

MINUTES
FINANCIAL MANAGEMENT COMMITTEE
October 17, 2012

MEMBERS PRESENT

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

OTHERS PRESENT

In addition to Committee Members: Supervisor Ted Fafinski, John Garvey, Cathy Bentzoni, Lorrie Scarrott, Gary Baxter, Mary Gates, Nellie Puma, Halle Stevens, Tom Harvey, Jeff Harloff, John Berry, Bill Gallagher, Leanne Lapp, Judy Manntai

Also present: Erinn Cain from the *Daily Messenger*

CALL TO ORDER

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

MINUTES

Supervisor Sheppard made a motion to approve the minutes of the Financial Management Committee meeting on September 26, 2012. The motion was seconded by Supervisor Marren. The motion carried.

Supervisor Huber assumed the Chair and the meeting continued.

FINANCE

- ▶ **Resolution:** *Create Finance Clerk I Position and Abolish Vacant Account Clerk Position*

Supervisor Baker made a motion to file the resolution approving the creation of a Finance Clerk I position and abolishing a vacant Account Clerk position in Health Finance. The motion was seconded by Supervisor Marshall. The motion carried.

PUBLIC SAFETY

- ▶ **Resolution:** *Public Defender - Authorization to Accept Indigent Legal Services Grant*

Supervisor Sheppard made a motion to file the resolution to accept additional funding of \$271,911 from the NYS Office of Indigent Legal Services for a term commencing on June 1, 2012 through May 31, 2015. There is no County match requirement and no new staff will be hired. The motion was seconded by Supervisor Marshall. The motion carried.

- ▶ **Resolution:** *Sheriff - Acceptance of Donation from Church of Jesus Christ of the Latter Day Saints*

Supervisor Sheppard made a motion to file the resolution to accept the donation of \$19,106.95 from the Church of Jesus Christ of the Latter Days Saints for enhanced traffic control during the Hill Cumorah Pageant. Actual cost to the Sheriff's Department was \$19,106.95. The motion was seconded by Supervisor Marshall. The motion carried.

Supervisor Baker expressed his appreciation for information provided in the resolution indicating the actual cost of the services provided for the event.

- ▶ **Resolution:** *Authorization to Establish Budget for Grant From NYS Division of Criminal Justice Services*

Supervisor Marren made a motion to file the resolution authorizing the establishment of a budget for grant funds (\$40,000) from NYS Division of Criminal Justice Services to provide funding for equipment and/or program costs associated with arson and fire prevention. The motion was seconded by Supervisor Baker. Discussion took place regarding the proposed use of \$28,000 from the grant to purchase a portable x-ray machine which can be used for forensic analysis of fires. Other possible uses for the money were also discussed. It was noted that the money must be used within the restrictions of the grant. The motion carried.

Memo regarding Hazardous Materials Emergency Response Team

Jeff Harloff, Director of the Emergency Management Office, commented on his memo regarding the Hazardous Materials Emergency Response Team and the budget cuts for 2013. Discussion took place regarding the budget and the need for the Public Safety Committee to determine if funds are available in other areas of its budget to cover this request. No action taken.

DARE Program

A request to review cuts to the DARE budget in order to finish out the 2012-2013 school year was considered. It was noted that there are funds in the DARE Reserve as well as Forfeited Crime Reserve which will allow them to finish the school year.

PUBLIC WORKS

- ▶ **Resolution:** *Resolution to Amend the 2012 Capital Improvement Plan to Include Gannett Hill Restroom Building and Authorization to Accept Bid*

Supervisor Baker made a motion to file the resolution to amend the 2012 Capital Improvement Plan to include the installation of a bathroom building at Gannett Hill Park with no increase in the total Parks 2012 CIP Budget and to accept the bid for construction at a total project cost of \$50,734. The motion was seconded by Supervisor Sheppard. The motion carried.

CAPITAL PROJECTS

- ▶ **Resolution:** *Public Works - CP 4-2010: 20 Ontario Street North Basement Renovation - Resolution to Close Capital Project 4-2010*

Supervisor Sheppard made a motion to file the resolution to authorize the closing of Capital Project 04-2010 and the transfer of the cash balance of \$115,529.11 and any additional interest earnings to the Capital Project Reserve. The motion was seconded by Supervisor LaRocca. The motion carried.

