

MINUTES
FINANCIAL MANAGEMENT COMMITTEE
November 6, 2013

MEMBERS PRESENT

Dodie Huber, Theodore Fafinski, Bob Green, John Sheppard

OTHERS PRESENT

In addition to Committee Members: John Garvey, Darlys McDonough, Cathy Bentzoni, Lorrie Scarrott, Gary Baxter, Phil Povero, Jeff Harloff, Jeff Rougeux, Robin Johnson, Alice Haskins, Tom Harvey, Mary Gates, Nellie Puma, Mayor John Holden, 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 Dodie Huber.

Supervisors Baker and Marshall were declared to be necessarily absent.

MINUTES

Supervisor Fafinski made a motion to approve the minutes of the Financial Management Committee meeting on October 16, 2013. Supervisor Green seconded the motion. The motion carried.

**Mayor Holden ~ Demolition Project
in Village of Victor**

Mayor John Holden met with the Financial Management Committee to report on a property that was declared uninhabitable and subsequently demolished in the Village of Victor. The property taxes are currently paid in full. However, the cost of demolition and disposal will be added to the property owner's tax bill, approximately \$27,000. There is no impact to the County at this time and no action was taken.

**GOVERNMENT OPS
& IMPROVED METHODS**

**Real Property Tax Services - 2013
Wholly Exempt Value Review for
2014 Sales Tax Distribution**

A report regarding the *2013 Wholly Exempt Value Review for 2014 Sales Tax Distribution Purposes* was reviewed and commented on by Robin Johnson, Director of Real Property Tax Services.

PUBLIC SAFETY

- ▶ **Transfer: Sheriff ~ 911
Communications - Transfer for
Overtime Correction of Flex
Time Calculations**

Supervisor Sheppard made a motion to approve the budget transfer of \$13,100 to cover the cost of an overtime correction which was previously calculated as flex time. The overtime payout occurred in March 2013 from the training budget. Supervisor Fafinski seconded the motion. The motion carried.

- Supervisor Green made a motion to approve the budget transfer of \$150,000 to provide additional funding for overtime to cover scheduling issues related to multiple disabilities, increased transports, and vacant positions at the Jail. Supervisor Sheppard seconded the motion. The motion carried.
- It was noted that approximately \$990,000 has been budgeted to date for Jail overtime costs in 2013. It was further noted that the request from the Sheriff's department for the addition of six part-time corrections officers for the 2013 budget year was denied last year in the budget process. The 2014 salary and fringe benefits for the current roster of 96 full time officers for the jail is \$12,150,389.
- Supervisor Green offered the following block of two resolutions and moved their adoption. Supervisor Fafinski seconded the motion. The motion carried.
- ▶ **Transfer:** *Sheriff ~ Correctional Facility - Jail Overtime*
 - ▶ **Resolution:** *Sheriff ~ Acceptance of Donation - Finger Lakes Racing Association*
 - ▶ **Resolution:** *Sheriff ~ Acceptance of Donation - Hill Cumorah Pageant*
 - ▶ **Resolution:** *Sheriff ~ Authorize Acceptance of NYS Governor's Traffic Safety Grant for Child Passenger Safety Program*
 - ▶ **Resolution:** *Sheriff ~ Authorize to Apply for IMPACT Tools Initiative Grant from NYS Division of Criminal Justice Services*
 - ▶ **Transfer:** *Emergency Management ~ Reallocation of Funds for Purchase of Thermal Imaging Camera*
- The motion carried to file the resolution to accept the donation of \$3,947.04 from Finger Lakes Racing Association for law enforcement services rendered during the Summer Concert Series.
- The motion carried to file the resolution to accept the donation of \$19,168.85 from the Church of Jesus Christ of the Latter Day Saints for traffic control services to the Hill Cumorah Pageant.
- Supervisor Fafinski made a motion to file the resolution to authorize the Ontario County Sheriff to accept a grant of \$4,500 from the NYS Governor's Traffic Safety Committee for the Child Passenger Safety Program. Supervisor Sheppard seconded the motion. The motion carried.
- Supervisor Fafinski made a motion to file the resolution to authorize the Office of Sheriff to apply for grant funding of up to \$50,000 from Operation IMPACT Tools Initiative through the NYS Division of Criminal Justice Services. The grant funds would be used to support the purchase of new scanners for patrol cars for new operator licenses. Supervisor Green seconded the motion. The motion carried.
- Supervisor Green made a motion to approve the budget transfer of \$4,383 for the purchase of a new thermal imaging camera for use on the Ontario County Training Grounds by part-time employees. Supervisor Sheppard seconded the motion. The motion carried.

