



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, December 2, 2021 at 5:30PM
Live Stream Link - <https://youtu.be/yX0YGczmQ4E>

CALL TO ORDER: By Hon. Ryan Foley, Chair

MEMBERS: Legislators, Tricia Kerr, Heidi Nightengale, Hans Pecher, Chris Petrus (Vice Chair) Mark Strong and Tucker Whitman

MINUTES TO APPROVE: November 10, 2021

APPOINTMENTS: None

OTHER: Discussion on Charter

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

Our Early Voting turnout total was 2,370 voters. (4.75%) Cayuga County ranked third in the state for Early Voting turnout and second among counties of similar voter population. Election Day turnout was 13,224 voters and an additional 1,358 participated by absentee and affidavit. Total voter turnout was 35%. This is lower than 2017 at 39% and 2019 at 38%.

The ballot on demand printers used in the City of Auburn saved us an estimated \$14,000.00 in ballot printing cost. The printers more than paid for themselves in one election.

We tallied 1,233 write-in votes, including five active campaigns in the Towns of Locke (2 campaigns for member of council), Sterling, Scipio and Niles.

Per NYS Election Law section 9-208(4) (a), the Commissioners completed a manual recount of four different Town races in which the results were 20 votes or less apart. The manual recount results were identical to the machine results.

The Deputies have been working on getting all the results ready for certifying and it will be done by the end of today and sent to the State

Sheila Smith (Clerk of the Legislature) –

I have four Resolutions, 3 are routine Resolution ; organize Legislature for 2022, designating newspapers for 2022 and setting the date to annex the tax warrant. The fourth Resolution was done by Mary Beth, Treasurers Office for a Journal Entry Policy and all policy's go through my office.

Christopher Palermo (County Attorney) – No updates

Susan Dwyer (County Clerk) – No updates

Tom Bunn (Information Technology) –

IT Help Desk data – November 2021

- 411 new support tickets were created
- 93% support tickets were resolved (381)
- Average resolution time (per ticket) – 3.5 hours

Active Projects

Chambers audio/video solution

Final installation meeting scheduled next week. Physical install targeted end of December pending final equipment delivery.

New Online Form/Workflow solution

The following forms have been re-created in Formstack making it easier for users to enter and approve the following requests/workflow processes:

- Employee Add/Change/Remove
- Travel Requests

- Paid Time Off Requests

Information (including custom video training) has been provided to all Employees this week. We will continue to work on additional forms in the coming months.

BOE Cyber Security project

- Beginning process to implement security enhancements to BOE network
- Was able to utilize the 2021 grant funding to fund our multi-factor authentication solution
- Identified a firewall appliance that was purchased but never configured for BOE – process to install and configure appliance is underway

Multi-Factor Authentication (MFA) solution

- Cisco Duo was the product selected for the County's MFA solution
- We have moved from evaluation phase to the proof of concept phase
- Plan to have product implemented County wide by January 2022

Streamline IT functions and processes

- New software inventory, deployment and patch management system has been deployed
- New IT auditing system has been selected; purchase and configuration coming soon
- Continuing to evaluate network monitoring and auditing systems

911 Computer Aided Dispatch (CAD) upgrades

- Working with Denise Spingler and her team on the upgrade of the Spillman Flex CAD software and hardware
- Will increase system performance, reliability and overall uptime to this mission critical system
- Upgrades planned for January 2022

Vacant (Veterans Director) - No updates

RESOLUTIONS

COUNTY ATTORNEY:

12-21-GO-1 To adopt Local Law No. _____ for the year 2021, a local law providing for salary increases for certain county officers and officials appointed for a fixed term, during their term

CLERK OF LEGISLATURE:

12-21-GO-2 Adopt Cayuga County Journal Entry Policy, section 081.

12-21-GO-3 Designating December 14, 2021, as the date to annex the tax warrant.

21-21-GO-4 To fix date, time and place of the meeting to organize the Cayuga County Legislature for 2022.

12-21-GO-5 Designating newspapers to publish county matters for the year 2022

ADJOURNMENT: Thursday, January 13, 2022. 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.

