



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, September 10, 2020, – 5:30PM
Live Stream Link - <https://youtu.be/dvzBusMTvtQ>

CALL TO ORDER: By Hon. Ryan Foley, Chair

MEMBERS: Legislators Tricia Kerr, Timothy Lattimore, Christopher Petrus, Paul Pinckney, Charlie Ripley, and Ben Vitale (Vice Chair)

MINUTES TO APPROVE: August 13, 2020

APPOINTMENTS: none

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

In the ever changing world of elections, we are adjusting to multiple new orders from the State. The emphasis on absentee voting has already caused a volume increase in requests and mailings by our office. The phones are ringing all the time and email requests take several hours to fill each day. As of August 20 we have already received more absentee requests than we usually get for an election – and we have eighty plus days to go. Before September 8th we are required to send an informational mailing to every active and inactive voter, in the County (47,000+) outlining options for absentee, early voting hours and locations of polling places.

We are anticipating some space availability problems in our offices. A temporary employee will be removing reusable parts from machines so we can mothball the large voting machine cabinets. We will also be taking on part time help to process absentee ballots beginning in mid- September. Adding to our volume issues is the early September retirement of one experienced part time clerk.

This month we registered 195 new voters, 143 transfers from other counties, and 26 name changes. More than 700 new absentee applications were processed.

We have realized that our mailing volume is consuming more time than is reasonable. We are acquiring an in-house postage meter to save multiple daily trips to the COB and the Post Office.

We hope the local Post Office will accommodate us by picking up our mail for the next several weeks.

Sheila Smith (Clerk of the Legislature) –

- NYSAC Fall Seminar will be virtual this year, you can sign up www.nysac.org/fallseminar classes' start Tuesday September 15th and you must register 24 hours before the class begins. Please contact Amanda or I with any questions.
- Work is going smoothly, I am in the office most days, and Amanda is still working remotely a couple days a week.
- Working on getting Departments to get their Resolutions and department reports in on time, packets need to go out the Thursday before meetings start and there has been a lot of late Resolutions, with packets needing to be revised several times, this is not efficient and is very time consuming.
- Amanda will be helping Aileen with the landing page for the County Website to post announcements of news related to COVID

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk) –

DEPARTMENT OF MOTOR VEHICLES

STAFF STATUS

One staff member will be retiring effective September 8, 2020. Dropped off/Mailed-In transactions are now being processed in about 3 working days, and dealer work is increasing on a weekly basis.

APPOINTMENTS

We opened a 4th counter and we are processing ALL transactions as opposed to the limited transactions types earlier in the year. We extended the appointment calendar and now customers can make appointments as far out as 4 weeks at this time.

Total In-Office Appointments for the month of August: 1,151, an average of 55 appointments per day.

Total transactions processed in our DMV in August: 5,292, includes dropped-off, mailed-in and dealer work.

The appointment system has continued to be a great success. We have had at least 200 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them comment as to how easy it is to use the appointment system, how professional and courteous staff is, how helpful everyone is, there is no waiting, and how safe they felt coming into the office for their appointment. Many have said that they hope we continue to have appointments in the future because it saves them time To make an appointment: <https://cayugacountydmv.setmore.com>
Customers can also drop off or mail-in transactions (except an upgrade/Enhanced License and permit tests which require an in-office appointment.)

REVENUE

Total Retention to the Clerk's Office from DMV Transactions in August: \$54,257.57 ; Total Retention (YTD: \$336,759)

Total YTD Retention (in-office transactions and online sharing): \$356,042.96

Total Online Sharing Revenue for August: \$5,001.78; YTD: \$19,283.91

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$175,661.44

Total transactions completed in our DMV Office in August: 5,292 (YTD: 34,236)

Total online transactions conducted by Cayuga County residents in August: 2,329; YTD:18,625

COUNTY CLERK'S RECORDING OFFICE

STAFF STATUS: We still have two 2 vacancies.