- ▶ **Transfer:** *Emergency Management ~ Reallocation of Funds for Access Control Reader*
Supervisor Fafinski made a motion to approve the budget transfer of \$3,380.30 to cover the cost and installation of an access control reader for the Emergency Management building on a single entrance door between overhead doors 3 & 4. Supervisor Sheppard seconded the motion. The motion carried.

- ▶ **Resolution:** *Probation ~ Increase of Petty Cash Fund*
Supervisor Sheppard made a motion to file the resolution to approve the increase in the Probation Department petty cash account from \$100 to \$200. Supervisor Green seconded the motion. The motion carried.

Proposed Office of Conflict Defender

Information was distributed regarding the increase in the proposed budget for the Office of Conflict Defender. The increase provides a three month overlap (July through September) with the Assigned Counsel administration contract to ensure uninterrupted services to clients. The revised estimated budget for July 1, 2014 through December 31, 2014 is \$176,909.

A local law to create the new department is being prepared by the County Attorney.

HEALTH & MEDICAL SERVICES

Supervisor Sheppard offered the following block of two resolutions and moved their adoption. Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *Mental Health ~ Contract Amendment - Jessica Norton*
The motion carried to file the resolution to amend the contract of Jessica R. Norton, M.D., for an additional amount of \$12,000 for a total contract not to exceed \$132,848.

- ▶ **Resolution:** *Mental Health ~ Contract Amendment - Kathleen Klein*
The motion carried to file the resolution to amend the contract of Kathleen Klein, RN, MSN, NPP, for an additional amount of \$8,000 for a total contract amount not to exceed \$35,040.

- ▶ **Transfer:** *Health Facility ~ Transfer to Cover Transition Expenses as Authorized by BOS Resolution No. 407-2013*
Supervisor Fafinski made a motion to approve the budget transfer of \$75,000 to provide funding for necessary expenses as part of the transition of the Health Facility to Centers for Specialty Care, LLC, as authorized by the Board of supervisors, Resolution No. 407-2013. Supervisor Sheppard seconded the motion. The motion carried.

- ▶ **Transfer:** *Health Facility ~ Transfer to Purchase Furniture for Resident Use*

Supervisor Green made a motion to approve the budget transfer of \$4,675 to cover the cost of furniture for resident use. Supervisor Sheppard seconded the motion. The motion carried.

Health Facility ~ Memo Regarding the Future of Accounts Receivable Management for the Health Facility

Mary Gates, Senior Fiscal Manager for the Health Facility, reported on the possibility of contracting the Health Facility billing and accounts receivable management to a third party due to staffing changes. Companies offering these services are currently being evaluated.

CAPITAL PROJECTS

Supervisor Green offered the following block of four resolutions and moved their adoption. Supervisor Sheppard seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC Master Plan Phase 1 Project - CP 5-2008: Approval of Change Order CO19-030*

The motion carried to file the resolution to approve Change Order CO19-030 with Weydman Electric to provide and install all the additional fire alarm devices needed on the third floor of C wing at FLCC for a cost of \$3,583.

- ▶ **Resolution:** *FLCC Master Plan Phase 1 Project - CP 5-2008: Approval of Change Order CO19-031*

The motion carried to file the resolution to approve Change Order CO19-031 with Weydman Electric to provide and install 208 volt power to the still and 115 volt power to the still's water tanks in science lab preparation room C317 at FLCC at a cost of \$2,839.

- ▶ **Resolution:** *FLCC Master Plan Phase 1 Project - CP 5-2008: Approval of Change Order CO13-004*

The motion carried to file the resolution to approve Change Order CO13-004 with Main-Ford Supply decreasing the amount of the contract by \$1,621.53 to pay for its share of additional final cleaning.

