

MORE THAN 101 WAYS

Ontario County Serves Its Residents and Strengthens Our Community



Mary A. Krause
County Administrator



John F. Marren
Chairman of the Board

May 2016

Board of Supervisors / Clerk to the Board

1 The Board of Supervisors, with 21 elected members, represents nearly
110,000 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 The Board adopts the annual County budget.

6 The County sponsors and funds community college costs, and pays a share of
our residents' community college tuition.

County Administrator

7 Coordinates the efforts of County departments to provide cost-effective and
responsive programs and services to the public.

8 Directs general inquiry calls to the appropriate department.

9 Maintains a confidential tip line for compliance complaints. The Deputy
County Administrator is the County Compliance Officer.

County Attorney

- 10 Helps provide fair and equal access for all residents to County facilities and programs.
- 11 Assists with regulatory compliance, County risk management and defense of lawsuits against the County in a manner that best protects taxpayers' interests.
- 12 Provides legal representation and advice for County agencies when children and families, juvenile delinquents and the vulnerable adult population need services and become involved with the legal system.

County Clerk / Department of Motor Vehicles

- 13 Records and makes available to the public County land records such as mortgages, deeds, maps, judgments and liens.
- 14 Files and makes available to the public County and Supreme Court records.
- 15 Administers pistol permits. Accepts applications, processes amendments, issues permit cards and maintains the pistol permit file.
- 16 Acts as acceptance agent for passport applications.
- 17 Maintains the records of all County residents who are a notary public and processes renewals.
- 18 Records form DD-214 for local veterans and issues identification cards.
- 19 Operates two (2) local Motor Vehicle Bureau Offices that offer full NYS DMV services, one in Canandaigua and one in Geneva.

County Treasurer

- 20 Collects delinquent tax payments.
- 21 Issues certificates of residency to college students to assist them with community college costs.
- 22 Monitors hotels, motels, and bed and breakfasts to make sure we collect their occupancy tax to benefit tourism in Ontario County.

District Attorney

- 23 Prosecutes all crimes arising in Ontario County.
- 24 Represents the people of Ontario County and New York State by providing prosecution services to 39 judges in 21 courts throughout the County.
- 25 Provides support and assistance to victims of crime, and particularly to victims of physical assault, sexual assault, domestic violence, child abuse and elder care.
- 26 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 (DWI) offenses.



Economic Development

- 27 In the past five years, Economic Development helped 61 employers expand their businesses.
- 28 In 2015, Ontario County IDA approved new construction projects valued at \$28,135,000. These projects will provide millions in revenues to our municipalities over the term of the PILOTs.
- 29 In 2015, Ontario County EDC loaned \$1,495,000 which leveraged \$3,074,730 of private investment to create/retain 736 jobs.
- 30 In 2015, Ontario County EDC funded on-the-job training and incumbent worker training for 56 people in 8 companies.

Elections

- 31 The Ontario County Board of Elections conducts elections for federal and state elected offices, all County-wide, city and town elected offices, and over 200 County committee member party positions for the Democratic, Republican and Conservative Parties. Administration of elections includes oversight of the petition and caucus process and receipt of all documents required for candidates to access the ballot.
- 32 The Board of Elections provides daily maintenance to the voter registration files with just over 70,000 active and inactive registered voters.
- 33 The Board of Elections programs, maintains and delivers 92 voting machines to 44 polling sites throughout the County and works closely with the Office of Sheriff to retrieve election night results data.
- 34 The Board trains, certifies, and processes payments to approximately 400 election inspectors annually.
- 35 To assist voters who are absent from the County on election day, or are unable to vote in person, the Board processes an average of 3,500 absentee ballots and applications annually.

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36 In addition to cooperating with local school districts to provide HAVA compliant voting machines, the Board participates with school outreach voter registration programs, lectures in Participation in Government classes, and conducts on-site voting machine instruction for students. The Board also actively engages with community organizations and civic groups to provide education on the use of the new voting system.

Emergency Management

37 Develops emergency plans to respond to and recover from natural and other disasters.

38 Develops and delivers training programs to Fire and Emergency Medical Services (EMS) agencies.

39 Assists fire departments by conducting cause and origin investigations.

40 Oversees specialized teams such as the Hazardous Materials Response Team, High Angle Rescue, and Swift Water Rescue.

41 Provides community outreach programs such as the Community Emergency Response Team Training (CERT) and fire safety lectures.

