

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JANUARY 21, 2016

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Campbell, Gang, Shaw, Skellie, Hogan

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Armstrong

SUPERVISORS: Henke, Hicks, Moore, Haff, Pitts, Suprenant, Fedler

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Roger Wickes, County Attorney

Chris DeBolt, Administrator

Karen Pratt, IT Director

Harrison Steve, Supt. Bldgs. & Grounds

Laura Chadwick, RPTS Director

Public

Media – M. Phalen, GJSP, K. Moore, PS

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes - November 23, 2015
- 3) Dick Look, Northern Insuring Agency – 2016 Policies
- 4) Department Reports/Requests
 - A. Buildings & Grounds
 1. Monthly Updates
 2. St. Paul's Head Start – Building Management System
 3. Department Overview/Buildings & Grounds/Parks
 - B. Information Technology
 1. Department Update
 2. Departmental Overview
 - C. Real Property
 1. Departmental Overview
 2. Annual Report
 3. February NYSAC – Directors Winter Conference
 4. Tax Sale Auctioneer – Go to RFP or Remain the Same
 5. Discuss Tax Sale Auction Date
- 5) Departmental Overview
 1. Administration
 2. Clerk of the Board of Supervisors
 3. County Attorney
 4. County Clerk/Historian
 5. Board of Elections
 6. Treasurer
- 6) Other Business
- 7) Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the November 23, 2015 meeting, was moved by Mr. Hogan, seconded by Mr. Gang and adopted.

Dick Look, Northern Insuring Agency addressed the committee on the 2016 policies. Mr. Look distributed and explained a handout on the 2016 Excess Workers Comp and Employers Liability policy along with a 2015/2016 premium comparison (attached). Mr. Moore asked Mr. Look if the Workers Comp could be looked at as a re-insurance policy and Mr. Look stated he will look into it. Chris DeBolt, Administrator distributed a handout that summarizes insurance for 2016 (attached). Adjustments are pending for road machinery vehicles that will be moving to car pool and the budget could still be short in road machinery by about \$1,000. A motion to approve the 2016 Workers Compensation and Employers liability policies, was moved by Mr. Shaw, seconded by Mr. Campbell and adopted.

Orientation Tour – Chris DeBolt, Administrator will schedule a tour of all county departments/buildings for the new Supervisors and any other Supervisor interested.

Harrison Steves, Superintendent of Buildings & Grounds addressed the following with the committee:

- Distributed Buildings & Grounds Overview for Buildings & Grounds & Parks. (attached)
- Monthly Updates – Attached
- St. Paul's Head Start – Building Maintenance System – The system was installed 20 years ago and is failing. He is unable to get replacement parts. Harrison would like to include updating St. Paul's building management system as a change order with Eastern, who is updating the municipal center system. The estimated cost is \$32,200 and can go through the existing capital project. There are funds in contingency in the capital project. A motion to approve moving funds from contingency in the capital project to cover this cost and forward to the Finance Committee, was moved by Mr. Gang, seconded by Mr. Skellie and adopted.

Karen Pratt, IT Director addressed the following with the committee:

- Department Overview – The IT department is charged with the responsibility to efficiently manage computer services supporting the business needs of all Washington County departments.
- Departmental Update – Karen distributed a handout including Work in Progress on 2015 IT Improvement Plan, Work in Progress on 2016-2017 IT Improvements Plan, IT 2016 Goals and Objectives, Departmental Projects Identified/In Progress for 2016 (attached). The Work in Progress projects on 2015 Improvement chart are funded. The projects listed under Work in Progress on 2016-2017 IT Improvement Plan have not been funded, except for DPW shop & Financial Management. We are waiting for final 2015 numbers before funding other projects. The internal intranet site redesign is in progress and estimated to go live June 23rd. Mr. Haff asked if the electronic voting for Supervisor's Board meetings is included as part of one of the listed projects. Karen stated there is software to do it that is fairly inexpensive, if the Board wants it done. Mr. Hicks added that it got put to the back burner after the Clerk started the "shuffle voting". Karen will look into the cost and report back to committee.

Laura Chadwick, Real Property Director addressed the following with the committee:

- Departmental Overview – The department works closely with town assessors and with town and school tax collectors. They also do 911 addressing and conduct BAR training.
- Annual Report – Annual Report was distributed to Supervisors (on file).
- February NYSAC – Directors Winter Conference – Laura will be going Tuesday and Wednesday and asked the committee for permission to spend the night. There will be a dinner meeting where a lot of information is gained and networking takes place. Mr. Haff doesn't feel it is necessary to spend the night for a conference in Albany. A motion to authorize overnight stay at the NYSAC conference for the Director, was moved by Mr. Shaw, seconded by Mr. Gang and adopted. Chairman Henke suggested reviewing these requests on a case by case basis.
- Tax Sale Auctioneer – Go to RFP or Remain the Same – Auctions International. A motion to continue with Auctions International, was moved by Mr. Campbell, seconded by Mr. Hogan and adopted. Treasurer Nolette stated he will bring the list of properties on this year's auction list to the committee for review at the March meeting.
- Discuss Tax Sale Auction Date – Laura asked if the committee is interested in changing the date for the tax sale, possibly to September starting in 2017. The Treasurer is okay with

September. Mr. Campbell feels the date should remain in June because everyone is used to that date and pushing it back to September could conflict with budget. The current consensus is keep the auction in June but can be reviewed at a future meeting.