- ▶ **Resolution:** *FLCC Master Plan Phase 1 Project - CP 5-2008: Approval of Change Order CO13-005*

The motion carried to file the resolution to approve Change Order CO13-005 with Main-Ford Supply to provide material and labor to modify the tray slides, add venting to the metal door of the pizza oven, add additional gas control valves for individual kitchen appliances, and make modifications to the cooking kettle to allow better drainage at a cost of \$3,504.

- ▶ **Resolution:** *FLCC Geneva Campus Center - CP 4-2009: Authorizing Contract with Envoy Environmental for Air Monitoring*

Supervisor Sheppard made a motion to file the resolution to authorize the contract with Envoy Environmental Consultants, Inc., to provide air monitoring services during the abatement of asbestos and demolition of the 1965 athletic wing and multi-story main portion of the building at the Geneva Campus Center for a total contract amount of \$37,800. Supervisor Fafinski seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC Viticulture Center - CP 5-2011: Authorizing Contract with FLCC Foundation* Supervisor Green made a motion to file the resolution to authorize a contract with the FLCC Foundation for the transfer of \$200,000 of funding as a local share to be directed by the County towards costs incurred for the construction of the FLCC Viticulture Center. Supervisor Fafinski seconded the motion. The motion carried.

- ▶ **Resolution:** *Amend CP 6-2012: UHF Simulcast Network Project* Supervisor Sheppard made a motion to file the resolution to amend CP 6-2012: UHF Simulcast Network Project to include the Hunt Hollow site and authorize the use of \$31,367.90 from the Wireless 9-1-1 Reserve to fund the necessary contract with Finger Lakes Communication Company, Inc. Any proceeds from the sale of surplus microwave and radio equipment shall be utilized to reimburse the Wireless 9-1-1 Reserve, in part or in full. Supervisor Green seconded the motion. The motion carried.

FMC STANDING COMMITTEE ITEMS

3rd Quarter Sales Tax Report

The 3rd *Quarter 2013 Sales Tax Report* was reviewed. It was noted that Sales Tax had an increase of approximately 2.97% compared to the 3rd quarter of 2012.

3019 Finance - Staffing Proposal

Supervisor Green made a motion to approve the proposed staffing change for 3019 Finance Office, which is the abolishment of two Finance Clerk I positions and the creation of a Finance Clerk II position. This change will result in an estimated savings of \$62,316.43 for 2014. Supervisor Sheppard seconded the motion. The motion carried.

- ▶ **Resolution:** *Approve the 2014-2019 Capital Improvement Plan*

Supervisor Sheppard made a motion to file the resolution to approve the 2014-2019 Capital Improvement Plan. Supervisor Green seconded the motion. The motion carried.

Supervisor Sheppard offered the following block of two resolutions and moved their adoption. Supervisor Fafinski seconded the motion. The motion carried.

- ▶ **Resolution:** *Adoption of the County Budget for the Year 2014*

The motion carried to file the resolution for *Adoption of County Budget for Year 2014*.

- ▶ **Resolution:** *Appropriation for Conduct County Government Fiscal Year 2014*

The motion carried to file the resolution for *Appropriation to Conduct County Government Fiscal Year 2014*. The amount of the appropriation to be covered by property tax is \$51,934,777.

OTHER BUSINESS

STAR Exemption

Discussion took place regarding the STAR Exemption and the number of people who have not yet re-registered for the exemption which can save a property owner \$400 to \$800 on their school taxes. It was noted that Robin Johnson, Director of Ontario County Real Property Tax Services, has gone beyond the call of duty and worked numerous weekends to help residents of Ontario County with this process.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 2:35 p.m. following a motion by Supervisor Green. The motion was seconded by Supervisor Sheppard. The motion carried.

The next regularly scheduled meeting is Wednesday, November 27, 2013, at 1:00 p.m.

Respectfully submitted,

Judy Manntai
Recording Secretary

**Budget Schedule
Important Dates**

- a. November 14 ~ Budget Workshop, Public Hearing and Adoption of the Budget and CIP
- b. By December 13 ~ Approved 2014-2015 Budget Posted on County Website