

# 101

# WAYS

Ontario County  
Government Serves its  
Residents and Strengthens  
our Community



John F. Marren, Chairman of the Board  
John E. Garvey, County Administrator

# Board of Supervisors/ Clerk to the Board

- 1. The Board of Supervisors, with 21 elected members, represents over 108,000 Ontario County residents and taxpayers pursuant to County Law and Municipal Home Rule Law.**
- 2. This Board, while retaining overall authority, delegates administrative functions to a Board Chair, Standing Committees, Special Committees, and an appointed administrator who oversees the daily operations of county government.**
- 3. This Board appoints a Clerk who provides support services and coordinates activities of the Board.**
- 4. Minutes, agendas, proposed resolutions, Local Laws, legal notices, and schedules of the board are posted on the County website. All Standing Committee and Special Committee agendas, minutes, and annual County Directory are also posted on the website.**
- 5. This Board Adopts the Annual County Budget.**
- 6. Sponsors and funds community college costs, and pays a share of our residents' community college tuition.**



# Real Property Tax

- 9. Maintains Tax Maps and GIS parcel data.**
- 10. Provides technical support to Assessment Officials.**
- 11. Provides parcel inventory, sales, assessment, exemption, special district and tax levy information to the Public and municipal officials.**
- 12. Processes services for Assessment Rolls, Tax Rolls and Tax Bills for county, town, school and village taxes.**
- 13. Provides required training to Boards of Assessment Review.**



- 14. Develops and implements programs in an effort to decrease alcohol and drug related driving fatalities and injuries in Ontario County.**
- 15. Monitors the Ignition Interlock Program for those individuals convicted of Driving While Intoxicated in Ontario County.**
- 16. Prepares and administers Victim Impact Panels for individuals convicted of Driving While Under the Influence of Alcohol and/or Drugs.**

## Probation

- 17. Manages cases for adults and juveniles.**
- 18. Operates an Alternatives to Incarceration Program.**

## Public Defender

- 19. Represents individuals who are unable to afford counsel on all forms of criminal matters throughout the county.**
- 20. Assists some Public Defender clients with family court matters, so that these clients can have all of their legal needs met in one place.**

## Conflict Defender

- 21. Handles cases of qualified individuals for which the Public Defender's Office has a conflict.**
- 22. Administers an Assigned Counsel Panel to provide legal defense for indigent persons that the Public Defender's Office cannot represent.**

# Sheriff

- 23. Provides officers for security and protection in our courts.**
- 24. Provides officers to process and serve judicial orders.**
- 25. Reduces crime victimization through prevention education programs.**
- 26. Fights the current heroin epidemic through collaboration with our sheriff, probation, district attorney, mental health, and public health departments.**
- 27. Delivers maximum communication support to all residents, businesses and public agencies requiring immediate fire, police or ambulance responses. (Dial 9-1-1).**
- 28. Provides county law enforcement road patrol.**
- 29. Provides correction officers to staff the county jail ensuring the public's safety.**
- 30. Provides k-9 assistance for bomb detection and narcotic enforcement.**
- 31. Patrols waterways and shorelines.**
- 32. Processes pistol permits on behalf of the state.**



# District Attorney

- 33. Prosecutes all crimes arising in Ontario County.**
- 34. Provides support and assistance to victims of crime, and particularly to victims of physical assault, sexual assault, domestic violence, child abuse and elder abuse.**
- 35. Makes the highways as safe as possible for law-abiding users and pedestrians, by the enforcement of a zero-tolerance policy for Driving While Intoxicated offenses.**





## Finance

- 36. Pays all invoices for the County in a timely manner and makes timely deposit and investment of County funds.**
- 37. Responds to inquiries regarding Ontario County sales tax and distributes sales tax revenues to municipalities.**

## Purchasing

- 38. Disposes of surplus assets through reuse within the county or sale via auction.**
- 39. Provides a fair and open competitive environment for bidding on county equipment, services and construction.**