REVENUE: Total revenue remitted to County Treasurer for all Departments: \$122,987.68

Revenue month of August: \$51,132 YTD \$415,254 2020 BUDGET \$640,000.00

TRANSACTIONS

- 672 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 36 DBA/Partnership/Corporation – new, amendments, discontinuances
- 258 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 12 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 107 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 17 Uniform Commercial Code Transactions: new, continuation, termination, search
- 13 Survey Maps filed
- 0 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$21,243 (generated quarterly)

Clerk's Activities:

-Met with Records Retention Center staff to discuss priorities and initiatives

-Swore in new deputies on 2 separate occasions

-Monthly Radio update on Fingerlakes Radio

-Writing an article for The Citizen to inform the public about updates at the DMV office

-Met with supervisors/managers in my 4 departments to discuss budget issues

-Attempted to meet with Hiring Committee but meeting was cancelled; Dawn Wolff met with hiring committee to discuss filling 2 vacancies: Index & Recording Clerk & DMV Cashier

-DMV Supervisor and I met with Legislator Trish Kerr regarding a DMV issue

APPOINTMENTS

Our office accepts online appointments for the following in-office services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research -Oaths of Office

To make an appointment: <https://cayugacountyclerk.setmore.com>

In addition to appointments: Attorneys/Customers drop off and pick up transactions in the lobby during business hours. Customers can request to come into the office for Notary and other services and assistance such as Copy of Divorce Decrees, Military Discharges etc. Customers continue to E-Record and E-File documents.

RECORDS RETENTION CENTER

1. Projects:

a. County Shredding services:

i. DSS - 9 bins

ii. Ancillary shredding—bins & boxes--continues for other county departments

b. Reservation Deed Index project **completed**

c. Environmental Health scanning project continues

d. Ad hoc scanning project work continues, i.e. Maps, Treasurer books

e. Coroner's Dept. indexing and scanning project initiated and in-progress

2. Operations:

a. 1,328 documents scanned [Regular and Large]

b. 183 records requests, back to pre-pandemic levels

APPOINTMENTS

Until further notice, the public is not allowed in the office unless they make an appointment to do research and pick up paperwork. To make an appointment call 315-253-1037, Monday thru Friday from 9-4.

HISTORIAN'S OFFICE

APPOINTMENTS

To make an appointment, call 315-253-1300. This office is closed on Wednesdays.

Appointments are limited to one person at a time for a limited amount of hours per day.

WORK

Upon their return August 3 from furlough, staffers Nancy Assmann and Jessica Armstrong, with great perseverance and focus, worked to pare down the backlog of inquiries (15+ related to genealogy along with several queries regarding other topics) that arrived in the Historian's Office during the furlough. Our obituary collection and newspaper clippings for our subject files have also been brought up-to-date.

Ten visitors made appointments and came in-person to our office to do research.

Other significant activities:

Engaged in dialogue with the Auburn Citizen Newspaper and Seymour Library regarding dispensing of old bound copies of the Citizen, a discussion that involves ensuring that between our office and Seymour Library, a complete run of the publication is available, at least on microfilm.

Related, our office has agreed to accession photo negatives from the Citizen; this new collection adds to and complements the photo negatives we accepted from them for the years 1940s – 1980s.

Aided a real estate developer who came in by appointment to research a historic house on South St in Auburn.

Assisted a member of the County Planning Department to research the history of the Village of Cayuga and the surrounding area.

Assisted visitors to locate records regarding naturalizations, and military service in WWII.

Initiated dialogue with Seymour Library to work together to produce finding aids regarding collections both institutions hold on a single topic. Our initial test project is to inventory and produce finding aids for materials related to the Columbian Rope Company.

Paul Bornemann (Information Technology) –

- Project: Munis upgrade: Testing of upgrade continued, ordered replacement check printer due to new double sided format of AP checks, cross training IT staff and working with Treasurers staff to schedule full upgrades to Training and Production systems in September.
- Network Security / consolidation to Sophos edge security technologies, including email spam filtering / encryption,
- NY BOE Cybersecurity Grant – supporting project plan & draft budget to NYS BOE, working with their consultant to finalize with CBOE.
- Multi-Function-Printer Leases (due in OCT) for 54 of our 66 devices.
- Contract IT Services Q4-2020 and 2021 proposal in review
- Rural Broadband and Wireless Internet options for county residents/businesses
 - Work from Home
 - Remote School/Hybrid

Jessica Strassle (Veterans) – Deputy Lindsey Wilkinson:

- 3 cases were rated for veterans in backlog
 - 1 veteran received \$ 109,074.00 that was decided through an appeal
 - 1 veterans received \$ 43,142.00 in retro payment
 - 1 veteran received \$ 34,840.00 in another retro payment
 - These veterans will receive a monthly benefit ranging from \$135.00 - \$3,700.00.
- Cayuga County Vet van is transporting patients to Syracuse Tuesday and Wednesday only until the part time position is filled.
- NYS Division of Veterans Services hosted virtual training on August 10-August 14 that all office state attended.
- 1 appeal was done virtual through our office for a veteran who's been waiting 7 years to speak with a judge pertaining to his claim.
- 8 markers were processed through our office for deceased veterans.
- Our office initiated 15 new claims for pensions or compensation.
- Average phone calls in a workday is 25-30 to schedule an appointment to make an office visit, as we continue to operate by appointment only.
- Jessica Strassle should be returning from the Air National Guard October 1st, 2020.