Finance

42 Pays all invoices for the County in a timely manner and makes timely deposit and investment of County funds.

43 Responds to inquiries regarding Ontario County sales tax and distributes sales tax revenues to municipalities.

Human Resources

- 44 Administers State Civil Service Law for approximately 5,000 employees of our County, two cities, sixteen towns, eight school districts, two library districts, the Geneva Housing Authority, the Soil and Water Conservation District, Wayne Finger Lakes BOCES, and Finger Lakes Community College.
- 45 Offers civil service examinations for public employment in Ontario County for careers in finance, public safety, human services, health care, information technology, secretarial and administrative support and more.
- 46 The Human Resources web page has 1,286 subscribers receiving automatic notifications about employment opportunities within the County.
- 47 Conducts three Red Cross blood drives each year for employee participation. An average of 83 pints are collected per year that helps approximately 249 patient lives throughout the region.
- 48 Administers the Ontario County Mutual Self-Insurance Plan that provides workers' compensation coverage to employees in the County, cities, towns, villages, Finger Lakes Community College, and the Ontario County Soil & Water Conservation District. The Plan continues to operate over \$1 million below benchmark. The Plan also covers Ontario County volunteers who serve the community as firefighters and ambulance workers.
- 49 Offers two on-site confidential document shredding event days per year to County employees and the general public.

Information Services

50 Provides residents easy access to information via the County website at:

<http://www.co.ontario.ny.us>

51 Uses the power and connectivity of Geographic Information Systems (GIS) to enable better decisions, problem solving and inspire innovation in our community.

The screenshot displays the Ontario County Online Resources website. The main interface features a map of Ontario County, New York, with several townships highlighted in yellow: Town of Arkville, Town of Hartsville, Town of Hopkirk, Town of Ontario, Town of Randolph, Town of South Ontario, and Town of Westford. The map includes navigation tools like 'Zoom In', 'Zoom Out', and 'Full Extent'. An 'Attachments Viewer' window is open, showing a list of aerial photos from 1938 to 1979 and a selected file 'OC_Sol_Survey_1938_Map_23.jpg'. A 'PROPERTY COMPARABLE REPORT' window is also visible, providing details for a specific property.

PROPERTY COMPARABLE REPORT			
Search Criteria:	Assessment Type: Full	Bedrooms: 2 to 4	
Municipality: Town of Hartsville	Assessed Value: \$113,840 to \$199,750	Full Bath: 1 to 3	
Neighborhood: 2829	Year Built: 2000 to 2015	Half Bath: 0 to 1	
School District: Victor Central	Property Area: 0.22 to 0.27	Wall Bath: 0 to 1	
Property Class: 1 Family Res	Square Feet: 1912 to 1945		
Building Style: Colonial			
Parcel Count: 41, 20 to 100, 200			
Similar Properties			
Parcel Map #	Municipality	Physical Location	
41-20-1-100-000	Town of Hartsville	1679 Hartsville St	
41-20-1-100-000	Town of Hartsville	1667 Hartsville St	
41-20-1-100-000	Town of Hartsville	1666 Hartsville St	
41-20-1-100-000	Town of Hartsville	1665 Hartsville St	
41-20-1-100-000	Town of Hartsville	1664 Hartsville St	
41-20-1-100-000	Town of Hartsville	1663 Hartsville St	
41-20-1-100-000	Town of Hartsville	1662 Hartsville St	
41-20-1-100-000	Town of Hartsville	1661 Hartsville St	
41-20-1-100-000	Town of Hartsville	1660 Hartsville St	
41-20-1-100-000	Town of Hartsville	1659 Hartsville St	

Mental Health

52 Operates a mental health clinic providing services to over 900 unique individuals annually, 200 of whom are under the age of 18 (2015).

53 With the downsizing of the State facilities for those with mental illness and developmental disabilities, we advocate and have a voice with the State Agencies regarding the need for development and expansion of community based services.

54 A Community Services Board comprised of concerned, invested residents of Ontario County provides input, planning and oversight for programming for substance abuse, developmental disabilities and mental health.

55 The Ontario County Mental Health Clinic works closely with the Ontario County Attorney to "investigate" and determine persons potentially benefitting from "AOT" oversight and monitority (Assisted Outpatient Treatment).

56 Through collaboration with the Partnership for Ontario County, we have successfully received grant funding to expand an array of services pertaining to substance abuse problems, including the Partnership for Success which has provided numerous heroin forums across the County, conducted surveys and focus groups and organized "medication take back days". The most recent grant is focused on developing youth and young adult "clubhouses" for substance free activities and supports across the County.

57 Through collaboration with the State, local and private entities, "Family Support Centers" are open in 4 of our 9 school districts.

Office for the Aging

- 58 Operates the NY Connects Program which provides information and assistance to people of all ages on available long term care services and supports.
- 59 Provides case management and home care services to frail older adults age 60 or over.
- 60 Provides respite and caregiver support to relieve those caring for an older adult.
- 61 Conducts the evidence-based fall prevention program, Matter of Balance.
- 62 Provides medicare and health insurance counseling to people of all ages who are medicare eligible.
- 63 Operates the Meals-on-Wheels and Community Dining Program serving nearly 70,000 meals each year to older adults and their caregivers.
- 64 Through collaboration with the Alzheimer's Association, provides counseling to families dealing with dementia.

