

**MINUTES**  
**FINANCIAL MANAGEMENT COMMITTEE**  
**August 14, 2013**

**MEMBERS PRESENT**

Dodie Huber, David Baker, Theodore Fafinski, Dan Marshall, John Sheppard

**OTHERS PRESENT**

In addition to Committee Members: John Garvey, Cathy Bentzoni, Tom Harvey, Bill Wright, Jeremy Marshall, Mary Krause, Jeff Rougeux, Lorrie Scarrott, Mary Burnett, Deb Gierman, Mary Gates, Nellie Puma, Suzanne Vary, Elaine McCaig, James Fisher, Judy Manntai

**CALL TO ORDER**

The meeting of the Financial Management Committee was called to order at 1:00 p.m. by Chair Dorothy Huber.

Supervisor Robert Green was declared to be necessarily absent.

**MINUTES**

Supervisor Sheppard made a motion to approve the minutes of the Financial Management Committee meeting on July 24, 2013. Supervisor Fafinski seconded the motion. The motion carried.

**HUMAN SERVICES**

- ▶ **Resolution:** *Social Services ~ Emergency Revolving Fund*

Supervisor Baker made a motion to file the resolution to close the Emergency Revolving Fund checking account and return the \$10,000 impressed balance to the General Fund. Supervisor Sheppard seconded the motion. The motion carried.

- ▶ **Resolution:** *Veterans Service Agency ~ Creation of Office Specialist II*

Supervisor Marshall made a motion to file the resolution to approve the creation of an Office Specialist II position in the Veterans Services Agency. Supervisor Fafinski seconded the motion. The motion carried.

**PUBLIC SAFETY**

- ▶ **Resolution:** *Probation ~ Authorization to Apply for Alternative to Incarceration Grant*

Supervisor Baker made a motion to file the resolution to authorize the Probation Department to apply for a grant from the NYS Division of Criminal Justice Services for up to \$300,000 in funding over a period of eighteen months, to support alternatives to incarceration and alternatives to jail detention programs. There is no County match required. Supervisor Sheppard seconded the motion. The motion carried.

**PLANNING & RESEARCH**

- ▶ **Transfer:** *Economic Development ~ Transfer to Establish Budget to Record Grant to OCEDC*

Supervisor Marshall made a motion to approve the budget transfer of \$939 to establish the budget to record a grant to OCEDC. This will be the final transaction in the CQ Fund. Supervisor Fafinski seconded the motion. The motion carried.

**CAPITAL PROJECTS**

- ▶ **Resolution:** *Public Safety ~ Amend CP 6-2012: UHF Simulcast Network Project and Appropriate Reserve Funding*

Supervisor Baker made a motion to file the resolution to amend CP 6-2012, UHF Simulcast Network Project, to include the addition of four sites to allow for conversion of all ten sites and to authorize the use of \$120,000 from the Wireless 9-1-1 Reserve to fund these additional sites. Supervisor Sheppard seconded the motion. The motion carried.

- ▶ **Resolution:** *Public Works ~ CP 7-2012: Pump Stations 4W and 5W Improvements - Budget and Contract Amendment*

Supervisor Baker made a motion to file the resolution to authorize a contract amendment with Barton & Loguidice, P.C., for professional engineering services to prepare plans and specifications for a water treatment plant backwash bypass system as part of the Pump Stations 4W and 5W Improvements Project for an additional cost of \$13,862.00. The term of the contract shall be extended to November 30, 2013. Supervisor Marshall seconded the motion. The motion carried.

**FMC STANDING COMMITTEE ITEMS**

- ▶ **Transfer:** *Budget Transfer to Finance for Overtime Related to OneSolution Software Conversion*

Supervisor Sheppard made a motion to approve the budget transfer of \$6,500 to allocate funds budgeted for OneSolution software conversion to the Finance overtime budget for overtime related to the OneSolution conversion. Supervisor Baker seconded the motion. The motion carried.

- ▶ **Resolution:** *Purchasing ~ Abolishment of Purchasing Specification Writer and Creation of Buyer*

Supervisor Fafinski made a motion to file the resolution to approve the request for creation of a Buyer position for the Purchasing Department. Supervisor Baker seconded the motion. The motion carried.

**2014-2015 BUDGET REVIEWS**

County Treasurer  
(A1325 - A1326, A1362)

Elaine McCaig presented the budgets for the County Treasurer’s Office.

Supervisor Baker made a motion to approve the County Treasurer's Budgets as presented. Supervisor Sheppard seconded the motion. The motion carried.

Finance Departments  
(A1310 - A1313)

Mary Gates presented the budgets for all Finance Departments. It was noted that this budget includes the combining of the Central Finance, Public Safety, and Health Finance Budgets under one department.

Supervisor Sheppard made a motion to approve the Finance Department Budgets as presented. Supervisor Marshall seconded the motion. The motion carried.

Community College Tuition for  
Out of County (A2490)

Cathy Bentzoni presented the budget for College Tuition chargebacks noting that the amount has been increased for the 2014 and 2015 budgets in keeping with the increasing cost over the past couple of years.

Supervisor Sheppard made a motion to approve the College Tuition Budget as presented. Supervisor Baker seconded the motion. The motion carried.