RESOLUTIONS:

BOARD OF ELECTIONS:

9-20-GO-1 Authorizing the Chair of the Legislature and the Commissioners of the Cayuga County Board of Elections to receive the NYS Elections Cybersecurity Remediation Grant Program for the Board of Elections.

COUNTY CLERK:

9-20-GO-2 Authorizing the Cayuga County Clerk to create and fill a Full Time Index and Recording Clerk.

9-20-GO-3 Authorizes Cayuga County Clerk to fill a Full Time Cashier position in the Motor Vehicle Department.

INFORMATION TECHNOLOGY:

9-20-GO -4 **(PULLED)** Authorizing the Chair of the Cayuga County Legislature to Enter into a 60 month agreement with Eastern Managed Print Network for the lease of Multi-Function-Printers and associated maintenance and supplies for Cayuga County.

VETERANS:

9-20-GO-5 Authorizing the Director of Veterans Services to fill a Vacant Part Time Driver

CAYUGA COMMUNITY COLLEGE:

9-20-GO-6 Acknowledging the updated Cayuga Community College 2020-2021 Capital Project Submission to SUNY

CLERK OF THE LEGISLATURE:

9-20-GO-7 Amending the Cayuga County Policy Manual, Section 41(Resolution Procedure) to limit the duration of Hiring Authorizations

ADJOURNMENT: Thursday, October 8, 2020 at 5:30PM

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

9-20-20-1

RESOLUTION NO. _____

9-22-2020

BOE NYS Cybersecurity Grant

Authorizing the Chair of the Legislature and the Commissioners of the Cayuga County Board of Elections to receive the NYS Elections Cybersecurity Remediation Grant Program funds for the Board of Elections

BY: Ryan Foley, Chair, Government Operations Committee
Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, pursuant to the Federally Funded Grant, the Cayuga County Board of Elections has been allocated funds through the New York State Board of Elections for the purposes of implementing cybersecurity remediation and mitigation services.

WHEREAS, the Chair of the Cayuga County Legislature will receive funds numbered C004236-1110000 for the amount of \$80,567.79

RESOLVED, that the Chair of the Cayuga County Legislature and the Commissioners of the Cayuga County Board of Elections are hereby authorized to receive funds for NYS Elections Cybersecurity Remediation Grant Program with the New York State Board of Elections.

RESOLVED, the County Treasurer is hereby authorized to make any journal and accounting entries to carry out the intent of this resolution.

Government Operations Committee

Ways & Means Committee

Ryan Foley, Chair

Christopher Petrus, Chair

Tricia Kerr

Keith Batman

Timothy Lattimore

Elane Daly

Chris Petrus

Ryan Foley

Paul Pinckney

Hans Pecher

Charlie Ripley

Benjamin Vitale

Benjamin Vitale

Tucker Whitman

Co. Atty: _____

9-20-60-2

RESOLUTION NO. _____

9/22/20

CC Create-Fill FT Index-Recording Clerk

Authorizing the Cayuga County Clerk to create and fill a Full Time Index and Recording Clerk

BY: Ryan Foley, Chairperson, Government Operations Committee
Christopher Petrus, Chairperson, Ways and Means Committee

WHEREAS, as a result of vacancy it is requested to eliminate the position of a FT Sr. Clerk (position #7284) in the County Clerk's Office and to create a FT Time Index & Recording Clerk position, and to fill this position in the County Clerks Recording Office; and

WHEREAS, there was no Civil Service list from which to hire at the new job title, so a test was given in November, 2019. Currently there is a new list available in which to choose a candidate to fill this essential position on a permanent basis; and

WHEREAS, the funding for the Full Time Index & Recording Clerk, has been appropriated in the 2020 County Clerk (A14101-51001) salary account in the amount of \$39,099 probation; \$39,449 1st step; now therefore be it

RESOLVED, that Cayuga County Clerk, Susan Dwyer, be authorized to create and fill the position of Index & Recording Clerk, a full time position with fringe benefits pursuant to the Cayuga County Compensation Plan, Part I-CSEA Bargaining, in the title of Index & Recording Clerk; and be it further

RESOLVED, that this full time position be filled in accordance with the Civil Service Rules and Regulations and the policies of the County of Cayuga.

