

FINANCE COMMITTEE

April 12th, 2016

8:30 a.m.

Members: Marini, Smith, Miller, Crane, Pagano

8:30 a.m. **Approval of previous meeting minutes**

8:30 a.m. **Resolutions Referred to Committee**

9:00 a.m. **County Attorney, Dan Connors**

EXECUTIVE SESSION: Contract Issue

9:15 a.m. **IT Director, Matt Ury**

REPORTS:

[IT Activity plan Matt Ury IT 2016.pdf](#)

[IT Monthly Report April 2016 Finance.pdf](#)

9:25 a.m. **Auditor/ Management Asst. Patrick Schmitt**

MONTHLY REPORT: [Audit04RPT1 REV1.doc](#)

[Finger Lakes Communication Invoice Audt.pdf](#)

[Regarding Finger Lakes Invoices - final.pdf](#)

TRANSMITTALS:

- Authorization to Issue a Request for Proposal Independent Audit [Audit 04 Res 1.doc](#)
- Authorization to Execute Contracts for the 2016 Wayne County Fair [COTB04 RES 01.WC Fair Multi Contracts.doc](#)

9:40 a.m. **Treasurer, Tom Warnick**

Monthly Report: [March 2016 Monthly Report.docx](#)

Certificate: [Certificate of Achievement Award 2014.pdf](#)

9:40 a.m. **Real Property Tax, Karen Ambroz**

Activity Plan: [RPTS Monthly Activity Plan.xls](#)

Monthly Report: [RPT03 16 Monthly Report.doc](#)

TRANSMITTAL:

- Tax Refund – Error on Tax Roll [RPT01RES1Refund.doc](#)

9:55 a.m. **OTHER BUSINESS:**

TRANSMITTALS:

- Authorization to Advertise for Bids for the Transportation of Pre School Children with Handicapping Conditions [PH4RES4 Pre-K Transportation Bid Authorization.doc](#)
- Authorization to Apply for the 2016 State Law Enforcement Terrorism Prevention Program Grant [SO 04 RES 6 2016 STATE LAW ENFORCETERRORISM PREV GRANT 4.7.2016.doc](#)

Wayne County Information Technology Monthly Report

Prepared by Matt Ury

April 11th, 2016

Activity:

- 375 tickets were submitted to the help desk in the month of March.
- Budgeted hardware purchasing continued.
- Secure certificate upgraded to comply with SHA-2 encryption standards.
- Antivirus was updated to newest version.
- Voice mail trees were setup for Sheriff Records.
- 10 computers and 4 printers were installed.
- Town of Macedon 2016 Assessment Notification Letters – 3049 letters. Printed by RPT. Folded & stuffed by IT
- Wolcott 2016 Unpaid Tax Letters – 461 letters. Printed, folded & stuffed.
- Assisted with the processing of two A/P warrants and three payrolls.
- IT Requisition Count (1/1/16 – 3/31/16) = 150

Current projects:

- 911, Office of the Sheriff- CAD, RMS and Mobile software
- 911 relocation
- Network load balancing between data centers
- Cell phone signal amplification -Health Services Building , Public Safety Building
- Network switch replacement
- Disaster recovery planning
- Jail Camera project
- Internet installation backup 911 center
- Relocation of cable and phone services for building demolition

4/1/16

Finance Committee Meeting:

Resolution:

-RFP for independent audit services

Discussion Items:

Monthly Report:

Approved: 2,006 invoices totaling \$6,233,173.64

Savings: \$164.18

Contract payments withheld: \$11,638.00

Worked on Purchasing Card Roll out

Non-Audit Report Work Completed:

-Year End Accounts Payable entries were completed, as recommended by external auditors

Reports:

Finger Lakes Invoice Audit

Patrick Schmitt
County Auditor

RESOLUTION TRANSMITTAL

Committee No.

