

FINANCE COMMITTEE

July 14th, 2020

8:30 a.m.

Members: Bender, Groat, Verkey, Robusto, Emmel

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

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

8:40 a.m. **County Attorney, Dan Connors**

TRANSMITTAL:

- Authorization to Negotiate Settlement of Claim [CA07RES01rev.doc](#)

Executive Session

8:50 a.m. **Real Property Tax, Karen Ambroz**

REPORT: [RPT 06_20Monthly Report.doc](#)

9:00 a.m. **Information Technology, Matt Ury**

REPORT: [IT Report July 2020.docx](#)

9:10 a.m. **Auditor, Kristen Scott**

REPORT: [JUNE 2020 AUDIT REPORT.docx](#) [Stop DWI 2019 Final Report.pdf](#)

TRANSMITTALS:

- Authorization to Amend Resolution No. 358-19, Adoption of the Assigned Counsel Invoice Submission Policy [AUDIT 07 RES 1 Authorization to Amend Assigned Counsel Invoice Submission Policy.doc](#)
- Authorization to Amend Resolution No. 454-19; Adoption of Family Court Invoice Submission Policy [AUDIT 07 RES 2 Authorization to Amend Family Court Invoice Submission Policy.doc](#)

9:30 a.m. **Bonadio Group**

Update: 2019 Audit

10:00 a.m. **Land Bank**

Update

10:10 a.m. **Treasurer, Patrick Schmitt**

TRANSMITTALS:

- Authorization to Enter into an Agreement with Wayne County Regional Land Bank, Inc. [TRE07RES1.doc](#)
- Authorization to Accept the 2019 Operation Stonegarden Grant, Amend the 2020 Budget and Expend Funds for the Sheriff's Office [TRE07RES2.docx](#)
- Authorization to Enter into an Inter-Municipal Agreement with Wayne Central School Tax Collections Via the County's Online Credit Card System [TRE07RES3.doc](#)

DISCUSSION:

- Interest Calculations on Installment Agreements

Executive Session

RESOLUTION TRANSMITTAL

Committee No. 1 Date: July 14, 2020

Committee Chair: Bender
Department Head: Daniel Connors, Esq.

AUTHORIZATION TO NEGOTIATE SETTLEMENT OF CLAIM

WHEREAS, a claim was filed against the County on or about September 20, 2018 by an inmate for an improper medical exam done at the Wayne County Sheriff's Office; and

WHEREAS, NYMIR and the County Attorney have reviewed the merit of the claim, and the potential value thereof, and the financial risks to the County, and are desirous of settling said claim; now, therefore, be it

RESOLVED, that the Wayne County Attorney is authorized to settle said claim for an amount not to exceed Thirty Five Thousand and 00/100 (\$35,000.00) for the full amount and value of said claim.

Budgeted: yes: no: Proposed Cost: \$35,000 Reimbursed Amount County Cost \$35,000

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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: _____

Real Property Tax Services
Activity Report
June 2020

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.

The Real Property Tax Auction was to be held on June but has been postponed at this point.

Pictures of all properties on the foreclosure list were taken. A Power point presentation is being put together.

The assessors were asked to provide a backup for their file for the creation of a local file for the running of the Final Assessment Roll. Final Assessment rolls were run and made available to the assessors prior to July 1. All 2020 final roll assessment information has been placed on the Wayne County website. Final Assessor Reports were run and distributed to applicable assessors for them to sign and send to NYS. Annual Oaths were requested from the assessors for final rolls.

The department comprised and printed custom reports.

The tax map technicians continue to process the monthly transfers.

Respectfully submitted

Karen Ambroz, CCD

Wayne County Information Technology Monthly Report
Prepared by Matt Ury
July 7, 2020

Activity:

- 544 new support tickets were entered in June.
- 10 equipment installs were completed.
- 3 windows upgrades were completed.
- Wireless network capabilities were further expanded in the Health Services Building and courthouse.
- External vulnerability scans were completed.
- Server virtualization software was upgraded to the newest version.
- Door access system software was updated to the newest version.
- Compliance software was upgraded to the newest version.
- Work continued on the phone system replacement.