RESOLUTION NO. _____ 12/14/21 COA LL ADOPT Salary App & Elected Fixed Term

To adopt Local Law No. _____ for the year 2021, a local law providing for salary increases for certain county officers and officials appointed for a fixed term, during their term

BY: Cayuga County Legislature

WHEREAS, there has been duly presented and introduced at a meeting of the Cayuga County Legislature held on November 23, 2021, a proposed local law entitled:

A LOCAL LAW PROVIDING FOR SALARY INCREASES FOR CERTAIN COUNTY OFFICERS AND OFFICIALS APPOINTED FOR A FIXED TERM, DURING THEIR TERM.

; and

WHEREAS, a resolution was duly adopted by the Cayuga County Legislature on November 23, 2021, directing that a public hearing be held by said Board on December 14, 2021, commencing at 6:00 P.M., at a meeting held electronically and broadcast live via YouTube at the following address: <https://youtu.be/sQxwdAgF-fQ>, with members of the public directed to call in at 315-294-8051 to comment, to hear all interested parties on said proposed Local Law; and

WHEREAS, pursuant to law and after proper notice having been given, the Cayuga County Legislature held a public hearing on said Local Law and finds that it is in the interest of the County to adopt said Local Law; now therefore, be it; and

WHEREAS, Local Law No.1 of 2021 and Local Law No. 4 of 2020 are rescinded in order to set new Salaries for certain County Officers and Officials appointed for a fixed term; now therefore be it

RESOLVED, Local Law No. _____ of 2021, entitled “A LOCAL LAW PROVIDING FOR SALARY INCREASES FOR CERTAIN COUNTY OFFICERS AND OFFICIALS APPOINTED FOR A FIXED TERM, DURING THEIR TERM” as so designated, be and the same is hereby enacted, waiving any and all defects and informalities in the adoption thereof, and be it further

RESOLVED, that the Clerk of the County Legislature publish notice of the adoption of the said Local Law in the official newspapers of Cayuga County, one time per week for each of two weeks, the first publication to be within ten (10) days of its effective date.

LOCAL LAW NO. ____ FOR THE YEAR 2021

A LOCAL LAW PROVIDING FOR SALARY INCREASES FOR CERTAIN COUNTY OFFICERS AND OFFICIALS APPOINTED FOR A FIXED TERM, DURING THEIR TERM.

BE IT ENACTED by the County Legislature of the County of Cayuga, as follows:

Section 1. The County of Cayuga will be considering resolutions to provide salary increases for non-bargaining employees and Department Heads of the County. It is the intent hereof to provide comparable increases for certain County officers and Officials appointed for a fixed term, during their term of office, in accordance with Section 201 of County Law.

Section 2. Effective January 1, 2022, the salary schedule for the following fixed-term positions shall be as follows:

<u>Position</u>	<u>Dates</u>	<u>Salary</u>
Coroner	1/1/22 – 12/31/22	\$18,285
County Clerk	1/1/22 – 12/31/22	\$80,628
	1/1/23 – 12/31/23	\$80,628
Sheriff	1/1/22 – 12/31/22	\$90,097
Highway Superintendent	1/1/22-10/27/22	\$95,226
	10/28/22-10/27/23	\$95,226
	10/28/23-10/27/24	\$95,226
Board of Elections	1/1/22 – 12/31/22	\$26,000
	1/1/23 – 12/31/23	\$26,000
	1/1/24 – 12/31/24	\$26,000

Section 3. The provisions of this Local Law are subject to permissive referendum.

RESOLUTION NO. _____ 12-14-21

COL Adopt Journal Entry Policy

Adopt Cayuga County Journal Entry Policy, section 081.

BY: Hon. Ryan Foley, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the County wishes to adopt a Journal Entry Policy, as recommended by the external auditors. The Journal Entry Policy will establish the types of journal entries allowed, approval process, and establish internal controls for General Journal Entries; now therefor be it

RESOLVED, the County Legislature does hereby adopt the attached Journal Entry Policy; and be it further

RESOLVED, that said policy number 081 in the County Policy Manual be distributed by the Clerk of the Legislature to all County Department Heads; and it is further

RESOLVED, that this resolution will take effect immediately upon adoption.

CAYUGA COUNTY POLICY

Journal Entry Policy

Section 081

Subject: **CAYUGA COUNTY GENERAL JOURNAL ENTRY POLICY**

Effective Date:

Resolution No.:

Supersedes Policy of:

Resolution No.

GENERAL COUNTY POLICY

The County of Cayuga defines the policies and procedures that ensure all manual journal entries recorded in the general ledger are properly prepared, reviewed, approved and recorded in accordance with generally accepted accounting principles, and stored in a uniform and consistent manner for easy accessibility.