Departmental Overview for the following departments.

- County Administrator – Handout attached.
- Clerk of the Board – Handout attached.
- County Attorney – Handout attached.
- County Clerk/Historian – Handout attached.
- Board of Elections – Office handles voter registration, changes to name and address and enrollment. There are 220 election inspectors and 6 technicians who have to have training every year.
- Treasurer – Office has three sections, delinquent tax collection, accounting and payroll. Staff has reduced from 13 to 10.

A motion to reconsider the motion authorizing overnight stay for the Real Property Director, was moved by Mr. Hogan, seconded by Mr. Skellie and adopted. A motion to authorize overnight stay for the Real Property Tax Director at the NYSAC conference, was moved by Mr. Shaw, seconded by Mr. Gang. It was clarified that the Travel policy states “An overnight stay requires a minimum of at least sixty (60) miles travel from the Municipal Center. Exceptions must have separate committee approval.” Exceptions have been made in the past. Chairman O’Brien feels the Director gave an acceptable reason. A motion to authorize overnight stay for the Real Property Tax Director at the NYSAC conference, was moved by Mr. Shaw, seconded by Mr. Gang and adopted by the following roll call vote: AYES (4) O’Brien, Gang, Shaw, Skellie; NOES (2) Campbell, Hogan; ABSENT (1) Armstrong.

Meeting adjourned at 12:06 pm.

*Respectfully submitted,
Sandy Huffer, Deputy Clerk
Washington County Board of Supervisors*

WASHINGTON COUNTY INSURANCE EXPENSES 2016 - ORIGINAL PREMIUMS

2016
SUMMARY

Note: adjustments pending for Road Machinery vehicles moving to Pool.

| COVERAGE / POLICY # | 2016 ORIGINAL PREMIUM | UNALLOCABLE INSURANCE | PUBLIC HEALTH & WIC | SOLID WASTE | CAR POOL | ROAD MACHINERY | SELF INSURANCE | TOTAL EXPENSE | POLICY # |
|---------------------|-----------------------|-----------------------|-------------------------|--------------|-------------|----------------|----------------|---------------|----------|
| | | A1910.4110 | A4004.4110 & A4082.4090 | CLB8160.4110 | CM5135.4110 | DM5130.4110 | S1701.4110 | | |

| | | | | | | | | | |
|----------------------------------|-------------------|-------------------|------------------|-----------------|------------------|------------------|-------------------|-------------------|--------------------------|
| PROPERTY (inc Fire Fee) | 37,775.55 | 32,159.67 | | 2,707.40 | | 2,908.48 | | 37,775.55 | MPLWASH001 PACKAGE |
| GENERAL LIABILITY | 136,545.20 | 136,545.20 | | | | | | 136,545.20 | MPLWASH001 PACKAGE |
| AUTOMOBILE (inc DMV fee) | 45,997.20 | 1,383.20 | 210.20 | | 22,952.10 | 21,451.70 | | 45,997.20 | MCWASH001 |
| PUBLIC OFFICIALS LIABILITY | 49,458.20 | 49,458.20 | | | | | | 49,458.20 | MPOWASH001 |
| LAW ENFORCEMENT LIABILITY | 128,550.40 | 128,550.40 | | | | | | 128,550.40 | MLEWASH001 |
| EXCESS LIABILITY (UMBRELLA) | 31,535.90 | 31,535.90 | | | | | | 31,535.90 | MECWASH001 |
| INLAND MARINE (EQUIPMENT) | 47,416.60 | 19,786.95 | | | | 27,629.65 | | 47,416.60 | MIMWASH001 |
| HEALTH SERVICES LIABILITY PROF | 14,520.97 | 726.05 | 13,794.92 | | | | | 14,520.97 | HGLWASH001 |
| HEALTH SERVICES LIABILITY GEN | 757.56 | 37.88 | 719.68 | | | | | 757.56 | HCOWASH001 |
| BOILER & MACHINE (see 2016 note) | 5,375.70 | 5,375.70 | | | | | | 5,375.70 | MPLWASH001 PACKAGE |
| GEN LIABILITY OCP | 825.00 | 825.00 | | | | | | 825.00 | MOCWASH00101/ 102 / & 10 |
| SUBTOTAL NYMIR POLICIES | 498,758.28 | 406,384.15 | 14,724.80 | 2,707.40 | 22,952.10 | 51,989.83 | - | 498,758.28 | SUBTOTAL NYMIR |
| CRIME BOND (February) | 2,623.00 | 2,623.00 | | | | | | 2,623.00 | 104451534 |
| EXCESS WORKERS COMP | 104,758.00 | | | | | | 104,758.00 | 104,758.00 | SP4045740 |
| EXCESS COMP PREMIUM AUDIT | - | | | | | | | - | n/a |
| EXCESS EMPLOYERS LIABILITY | 13,016.00 | | | | | | 13,016.00 | 13,016.00 | PRO1602568 |
| SUBTOTAL OTHER CARRIERS | 120,397.00 | 2,623.00 | - | - | - | - | 117,774.00 | 120,397.00 | SUBTOTAL OTHER |
| PREMIUM TOTAL - YTD | 619,155.28 | 409,007.15 | 14,724.80 | 2,707.40 | 22,952.10 | 51,989.83 | 117,774.00 | 619,155.28 | |