Government Operations Committee.

Ways and Means Committee.

Ryan Foley, Chairperson

Christopher Petrus, Chairperson

Tricia Kerr

Keith Batman

Timothy Lattimore

Elane Daly

Chris Petrus

Andy Dennison

Paul Pinckney

Ryan Foley

Charlie Ripley

Benjamin Vitale

Benjamin Vitale

Tucker Whitman

Co. Atty: _____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

| | |
|---|---|
| Date | 8/26/2020 |
| Authorization To: | To Fill |
| ** New Position Duties Statement (NPDS) - Short Form <i>REQUIRED IF the title exists within the department</i> | |
| ** New Position Duties Statement (NPDS) - Long Form <i>REQUIRED IF the title does NOT exist within the department</i> | |
| Do you anticipate this request to result in fill-behinds? | No |
| Cayuga County Department | Motor Vehicles |
| Job Title Being Requested (Exact Civil Service Title) | Motor Vehicle Cashier |
| Position Control Number | 01840 |
| Position Status | Permanent |
| Position Designation | Full-Time |
| Budget Account Number | A14111-51002 |
| Is a position being abolished to create the new position? | No |
| Is the salary of requested position in the current comp plan? | Yes |
| Comp Plan Requested IS IN | CSEA |
| CSEA Grade | 13 |
| Probationary Salary Amount | \$39,885 |
| Step 4 Amount (CSEA) | \$44,330 |
| Starting Salary for Position Requested | \$39,885 |
| Justification for Salary Requested | Replacing Full Time employee due to a retirement / resulting in reduced salary cost to department |
| Does position include fringe benefits? | Yes |

What is the justification for filling this position AND why is it important for your department?

We need the staff to cover the appointment system set up to wait on customers, and have to be able to plan for coverage when staff is taking earned time or ill. It has been since May since we have been at full staff and with the new way of doing business we are backed up with work and will need to train someone to keep up with the demand of the public for service. We have cut services as a result of the pandemic and revenue and want to increase both. Current staff is earning comp time & OT and part time staff is maxing out of hours, we need additional help or could be reducing services later in the year.

How is this position funded?

Budget

Is this a reimbursed position?

No

What will the fiscal impact of filling this position in your budget this year and in future fiscal years?

We generate a great amount of revenue in the DMV and will continue to do so.

Department Head

Susan M. Dwyer

Date

8/26/2020

Attestation

I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

LHLippoldtHR Admin Approved with Changes to ATF
Need Pos# 3/2/2020

9-20-20-3

RESOLUTION NO. _____

9-22-20

CC DMV CASHIER FT

AUTHORIZES CAYUGA COUNTY CLERK TO FILL A FULL TIME CASHIER POSITION IN THE MOTOR VEHICLE DEPARTMENT.

BY: Ryan Foley, Chairperson, Government Operations Committee
Christopher Petrus, Chairperson, Ways and Means Committee

WHEREAS, as the result of a retirement in the Motor Vehicle Office, there will be a Full Time DMV Cashier Position open on September 8, 2020 in the Department of Motor Vehicles; and

WHEREAS, the funding for the Full Time Cashier position #1840 has been appropriated in the 2020 Department of Motor Vehicle Salary Account (A14111-51001) in the amount of : Full Time: \$39,885 probation; \$40,235.00 1ST step annually; now therefore be it

RESOLVED, that Cayuga County Clerk Susan Dwyer be authorized to fill the positions of Full Time Motor Vehicle Cashier, with benefits according to the Compensation Plan I Bargaining, in the title Motor Vehicle Cashier FT; and be it further

RESOLVED, that this position be filled in accordance with the Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Cayuga County Treasurer is hereby authorized to make the necessary journal entries & adjustments to accomplish the same.