- ▶ **Resolution:** *Public Works - CP 6-2010: Replacement of Ferguson Road Bridge - Resolution to Accept Supplemental Agreement #1 to NYS Contract*
Supervisor Marshall made a motion to file the resolution to accept Supplemental Agreement #1 to the NYS Revenue Contract for Capital Project 06-2010, Replacement of Ferguson Road Bridge at Flint Creek. The motion was seconded by Supervisor LaRocca. The motion carried.
- ▶ **Resolution:** *Public Works - CP 9-2010: Renovation of Saltonstall Street Building - Award Contract for Installation of Fence*
Supervisor Sheppard made a motion to file the resolution to award the contract for installation of fencing at the Saltonstall Street facility to New York State Fence, Inc., at a cost of \$27,300. The motion was seconded by Supervisor Marren. The motion carried.
- ▶ **Resolutions:** *FLCC Master Plan Phase 1 - CP 5-2008*
Tom Harvey presented 29 resolutions for Change Orders related to FLCC Master Plan Phase 1 - CP 5-2008. The resolutions were considered as a block. The list of these resolutions is attached and a part of these minutes.

Supervisor Baker made a motion to approve the list of Change Order resolutions as presented. The motion was seconded by Supervisor Sheppard. The motion carried.

Change Order CO16-007 - Design Changes for Music Recording Studios (#24 in list):

Concern was expressed over the \$78,000 adjustment proposed in the Change Order. Tom Harvey's memo of explanation indicated the following:

FLCC Instructors asked for some design changes in the music studio. These were agreed to with the provision that they result in no net cost increase to the project. Those changes involve modifications of walls including the provision of windows between the recording studio control room and recording room. The wall changes and window changes are the subject of this resolution and would increase Christa Construction's contract by 78,234 funded from a transfer from the project contingent line. In the near future a deduct change order for at least this amount will be proposed with the Audio and Visual Contractor to eliminate several monitors (not needed because of the addition of the windows) and make other equipment changes that have already been agreed to by FLCC instructional staff. The deduct change order was not ready as of the writing of this resolution, but the general construction changes with Christa needed to be made now in order to keep the construction project on schedule. The savings from the Audio Visual equipment changes will be transferred back into the project contingent line when that change order is processed in the future.

It was noted that if not returned, the \$78,000 amount will be taken into consideration as part of the FLCC contribution in next year's budget process.

OTHER BUSINESS

Canandaigua City School District

A letter has been received from Canandaigua City School District Board of Education requesting that a designated portion of the County Sales Tax be allotted directly to the public schools located in Ontario County.

Supervisor Baker made a motion to deny the request. The motion was seconded by Supervisor Marren. The motion carried. County Administrator John Garvey will communicate the Committee's response to the request of the Canandaigua City School District Board of Education.

Ontario County Libraries

A letter has been received from the Ontario County Public Libraries requesting that the FMC reconsider the proposed plan to cut funding to the libraries.

Supervisor Baker made a motion to deny the request. The motion was seconded by Supervisor Sheppard. Chair Huber will communicate the Committee's response to Diana Thorn.

FMC STANDING COMMITTEE ITEMS

Budget Review Follow-up

Catherine Bentzoni, Director of Finance, reported that over \$4.7 million in budget cuts have been made over the 2013-2014 budgeting process. As the 2013 tentative budget stands currently, the tax levy increase will be equal to \$0.06 per thousand.

Setting the Time and Day for the Budget Workshop:

By general consent, the time and date of the Budget Workshop was established as November 15, 2012, at 5:45 p.m. A letter of invitation to the Board of Supervisors and Department Heads will be sent of behalf of Chair Huber and the Financial Management Committee.

- ▶ **Resolution:** *Fixing Time and Day for the Public Hearing on the Budget*
- ▶ **Resolution:** *Fixing Time and Day for the Public Hearing for CIP*

Supervisor Baker made a motion to file the resolutions fixing the time and day for the public hearings on the 2013-2014 Tentative Budget and the 2013-2018 Capital Improvement Plan for November 15, 2012, at 6:30 p.m. The motion was seconded by Supervisor Marshall. The motion carried.