| | PH + wic | | | | | | | | |
|----------------|----------|------------|-----------|----------|-----------|------------|------------|------------|--|
| BUDGET IN 2016 | | 450,000.00 | 16,300.00 | 2,850.00 | 33,000.00 | 45,000.00 | 120,000.00 | 667,150.00 | |
| DIFFERENCE | | 40,992.85 | 1,575.20 | 142.60 | 10,047.90 | (6,989.83) | 2,226.00 | 47,994.72 | |

SEE NOTE

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|---|
| ADJUSTED PREMIUM (TOTAL EXP.) | | | | | | | | | - |
| NET ADDITIONS, REFUNDS (DETAIL ATTACHED) | | | | | | | | | - |

Notes:
 Umbrella increased to \$2 million in 2014
 No solid waste vehicle premium in 2014 - due to sale of equip
 No Pleasant Valley vehicles premium in 2014 - due to sale
 Removed Pleasant Valley - property 2/1/2014
 Removed Pleasant Valley surety bond 2/1/14
 Boiler & Machinery - carried by NYMIR & added to property package 1/1/2016

| COVERAGE / POLICY | ORIGINAL PREMIUM | | DIFFERENCE |
|----------------------------------|-------------------|-------------------|------------------|
| | 2015 | 2016 | |
| PROPERTY (inc Fire Fee) | 36,687.99 | 37,775.55 | 1,087.56 |
| GENERAL LIABILITY | 132,532.40 | 136,545.20 | 4,012.80 |
| AUTOMOBILE (inc DMV fee) | 49,039.20 | 45,997.20 | (3,042.00) |
| PUBLIC OFFICIALS LIABILITY | 50,612.10 | 49,458.20 | (1,153.90) |
| LAW ENFORCEMENT LIABILITY | 99,059.40 | 128,550.40 | 29,491.00 |
| EXCESS LIABILITY (UMBRELLA) | 32,718.40 | 31,535.90 | (1,182.50) |
| INLAND MARINE (EQUIPMENT) | 46,322.10 | 47,416.60 | 1,094.50 |
| HEALTH SERVICES LIABILITY PROF | 15,936.58 | 14,520.97 | (1,415.61) |
| HEALTH SERVICES LIABILITY GEN | 831.39 | 757.56 | (73.83) |
| BOILER & MACHINE (see 2016 note) | 8,632.00 | 5,375.70 | (3,256.30) |
| GEN LIABILITY OCP | 825.00 | 825.00 | - |
| SUBTOTAL NYMIR POLICIES | 473,196.56 | 498,758.28 | 25,561.72 |
| CRIME BOND - 2/13-2/14 | 2,684.00 | 2,623.00 | (61.00) |
| EXCESS WORKERS COMP | 99,409.00 | 104,758.00 | 5,349.00 |
| EXCESS COMP PREMIUM AUDIT | - | - | - |
| EXCESS EMPLOYERS LIABILITY | 13,016.00 | 13,016.00 | - |
| SUBTOTAL OTHER CARRIERS | 115,109.00 | 120,397.00 | 5,288.00 |
| TOTAL | 588,305.56 | 619,155.28 | 30,849.72 |

probation officers full year (2015 was prorated from Apr/May)

2015 was shared with SD \$7,353 Gen fund \$8,632

increase due to payroll increase

Notes:

Umbrella increased to \$2 million in 2014

No solid waste vehicle premium in 2014 - due to sale of equip

No Pleasant Valley vehicles premium in 2014 - due to sale

Removed Pleasant Valley - property 2/1/2014

Removed Pleasant Valley surety bond 2/1/14

Boiler & Machinery - carried by NYMIR & added to property package 1/1/2016

Buildings and Grounds Overview

Buildings and Grounds has 20 employees

Office personnel: (2)

Superintendent and Senior account clerk

The Day Crew consists of four (4) employees working at the main complex.