All Cayuga County employees responsible for preparing and approving journal entries must be knowledgeable of journal entry policies and procedures. In addition, journal entry approvers must possess an appropriate level of County financial knowledge.

TYPES OF JOURNAL ENTRIES

The County of Cayuga utilizes the following types of journal entries:

1. GCR – These entries are used to process cash receipt transactions. These journals are processed in the County Finance Department staff, and are approved by the County Finance Director.
2. GEN – These entries are used to process general adjustments, interest allocations, and accruals. These transactions are entered by the Sheriff's Department, Health Department, Human Services Department, Highway Department, and Finance Department staff. All entries are reviewed by the Finance Director.
3. GNI – These entries are used to process allocations of joint costs. These transactions are entered by the Finance Department staff and are reviewed by the Finance Director.

4. BUA – These entries are used to process budget adjustments. Accounting staff in each department can enter budget adjustments, as per resolution 09-21. In addition the County Finance Director enters budget adjustments as approved by resolution. These budget adjustments are approved by the Budget Director, and posted by the County Finance Director.
5. GRV – General Journal Reversals are only done upon request, and are created by the Director of Finance.

JOURNAL ENTRY POLICY

1. Journal entries are required to have detailed supporting documentation
2. All Journal entries must be performed in the standard format, with balanced debits and credits
3. All journal entries must be approved timely, within 5 days of entry. If the journal is missing the appropriate documentation, or is incorrect the approver will reject the entry, with a description for correction purposes.
4. All Journal entries must be posted upon approval, and archived in saved documents in the MUNIS drive.
5. Journals should be dated based on the date of the transaction. Period 13 should only be used for year-end closing entries.

RESOLUTION NO. _____ 12/14/21 COL AnnexTaxWarrant

DESIGNATING DECEMBER 14, 2021, AS THE DATE TO ANNEX THE TAX WARRANT.

BY: Ryan Foley, Chair Government Operations Committee.

WHEREAS, pursuant to section 904 of the Real Property Tax Law of the State of New York the county Legislative body shall annex to or, in the case of assessment rolls prepared in accordance with the provisions of article fifteen-C; now, therefore, be it

RESOLVED, that December 14, 2021 is the date when, pursuant to Section 904 of the Real Property Tax Law of the State of New York, this Legislature hereby orders that there shall be annexed to the Tax Rolls of the constituent towns and city of this County, the warrant described in Section 904 of the Real Property Tax Law, under the Seal of this Legislature signed by the Chairman of the Legislature and the Clerk of the Legislature, authorizing and directing the collecting officers of the city and towns to collect from the several persons, corporations and other entities named in said Tax Roll, the amounts listed opposite their respective names, together with any interest or penalties thereon prescribed by law, ON or BEFORE the first day of February, 2022.

12-21-GO-4

RESOLUTION NO. _____ 12/14/21 COL organizeleg2022

TO FIX DATE, TIME AND PLACE OF THE MEETING TO ORGANIZE THE CAYUGA COUNTY LEGISLATURE FOR 2022.

BY: Hon Ryan Foley, Government Operations Committee.

WHEREAS, Section 151 of Article 4 of New York State County Law requires the Cayuga County Legislature, by resolution duly adopted during the month of December of each year, to fix the date, time and place to organize the Legislature; now, therefore be it

RESOLVED, that the Cayuga County Legislature shall meet for the purpose of organizing the Legislature and choosing a Chairman on Tuesday, January 4, 2022 at 6:00PM, Cayuga County Office Building, 160 Genesee St., 6th Floor, Chambers, Auburn, NY.

12-21-GO-5

RESOLUTION NO. _____ 12/14/21 COL Designating Newspapers22

DESIGNATING NEWSPAPERS TO PUBLISH COUNTY MATTERS FOR THE YEAR 2022

BY: Hon. Ryan Foley, Chairman, Government Operations Committee.

WHEREAS, Section 214, Subdivision 2, of the County Law directs that the Cayuga County Legislature shall annually designate at least two (2) newspapers for publication of all local laws, notices and other matters required by law to be published during fiscal year 2022; now therefore be it

RESOLVED, that the Cayuga County Legislature does hereby designate the following newspapers for that purpose:

Wayuga, (Lake Shore News), Red Creek, New York

The Citizen, Auburn, New York