Current projects:

- 911, Office of the Sheriff- CAD, RMS and Mobile software.
- Create county wide training curriculum for the Munis financial system.
- Expansion of security platform.
- Updating of Information Technology policy and procedures.
- Document imaging- shared services project.
- Phone system upgrade.
- Replacement for County TXMI property history application.
- Sheriff/E911 Shift Scheduling roll out PossWeb as primary software to Supervisors.
- County Clerk – convert Records Management database to Laserfische.
- Multifactor authentication for financial and medical departments.

Audit Department Monthly Report

Finance Committee

July 14th, 2020

| | <i>Invoices Audited</i> | <i>Invoices Approved</i> | <i>Invoices Denied</i> | <i>Invoices Altered prior to Approval</i> |
|-------------|-------------------------|--------------------------|------------------------|---|
| <i>June</i> | 1,280 | 1,276 | 4 | 4 |

*Reasons for denied invoices: three invoices were submitted without an executed contract in place with the County Attorney's Office, one tuition reimbursement was submitted but the term was not completed.

Invoices Altered prior to Approval: a total of 4 invoices were altered prior to payment.

- incorrect mileage rate, inaccurate contract pricing, inaccurate amount entered, one invoice from the Assigned Counsel Program Administrator included duplicate charges in the amount of \$562.70.

Audits/Projects being worked on:

The STOP DWI Audit was finalized, and will be presented at July's Finance Committee meeting. The Audit Office is awaiting a response from Compliance for the Business Associate Audit that began June 3rd.

Began a timesheet audit of several employees in a department at the request of the department head, the County Administrator, and the Director of Human Resources.

Met with the Treasurer and Purchasing Agent to initiate changes to the vendor ACH form and procedures after potential risks to the information provided by vendors was recognized.

Next on the Agenda:

Begin Business Associate's audit with Compliance; this audit ensure that the County's protected health information is secure.

Complete the timesheet audit of the COVID 19 furlough/essential workers.

Continue 2021 budget formulation.

Continue work on Purchase Card Policy revisions as time allows.

Date: 6/16/2020

Scope: The County Auditor's office examined the accounts for the STOP-DWI program for the period of 1/1/19-12/31/19.

Objectives: The objective of this audit was to review internal controls, and to ensure compliance with policies and procedures of the New York State Special Traffic Options Program for Driving While Intoxicated (STOP DWI), 15 NYCRR Part 172. This audit addressed the following related questions:

- Were transactions allowable and supported with proper documentation?
- Do proper controls over revenue and expenses exist?
- Are policies and procedures of the STOP DWI program followed?

Report:

This internal audit was completed at the request of the Sheriff.

Revenue and Expenditure Review:

A sample of expenditures was reviewed to determine if the purchases were in accordance with the NYS STOP-DWI program policies. We reviewed purchases as well as overtime reimbursement requests from both the local town and village police departments and the Wayne County Sheriff's Office. During the review of the sampled overtime reimbursement requests, several issues were found. This prompted the Audit Office to expand the sample to review each of the of the reimbursement requests from town and village courts. It was determined there were issues with five overtime reimbursement requests submitted by two local town and village police departments. Four of the five submitted overtime reimbursement requests were found to have been calculated with the incorrect amount of hours. The errors found on these four reimbursement requests lead to the disbursement of \$489.87 in STOP DWI funds that the local town and village police departments were not entitled to. The remaining one invoice was totaled incorrectly leading to \$0.10 disbursement that the village police department was not entitled to. These discrepancies were brought to the attention of the Sheriff's Office on 5/29/2020. One village police department altered their invoices to show the actual amount of time expensed for the STOP DWI program, and therefore no reimbursement is necessary. The Sheriff's Office is working with a local town police department to have the \$460.84 in STOP DWI funds reimbursed back to the STOP-DWI program. The town was sent an invoice on 6/12/2020 requesting a payment of \$460.84. Upon receipt, this amount will be distributed to the appropriate STOP DWI account line.

Interdepartmental chargeback vouchers are used to transfer funds from the STOP-DWI program to the Wayne County Sheriff's Office for reimbursement of road patrol's overtime hours that meet the STOP-DWI program guidelines. We requested a copy of each of the interdepartmental chargeback vouchers for reimbursement of Wayne County Sheriff's road patrol's overtime hours. It was found that 'Interdepartmental Chargeback Vouchers' paper forms were no longer required, as the Treasurer's Office no longer enters the general billing. We reviewed each of the interdepartmental chargeback invoices in Munis as well as the STOP DWI itemized listing of personal services forms as back up documentation. It was determined that all interdepartmental vouchers were processed appropriately.