# Human Resources

- 40. Administers State Civil Service Law for approximately 4500 employees of our two cities, sixteen towns, eight villages, eight school districts, two library districts, the Geneva Housing Authority, the Soil and Water Conservation District, Wayne Finger Lakes BOCES, and the Finger Lakes Community College.**
- 41. Offers two on-site confidential document shredding event days per year.**
- 42. Offers Civil Service Examinations for public employment throughout Ontario County.**
- 43. Maintains a confidential tip line for compliance complaints.**



## Public Works

- 44. Maintains roadways, bridges and culverts.**
- 45. Operates and maintains County Parks and Beaches.**
- 46. Operates and maintains County Sewer Districts.**
- 47. Regulates all commercial weighing and measuring devices, including gas and fuel pumps and meters in the county.**



## Planning

- 48. Manages County-wide agricultural plan.**
- 49. Provides invasive species management and coordination between local government units.**
- 50. Monitors and consults on public private partnership for waste management, landfill and recycling.**

# Public Health



- 51. Provides programs to prevent the spread of tuberculosis and other communicable diseases.**
- 52. Runs programs in collaboration with community stakeholders to help prevent or reduce major causes of death and chronic disease such as heart disease, diabetes, asthma, and cancer.**
- 53. Provides animal vaccine rabies clinics annually across the county and coordinates treatment of human rabies exposures.**
- 54. Monitors lead testing and provides education to parents relating to lead poisoning.**
- 55. Provides maternal and infant community health education designed to improve the health and well-being of at-risk infants.**
- 56. Develops Emergency Preparedness plans to assure readiness to respond to public health emergencies.**
- 57. Operates the Early Intervention and Pre School Programs to address the needs of children with developmental disabilities.**
- 58. Provides educational programs throughout the county related to health and wellness.**

# Mental Health

- 59. Through collaboration with the State, local and private entities, re-opened “Family Support Centers” in 2 of our 9 school districts.**
- 60. Operates a mental health clinic providing services to over 900 unique individuals in 2014.**
- 61. With the downsizing of State Psychiatric Hospital beds, advocates with the State for needed development and expansion of community based services.**
- 62. Works with the community service board to provide oversight and planning for the substance abuse, developmental disability and mental health needs of the county.**

## Office for the Aging

- 63. Connects adults over 60 years of age with essential community-based services and lifesaving programs.**
- 64. Distributes Farmers Market coupons to eligible residents in need.**
- 65. Operates Meals-on-Wheels and other special services for the aged and homebound.**

## Veterans

- 66. Coordinates veterans' programs and services for men and women who have served in the armed forces.**

## Social Services

- 67. Investigates reports of suspected child abuse and maltreatment and provides services to the families involved.**
- 68. Provides financial supports to families and individuals in need.**
- 69. Collects child support on behalf of children and distributes to custodial parents.**
- 70. Provides indigent burial assistance for individuals whose families are unable to provide for a decent interment .**
- 71. Recruits, trains and supports families providing foster care to children who cannot remain in their own homes.**
- 72. Investigates report of abuse of adults.**

## Youth Bureau

- 73. Promotes positive youth development through integrated community based planning.**

# County Clerk/Motor Vehicle Bureau

- 74. Records and makes available to the public county land records such as mortgages, deeds, maps, judgments and liens.**
- 75. Files and makes available to the public County and Supreme Court records.**
- 76. Administers Pistol Permits. Accepts applications, processes amendments, issues permit cards and maintains the pistol permit file.**
- 77. Acts as Acceptance Agent for passport applications.**
- 78. Maintains the records of all county residents who are a Notary Public and processes renewals.**
- 79. Records form DD-214 for local veterans and issues identification cards.**
- 80. Operates two local Motor Vehicle Bureau offices that offer full NYS DMV services.**



## Board of Elections

- 81. Facilitates your right to vote in all federal, state and local primary and general elections.**
- 82. Hires and trains Election Inspectors to ensure a safe and secure election process.**