Two employees work 7:00 am -3:30pm and two work 8:00am - 4:30pm.

Duties are:

Light maintenance and painting

Snow removal

Grounds maintenance

Electrical and plumbing

Maintains the County phone system

Sets up tables and chairs for day meeting at the complex.

Deliver packages throughout the complex – some small and some larger ones such as computers for the IT Department, large paper deliveries for the purchasing department, license plates for DMV

Re-arrange offices for various departments

Duplicate keys and help the Safety Officer with the Fob system

Cabling for the IT Department

Assists DSS with their monthly food delivery

Emergency clean-ups

The Garage Crew consists of six (6) employees who work 7:00am – 3:30pm.

Duties are:

Construction and maintenance of County owned outer buildings. Locations include the four Head Start Schools, Highway Barns, Law Center, Salem Substation, Public Health, WIC, Huletts Park and Lake Lauderdale Park.

Electrical, plumbing

Furnace maintenance

Carpentry and painting

Snow removal and general grounds maintenance at the complex, Annex 1, Annex 2 and Head Starts

Fill air bottles

Haul propane tanks up mountains for Public Safety

Lock up tax sale properties for Real Property

Clean out houses for DSS and Real Property

Set up site for DSS monthly food delivery

The Night Crew consists of eight (8) employee who work 4:30pm – 12:00am

Duties are:

Mostly cleaning - offices, bathrooms, hallways, stairways and breakrooms

Empty trash, vacuum, mop, dust; take care of recyclable, wash windows and other necessary things to maintain clean buildings.

The buildings they clean are: the main complex, Public Health, WIC, HWY main shop and the administration offices at the Law Center.

Set up tables and chairs for night meetings at the complex

Replace light bulbs

Clean and repair chairs

Back up for snow removal

Parks

Huletts has 7 employees

- (1) Manager
- (6) Lifeguards

The park is open weekends from Memorial Day weekend through the end of June, at the end of June it is open daily until Labor Day. The park is open 8:00 am to 8:00 pm. There is no entrance fee. The attractions of the park are swimming, picnics, tennis court, kayak and canoe launching. Pavilion rental is \$400.00 for the entire pavilion and \$2.00 per person for smaller groups

2015 Revenue was \$1,944.00

Lauderdale has 7 employees

- (1) Manager
- (6) Lifeguards

The park is open weekends from Memorial Day weekend through the end of June, at the end of June it is open daily until Labor Day. The park is open 11:00 am to 7:00 pm. There is a \$2.00 per car entrance fee. The attractions of the park are swimming, picnics, kayak and canoe launching and the hiking trails. Pavilion rental is \$400.00 for the entire pavilion and \$2.00 per person for smaller groups

2015 Revenue was \$21,228.80

BUILDINGS AND GROUNDS 2015 UPDATES

December & November

- 1) Ramp at St. Paul's Head Start complete
- 2) Installed lights on HWY salt screens at Putnam and Fort Edward
- 3) 95% complete on HWY Weld Shop move
- 4) Security issues at Salem Substation almost complete
(screening last 2 windows)
- 5) Installed new UPS on Burch Hill and Fort Edward towers
- 6) Annex 1 has four bad valves that need to be replaced
- 7) Building Management System project is 90% complete
- 8) Setting up training for alarm system at the Law Center
(No one knows how to disarm heads on areas)
- 9) Having hot water valves cleaned and serviced at Complex and Law Center

January 21, 2016

The Information Technology Department is charged with the responsibility to efficiently manage computer services supporting the business needs of Washington County departments. This includes analyzing business practices and recommending solution as it relates to technology; specification, purchase and maintenance of equipment; planning and maintenance of county network infrastructure and remote connections; developing, training and supporting computer applications and use of computer equipment.

Work In Progress on 2015 IT Improvement Plan

| Project Title | Estimated Completion |
|--|-----------------------------------|
| Firewall Replacement | Completed August 7, 2015 |
| Internal Intranet Site Redesign | Q2 16 (June 23, 2016) |
| Wireless Expansion | Q4 15 - Q2 16 (February 28, 2016) |
| DPW Connectivity to County Barns and Parks | Q4 15 - Q2 16 (February 28, 2016) |
| Server Operating System Updates | Completed December 29, 2015 |
| Amicus Attorney Upgrade | Q1 16 (Feb 17, 2016) |
| Core Switch Assessment/Replacement (Phase I Core/Phase 2 Campus) | Q4 15 - Q2 16 (June 30, 2016) |
| Upgrade Veteran Record System (agency budget) | Q3 15 - Q1 16 (May 1, 2016) |
| Public Health Medent (agency budget) | Q4 15 - Q4 16 (December 31, 2016) |
| Sheriff Mobile Replacements (agency budget) | Completed December 15, 2015 |
| Disaster Recovery | Q4 15 - Q3 16 (June 30, 2016) |

