



MINUTES
FINANCIAL MANAGEMENT COMMITTEE
3019 County Complex Drive, Canandaigua, New York
August 13, 2014

MEMBERS PRESENT

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

OTHERS PRESENT

In addition to Committee Members: John Garvey, Cathy Bentzoni, Lorrie Scarrott, Gary Baxter, Darlys McDonough, Deb Gierman, Jeff Harloff, Tom Harvey, Phil Povero, Michael Tantillo, Mary Burnett, Mary Gates, Nellie Puma, Sandy Seeber, Jim Fisher, Judy Manntai

CALL TO ORDER

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

MINUTES

Supervisor Baker made a motion to approve the minutes of the Financial Management Committee meeting on July 23, 2014. Supervisor Fafinski seconded the motion. The motion carried.

FLCC

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

Supervisor Green made a motion to file the resolution amending and increasing the 2012-2013 FLCC Operating Budget in the amount of \$1,992,434.02 for grants funded by outside agencies. Supervisor Baker seconded the motion. The motion carried.

- ▶ **Resolution:** *2013-2014 FLCC Operating Budget Amendment No. 1 - Grants*

Supervisor Green made a motion to file the resolution amending and increasing the 2013-2014 FLCC Operating Budget in the amount of \$2,018,311.52 for grants funded by outside agencies. Supervisor Baker seconded the motion. The motion carried.

PUBLIC SAFETY

- ▶ **Resolution:** *Sheriff - Acceptance of FY13 Law Enforcement Terrorism Prevention Program (SLETPP) Grant*

Supervisor Fafinski made a motion to enter into Executive Session at 1:05 p.m. for the purpose of discussing information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed. Supervisor Baker seconded the motion. The motion carried. At 1:11 p.m., Supervisor Baker made a motion to exit Executive Session. The motion was seconded by Supervisor Cowley, and carried.

Supervisor Baker made a motion to file the resolution to authorize the Office of Sheriff to accept the \$40,000 award for the FY

SLETPP Grant. There is no county match required to participate in the program. Supervisor Fafinski seconded the motion. The motion carried.

- ▶ **Resolution:** *Sheriff - Authorization to Apply to inVEST Partnership*

Supervisor Fafinski made a motion to file the resolution to authorize the Office of Sheriff to submit an application to the inVEST Partnership which will provide up to 50% matching funds for the purchase of new or replacement bulletproof vests. Supervisor Cowley seconded the motion. The motion carried.

- ▶ **Resolution:** *Sheriff - Authorizing Acceptance of Community Overdose Prevention Program*

Supervisor Fafinski made a motion to file the resolution to authorize the Office of Sheriff to accept grant funds in the amount of \$5,640 for the Community Overdose Prevention Program (COP) to provide reimbursement of 94 naloxone kits to be utilized by Ontario County Police Officers to treat victims of heroin overdose. Supervisor Baker seconded the motion. The motion carried.

- ▶ **Resolution:** *Emergency Management ~ Authorizing to Apply for Hazardous Materials Emergency Preparedness (HMEP) Grant*

Supervisor Baker made a motion to file the resolution authorizing the Emergency Management Office to apply for the Hazardous Materials Emergency Preparedness (HMEP) Grant. This grant would be used to improve and implement hazardous materials emergency plans. There is no county match required. Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *District Attorney ~ Authorization to Accept Victim and Witness Assistance Program Grant*

Supervisor Green made a motion to file the resolution to authorize the District Attorney's Office to accept the award of \$440,651.86 from the Victim and Witness Assistance Services Program Grant to be paid in three installments for the fiscal period October 1, 2014 through September 30, 2017. There is a 20% county contribution required. The grant award will be used to provide funding to assist with the cost of an additional employee as well as new equipment and training. Supervisor Baker seconded the motion.

Discussion took place regarding the creation of a new position for the District Attorney's Office.

Supervisor Fafinski made a motion to amend the resolution by addition of the following criteria:

- 1) That the resolution authorizing the creation of the new position include the sunset clause;
- 2) That FMC approval is subject to approval of the new position by the Personnel Committee;
- 3) The position be filled by October 1 to maximize use of

the grant.

Supervisor Baker seconded the motion to amend. The motion to amend carried.

Supervisor Green moved the resolution as amended. Supervisor Baker seconded the motion. The motion to approve the resolution as amended carried.