Government Operations Committee

Ways & Means Committee

Ryan Foley, Chair

Christopher Petrus, Chair

Tricia Kerr

Keith Batman

Timothy Lattimore

Elane Daly

Chris Petrus

Ryan Foley

Paul Pinckney

Hans Pecher

Charlie Ripley

Benjamin Vitale

Benjamin Vitale

Tucker Whitman

Co. Atty: _____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

| | |
|---|---|
| Date | 8/26/2020 |
| Authorization To: | Create and Fill |
| ** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department | |
| ** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department | |
| Do you anticipate this request to result in fill-behinds? | No |
| Cayuga County Department | County Clerk |
| Job Title Being Requested (Exact Civil Service Title) | Index and Recording Clerk |
| Position Control Number | New Position # @ Resolution |
| Position Status | Permanent |
| Position Designation | Full-Time |
| Budget Account Number | A14101-51002 |
| Is a position being abolished to create the new position? | Yes, Senior Clerk position that is currently vacant will be abolished |
| Is the salary of requested position in the current comp plan? | Yes |
| Comp Plan Requested IS IN | CSEA |
| CSEA Grade | 12 |
| Probationary Salary Amount | \$39,099 |
| Step 4 Amount (CSEA) | \$43,340 |
| Starting Salary for Position Requested | \$39,099 |
| Justification for Salary Requested | I am asking to fill this position now for the following reasons: In late 2019, we abolished a Senior Clerk Position from the 2020 budget and created an Index & Recording Clerk position. At that time there was no current Civil |

Service list for this title.
A test was given in November, 2019 and a valid list is now available.
I would like to fill this position as soon as possible as we are now down 2 staff members and to train this person asap.

| | |
|---|---|
| Does position include fringe benefits? | Yes |
| What is the justification for filling this position AND why is it important for your department? | This position will fill a much-needed vacancy since we changed the title. This person will work at one of the three counters where recording, filing and many other procedures take place. |
| How is this position funded? | Budget |
| Is this a reimbursed position? | No |
| What will the fiscal impact of filling this position in your budget this year and in future fiscal years? | We generate a great amount of revenue in the County Clerks Recording Office and will continue to do so. |
| Department Head | Susan M. Dwyer |
| Date | 8/26/2020 |
| Attestation | I am the department or agency head listed above authorized to submit by the appointing authority |

(Section Break)

LHLippoldtHR Admin Approved with Changes to ATF
Need Pos# 3/2/2020

PULLED

RESOLUTION NO. _____ 9/22/20

9-20-60-4
IT Multi-Function-Printers

AUTHORIZING THE CHAIR OF THE CAYUGA COUNTY LEGISLATURE TO ENTER INTO A 60 MONTH AGREEMENT WITH EASTERN MANAGED PRINT NETWORK FOR THE LEASE OF MULTI-FUNCTION-PRINTERS AND ASSOCIATED MAINTENANCE AND SUPPLIES FOR CAYUGA COUNTY

BY: Hon. Ryan Foley, Chair, Government Operations
Hon. Christopher Petrus, Chair, Ways & Means

WHEREAS, the county’s current contract with TOSHIBA BUSINESS SOLUTIONS for the lease of 54 multi-function-printers and contracted services and supplies expires October 2020; and

WHEREAS, EASTERN MANAGED PRINT NETWORK will buy out the remaining contract with TOSHIBA BUSINESS SOLUTIONS for the lease of 5 multi-function-printers which expires October 2021; and

WHEREAS, the county is looking to lower operational costs by leveraging existing larger contract agreement with BOCES to achieve the best value for the county; and

WHEREAS, leveraging the existing agreement reduces the annual total cost while also improving the ability for IT to manage these systems, it is projected that the savings each year will approach \$9,000 and over the 60 month term of this contract is expected to approach \$60,000; and

WHEREAS, IT recommends moving the county from legacy phone line based fax technology by implemented the proposed secure internet based fax service as included in this contract, which decreases cost of fax and increases our ability to improve workflow and securely send encrypted documents wherever possible; and

WHEREAS, IT recommends implementing the managed printing services proposed in this contract to provide the county with additional options to further reduce the number of devices needed for printing and provide secure private printing on shared devices; and

WHEREAS, quoted contract rates are as follows;

| | | |
|---|--------------|---------------------------|
| Xerox Altalink B8155 IF (B&W 55ppm) | \$72.16/mo | |
| Xerox Altalink C8145 IF (COLOR 45ppm) | \$73.34/mo | |
| Xerox Altalink B8155 OF (B&W 55ppm) | \$72.47/mo | |
| | \$0.0039 | B&W cost per impression |
| | \$0.0325 | COLOR cost per impression |
| Internet Fax Service up to 300,000 pages per year | \$1063.12/mo | |
| Managed Print Service 64 devices | \$436/mo | |

RESOLVED, that the Chair of the Cayuga County Legislature is hereby authorized to enter into a 60 month contract for the lease and services described above with EASTERN MANAGED PRINT NETWORK at an annual cost not to exceed \$90,000.