## County Treasurer

- 83. Collects delinquent tax payments.**
- 84. Issues Certificates of residency to colleges students to assist them with community college cost.**
- 85. Monitors Hotels, Motels, and Bed and Breakfasts to make sure we collect their occupancy tax to benefit Tourism in Ontario County.**

## Records & Archives

- 86. Oversees the proper storage, retention and disposition of County records defined by New York State Laws and serves as the depository for many historical records.**
- 87. Assists county residents seeking genealogy and historical information by mail, email, telephone and work with in-house researchers.**
- 88. Processes all Freedom of Information requests that are received by the County.**



# Economic Development

**89. Supports job creation and retention.**

**90. Leverages private capital to grow and retain businesses in Ontario County.**

**91. Supports strategic non-profit projects in Ontario County.**

**92. Encourages global competitiveness through designation as Foreign Trade Zone 289 and support for improvement at Canandaigua's Airport Facility.**



# Workforce Development

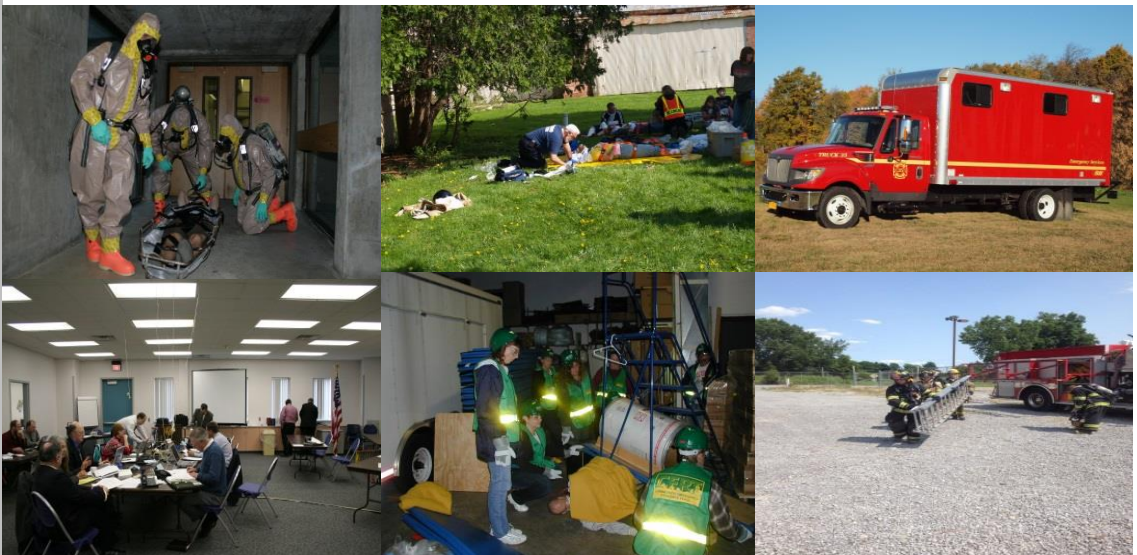
- 93. Provides assistance to job seekers and other targeted populations in obtaining the necessary skills, training and support to obtain gainful employment through career counseling, programs and other services.**
- 94. Assists in connecting at risk youth to educational, training and workforce opportunities to become successful in the workplace.**



- 95. Assists businesses with accessing training grants for incumbent workers and new hires to maintain and enhance their skill levels that will allow the business to remain competitive in the global economy.**
- 96. Provides labor market information, assessment tools and recruitment assistance for businesses.**

# Emergency Management

- 97. Develops emergency plans to respond to and recover from natural and other disasters.**
- 98. Develops and delivers training programs to Fire and EMS agencies.**
- 99. Assists Fire Departments by conducting cause and origin investigations.**
- 100. Oversees specialized teams such as the Hazardous Materials Response Team, High Angle Rescue, and Swift Water Rescue.**
- 101. Provides community outreach programs such as the Community Emergency Response Team Training (CERT) and Fire Safety lectures.**





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