The largest expenditure of the STOP-DWI budget is a contract for the educational component of the program. During 2017, the Wayne County STOP-DWI Program entered into a three-year services contract with the Council on Alcoholism and Addictions of the Finger Lakes (the Council) at a cost of \$36,000 annually. The contract provides a general outline of what educational responsibilities the Council agreed to perform for the STOP-DWI program. We reviewed the Council's annual report of Educational Accomplishments for 2019 compared to the Council's responsibilities listed in the executed contract. We found all items to be completed to a satisfactory level.

There was one resolution adopted by the Board of Supervisors in 2019. Resolution 022-19 titled Authorization to Enter into an Agreement with NMS Labs for the Coroner's, Sheriff's, and District Attorney's Offices was adopted on January 15th, 2019. This resolution allowed the STOP DWI program to contract with NMS Labs to process toxicology samples for analysis of suspected DWI and DWAI alcohol or drug investigations.

In previous audits of STOP-DWI it was noted that interdepartmental transfers did not occur as budgeted between STOP-DWI, District Attorney's Office, and Wayne County Probation. We reviewed the STOP-DWI's general ledger to ensure all interdepartmental transfers did occur during the fiscal year. All interdepartmental transfers from STOP DWI funds to the District Attorney and Probation Offices were processed appropriately.

We found four budgeted items that did not have any expenditures. They were:

- Personal Services
- Other equipment
- Alcohol Evaluation and Rehab
- Travel

A total of \$7,800 was included in the 2019 budget for personal services. This amount was budgeted to allow for the transfer of funds from the STOP DWI budget to the Sheriff's Office budget for hours that the Confidential Secretary of the Sheriff's Office worked on the STOP DWI program. This account line did not have any funds transferred out of it in 2019. In an email dated 5/1/2020 the Sheriff stated this total amount budgeted in this account line should have been transferred to A31100 to fund overtime hours that the Confidential Secretary spends on STOP DWI activities.

In the 2019 budget, a total of \$14,600 was budgeted in the 'Other Equipment' account line. Due to a policy change within the STOP DWI regulations, no funds were expensed from this account for the planned expense of radar units.

Another budgeted item that did not have any expenditures in 2019 was the Alcohol Evaluation and Rehab account line. Prior to 2018, Finger Lakes Area Counseling and Recovery Agency conducted the alcohol evaluations and rehabilitative treatment and was compensated through the use of a journal entry. On January 1st, 2018 the Behavioral Health Department began providing the alcohol evaluations and rehabilitation services out of the Wayne County Jail facility. Because the services provided by the Behavioral Health Department included services to non-alcohol related offenders, the STOP DWI funds were not utilized to pay for these services, and therefore no disbursements were made from this account.

There was \$750 budgeted in 2019 for travel related to the STOP DWI Program. There was no travel expenses associated with the STOP DWI Program in 2019, and therefore no funds were expensed from this account.

Policies and Procedures:

During the course of our Audit we did not note at anytime that the funding policies of the STOP-DWI program were not followed. The funding policies of the STOP DWI Program provide for appropriate resolution of problems as discovered by monitoring and reviewing.

Recommendations:

1. Periodic reviews of all actual expenses in the STOP-DWI's account detail must be completed to ensure all transactions were recorded and are accurate. This process confirms the completeness and accuracy of all journal entries, disbursements, and transactions.
2. The general ledger of the STOP DWI program should be reviewed periodically to ensure all budgeted funds are expensed appropriately.
3. The overtime reimbursement requests submitted by local towns and village police departments must be reviewed for accuracy prior to entry for payment. Any missing documentation that supports the overtime reimbursement request should be obtained prior to invoice entry.

Management Response:

In an email dated 6/9/2020 Sheriff Virts concurred with the report.