1Date: Committee Chair: Supervisor Marini
Department Head: Patrick Schmitt

Transmittal Title: AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL INDEPENDENT AUDIT SERVICES

Brief Explanation:

WHEREAS, it has been several years since the County has issued a Request for Proposal (RFP) for independent audit services; and
WHEREAS, it is good business practice to issue an RFP at least every five years; now, therefore, be it
RESOLVED, that the County Auditor is authorized to issue a RFP for independent audit services for County operations except for the Nursing Home; and be it further
RESOLVED, that the RFP will be reviewed and approved by the County Attorney, as to form and content, before it is distributed; and be it further
RESOLVED, that responses will be reviewed by the Finance Committee of the Board of prior to selection of an audit firm.

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount _____ County cost _____

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review \$ Approval: yes no by: _____

Human Resources Office Review & Approval: yes no by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No . 1

Date: April 2016

Committee Chair: Patti Marini
Department Head:

AUTHORIZATION TO EXECUTE CONTRACTS FOR THE 2016 WAYNE COUNTY FAIR

WHEREAS, several Wayne County Departments have requested to rent booths for participation in presentations at the 2016 Wayne County Fair, scheduled for August 15-20, 2016; and

WHEREAS, the cost for each booth space is \$190 with the additional charge of \$5 each for the necessary passes for workers; now, therefore, be it

RESOLVED, that subject to Standing Committee approval, the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute contracts on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with the Union Agricultural Society at Palmyra for rental of booths for the following County Departments for the 2016 Wayne County Fair:

Wayne County Tourism	1 Booth	\$190.00
Wayne County Nursing Home	1 Booth	\$190.00
Wayne County Public Health Dept.	2 Booths	\$390.00
Wayne County Mental Health Dept.	1 Booth	\$190.00

Budgeted: yes XX no ___ Proposed Cost: _____ Reimbursed Amount _____ County cost _____

County Administrator's Review \$ Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Real Property Tax Services
Activity Report
March 2016

The Real Property Tax Service Agency maintains and updates tax maps for Wayne County, advises assessors on the preparation and maintenance of assessment rolls, investigates applications for correction of assessment errors and refunds, apportions the county levy among the assessing jurisdictions, calculates tax rates on behalf of the towns, special benefit districts, and various special or delinquent charges and prepares the applicable tax warrant, processes title changes, serves as a member of the Wayne County Agricultural Development Board and provides annual training, administrative support, cooperation and assistance to acting Board of Assessment Review in Wayne County. RPTS works closely with local school business officials as well as village officials in addition to the town officials.

With the final day of the Town/County tax warrant being March 31, there have been no COE requests submitted during the month of March. There has been a total of 23 Refund requests and 26 Correction requests along with the 2 Denials approved since the 2016 T/C tax bills were issued.

With several towns doing revaluation projects, we have assisted with printing of Full Disclosure Notices, Changes of Assessment Notices as well as letters being sent to the residents of the different municipalities explaining the procedure and purpose of the revaluation.

Staff provided assistance to the Lyons assessment office to fix some errors that were generated as a result of the dissolution of the Village.

Exemption Impact notices for school purposes were prepared and mailed to the appropriate school districts. This is information used by the school districts in preparing their annual budgets for PILOT payments through the IDA.

Information was mailed to the assessors explaining the procedure for running inventory cross edits prior to tentative roll.

Checklists were mailed to the assessors outlining procedures that needed to be completed prior to tentative roll.

At the March meeting of the Wayne County Assessor's Association there was discussion about the GAR Complex Commercial/Industrial services. Macedon was the first town to request an estimate to review the assessor's current assessment. The price received from GAR was much higher than anticipated. The assessor's discussed possible alternatives to the current Resolution outlining the use criteria. After discussion the assessor's would like the ability to use the entire \$2,500 on one request instead of having a \$500 limit per request. The annual allowable amount would remain at \$2,500.

I have put much thought into how this program could be better administered so the towns use the services; as was the purpose for putting the program together. Possibly the towns that are involved in a revaluation would be entitled to the first \$20,000 with the remaining budgeted dollars being set aside for towns not involved in revaluations but would like to use the service that particular year.

The department is down to 1 tax map technician who has now been tasked with completing all property transfers and tax map revisions for the entire county. The work load this time of year is extremely heavy. There are many more real property ownership transfers during the warmer months than during the colder months of the year. In addition to the transfers, this is a very busy time for the tax map technicians in preparing for the auction. Mike has done the tax map print run and has prepared tax maps on disc for the entire county to be distributed at the April assessor's meeting.