FLCC Sponsor Contribution  
(A2495-A2496)

Cathy Bentzoni presented the budgets for the FLCC Sponsor Contribution and the Contribution to FLCC-CIP.

Supervisor Baker made a motion to approve the FLCC Sponsor Contribution and the FLCC-CIP budgets as presented. Supervisor Sheppard seconded the motion. The motion carried.

Purchasing (A1345)

Deb Gierman presented the budget for Purchasing.

Supervisor Marshall made a motion to approve the Purchasing budget. Supervisor Fafinski seconded the motion. The motion carried.

Mary Burnett presented the budgets for Justices and Constables, Judgments and Claims, and Assessments on County Property.

Justices and Constables (A1180)

Supervisor Baker made a motion to approve the Justice and Constables Budget as presented. Supervisor Sheppard seconded the motion. The motion carried.

Judgments and Claims (A1930)

Supervisor Baker made a motion to approve the Judgments and Claims Budget as presented. Supervisor Sheppard seconded the motion. The motion carried.

- Assessments on County Property (A1950) Supervisor Baker made a motion to approve the Assessments on County Property Budget as presented. Supervisor Fafinski seconded the motion. The motion carried.
- Debt Service - V Fund Lorrie Scarrott presented the budget for the Debt Service Fund.
- Supervisor Baker made a motion to approve the Debt Service Fund Budget as presented. Supervisor Marshall seconded the motion. The motion carried.
- Cathy Bentzoni presented the budgets for Distribution of Sales Tax and A9999-Other.
- Distribution of Sales Tax (A1985) Supervisor Sheppard made a motion to approve the Distribution of Sales Tax Budget as presented. Supervisor Baker seconded the motion. The motion carried.
- Other (A9999) Supervisor Sheppard made a motion to approve the Other Fund Budget as presented. Supervisor Baker seconded the motion. The motion carried.
- Updated CIP 2014-2019 Nellie Puma distributed and commented on the updated 2014-2019 CIP documents. Tom Harvey distributed information regarding funding of the budget gap for the FLCC Geneva Center Project, which included proposed revisions to the 2009-2014 CIP as well as the 2014 FLCC Capital Maintenance Project Request.
- Supervisor Sheppard made a motion to fund the remaining \$58,000 for the Geneva Campus Center from the Capital Project Reserve. Supervisor Baker seconded the motion. The motion carried.
- Supervisor Baker made a motion to approve the 2014-2019 CIP. Supervisor Sheppard seconded the motion. The motion carried.
- Budget Discussion County Administrator John Garvey voiced concern that some of the departments have not understood the Budget Guidelines and may need stronger instruction from the Committee.
- Director Cathy Bentzoni commented that as the projected budget stands currently, the allowable tax cap is 2.58%, or approximately \$1.4 million increase over the 2013 tax levy. Departments will complete their budget review with Standing Committees this week. During the next few weeks Cathy will be analyzing the

budget requests to determine where significant changes have occurred.

**FLCC**

- ▶ **Resolution:** *2012-2013 FLCC Operating Budget Amendment No.1 - Grants*

Supervisor Baker made a motion to file the resolution to amend the 2012-2013 Finger Lakes Community College Operating Budget by an increase of \$1,992,434.02, from \$43,344,228 to \$45,336,662.02, with the sponsor’s contribution remaining unchanged. Supervisor Sheppard seconded the motion. The motion carried.

**OTHER BUSINESS**

**Pioneer Library System**

County Administrator Garvey reported that he and Cathy Bentzoni met with Cassie Guthrie of the Pioneer Library System regarding their request that the County reconsider the elimination of its contribution to the Pioneer Library System. A suggestion has been made to the Library Advisory Board that they renew their request with the stipulation that the contribution would only be distributed to small rural libraries that do not have the ability to raise funds via taxes through a municipality.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 2:40 p.m. following a motion by Supervisor Fafinski. The motion was seconded by Supervisor Sheppard. Supervisor Baker opposed the motion to adjourn. The motion carried.

The next regularly scheduled meeting is Wednesday, September 4, 2013, at 1:00 p.m.

Respectfully submitted,

Judy Manntai  
Recording Secretary

**Budget Schedule  
Important Dates**

- a. August 14 ~ FMC Reviews Budgets with Departments Reporting to FMC
- b. September 9-18 ~ FMC Reviews Budgets with all non-FMC Reporting Departments
  - Monday, September 9 - 8:30 a.m. - 12:30 p.m.
  - Wednesday, September 11 - 8:30 a.m. - 12:30 p.m.
  - Tuesday, September 17 - 8:30 a.m. - 12:30 p.m.

Wednesday, September 18 - 8:30 a.m. - 12:30 p.m.

- c. September 25 ~ Joint Meeting with any Standing Committee and FMC; if Requested by the Standing Committee
- d. October 16
  - i. Filing Notice of Setting the Budget Hearing Date
  - ii. Filing Notice of Public Hearing for Budget and CIP
  - iii. Budget Message Completed and Signed by Committee Members
- e. November 6 ~ Budget Resolutions Approved by FMC and Filed
- f. November 14 ~ Budget Workshop, Public Hearing and Adoption of the Budget and CIP
- g. By December 13 ~ Approved 2014-2015 Budget Posted on County Website