Kristen Scott
County Auditor
6/16/2020

Heidi Kronbeck
Internal Audit Clerk
6/16/2020

RESOLUTION TRANSMITTAL

Committee No. 1

Date: July 14th, 2020

Committee Chair: Supervisor Bender
Department Head: County Auditor Kristen Scott

AUTHORIZATION TO AMEND RESOLUTION NO. 358-19, ADOPTION OF THE ASSIGNED COUNSEL INVOICE SUBMISSION POLICY

WHEREAS, pursuant to Resolution No. 018-14 and Resolution No. 358-19, the Wayne County Board of Supervisors adopted the Assigned Counsel Invoice Submission policy to ensure the prompt payment of Assigned Counsel Invoices and ensure that adequate funds are budgeted for this appropriation; and

WHEREAS, the current Assigned Counsel Invoice Submission Policy is in need of revisions to provide clarification to portions of the policy; and

WHEREAS, invoices have been submitted by assigned counsel attorneys that include expenses for both travel time and mileage reimbursement for travel related to the case in the form of meetings, court, and other various reasons; and

WHEREAS, it is unreasonable to charge for both miles driven and the attorney's hourly rate for any travel; and

WHEREAS, the revised policy has been drafted by the County Auditor with consideration of the County Attorney's suggestions; now, therefore be it

RESOLVED, the following policy is hereby amended and adopted, as follows|:

ASSIGNED COUNSEL INVOICE SUBMISSION POLICY

1. Invoices must be received in the Assigned Counsel Administrator's office within 120 days after the disposition, reassignment, or dismissal of a case and date stamped as such.
2. All invoices received 120 days after disposition, reassignment, or dismissal of a case shall be denied payment.
3. All assigned counsel attorneys representing matters in criminal court and appellate court, are disallowed from invoicing for both miles driven and time traveled.
4. Mileage will be reimbursed at the standard rate released by the IRS annually. No reimbursement for travel time at the attorney's hourly rate will be allowable.
3. This policy shall be effective immediately.

Budgeted: yes ___ no X Proposed Cost: ___ 0 ___ Reimbursed Amount ___ 0 ___ County cost ___ 0 ___

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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: July 14th, 2020

Committee Chair: Supervisor Bender
Department Head: County Auditor Kristen Scott

AUTHORIZATION TO AMEND RESOLUTION NO. 454-19; ADOPTION OF THE FAMILY COURT INVOICE SUBMISSION POLICY

WHEREAS, pursuant to Resolution No. 454-19, the Wayne County Board of Supervisors adopted the Family Court Invoice Submission policy to ensure the prompt payment of Assigned Counsel Invoices and ensure that adequate funds are budgeted for this appropriation; and

WHEREAS, the current Assigned Counsel Invoice Submission Policy is in need of revisions to provide clarification to portions of the policy; and

WHEREAS, invoices have been submitted by assigned counsel attorneys that include expenses for both travel time and mileage reimbursement for travel related to the case in the form of meetings, court, and other various reasons; and

WHEREAS, it is unreasonable to charge for both miles driven and the attorney's hourly rate for any travel; and

WHEREAS, the revised policy has been drafted by the County Auditor with consideration of the County Attorney's suggestions; now, therefore be it

RESOLVED, the following policy is hereby amended and adopted, as follows|:

FAMILY COURT INVOICE SUBMISSION POLICY

1. Invoices must be received in the Assigned Counsel Administrator's office within 120 days after the disposition, reassignment, or dismissal of a case and date stamped as such.
2. All invoices received 120 days after disposition, reassignment, or dismissal of a case shall be denied payment.
3. All assigned counsel attorneys representing matters in family court are disallowed from invoicing for both miles driven and time traveled.
4. Mileage will be reimbursed at the standard rate released by the IRS annually. No reimbursement for travel time at the attorney's hourly rate will be allowable.
3. This policy shall be effective immediately.

Budgeted: yes ___ no X Proposed Cost: 0 Reimbursed Amount 0 County cost 0

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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:

Committee Chair: Supervisor Bender
Department Head: Treasurer Schmitt

AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH THE WAYNE COUNTY REGIONAL LAND BANK, INC.

