



MINUTES
FINANCIAL MANAGEMENT COMMITTEE
3019 County Complex Drive, Canandaigua, New York
February 26, 2014

MEMBERS PRESENT

John Sheppard, John Cowley, Ted Fafinski, Bob Green, Rich Russell

OTHERS PRESENT

In addition to Committee Members: John Garvey, Deb Gierman, Robin Johnson, Mary Krause, Phil Povero, Bill Wright, Brian Young, Tim Jensen, Betsy Landre, Sue Vary, Deb Trickey, Mary Burnett, Mary Gates, Shelly Gray, Nellie Puma, Michael Wojcik, Halle Stevens, James Fisher, Joe Delforte, Judy Manntai

CALL TO ORDER

The meeting of the Financial Management Committee was called to order at 1:00 p.m. by Chairman Sheppard. Supervisor Baker was declared necessarily absent.

MINUTES

Supervisor Cowley made a motion to approve the minutes of the Financial Management Committee meeting on February 5, 2014. Supervisor Russell seconded the motion. The motion carried.

FLCC

Representatives of The Bonadio Group gave a brief presentation of FLCC Audit Results for the Year Ended August 31, 2013. James Fisher, FLCC's Vice President for Administration and Finance, also commented on the expected financial impact of the changes in the college chargeback income.

GOVERNMENT OPERATIONS & IMPROVED METHODS

- ▶ **Resolution:** *Real Property Tax ~ Authorization to Participate in Defense of Real Property Tax Assessment Challenge*

Supervisor Green made a motion to file the resolution authorizing Ontario County to share the defense costs in the certiorari cases on the filed list (4 parcels) and authorizing the County Attorney to participate in the defense of real property tax assessment challenges up to 25% of defense costs, including professional appraisal and legal fees subject to total funding available. The motion was seconded by Supervisor Russell. The motion carried.

PLANNING & RESEARCH

- ▶ **Resolution:** *Revolving Loan Fund ~ 2014 Program Income Workforce Development Grant*

Supervisor Green made a motion to file the resolution authorizing the use of \$10,862.86 Microenterprise funds in the Revolving Loan Fund Program Income monies to fund On-The-Job Training and Incumbent Worker/Customized Training activities by Workforce Development as detailed in the resolution. The

motion was seconded by Supervisor Russell. The motion carried.

- ▶ **Transfer:** *CR Economic Development ~ Budget Transfer to Record Grant to OCEDC for Loan to CCN International*

Supervisor Green made a motion to approve the budget transfer of \$221,500 from the CR Appropriated Fund Balance to record the grant to OCEDC for the loan to CCN International, Inc. The motion was seconded by Supervisor Fafinski. The motion carried.

PERSONNEL

- ▶ **Resolution:** *Human Resources ~ Reallocation to Grade: Stop DWI Program Administrator*

Supervisor Russell made a motion to file the revised resolution authorizing the abolishment of Stop DWI Coordinator and creation of Stop DWI Program Administrator. The motion was seconded by Supervisor Fafinski. This position will report directly to the District Attorney. The motion carried.

PUBLIC SAFETY

- ▶ **Resolution:** *Sheriff ~ Authorization to Accept Donation*
- ▶ **Transfer:** *Jail ~ Authorization to Purchase Equipment*
- ▶ **Resolution:** *Sheriff ~ Authorization to Accept Donation for DARE Program*

Supervisor Fafinski made a motion to file the resolution to authorize acceptance of a \$30,000 contribution by Constellation Brands for assistance with routing traffic during concerts at CMAC. Supervisor Green seconded the motion. The motion carried.

Supervisor Green made a motion to approve the budget transfer of \$3,688 to cover the purchase of two Vicon KTX-4 Encoders for the Jail. Supervisor Fafinski seconded the motion. The motion carried.

Supervisor Green made a motion to file the resolution to authorize acceptance of a \$200 contribution from Knights of Columbus in support of the purchase of DARE Program sweatshirts. Supervisor Russell seconded the motion. The motion carried.

CAPITAL PROJECTS

- ▶ **Resolution:** *Space Utilization & Reallocation Project ~ CP 05-2012: Approval of Contract Amendment with TY Lin Intl & Budget Transfer for Ventilation & Humidity Control at 20 Ontario*

Supervisor Fafinski made a motion to file the resolution to amend the contract with TY Lin International to provide additional technical HVAC services to improve climate condition within the 20 Ontario building related to CP 05-2012 (Domino Project) at a cost not to exceed \$16,600 Supervisor Russell seconded the motion. The motion carried.

