, Letterhead, and Folders"**
This contract is being renewed at the current pricing structure.
- **"Renewal of Contract for Service and Repair of County Printers"**
This contract is being renewed at the current pricing structure.
- **"Contract for Telecommunications Services with Frontier Communications of Rochester, Inc."**

He explained that Frontier Communications of Rochester Inc. is the current provider of analog telephone and fax services. The new agreement with Frontier will save on costs with better pricing.

Supervisor Venuti made a motion to approve the resolutions as a block, seconded by Supervisor Vedora. All in favor, motion carried.

Director of Human Resources Denise Morley discussed the County Administrator Review Process. She explained an evaluation form is a tool used in preparation for the County Administrator appointment effective July 1, 2016. She recommended the forms be sent to all Town/City Supervisors to be completed and returned to Karen DeMay by April 6, 2016. Director Morley will consolidate the information and present it at the April 12, 2016 GO

meeting for action at the April 21, 2016 BOS meeting. The committee agreed to give newly elected Supervisors the option to fill out the evaluation form as they may not feel they have enough experience with the County Administrator to offer a complete and fair evaluation.

BOE Commissioners Mary Salotti and Michael Northrup discussed school district voting machine issues on invitation from Chairman Bendzlowicz in response to a disparaging media report. It was explained that a law change required schools be HAVA compliant so lever voting machines could no longer be used. The schools have the option of using paper ballots or enlisting the services of Ontario County with the use of its voting machines. A basic agreement form was sent to the school districts for the services of the County. The school districts misunderstood the logistics and process of voting with the new HAVA compliant machines. Assistant County Attorney Kris Thorsness revised the agreement to address the schools concerns. She suggested that miscommunication played a part in the confusion that led to the media report. Deputy County Administrator Mary Gates has contacted the school districts to determine which districts need contracts for this year and possibly next year. Deputy Gates will draft a resolution to give the County Administrator and Election Commissioners authority to sign contracts. The resolution will be sent to the GO Committee members and forwarded to Karen DeMay for inclusion on the March 31st BOS agenda. Chairman Bendzlowicz requested that a copy of the finalized agreement be sent to the Supervisors.

Supervisor Venuti made a motion to approve the resolution to be filed directly with the BOS, seconded by Supervisor Hicks. All in favor, motion carried.

Real Property Tax Director Robin Johnson presented the resolution Authorizing Intermunicipal Cooperation Agreement with School Districts for Provision of School Tax Bill Preparation Services. She explained certain school districts request assistance with processing and printing school tax bills through the Real Property Tax Services Agency.

Supervisor Venuti made a motion, seconded by Supervisor Hicks to approve the "Resolution Authorizing Intermunicipal Cooperation Agreement with School Districts for Provision of School Tax Bill Preparation Services. All in favor, motion carried.

Chief Information Officer Sean Barry discussed the ability to provide recent tax bills in OnCor due to requests. Canandaigua and Geneva city and county tax information would not be included. The County Attorney suggests including disclaimer information. Director Johnson added that the public cannot search by property owner's names and due to processing and printing procedures, some OnCor tax bills will look different than the tax bill received, but information should be the same. The committee had no objections for implementation.

County Clerk Matthew Hoose updated the committee on the status of The New York State Association of County Clerks push for an increase in the county's share of DMV fees. He reported that the increase is not included in the budget proposals of the Senate, the Assembly or the Governor.

County Administrator Mary Krause reported that Monday, March 21st was the deadline for accepting applications for the position of Deputy County Administrator. Eight applications were approved with interviews starting April 1st.

Being no further business to come before the committee, *Supervisor Vedora made a motion, seconded by Supervisor Venuti to adjourn, motion carried. Meeting adjourned at 4:52p.m.*

Respectfully Submitted,
Tammy Jahna
Real Property Tax Aide

Ontario County

Board of Supervisors

Canandaigua, New York 14424

Supervisor _____ offered the following resolution and moved its adoption:

RESOLUTION NO. - 2016

REAPPOINTMENT OF MARY A. KRAUSE ONTARIO COUNTY ADMINISTRATOR

WHEREAS, The term of Ms. Mary A. Krause as Administrator of Ontario County expires on June 30, 2016; and

WHEREAS, The Governmental Operations and Improved Methods Committee has recommended that Mary A. Krause be reappointed as County Administrator in accordance with Local Law No. 4-1995; now, therefore, be it

RESOLVED, That Ms. Mary A. Krause be, and she hereby is, reappointed as County Administrator for a term of three years beginning on July 1, 2016; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Finance Department, County Clerk, and Ms. Krause.