Planning

- 65 Manages the County Agricultural Enhancement Plan that establishes policy and methodologies to ensure the economic viability of the farms and agricultural related businesses so important to the local economy and in maintaining the rural landscape so important to community character and quality of life.
- 66 Works with local governments, local citizen organizations and local and state agencies to manage water quality of our lakes, streams, and aquifers through the County's Water Resources Council.
- 67 Monitors the operation of the Ontario County landfill and supports the Board of Supervisors' responsibility to manage and reduce the amount of solid waste generated within Ontario County through the adoption, update, and implementation of the County's Solid Waste Management Plan.
- 68 Provides professional planning support to the County Planning Board on projects of intermunicipal and County-wide significance, and to local municipal boards through technical assistance requests on project review, environmental review, comprehensive plan and zoning code revisions.
- 69 Manages the annual update of the County's 7-year Capital Improvement Plan so that County assets such as roads, bridges, parks, Finger Lakes Community College, the County 9-1-1 and emergency radio communication systems, and office buildings are well maintained, safe, and are sufficient to serve our residents' present and anticipated future needs.
- 70 Provides a conduit for state, federal, and private grant funding for projects ranging from park improvements, aid to local snowmobile clubs for maintenance of trails, improvements to 9-1-1 and emergency communications, aid to firefighters, restoration of historic buildings to management of aquatic vegetation in our lakes.

Probation

- 71 The Probation Department collected over \$180,000 in restitution for Ontario County victims in 2015.
- 72 The Probation Department and Day Reporting Programs combined to provide over 31,000 hours of community service for the towns and non-profit agencies in Ontario County.

Public Defender

- 73 Zealously represents qualifying individuals charged with all levels of crimes throughout Ontario County.
- 74 Refers clients to treatment programs, when there is a need.
- 75 Appears at arraignments on an on-call basis 7 days a week, in courts throughout Ontario County.

Conflict Defender

- 76 Assigns attorneys to represent indigent family court litigants.
- 77 Defends or assigns attorneys to defend people accused of crime when the Public Defender cannot take the case.

Public Health

- 78 Provides surveillance activities to prevent the spread of communicable diseases.
- 79 Collaborates with community stakeholders to help prevent or reduce major causes of death and chronic disease such as heart disease, diabetes, asthma, and cancer.
- 80 Provides six rabies vaccine clinics annually across the County and coordinates treatment of human rabies exposures.
- 81 Monitors lead testing and provides education to parents relating to lead poisoning.
- 82 Provides maternal and infant community health education designed to improve the health and well-being of at-risk infants.
- 83 Develops emergency preparedness plans to assure readiness to respond to public health emergencies.
- 84 Operates the Early Intervention and Pre-School Programs to address the needs of children with developmental disabilities.
- 85 Provides educational programs throughout the County related to health and wellness.



Public Works

- 86 Maintains 270 miles of roadways, 73 bridges, and 1,100 culverts.
- 87 Maintains 51 structures ranging from the County jail to radio towers.
- 88 Operates and maintains County parks including its beaches.
- 89 Operates and maintains two County sewer districts, including a 600,000 gallons per day wastewater treatment plant.



Purchasing

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

Real Property Tax Services

- 92 Maintains tax maps, Geographic Information Systems (GIS) parcel data, parcel and ownership history.
- 93 Provides printing services for large scale survey maps, subdivision maps and tax maps.
- 94 Provides technical and valuation support to assessment officials.
- 95 Provides parcel inventory, sales, assessment, exemption, special district and tax levy information to the public and municipal officials.
- 96 Provides data processing services to produce assessment rolls, tax rolls, and tax bills for County, town, school and village taxes.
- 97 Provides required training to Boards of Assessment Review.
- 98 Processes pro-rata chargeback processing per RPTL 520 and agricultural conversion penalties for County, town and school taxes.

Records and Archives

99 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.

100 Assists County residents seeking genealogy and historical information by mail, email, telephone and works with in-house researchers.

101 Processes all Freedom of Information requests that are received by the County.

102 The Department of Records, Archives and Information Management Services (RAIMS) sponsors several New York State archives workshops a year to improve the skills of records managers and historians in this area; however, all who are interested are welcome to attend.

103 The microfilmers at RAIMS scan and microfilm records that are deemed permanent/historical for preservation and accessibility in order to better serve County residents.