Work in Progress on 2016-2017 IT Improvement Plan

| Project Title | Estimated Completion |
|---|---|
| Storage Upgrade (backend infrastructure) | 2016 |
| Kronos Updates, Consulting, Mobile Manager, Absence Manager | Q2/Q3 2016 |
| Security Assessment/Risk Management/Awareness Training | Q1/Q2 2016 |
| Video Software/Storage (2 yr. cost) | 2016/2017 |
| DPW Shop | Q1/Q2 2016 (awaiting implementation schedule) |
| DPW Project Tracking | 2016/2017 |
| Always On Meeting Room/Workflow Analysis | 2016 |
| Financial Management | Q2/Q3 2016 (awaiting implementation schedule) |
| Agisent Expansion to Local Police Departments (agency budget) | Q2 2016 |

INFORMATION TECHNOLOGY

2016 GOALS AND OBJECTIVES

- **Internal Intranet Site Redesign:** Using our Content Management Software (CMS) our county internal site will be redesigned to enable departments to update their content providing an effective means to communicate information to Washington County employees.
- **Wireless Expansion:** Continued wireless deployment in Buildings A, B, C, Law Enforcement Center, Annex I and Annex II. Enable various departmental wireless connectivity, as well as IT technician mobility.
- **Upgrade connectivity at DPW Barns/B&G Parks:** Upgrade highway barn time clock locations replacing modem clocks with network clocks in order to update the backend server infrastructure. Additional efficiency benefits include employee reference to email, MSDS material, training, culvert inventory, requests for service from public, payroll sheets, inventory (either FE or local)
- **Upgrade County Attorney Management System:** Upgrade current practice management system.
- **Core Switch Assessment/Replacement:** Replacement of core switches (priority 1) and closet switches (priority 2) upgrading backend infrastructure to replace end of life equipment and improve data transport efficiencies. Replaced equipment will move to disaster site.
- **Upgrade Veteran Record System:** Upgrade current veteran claim record management system for efficient processing of veteran claims. Assist Veterans Agency with application/vendor selection, security, data migration.
- **Upgrade Public Health Record Management System:** Assist Public Health Department with migration of current patient record management system. Assist agency with security, data migration.
- **Disaster Recovery:** Continue to build redundancies/ backup infrastructure and redundant internet connectivity as a critical service. With respect to the enterprise and the demand and expectations of computer connectivity, we need to be prepared to function with backup in the event a critical component fails.
- **Storage upgrade:** Evaluate the demand for additional storage, replacing current storage (moving to disaster/backup location) with additional tiers. Additionally, consider specifically video storage and efficient cataloging and retrieval of such..
- **Upgrade Kronos Time and Attendance System/Review additional modules:** Review/Assessment of functionality of Kronos Time and Attendance system with Administration/Personnel/Treasurer discussing need to take advantage of upgraded version as well as any other modules such as Mobile and Absence Manager.
- **Training:** Assist departments either individually or as a group, to identify training topics and departmental needs with respect to technology. Provide tool for self-paced learning as well as facilitate group led sessions.
- **Engage in Risk Management/Security Training for employees:** As our systems become more and more complex and integrated, complete security assessment, risk management. Engage employees in security awareness training.
- **Upgrade Public Works Fleet Management/Shop System:** Assist Public Works with migration to TMW Fleet Management System. (Contract returned to vendor, purchase order in process)
- **Upgrade Public Works Project Management System:** Assist Public Works with migration to Project Management System.
- **Always on Meeting Room:** Training room with wireless connection, at least 10 units for users, "always on" projector with computer connection and ample bandwidth for video training. Room shared by all departments, available for presentations and training initiatives.

- Agisent Rollout to Local Police Departments: Assist Sheriff Department/Public Safety with expansion of Agisent software to local police departments.
- Personal Computer Replacement/Printer Replacement or Redirect: Information Technology will recommend computer replacement where necessary. In addition, Information Technology will recommend printer replacement or recommend redirect of print jobs to network devices where applicable. Continued investment of endpoint devices, rather it end of life, insufficient, inefficient equipment, on a 4 - 5 year cycle depending upon the hardware.
- Software development: Focus on web based delivery, less client installations, enabling mobility. Enhanced data sharing among departments/users. Consider consolidated views, portals, data analytical tools. Enable IT staff with development tools. Enable users with self-sufficiency.
- Virtual Technology: In 2014 we updated two of our physical "parent" server hosts, subsequently moving "children" virtual hosts to serve off from it. While there is not anticipation of new physical hosts in 2016, should any unanticipated server needs arise, Information Technology will continue to use virtual technology enabling efficient delivery, high availability and maintenance of infrastructure.