Jahna, Tammy J

From: James, Arthur L
Sent: Tuesday, April 05, 2016 2:52 PM
To: Jahna, Tammy J
Subject: Government Operations and Improved Methods Committee Agenda item

Good afternoon, Tammy:

I have an agenda item.

Change to first Resolved paragraph in resolutions approving contracts (Art James).

Current Language

“RESOLVED, That the Board of Supervisors hereby approves a contract with _____ for a term of _____ at a cost not to exceed _____, and further”

Proposed Language

“RESOLVED, That upon the review and approval of the County Attorney, the Board of Supervisors hereby approves a contract with _____ for a term of _____ at a cost not to exceed _____, and further”

Thanks,

Art

AUTHORIZING INTERMUNICIPAL COOPERATION AGREEMENT
WITH SCHOOL DISTRICTS FOR PROVISION OF
SCHOOL TAX BILL PREPARATION SERVICES

WHEREAS, Certain school districts have requested the assistance of the Ontario County Real Property Tax Services Agency in connection with preparation of school tax bills; and

WHEREAS, The Real Property Tax Services Agency possesses the requisite equipment, personnel, and expertise to perform such services; and

WHEREAS, This Board of Supervisors has determined that it is in the best interest of the County of Ontario to provide such services; now, therefore, be it

RESOLVED, That the County of Ontario be, and hereby is, authorized and empowered to enter into intermunicipal cooperation agreements with the school districts listed below for performance of school tax preparation services:

Canandaigua City School District

and further

RESOLVED, That said agreement shall be for a term of one year commencing April 1, 2016, and terminating March 31, 2017; and further

RESOLVED, That the description of services and schedule of fees annexed hereto as Schedule "A" shall be incorporated in said agreements; and further

RESOLVED, That the County Administrator be, and hereby is, authorized and empowered to execute said agreements on behalf of the County of Ontario; and further

RESOLVED, That copies of this resolution be forwarded to the County Treasurer and the school districts listed herein; and further

RESOLVED, That this resolution shall take effect immediately.

AUTHORIZATION TO PARTICIPATE IN DEFENSE OF REAL PROPERTY
TAX ASSESSMENT CHALLENGES AGAINST THE 2015 FINAL ASSESSMENT ROLL

WHEREAS, This Board of Supervisors by Resolution No. 285-2007 established a policy and program to share in the costs of defending legal challenges to real property tax assessments; and

WHEREAS, Pursuant to said program a number of municipalities have requested that the county share in the cost of defending certiorari proceedings filed against the 2015 Final Assessment Roll; and

WHEREAS, The Real Property Tax Director has reviewed the requests with representatives of the towns; and

WHEREAS, The assessments can be reasonably supported on acceptable technical grounds; and

WHEREAS, The Real Property Tax Services Director and County Attorney recommend that the county participate in the certiorari cases on the list filed herewith by joining the town or city and the school and paying 25% of defense costs going forward, including professional appraisal and legal fees, subject to total funding available and to be made available by this Board of Supervisors; and

WHEREAS, The Governmental Operations and Improved Methods Committee and the Financial Management Committee agree with these recommendations; now, therefore, be it

RESOLVED, That Ontario County agrees to share the defense costs in the certiorari cases on the list filed herewith; and further

RESOLVED, The County Attorney is authorized to join with the appropriate town and school to defend the cases, and payment of 25% of defense costs, including professional appraisal and legal fees is hereby authorized, subject to total funding available and to be made available by this Board of Supervisors; and further

RESOLVED, That the Department of Finance is authorized to make the necessary accounting and budget entries to effect the intent of this resolution; and further

RESOLVED, That the County Administrator is authorized to sign Intermunicipal Agreements to confirm the commitment of financial support, specify legal representation and payment arrangements; and further

RESOLVED, That certified copies of this resolution be sent to the Ontario County Department of Finance.

RESOLUTION OF SYMPATHY – EDWARD F. TIDD

WHEREAS, This Board of Supervisors was saddened to learn of the recent death of Mr. Edward F. Tidd; and

WHEREAS, Mr. Tidd served as a Tax Map Technician for twenty-three years and Senior Tax Map Technician for seven years; and

WHEREAS, Mr. Tidd has served the taxpayers of Ontario County diligently, faithfully conscientiously; and

WHEREAS, Mr. Tidd served the Real Property Tax Services Agency and other Ontario County Departments in many ways through his expertise, talent and dedication to service; now, therefore be it

RESOLVED, That this Board of Supervisors, on behalf of its members both past and present, mourns the death of Mr. Tidd and extends its sincere sympathy to his family; and be it further

RESOLVED, That this resolution be spread upon the minutes of this Board and a copy sent to the Tidd family.