Budget Message

The Budget Message from the Financial Management Committee for the *2013-2014 Tentative Budget* and the final approved budget was signed by members of the Committee.

2014 Budget Process

Members of the Committee requested that preliminary planning for discussion and review of unfunded mandated programs begin as soon as possible for the 2014 budget process.

Appreciation

Chair Huber expressed appreciation to members of the Finance Committee and to Cathy Bentzoni and her staff for the extra work created by the challenge of the 2013-2014 budget process.

**BUDGET SCHEDULE -
IMPORTANT DATES**

- a. November 7 ~ Budget Resolutions Approved by FMC and Filed
- b. November 15 ~ Budget Workshop, Public Hearing and Adoption of the Budget and CIP
- c. 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 2:25 p.m. following a motion by Supervisor Baker. The motion was seconded by Supervisor Marren, and carried.

The next regularly scheduled meeting is Wednesday, November 7, 2012 at 1:00 p.m.

Respectfully submitted,

Judy Manntai
Recording Secretary

FLCC Master Plan Phase 1 - CP 5-2008	
Change Order Resolutions presented by Tom Harvey and approved by FMC for filing with the Board of Supervisors	
1.	CO19-004 – Weydman Electric – Phone and Data Service to LeChase
2.	CO19-005 – Weydman Electric – Relocate Electrical Panels
2a.	CO19-006 – Weydman Electric Conduit and Wiring; and CO9-013 – Billitier Electric Conduit and Wiring
3.	CO9-011 – Billitier Electric - Ethernet Wiring to Security Camera
4.	CO9-012 – Billitier Electric – Provide and Install Smoke Detectors in Skylights & Relocate Existing Site Lighting
5.	CO19-007 – Weydman Electric – Replace Damaged Fiber Optic Cable
6.	CO19-008 – Weydman Electric – Provide Cabling Between AV Studio and Gymnasium
7.	CO19-009 – Weydman Electric – Provide and Install Phone Cables
8.	CO2-019 – Pepe Construction – Build Up Epoxy Flooring Around Ductwork Penetrations in Penthouse Floor
9.	CO2-020 – Pepe Construction – Reduce Contract for Failure to Provide Temporary Power
10.	CO2-021 – Pepe Construction – Reduce Contract for Failure to Provide Protection from Spray-On Fire Proofing and Clean Up
11.	CO2-022 – Pepe Construction – Reduce Contract for Exterior Metal Panels for Soffit Lights
12.	CO2-023 – Pepe Construction – Provide New Support to Main Counter in One Stop Center
13.	CO3-002 – Hudson Steel Fabricators – Reduce Contract for Steel Stairs in Unprimed Condition
14.	CO3-003 – Hudson Steel Fabricators – Reduce Contract for Coring Holes Through Terrazzo Tile on Stairs
15.	CO3-004 – Hudson Steel Fabricators – Reduce Contract for Errors in Steel Stairs on Auditorium Stage
16.	CO2-025 – Pepe Construction – Provide Structural Supports to Raised Auditorium Seating
17.	CO2-026 – Pepe Construction – Provide Above Ceiling Reinforcement for Way-finding Signage
18.	CO2-027 – Pepe Construction – Provide Additional Final Cleaning
19.	CO2-028 – Pepe Construction – Provide Changes to Framing and Drywall Work Throughout Construction
20.	CO2-029 – Pepe Construction – Eliminate Provision of Beam Pockets in Auditorium
21.	CO2-030 – Pepe Construction – Patch and Paint Ceilings and Walls Damaged by Other Contractors
22.	CO13-003 – Main Ford Supply – Eliminate Unspent Field Order Allowance
22a.	CO16-008 – Christa Construction – Reduce Contract for Final Net Cost of Concrete Flatwork
23.	CO16-006 – Christa Construction – Elimination of Demolition Work
24.	CO16-007 – Christa Construction – Design Changes for Music Recording Studios
25.	CO16-009 – Christa Construction – Filling of Openings with Fire Rated Material
26.	CO16-010 – Christa Construction – Provide Demolition and Disposal of HVAC Ductwork Containing Asbestos
27.	CO20-001 – Toshiba Business Solutions (DBA AV Solutions) – Provide and Install Recording Studio Equipment