WHEREAS, the Wayne County Regional Land Bank, Inc. has been established to address derelict properties in the County; and

WHEREAS, the County had budgeted \$250,000 in 2019 and an additional \$250,000 in 2020 to assist the Land Bank; and

WHEREAS, the Land Bank never requested the 2019 funding and it fell to fund balance; and

WHEREAS, the County and Land Bank have agreed to terms on a new contract that would run from July 1, 2020 until December 31, 2021, where funding would be paid to the Land Bank based on a draw down system; and

WHEREAS, the Wayne County Board of Supervisors is desirous in the continued support of the Land Bank; now, therefore, be it

RESOLVED that the Chairman of the Wayne County Board of Supervisors is authorized to sign a contract with the Wayne County Regional Land Bank, Inc., subject to the County Attorneys approval to form and content for an amount not to exceed \$500,000.00; for the period of July 1, 2020 until December 31, 2021.

Budgeted: yes X no__ Proposed Cost: \$500,000.00_ Reimbursed Amount \$0.00 _ County cost \$500,000.00_

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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. 2

Date: 7.6.2020

Committee Chair: Bender
Department Head: Patrick Schmitt

AUTHORIZATION TO ACCEPT THE 2019 OPERATION STONEGARDEN GRANT, AMEND THE 2020 BUDGET AND EXPEND FUNDS FOR SHERIFF'S OFFICE

WHEREAS, the Wayne County Sheriff's Office has been awarded a no cash match 2019 Operation Stonegarden Grant from the Department of Homeland Security and Emergency Services, in the amount of \$88,000; and

WHEREAS, a stipulation of the grant is that said funds must be used to assist in border security along Lake Ontario and the adjoining bays in Wayne County; and

WHEREAS, said grant funds are dedicated for the purchase of License Plate Readers, and operational overtime; at no cost to County taxpayers; and

WHEREAS, the Sheriff is requesting authorization be granted to purchase license Plate Readers, at a cost not to exceed \$72,000, and expended overtime, including fringe benefits, at a cost not to exceed \$10,000, and \$6,000 on grant management and administrative expenses; as authorized by said grant; and

RESOLVED, that the Sheriff and the Chairman of the Board of Supervisors are hereby authorized to execute any agreements associated with the 2019 Operation Stonegarden grant upon review and approval of the County Attorney; and, be it further

RESOLVED, that the Sheriff be authorized to purchase the aforementioned equipment, at a cost not to exceed \$72,000; expend operation overtime, including fringe benefits, at a cost not to exceed \$10,000, and \$6,000 on grant management and administrative expenses, as authorized by said grant, and at no cost to County taxpayers; and, be it further

RESOLVED, that Wayne County Treasurer is hereby authorized to amend 2020 County Budget as follows:

A3114 – Sheriff Road Patrol

| | | | |
|----------------|---------------|----------|----------------------------------|
| Revenue | Object #44302 | \$88,000 | |
| Appropriations | Object #51904 | \$10,000 | Overtime |
| | Object #52000 | \$72,000 | Equipment & Other Capital Outlay |

A1990 – Contingent Fund

| | | | |
|----------------|---------------|---------|----------------------------------|
| Appropriations | Object #54000 | \$6,000 | Management & Administrative exp. |
|----------------|---------------|---------|----------------------------------|

Budgeted: yes ___ no X Proposed Cost: \$88,000 Reimbursed Amount \$88,000 County Cost: \$0

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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: 7/9/20

Committee Chair: Supervisor Bender
Department Head: Treasurer Schmitt

AUTHORIZATION TO ENTER INTO AN INTER-MUNICIPAL AGREEMENT WITH WAYNE CENTRAL SCHOOL TAX COLLECTIONS VIA THE COUNTY'S ONLINE CREDIT CARD SYSTEM.

WHEREAS, Wayne Central is interested in providing Wayne Central School District taxpayers with the ability pay school tax bills with credit cards, and

WHEREAS, Wayne County has existing credit card payment infrastructure that is available via the County website that could be utilized by Wayne Central, and

WHEREAS, Real Property Tax Law 578 (2) allows County's to provide property taxes collection services to other municipalities within the County, and

WHEREAS, the County Treasurer is interested in testing this inter-municipal agreement out on a small scale, and

WHEREAS, as Wayne Central is willing to pay Wayne County \$1.50 for each parcel that is collected via the County online credit card processing system, now therefore be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is authorized to sign an inter-municipal agreement with Wayne Central School District for the collection of school taxes via the County's online payment system, for the period of September 1, 2020 through June 30, 2021, for a fee of \$1.50 per parcel collected.

Budgeted: yes no__ Proposed Cost: _ Reimbursed Amount \$0.00 _ County cost _

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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: _____