

MINUTES
FINANCIAL MANAGEMENT COMMITTEE
September 5, 2012

MEMBERS PRESENT

Dodie Huber, David Baker, Robert LaRocca, Jack Marren, Daniel Marshall, John Sheppard

OTHERS PRESENT

In addition to Committee Members: John Garvey, Cathy Bentzoni, Lorrie Scarrott, Darlys McDonough, Gary Baxter, Mary Gates, Nellie Puma, Halle Stevens, Sheriff Povero, Bill Wright, Julie Gotham, Tom Harvey, Kris Hughes, James Fisher, Judy Mantai

CALL TO ORDER

The meeting of the Financial Management Committee was called to order at 1:00 p.m. by Vice Chair David Baker, noting that Chair Huber will be joining the meeting.

MINUTES

Supervisor Marshall made a motion to approve the minutes of the Financial Management Committee meeting on August 15, 2012. The motion was seconded by Supervisor Sheppard. The motion carried.

FLCC

2012-2013 SUNY Budget Request
Submission Date

James Fisher, Vice President of Finance for FLCC, distributed and commented on a *FY12 Budget Analysis*. The revised 2012-2013 budget was based on a 1% decline in enrollment. The adjusted 2012-2013 budget submitted to SUNY, due August 17, was based on a 5% decrease in enrollment, resulting in a \$145,426 projected increase in usage of Fund Balance. Mr. Fisher indicated it is the College's intention to find money in the budget to cover this cost.

Chair Huber joined the meeting and assumed the chair.

PUBLIC WORKS

- ▶ **Resolution:** *CIP - Amending the 2012-2017 Capital Improvement Plan to Include the FLCC Master Plan*

Supervisor Baker made a motion to file the resolution to amend the 2012-2017 Capital Improvement Plan by \$220,000 (\$110,000 to be provided by State funds and \$110,000 to be provided by County tax levy) for completion of a 2013 FLCC Master Plan to be eligible for matching capital funds from the State University of New York. The motion was seconded by Supervisor Marren. The motion carried.

It was noted that FLCC will be able to use the updated official CIP to apply for grants.

- ▶ **Transfer:** *Buildings and Grounds - CIP*

Supervisor Sheppard made a motion to approve the transfer of \$23,000 to purchase a 4-wheel drive sidewalk sweeper/plow. The 2012 CIP Item # B10-12, Installation of Burn Panels at Burn Building, will not be completed in 2012. The funds will be used to purchase the sidewalk sweeper that is currently in the proposed 2013 CIP. The motion was seconded by Supervisor Marren. The motion carried.

PUBLIC SAFETY

- ▶ **Transfer:** *Sheriff - Appropriation of Fund Balance for Overtime - Jail*

Supervisor Sheppard made a motion to approve the transfer of \$140,000 from Appropriated Fund Balance to provide additional funding for overtime to cover scheduling issues related to multiple officers on disability and vacant positions. The motion was seconded by Supervisor Baker.

Sheriff Povero distributed a memo explaining the reasons for the additional overtime request. In addition to scheduling issues related to multiple officers on disability and vacant positions, reasons include (but not limited to):

1. Increased inmate population,
2. Minimum staffing requirements mandated by the State,
3. Coordinating transportation of male and female inmates to court, prison, pre-arraignment to various town courts, and medical appointments,
4. Constant watches which are one-on-one,
5. Officer training, etc.

To deal with the overtime issue, Sheriff Povero noted that they try to do as much judicial video conferencing as possible to cut down on the time and expense of transporting inmates. Additionally, they work to better utilize staff hours. There is also a request for six additional part-time officers in the 2013-2014 Budget.

A question was raised as to whether the County can mandate that a person using the Public Defender's office be arraigned using video technology. County Administrator John Garvey will investigate this possibility.

The motion to approve the transfer carried.

- ▶ **Transfer:** *Sheriff - Appropriation of Fund Balance for Overtime - Jail Medical*

Supervisor Sheppard made a motion to approve the transfer of \$150,000 from Appropriated Fund Balance to provide additional funding for hospital expenses related to multiple hospital admissions, medical tests for inmates, and increased costs related to an unanticipated level of prescription medications for the

medical and psychiatric care of inmates. The motion was seconded by Supervisor Baker.

There is currently an inmate on dialysis four days a week and other inmates with chronic and significant health issues. It is anticipated that additional funds may be necessary before the end of the year.

The motion carried.

- ▶ **Resolution:** *Sheriff - Authorization to Accept Donation from Finger Lakes Racing Association*

Supervisor Baker made a motion to file the resolution to accept the donation from Finger Lakes Racing Association in the amount of \$1,570.11 for law enforcement services rendered during the Summer Concert Series. The motion was seconded by Supervisor Marshall. The motion carried.

- ▶ **Resolution:** *Sheriff - Authorization to Apply for Grant from NYS Division of Criminal Justice Services for License Plate Reader*

Supervisor LaRocca made a motion to file the resolution to authorize the Office of Sheriff to apply for a grant (up to \$30,000) from the FY2012-2013 Law Enforcement, Anti-Drug, Anti-Violence, Crime Control & Prevention Program for the purchase of a License Plate Reader for the Ontario County Office of Sheriff. The motion was seconded by Supervisor Sheppard. The motion carried. Supervisor Baker voted in opposition to this resolution.