CAPITAL PROJECTS

- ▶ **Resolution:** *FLCC ~ CP01-2012 2012 FLCC Capital Maintenance Project: Approval of Change Order CO16-034*

Supervisor Baker made a motion to file the resolution to approve Change Order CO16-034 with Christa Construction, LLC, to contain the area of disturbance, remove the hallway door outside room B311 containing asbestos material, replace said door, and properly clean the contaminated area on a time and materials basis for a cost of \$17,268.69. Supervisor Russell seconded the motion. The motion carried.

- ▶ **Resolution:** *CP04-2009 FLCC Geneva Campus Center*

Supervisor Russell made a motion to file the resolution to approve Change Order CO1-004 with Sabre Demolition Corporation to change the Project Completion Milestone to July 18, 2014, to authorize the removal of 972 cubic yards of unsuitable soils and replacement with structural fill, accept a credit of \$5,700 for fire doors and frame that was not salvaged, and to reduce the Field Order Allowance in the contract by \$573.64 for a net increase in the contract of \$33,821.36. Supervisor Cowley seconded the motion. The motion carried.

- ▶ **Resolution:** *CP 01-2011 ~ 2011 FLCC Capital Maintenance Project: Approval of Change Order CO19-033*

Supervisor Russell made a motion to file the resolution to approve Change Order CO19-033 with Weydman Electric, Inc., to provide materials and installation necessary to provide emergency power to the D2 Elevator at FLCC and to install additional heat sensors to serve said elevator at a cost of \$5,799.00. Supervisor Baker seconded the motion. The motion carried.

FMC STANDING COMMITTEE ITEMS

Financial Update - 2nd Quarter

Lorrie Scarrott, Manager of Financial Operations, presented Financial Updates for the 2nd Quarter 2014 for the following:

- > Sales Tax, Contingency, Community College Tuition, Contribution to FLCC, Contribution to FLCC (Capital Improvement Plan)

**Budget Review for
FMC Departments**

County Treasurer
(A1325, A1362)

County Treasurer Gary Baxter presented the budgets for the County Treasurer’s Office.

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

Purchasing (A1345)

Deb Gierman presented the budget for Purchasing.

Supervisor Baker made a motion to approve the Purchasing Budget. Supervisor Russell seconded the motion. The motion carried.

Central Finance Department
(A1310)

Mary Burnett presented the budgets for the Central Finance Department. It was noted that this budget reflects an increase in expenditures by 11% compared to the prior year budget. Director of Finance Cathy Bentzoni commented that there is no place to cut the budget without deeper cuts to personnel. The Finance Department eliminated two positions last year and has been working with an additional vacant position for the past 120 days. The work load has remained the same.

Supervisor Russell made a motion to approve the Central Finance Department Budget as presented. Supervisor Baker seconded the motion. The motion carried.

DPW Finance Office (A1312)

Nellie Puma presented the budget for the Public Works Finance Department.

Supervisor Green made a motion to approve the Public Works Finance Department Budget as presented. Supervisor Baker 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 Green made a motion to approve the Justice and Constables Budget as presented. Supervisor Cowley seconded the motion. The motion carried.

Judgments and Claims (A1930)

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

Cathy Bentzoni presented the budgets for Distribution of Sales Tax and Contingency Fund.

Distribution of Sales Tax (A1985)

Supervisor Russell made a motion to approve the Distribution of Sales Tax Budget as presented. Supervisor Green seconded the motion. The motion carried.

Contingency (A1990)

Supervisor Fafinski made a motion to approve the Contingency Budget as presented with the stipulation that it may be adjusted once other budgetary factors are known. Supervisor Cowley seconded the motion. The motion carried.

Lorrie Scarrott presented the budgets for Community College Tuition, Contribution to FLCC and Contribution to FLCC C.I.P.

Community College Tuition for Out of County (A2490)

Lorrie Scarrott presented the budget for College Tuition chargebacks noting that the amount budgeted has been increased by 1.5% for 2015 (\$776,475) and 2016 (\$788,122) per budget guidelines. However, it was further noted that for the past two years, the expenditures from this fund exceeded \$800,000.

Supervisor Fafinski made a motion to approve the College Tuition Budget as presented. Supervisor Green seconded the motion.

Discussion took place regarding budgeting appropriately for actual costs.

Supervisor Baker made a motion to increase the proposed College Tuition Budget to \$800,000 in keeping with actual expenses. Supervisor Russell seconded the motion. The motion to approve the budget as amended carried. Supervisor Fafinski voted in opposition to the motion.