Domino Project Update

Cathy Bentzoni, Director of Finance, gave a brief update regarding the upcoming move of the 20 Ontario Finance offices to the newly constructed space at 3019 County Complex Drive. Barring unforeseen furniture or weather related delays, the 20 Ontario Finance offices will begin relocating in mid- March. The move is being done in stages in order to accommodate payroll and audit processes. Bill Wright reported that the Domino Project is slightly behind schedule, and the next phase will begin sometime this summer.

- ▶ **Resolution:** *FLCC Master Plan Phase 1 Capital Project ~ CP 05-2008: Approval of Contract Amendment With LeChase Construction Services LLC.*

Supervisor Russell made a motion to file the resolution to approve the contract amendment with LeChase Construction Services, LLC, to complete railing work left undone by Hudson Steel Fabricators & Erectors, Inc., in the main stairway of the FLCC Student Services Center and Auditorium Building at a cost not to exceed \$10,516. Supervisor Cowley seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC Viticulture Center Capital Project ~ CP 05-2011: Authorize Budget Amendment to Accept Revenue from FLCC for Partial Funding*

Supervisor Green made a motion to file the resolution to amend the budget of this capital project to \$3,856,000, and to authorize the County to advance the money from General Fund until state aid is received. The resolution will take effect only after the County is in receipt of a certified resolution from the FLCC Board of Trustees authorizing a transfer of \$100,000 as an additional local share to this capital project. Supervisor Green seconded the motion. The motion carried.

Supervisor Fafinski made a motion to file the following block of two resolutions. Supervisor Russell seconded the motion. The motion carried.

- ▶ **Resolution:** *2013 FLCC Capital Maintenance Project ~ CP 2-2013: Authorize Budget Transfer for Classroom Renovation Project*

The motion carried to file the resolution to approve the budget transfers as indicated in the resolution for Capital Project 02-2013 and to accept the bid proposals from Massa Construction for General Construction for a total contract amount of \$179,080; and Leo J. Roth Corporation for Plumbing for a total contract amount of \$51,007.

- ▶ **Resolution:** *2011 FLCC Capital Maintenance Project ~ CP 1-2011: Contract Approval of Multiple Contractors for Transformer Pit and Music Floor Renovation at FLCC*

The motion carried to file the resolution to approve the budget transfer as indicated in the resolution for Capital Project 02-2013 and to accept the bid proposals from Blackmon Farrell Electric, Inc., for Electrical for a total contract amount of \$29,260; and Massa Construction for General Construction for a total contract amount of \$11,990.

**FMC STANDING
COMMITTEE ITEMS**

- ▶ **Unaudited Financial Report for Year-End 2013**

As required by local law, the *Unaudited Financial Report for Year End 2013* was distributed and commented on by Director of Finance Cathy Bentzoni. The audited financial statements are still in process.

Supervisor Russell made a motion to receive the report as presented. The motion was seconded by Supervisor Fafinski. The motion carried.
- ▶ **Resolution:** *Amendment to and Adoption of the Ontario County Cash Management and Investment Policy*

Supervisor Fafinski made a motion to file the resolution to amend and adopt the revision of the *Ontario County Cash Management and Investment Policy*, deleting Bank of America, N.A., as a Designated Depository inasmuch as Bank of America no longer has a presence in Ontario County as required by the Policy. The motion was seconded by Supervisor Russell. The motion carried.
- ▶ **Resolution:** *Authorization to Contract for State Aid Compliance Audit*

Supervisor Cowley made a motion to file the resolution approving a contract with an independent auditing firm for the review of awards of state aid and grants for various FLCC projects. The motion was seconded by Supervisor Russell. The motion carried.
- ▶ **Resolution:** *Authority to Remove Fixed Assets from Ontario County Records*

Supervisor Fafinski made a motion to file the resolution to authorize the Purchasing Department to record within the Ontario County asset inventory management system the disposal of three assets assigned to the Emergency Management Department with a combined cost of \$5,095. The assets were first noted as missing with the physical inventory taken in Fiscal Year 2009 and have not been located.. The motion was seconded by Supervisor Green. The motion carried.

OTHER BUSINESS**4th Quarter 2013
Sales Tax Distribution**

The *4th Quarter 2013 Sales Tax Report* was briefly reviewed, noting that the amount received was disappointing based on expectations and projections from Eastview Mall. Finance Director Cathy Bentzoni noted there may be corrections by NYS later in the year.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 2:50 p.m. following a motion by Supervisor Fafinski. The motion was seconded by Supervisor Cowley. The motion carried.

The next regularly scheduled meeting is Wednesday, February 26, 2014, at 1:00 p.m. The meeting will be held at the 3019 Building, Room 205.

Respectfully submitted,

Judy Manntai
Recording Secretary