CAPITAL PROJECTS

- ▶ **Resolution:** *Planning - CP 7-2010: Approval for Budget Transfer for Visual Surveillance at 20 Ontario Street and County Courthouse*

Supervisor Sheppard made a motion to file the resolution to approve the budget transfer for visual surveillance at 20 Ontario Street and the County Courthouse. The motion was seconded by Supervisor Marren. The motion carried. Supervisor Baker voted in opposition to this resolution.

- ▶ **Resolution:** *Public Works - CP 02-2012: Bridge Preventive Maintenance - 2013 Group 1 - Acceptance of New York State Revenue Contract*

Supervisor Baker made a motion to file the resolution to accept the NYS Revenue Contract for the design phase of Capital Project 02-2012, Bridge Preventive Maintenance - 2013 Group 1, and to approve the budget amendment as indicated. The motion was seconded by Supervisor Marren. The motion carried.

- ▶ **Resolution:** *Public Works - CP 03-2012: Bridge Preventive Maintenance - 2014 - Acceptance of New York State Revenue Contract*

Supervisor Baker made a motion to file the resolution to accept the NYS Revenue Contract for the design phase of Capital Project 03-2012, Bridge Preventive Maintenance - 2014, and to approve the budget amendment as indicated. The motion was seconded by Supervisor Marren. The motion carried.

- ▶ **Resolution:** *Emergency Communication System - CP 7-2006: Approval of Change Order CO3-004*

Supervisor Marshall made a motion to file the resolution to approve Change Order CO3-004 from R. J. Schickler, Inc., to cover the cost of construction delays at the Shay Road Tower Site in the amount of \$3,500. The motion was seconded by Supervisor Sheppard. The motion carried.

- ▶ **Resolution:** *Emergency Communication System - CP 7-2006: Approval of Change Order CO1-001*

Supervisor Marshall made a motion to file the resolution to approve Change Order CO1-001 from Communication International, Inc., to cover the cost of construction delays at the Shay Road Tower Site in the amount of \$22,120. The motion was seconded by Supervisor Sheppard. The motion carried.

FMC STANDING COMMITTEE ITEMS

- ▶ **Resolution:** *Amendment to and Adoption of the Ontario County Cash Management and Investment Policy*

Supervisor Baker made a motion to file the resolution to amend and adopt the revision of the *Ontario County Cash Management and Investment Policy*, increasing the maximum balance for JP Morgan Chase Bank, N.A. from \$70,000,000 to \$80,000,000. The motion was seconded by Supervisor Marshall. The motion carried.

OTHER BUSINESS

FLCC

Catherine Bentzoni, Director of Finance, indicated she is working with Assistant County Attorney Andrea Schoeneman to determine whether outside counsel expenses for FLCC are chargeable to the capital project. This is in response to Jim Fisher (FLCC) contacting Ms. Schoeneman to inquire if outside legal counsel expenses could be charged and qualify for reimbursement. He indicated that he contacted SUNY legal and they indicated the expense is not reimbursable.

The Finance Department has applied for State aid on these expenses and reimbursement was made. The Finance Department will contact the State directly to determine the eligibility. An email will be sent to the Committee when an answer is received. This may also be a topic for discussion with the FLCC Board of Directors.

Immigration - Inmate Population

Mary Gates, Fiscal Manager for Public Safety, reported that a notice and invoice for approximately \$150,000 has been received from ICE, indicating the County has been charging more for housing immigrant inmates than stipulated in the 1993 contract. The County has charged \$100 per day since 2004. The 1993 contract stipulates \$80 per day. It appears the rate may have

inadvertently been changed when a law was changed that allowed the County to increase the amount charged for out-of-area prisoners.

Communication regarding the matter has been turned over to the County Attorney's office. To date, no reason for the billing change has been found.

A formal cost analysis for housing prisoners is also in process.

Public Safety - Assigned Counsel

Mary Gates informed the Committee that Assigned Counsel is currently at 85% of its budget. She estimates that an additional \$200,000 may be needed by the end of the year. She noted there has been a significant improvement in tracking submission of claims and sticking with the requirements of the contract.

Health Finance

Mary Gates noted that the Mental Health Department is currently going through an audit.

Health Facility - Workshop

John Garvey, County Administrator, noted that a workshop will take place on Thursday, September 6, to provide additional information regarding the Ontario County Health Facility, the plan for long term care for residents, and other alternatives that are available.

FMC Budget Review

Budget reports and justifications were distributed to the Committee in preparation for Department Budget Review meetings.

Monday, September 10 - 8:30 to 12:00

Tuesday; September 11 - 8:30 to 12:30

Monday, September 17 - 8:30 to 12:30

Tuesday, September 18 - 8:30 to 12:30

**BUDGET SCHEDULE -
IMPORTANT DATES**

- a. September 26 ~ Joint Meeting with any Standing Committee and FMC; if Requested by the Standing Committee
- b. October 17
 - ▶ 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
- c. November 7 ~ Budget Resolutions Approved by FMC and Filed
- d. November 15 ~ Budget Workshop, Public Hearing and Adoption of the Budget and CIP

- e. By December 16 ~ Information Services posts the Final Budget on the County Website

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 2:45 p.m. following a motion by Supervisor LaRocca. The motion was seconded by Supervisor Marshall, and carried.

The next regularly scheduled meeting is Wednesday, September 26, 2012 at 1:00 p.m.

Respectfully submitted,

Judy Mantai
Recording Secretary