Government Operations Committee

Ryan Foley, Chair

Tricia Kerr

Timothy Lattimore

Chris Petrus

Paul Pinckney

Charlie Ripley

Benjamin Vitale

Co. Atty: _____

Ways & Means Committee

Christopher Petrus, Chair

Keith Batman

Elane Daly

Andy Dennison

Ryan Foley

Benjamin Vitale

Tucker Whitman

9-20-20-5

RESOLUTION NO. _____ 9/22/20

VET Fill PT Driverrev

Authorizing the Director of Veterans Services to fill a Vacant Part Time Driver position

BY: Ryan Foley; Chairperson for the Governmental Operations Committee
Christopher Petrus, Chairperson of the Ways and Means Committee

WHEREAS, the position of Part Time Driver (position Control# 006736) NB Part II position has become vacant due to a resignation; and

WHEREAS, the position is vital to the transportation of Veterans to needed appointments and is needed to continue these services; and

WHEREAS, the Part Time Driver is a funded position in the Veterans Services Department 2020 Budget: now therefore be it

RESOLVED, that the Veterans Service Director be authorized to fill the Part Time Driver at a probationary rate of \$11.94 per hour, step 1; \$12.09 per hour; account line item # A65101-51002; and be it further

RESOLVED, that the position be filled in accordance with the Civil Service Rules and Regulations and the policies of the County of Cayuga.

Government Operations Committee

Ways & Means Committee

Ryan Foley, Chair

Christopher Petrus, Chair

Tricia Kerr

Keith Batman

Timothy Lattimore

Elane Daly

Chris Petrus

Ryan Foley

Paul Pinckney

Hans Pecher

Charlie Ripley

Benjamin Vitale

Benjamin Vitale

Tucker Whitman

Co. Atty: _____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 8/31/2020

Authorization To: Fill Only

**** New Position Duties Statement (NPDS) - Short Form
REQUIRED IF the title exists within the department**

**** New Position Duties Statement (NPDS) - Long Form
REQUIRED IF the title does NOT exist within the department**

Do you anticipate this request to result in fill-behinds? No

Cayuga County Department Veterans

Job Title Being Requested (Exact Civil Service Title) Driver (Part Time)

Position Control Number 006736

Position Status Permanent

Position Designation Part-Time

Budget Account Number A65101-51002

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN Part II

Probationary Salary Amount 11.94

Step 1 Amount (Part II) 1209

Starting Salary for Position Requested 11.94

| | |
|---|--|
| Justification for Salary Requested | based on salary in current comp plan |
| Does position include fringe benefits? | No |
| What is the justification for filling this position AND why is it important for your department? | This position transports veterans to vital medical and other appointments |
| How is this position funded? | Budget |
| Is this a reimbursed position? | No |
| What will the fiscal impact of filling this position in your budget this year and in future fiscal years? | It will not change from previous years. Hourly rate only without fringe benefits |
| Department Head | Jessica Strassle |
| Date | 9/1/2020 |
| Attestation | I have been directed to submit on behalf of the authorized department or agency head |
| Name of Person Submitting on Behalf of Department or Agency Head | Lisa Lippoldt (do to need in dept) |
| Title of Person Submitting on Behalf of Department or Agency Head | HR Administrator |

(Section Break)

LHLippoldt Approved 9/1/2020

9-20-20-6

RESOLUTION NO. _____

9-22-20

CCC Capital Plan 2020-2021 Addendum

ACKNOWLEDGING THE UPDATED CAYUGA COMMUNITY COLLEGE 2020-2021 CAPITAL PROJECT SUBMISSION TO SUNY.