DEPARTMENTAL PROJECTS IDENTIFIED/IN PROGRESS **FOR 2016**

- Review of computer related policies.
- Consider Public Works and their needs to provide data and training information in the field. (Intranet via device in field)
- Possible expansion of Citrix connection for Real Property Assessors that are interested in using the technology.
- Procurement/Installation of Sheriff display(s) to show dispatching screens.
- Provide options for training room equipment Sheriff department
- Install/Assist WIC Office on appointment reminder software.
- Discussion with District Attorney on video conference feasibility/products
- Assist Public Safety with ECaTS, 3Si tracking, Mutualink installations/configurations
- Identify training needs for Civic Plus Content Management System (new employees, refresher)
- Printer installations County Attorney, Personnel
- Assess jail pc replacement needs/software review
- Assess camera installations Salem/Fort Edward
- Review and plan for any Sheriff mobile deployments 2016
- Installation of computer training notebooks for Sheriff department
- Installation of computer units for Public Defender Office
- Review Kronos/Payroll applications for any impact of new financial system
- Teaming with Hudson Valley Wireless and Public Safety connections/camera on tower
- Establish remote connection to Public Safety UPS equipment



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Government Operations Committee January 21, 2016

County Administration 2016 Goals and Objectives

1. 2016 Goals

- a. Increase my Knowledge of all County Departments
- b. Emphasize the Importance of Staff Development
- c. Develop Useful Tools for Employees and Managers to be More Efficient and Effective
- d. Take Steps to Simplify and Streamline Procedures/Duties/Tasks Wherever Possible
- e. Provide Effective Support and Assistance to the BOS and Departments
- f. Work With Departments to Identify Creative Ways to Reduce Expenses

2. 2016 Objectives

- a. Complete Shadowing of all Departments
- b. Organize Leadership Training for Department Heads
- c. Develop Management Handbook
- d. Develop a Budget Guide for Departments
- e. Create a Standard Reporting/Process for BOS for Budget
- f. Consolidation of Salary Schedule/Grade Schedule/Staffing Pattern/Union Schedules
- g. Institute Issues Forum at Department Head Meetings
- h. Work With Personnel Officer and County Attorney to Review and Update Employee Handbook and Various County Policies

COUNTY ADMINISTRATION - Overview of Department Responsibilities

- Annual Budget - work with Budget Officer to organize annual department budget requests for Committee review, project budget lines such as sales tax and retirement.
- Purchasing - process department requisitions, cut purchase orders, place orders, oversee and administrate bid process for everyday items, such as copy paper and janitorial supplies. Assist departments with bids and/or proposals for special projects, such as HVAC repairs.
- Central Store - maintain stock room for commonly used office supply items and fill department requests for items.
- Print Shop - print, in quantity, department envelopes, carbonless forms, and other documents.
- Fixed Assets - maintain equipment inventory for each department throughout the year. Work with departments to complete annual reconciliations of equipment accounts. Complete annual reporting for audit purposes.
- Insurance - maintain policies and premium payments for County coverages such as property, equipment, vehicles, and various liabilities. Prepare reporting for annual cost allocation requirements.
- Health Insurance - work with County broker and Union representation to determine annual carrier choice and coverage options. Work with broker to choose carrier and coverage for retire plans annually.
- Union Negotiations / Contracts - work with Union Negotiator, Union Presidents & Labor Representatives to resolve workplace and personnel issues, negotiate contracts, and respond to grievances. Meet quarterly with CSEA membership labor & management.
- Central Postage & Telephone Billing - Split telephone and postage charges by department based on monthly usage. Prepare summary of charges each month for Treasurer to apply.
- Staffing Pattern - Maintain and update staffing pattern as needed based on Board Resolutions.
- Department Heads - work with department heads to resolve any issues that may come up regarding personnel matters, equipment needs, and procedural changes. Assist in orienting new Department Heads. Meet monthly with Department Heads as a group.
- Policies - maintain County policies and assist in updating / developing new policies for Board approval as needed.
- Telephone System - work with Buildings & Grounds to maintain automated answering system menus, fix issues reported by callers, record new menus as needed.
- Auction Surplus Equipment - work with Buildings & Grounds to post surplus office equipment and other items for reuse internally and for public auction online.
- Telephone Repair Issues - work with telephone carriers to report repair issues to Verizon as they arise with the County's main telephone system (Municipal Center campus) and with outlying areas such as Sewer District, County Parks and Highway Barns.

CLERK OF THE BOARD'S OFFICE OVERVIEW OF DUTIES AND RESPONSIBILITIES

BOARD MEETINGS

Notice meetings, agenda and resolution preparation, certification and disbursement of resolutions, condensed minutes, proclamations.

COMMITTEE MEETINGS

Agenda preparation, notice meetings, meeting minutes and distribution and posting to County's website.

- Track Supervisors attendance at meetings.
- Calendar - Prepare and update monthly meeting calendar and post on County website and on shared drive for departments.

LEGAL NOTICES

- Prepare legal notices for publication-Public hearings, budget, salary, Ag districts and prepare legal notice of local laws enacted.