Within the normal scope of our monthly duties the office processed over 195 transfers of real property.

Respectfully submitted

Karen Ambroz, CCD

RESOLUTION TRANSMITTAL

Committee No. 1

Date: March 15, 2016

Committee Chair: Supervisor Marini
Department Head: Karen Ambroz

Transmittal Title: **TAX REFUND – ERROR ON TAX ROLL**

WHEREAS, applications for refund of real property tax claimed to be attributable to an error on the tax roll has duly been filed with the Director of Real Property Tax Services (“Director”) for the properties listed below, pursuant to the provisions of Article Five, Title 3 of the Real Property Tax Law; and

WHEREAS, the Director investigated the circumstances of the claimed errors and has submitted a report recommending the applications be approved; now, therefore, be it

RESOLVED, pursuant to Article 5, Title 3 of the Real Property Tax Law, that the following applications are hereby approved and the County Treasurer is hereby authorized and directed to pay the refunds:

TOWN OF SODUS

2016 Tax Roll

Account No. 70119-19-729193

Assessed to: Phillips, Donald & Kathleen

Total Tax Difference \$ 247.64 Total County Tax Difference: \$ 180.98

Corrected Total Tax: \$ 98.83

And be it further,

RESOLVED, that the County Treasurer is hereby authorized and directed to charge back the Refunds in the manner prescribed by Section 556 of the Real Property Tax Law.

Budgeted Yes_ No_ Proposed Cost_____ Reimbursable Amount_____ County Cost _____

Departmental Transfer \$_____ from Account No. _____ to Account No. _____

Personnel Office Review & Approval (circle one) N/A YES NO By:

Standing Committee: Ayes__ Nays__ Date: _____ Signature _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee ____ Ayes ____ Nays ____ Date: _____ Signature _____

Committee ____ Ayes ____ Nays ____ Date: _____ Signature _____

Committee ____ Ayes ____ Nays ____ Date: _____ Signature _____

Committee No. 6

Date: 4/4/16

Committee Chair: Kenan Baldrige

Department Head: Diane M. Devlin

Transmittal Title: **AUTHORIZATION TO ADVERTISE FOR BIDS FOR TRANSPORTATION OF PRESCHOOL CHILDREN WITH HANDICAPPING CONDITIONS**

WHEREAS, the County must supply transportation of preschool children with handicapping conditions pursuant to Section 4410 of the Education Law and the New York State Department of Health (NYSDOH) regulations for Early Intervention; and

WHEREAS, the County must advertise to receive bids for the transportation of preschool age children during the period of 9/1/16 to 8/31/18; now, therefore, be it

RESOLVED that the Clerk of the Board of Supervisors is hereby authorized to advertise for bids for the transportation of preschool age children during the period of 9/1/16 to 8/31/18, in accordance with the specifications approved by the County Attorney, and that the Clerk is hereby authorized and directed to publicly open bids at the time specified in the advertisement for the bidders, and then present a record of the bids received at the next meeting of the Board of Supervisors following the bid opening.

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount _____ County cost _____

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review \$ Approval: yes no by: _____

Human Resources Office Review & Approval: yes no by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Revised 1/2008

AUTHORIZATION TO APPLY FOR THE 2016 STATE LAW ENFORCEMENT TERRORISM PREVENTION PROGRAM GRANT

WHEREAS, the Wayne County Sheriff's Office is eligible to apply for funding for the 2016 State Law Enforcement Terrorism Prevention Program Grant with no cash match from the US Department of Homeland Security "State Law Enforcement Terrorism Prevention Program," in the amount of \$42,500.00; and

WHEREAS, said grant is designated for the purchase of replacement mobile data terminals, mobile printers and 4G modems for Wayne County Sheriff's Office and local police department patrol vehicles; and

WHEREAS, the Sheriff is desirous of participating in this grant program; now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors and the Sheriff is hereby authorized to apply for the 2016 State Law Enforcement Terrorism Prevention Program.

Budgeted: No Proposed Cost: \$0.00 Reimbursed amount: \$00.00 per day County Cost: \$0.00

County Administrator's Review & Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____