Office of Sheriff

- 104 Provides officers for security and protection in our County and local courts.
- 105 Provides civil law enforcement officers to process and serve judicial orders.
- 106 Reduces crime victimization through prevention education programs, including an annual Citizen's Police Academy.
- 107 Fights the current heroin epidemic through collaboration with our Probation, District Attorney, Mental Health and Public Health Departments and our schools.
- 108 Delivers maximum communication support to all travelers, residents, businesses and public agencies requiring immediate fire, police or ambulance responses. (Dial 9-1-1).
- 109 Provides County law enforcement to investigate crimes and promote highway safety.
- 110 Provides correction officers to staff the Ontario County Jail ensuring the public's safety and to transport jail inmates when requested by the courts.
- 111 Provides K-9 assistance for bomb detection, narcotic enforcement and searches for missing persons and criminal suspects.
- 112 Patrols waterways and shorelines and enforces the New York State Navigation Law.
- 113 Investigates pistol license applications on behalf of the State.

Social Services

- 114 Assists homeless individuals to obtain and maintain permanent housing.
- 115 Assists disabled low-income individuals to obtain federal benefits that provide a higher and more consistent income stream.
- 116 Recruits adoptive parents and facilitates adoption for children in foster care who need permanent homes.
- 117 Provides a variety of training opportunities to community agencies.
- 118 Investigates reports of suspected child abuse and maltreatment and provides services to the families involved.
- 119 Provides financial support to families and individuals in need.
- 120 Collects child support on behalf of children and distributes to custodial parents.
- 121 Provides indigent burial assistance for individuals whose families are unable to provide for a decent interment.
- 122 Recruits, trains and supports families providing foster care to children who cannot remain in their own homes.
- 123 Investigates reports of abuse of adults.

Youth Bureau

- 124 Promotes positive youth development through integrated community based planning.

STOP D.W.I.

- 125 Develops and implements programs in an effort to decrease alcohol and drug related driving fatalities and injuries in Ontario County.
- 126 Monitors the Ignition Interlock Program for those individuals convicted of Driving While Intoxicated (DWI) in Ontario County.
- 127 Prepares and administers Victim Impact Panels for individuals convicted of Driving While Under the Influence (DWUI) of alcohol and/or drugs.
- 128 Coordinates grants from the Governor's Traffic Safety Committee related to Ontario County highway safety, and collects and provides traffic data related to impaired driving for local and state agencies.

Veterans Service Agency

- 129 Coordinates veterans' programs and services for men and women who have served in the armed forces.
- 130 Provides assistance in determining the appropriate education benefit program to veterans as they further their education.
- 131 Assists family members with burial benefits and proper honors for deceased veterans.

Weights and Measures

- 132 Regulates all commercial weighing and measuring devices, including gas and fuel pumps and meters in the County.
- 133 Calibrates bulk milk tanks on farms to make sure farmers and dairies are treated equally and the quantity of milk is accurately measured.
- 134 Participates in the State petroleum sampling program to make certain that gas and diesel products meet federal standards.

Workforce Development

- 135 Provides assistance to job seekers in obtaining the necessary skills, training, and support to obtain gainful employment through career counseling, programs, and other services.
- 136 Introduced a specific training of Personal Skills for Success, for individuals to obtain or refresh their soft skills to enhance their success in job retention.
- 137 Assists in connecting youth to educational, training, and workforce opportunities to become successful in the workplace. We offer a year-round program for out-of-school, at-risk 16 to 24 year olds by providing multiple opportunities to enhance their skills and abilities. We also offer a summer employment program for low income 14 to 20 year olds.
- 138 Assists businesses and provides labor market information, assessment tools and recruitment in conjunction with accessing training grants and tax incentives for new and incumbent employees to maintain and enhance their skill levels that allow businesses to remain competitive.
- 139 Gains access to current career information and job openings from a variety of industries and the latest in new technologies and employers coming to and residing in Ontario County.

Phone Directory

Board of Supervisors / Clerk to the Board	(585) 396-4447
Conflict Defender	(585) 396-4284
County Administrator	(585) 396-4400
County Attorney	(585) 396-4411
County Clerk	(585) 396-4200
County Treasurer	(585) 396-4432
Department of Motor Vehicles (DMV)	(585) 396-4210
District Attorney	(585) 396-4010
Economic Development	(585) 396-4460
Elections	(585) 396-4005
Emergency Management	(585) 396-4310
Finance	(585) 396-4426
Human Resources	(585) 396-4465
Information Services	(585) 396-4500
Mental Health	(585) 396-4363
Office for the Aging	(585) 396-4040
Planning	(585) 396-4455
Probation	(585) 396-4222
Public Defender	(585) 396-4645
Public Health	(585) 396-4343
Public Works	(585) 396-4000
Purchasing	(585) 396-4442
Real Property Tax	(585) 396-4382
Records and Archives	(585) 396-4376
Sheriff	9-1-1 or (800) 394-4560
Social Services	(585) 396-4060
STOP DWI	(585) 396-4308
Veterans Service Agency	(585) 396-4185
Weights and Measures	(585) 396-4375
Workforce Development	(585) 396-4020
Youth Bureau	(585) 396-4035



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