PROCEEDINGS

Transcription information prepared, transcription reviewed and edited and information inserted, formatted for proceedings, quotes gathered and contract executed, and required disbursement. Picture for proceedings.

BUDGET

- End of June send out budget requests to all departments, budget submissions due by September 1, follow up with departments on budget issues, enter all budget data, and prepare and print Tentative budget. Adjust tentative budget changed by Board resolution and issue a final adopted budget.
- Equipment Requests/Approvals – this office handles all equipment purchase authorization forms requiring Budget Officer approval.
- Budget Transfer Authorization Forms – departments submit to this office budget transfer authorization forms requiring Budget Officer approval.

AUDITS – SPECIAL/REGULAR AUDIT

Pre-audit and enter vouchers for compliance with all policies, Audit report and County Auditor's Out of Audit report.

- Special Audit and Regular/Monthly Audit also do the out of audit report, bills paid prior to audit approved by County Administrator.
- Coroners Vouchers – Communicate with all Coroners on payment issues. Also responsible for their payroll.

MORTGAGE TAXES – May and November Mortgage Tax Distributions.

- Calculate the percentage to be distributed to the towns and villages and prepares report.

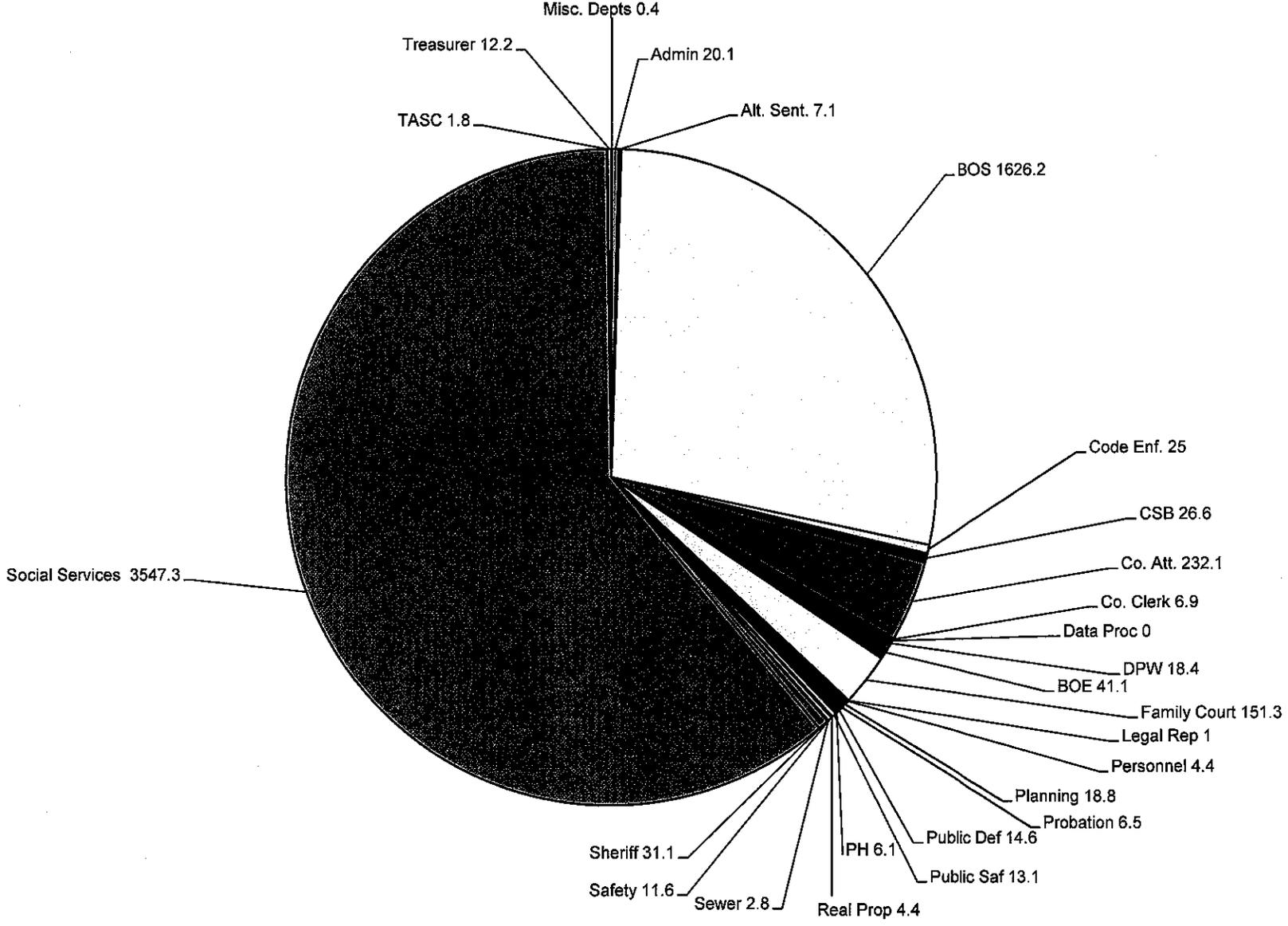
AG DISTRICTS

Receive notification from the NYS Department of Ag & Markets to initiate review of district. Prepare legal notifications and forward to appropriate state officials, supervisors and county departments. Prepare the legal notice for the public hearing. Compile all information required to satisfy the recertification of the district and file with NYS Ag & Markets along with maps. Upon recertification notification from the State, notify all those it concerns and file with the County Clerk.