BY: Hon. Ryan Foley, Chair, Government Operations
Hon. Christopher Petrus, Chair, Ways & Means

WHEREAS, Cayuga Community College previously submitted an annual listing of Capital Projects to SUNY for consideration in their annual budget appropriation; and

WHEREAS, the SUNY Facilities Group has provided guidance in the creation of the Community College Capital Request/Plan so that Cayuga Community College could capture the maximum dollar-for-dollar match based on a local contribution; and

WHEREAS, the following project was identified as an additional priority by College Executive leadership:

1. \$50,000.00 for campus renovation projects, including \$29,850 to replace library columns and concrete stairs on the Auburn campus for the safety of the Campus community; and

WHEREAS, the Cayuga Community College Foundation provided \$25,000.00 as a local match to be used for campus renovation projects; and

WHEREAS, the Board of Trustees of the Cayuga Community College has adopted the foregoing capital project addendum on August 17, 2020; and

WHEREAS, the submission of the Community College Capital Request Plan to SUNY does not bind Cayuga County nor the administration of Cayuga Community College into any particular listed project, but is a required mechanism to request state funding; now therefore, let it be

RESOLVED, that the Cayuga County Legislature acknowledges the above-listed project addition to the 2020-2021 Capital Request/Plan addition to SUNY by Cayuga Community College.

Government Operations Committee

Ways & Means Committee

Ryan Foley, Chair

Christopher Petrus, Chair

Tricia Kerr

Keith Batman

Timothy Lattimore

Elane Daly

Chris Petrus

Ryan Foley

Paul Pinckney

Hans Pecher

Charlie Ripley

Benjamin Vitale

Benjamin Vitale

Tucker Whitman

Co. Atty: _____

9-20-60-7

RESOLUTION NO. _____ 9-22-20

COL Res Policy (Hire Auth Exp)

AMENDING THE CAYUGA COUNTY POLICY MANUAL, SECTION 41 (RESOLUTION PROCEDURE) TO LIMIT THE DURATION OF HIRING AUTHORIZATIONS

BY: Hon. Ryan Foley, Chair, Government Operations Committee
Hon. Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, The Cayuga County Legislature is mindful of both the need to hire and retain qualified employees in a timely manner, as well as the often time-consuming process involved with bringing new employees to the county; and

WHEREAS, from time to time, resolutions are presented which grant authorization for a particular department to fill vacant or newly created positions; and

WHEREAS, the Cayuga County Legislature has not historically set any time limitation on the duration of the authority to fill a position and now finds that leaving such authorization open-ended can be detrimental to the Legislature's ability to remain responsive to needs throughout the organization as they arise; now, therefore be it

RESOLVED, that the Cayuga County Policy Manual, Section 41(1)(C) is hereby amended to read:

- A. Amount and account number for any expenditure of money. Where an appropriation from a Reserve Fund is proposed, the current balance available in the Reserve Fund.
- B. Must be in electronic form and sent to resolutions@cayugacounty.us with all supporting documentation 14 days prior to your oversight committee meeting
- C. Any Resolution to create/fill or filling of a position must have and contain the following:
 - i) An Authorization to Fill Form, (this is a new printable PDF form and must accompany the resolution) it must be filled out, name of Department Head typed out and dated before it is sent to resolutions@cayugacounty.us. The Human Resources/Civil Service Director will then approve or disapprove, with or without comments as needed, initial, save and send electronically to resolutions@cayugacounty.us, with a note that he/she has approved. The County Administrator will then recommend/not recommend, type his/her name, date, save and send to resolutions@cayugacounty.us, with a note that he/she has approved or not approved. This will need to be completed in a timely manner; the Clerk of the Legislature Office must receive the approval or disapproval no later than 7 days before committee meeting. It is up to the County Administrator and the Human Resources Director to notify the Department Head if they approve or disapprove the resolution. Resolutions will not be placed on the agenda without the electronic approval. The Clerk of the Legislature's Office will attach completed form to the original resolution, upload to the box and bring to committee.
 - ii) *The resolution must contain a date certain after which the authorization to fill is no longer valid. Such date shall fall on the date of a Legislature meeting which is 6 months in the future, or the end of the current fiscal year, whichever is longer.*

, and be it further

RESOLVED, that this resolution shall take effect immediately and that the Clerk of the Cayuga County Legislature is directed to update the Cayuga County Policy Manual accordingly.

Government Operations Committee

Ryan Foley, Chair

Tricia Kerr

Timothy Lattimore

Chris Petrus

Paul Pinckney

Charlie Ripley

Benjamin Vitale

Co. Atty: _____

Ways & Means Committee

Christopher Petrus, Chair

Keith Batman

Elane Daly

Ryan Foley

Hans Pecher

Benjamin Vitale

Tucker Whitman