FLCC Sponsor Contribution (A2495-A2496)

Lorrie Scarrott presented the budgets for the FLCC Sponsor Contribution and the Contribution to FLCC-CIP.

Supervisor Russell made a motion to approve the FLCC Sponsor Contribution and the FLCC-CIP budgets as presented. Supervisor

Green seconded the motion. The motion carried.

Cathy Bentzoni presented the budgets for the Debt Service Fund and the Undistributed Fund.

Debt Service - V Fund

Supervisor Fafinski made a motion to approve the Debt Service Fund Budget as presented. Supervisor Cowley seconded the motion. The motion carried.

Undistributed (A 9090)

Supervisor Fafinski made a motion to approve the Undistributed Fund Budget. Supervisor Cowley seconded the motion. The motion carried.

Nellie Puma presented the budgets for:

- Transfer to Other Funds,
- Construction, Reconstruction, Acquisition,
- C.I.P. Equipment Purchase Reserve,
- Transfer to Capital Projects.

Transfer to Other Funds (A9901)

Supervisor Green made a motion to approve the Transfer to Other Funds Budget as presented. Supervisor Baker seconded the motion. The motion carried.

Construction, Reconstruction, Acquisition (A9920)

Supervisor Baker made a motion to approve the Construction, Reconstruction, Acquisition Budget as presented. Supervisor Green seconded the motion. The motion carried.

C.I.P. - Equipment Purchase Reserve (A9921)

Supervisor Russell made a motion to approve the C.I.P. Equipment Purchase Reserve Budget as presented. Supervisor Cowley seconded the motion. The motion carried.

Transfer to Capital Project (A9950)

Supervisor Green made a motion to approve the Transfer to Capital Project Budget as presented. Supervisor Russell seconded the motion. The motion carried.

Other (A9999)

Cathy Bentzoni presented the Miscellaneous Other Various Revenues Budget.

Supervisor Baker made a motion to approve the Other Fund Budget as presented. Supervisor Russell seconded the motion. The motion carried.

OTHER BUSINESS

Budget Update

Cathy Bentzoni reported that department directors are working diligently to stay within the Budget Guidelines and that it appears the tax rate will be less than the \$.75 projected during the 2014-2015 budget process.

Chairman Sheppard proposed three options of FMC guidance to the Director of Finance regarding further progression of the 2015 and 2016 budgets.

- Option 1. Appropriate funding for Standing Committee budgets irrespective of tax cap compliance or a limiting range of tax rate.
- Option 2. Appropriate funding for Standing Committee budgets minimally compliant with the Tax Cap.
- Option 3. Appropriate funding for Standing Committee budgets both compliant with the Tax Cap and advantageous to the County considering levy carry-over, unrestricted fund balance policy, possible tax freeze compliance and Town of Seneca buy-down.

The FMC consensus was Option 3. Director Bentzoni felt confident of the committee's intent.

Public Safety Asset Replacement

Chairman Sheppard noted that Public Safety will need to plan proactively for replacement of the Emergency Command Vehicle, a \$450,000 asset. The original purchase was funded through grant money from Homeland Security. By general consensus it was agreed that replacement of this asset should be planned through the CIP.

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 Cowley. The motion carried.

The next regularly scheduled meeting is Wednesday, September 3, 2014, at 1:00 p.m. The meeting will be held at the 3019 Building, Room 205.

Respectfully submitted,

Judy Mantai
Recording Secretary

**Budget Schedule -
Important Dates**

- a. September 10-18 ~ FMC Reviews Budgets with all non-FMC Reporting Departments
 - Wednesday, September 10 - 8:00 a.m. - 12:00 p.m.
 - Friday, September 12 - 8:00 a.m. - 12:00 p.m.
 - Tuesday, September 16 - 8:00 a.m. - 12:00 p.m.
 - Thursday, September 18 - 8:00 a.m. - 12:00 p.m.
- b. September 24 ~ Joint Meeting with any Standing Committee and FMC; if Requested by the Standing Committee
- c. October 15
 - > Filing Notice of Setting the Budget Hearing Date
 - > Filing Notice of Public Hearing for Budget and CIP
 - > Budget Message Completed and Signed by Committee Members
- d. November 5 ~ Budget Resolutions Approved by FMC and Filed
- e. November 13 ~ Budget Workshop, Public Hearing and Adoption of the Budget and CIP
- f. By December 12 ~ Approved 2015-2016 Budget Posted on County Website