TAXES/WARRANTS/RECAPS – Prepare schedule of taxes, tax rates, and the collectors tax warrants and recaps. Verify town budgets, enter all tax data for calculating rates which is preparing the schedule of taxes which also includes relieved school taxes, village, water, sewer, pro-rata, due County/due Town, calculate and extend rates based on assessed valuation for Real Property to run tax bills. Prepare collectors' tax warrant and recaps.

ADDITIONAL - All vehicle titles are filed in this office, tracked and pulled when vehicle is sold/auctioned, Chairman's mail and correspondence, schedule Classroom on second floor, payroll for Clerk of the Board's Office, Legislative Board and Coroners, process department's vouchers, order supplies, etc.

COUNTY ATTORNEY'S OFFICE - 2015 10%+



ANALYSIS 2015

The County continues to receive great value for the money invested in the County Attorney's Office. An analysis of the cost and hours of the Department reveals that the County is paying approximately \$89.00 per hour for attorney services. This number includes the cost of overhead and support personnel in the office including the Safety Officer. This Year's hourly cost is a reduction from the 2014 numbers repeated below.

2015

| <u>.1</u> | <u>Fringe</u> | <u>.1 Subtotal</u> | <u>.2 +.4</u> | <u>Total cost</u> | <u>Hours</u> | <u>Rate</u> |
|--------------|----------------|--------------------|---------------|-------------------|--------------|--------------|
| \$340,818.00 | + \$154,057.00 | = \$494,875.00 | + \$24,950.00 | = \$519,825.00 | ÷ 5831 | = \$89.15/hr |

2014

| <u>.1</u> | <u>Fringe</u> | <u>.1 Subtotal</u> | <u>.2 +.4</u> | <u>Total cost</u> | <u>Hours</u> | <u>Rate</u> |
|--------------|----------------|--------------------|---------------|-------------------|--------------|--------------|
| \$328,546.15 | + \$152,790.44 | = \$481,336.59 | + \$28,865.59 | = \$510,202.18 | ÷ 5,634 | = \$90.56/hr |



Washington County Office of the County Clerk
Washington County Municipal Center
383 Broadway, Fort Edward, NY 12828
Tel: (518) 746-2170, Fax: (518) 746-2177, TDD: (518) 746-2146

Stephanie C. Lemery, County Clerk Vanita Z. Willey, Deputy Clerk

*****MEMO*****

DATE: JANUARY 12, 2016

TO: GOVERNMENT OPERATIONS COMMITTEE

FROM: STEPHANIE C LEMERY, COUNTY CLERK

SUBJECT: DEPARTMENT OVERVIEW

THE WASHINGTON COUNTY CLERKS OFFICE OVER SEES 4 OTHER OFFICES BESIDES THERE OWN. WE OVER SEE THE DMV, HISTORIANS OFFICE, ARCHIVES AND SUPREME AND COUNTY COURTS.

OUR OFFICE IS THE HOLDER OF COUNTY RECORDS, WE RECORD DEEDS, MORTGAGES, POWER OF ATTORNEYS, ASSIGNMENT OF MORTGAGES, ETC.

WE ALSO FILE ALL THE REQUIRED COURT DOCUMENTS FOR THE SUPREME AND COUNTY COURTS.

WE ALSO PROCESS PASSPORTS, FILE MAPS AND DO NOTARIES

THE COUNTY CLERKS OFFICE CAN NOW ACCEPT RECORDING PAPERS ELECTRONICALLY.

ALSO ON THE LIST FOR THE COURT PAPERS TO BE SET UP SO THAT THE ATTORNEYS CAN BE FILING THERE PAPERS ELECTRONICALLY, HOPEFULLY THEY WILL HAVE US READY TO GO NO LATER THAN THE FALL.

The Department of Motor Vehicles is a NYS agency that administers vehicle registrations and driver licensing.

The types of registrations that are administered include various cars, various trucks, buses, motorcycles, mopeds, boats, snowmobiles, and trailers.

The types of licenses that are administered include licenses for regular passenger vehicles, taxi cabs, motorcycles and commercial. We also administer restricted and conditional licenses, and enhanced licenses for travel.

A written permit test and road test are required for all of the licenses with the exception of taxi cabs.

The DMV also has the ability to request voter registration and organ donor information when processing a permit or license transactions.