

MINUTES
FINANCIAL MANAGEMENT COMMITTEE
May 1, 2013

MEMBERS PRESENT

David Baker, Theodore Fafinski, Robert Green, Daniel Marshall, John Sheppard

OTHERS PRESENT

In addition to Committee Members: Jack Marren, John Garvey, Darlys McDonough, Lorrie Scarrott, Gary Baxter, Sheriff Povero, Bill Wright, Tom Harvey, Dru Malavase, Rosemary Switzer, Mary Krause, John Park, Julie Gotham, Jeff Harloff, Andrea Schoeneman, Nellie Puma, Mary Gates, Halle Stevens, Jim 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. Chair Huber was declared to be necessarily absent.

MINUTES

Supervisor Marshall made a motion to approve the minutes of the Financial Management Committee meeting on April 10, 2013. The motion was seconded by Supervisor Fafinski. The motion carried.

HEALTH & MEDICAL

- ▶ **Resolution:** *Health Facility ~ Acceptance of Donation*

Supervisor Fafinski made a motion to file the resolution to accept a donation of \$75 from Healthdirect Pharmacy in recognition of the accomplishment of the Ontario County Health Facility in receiving an outstanding State survey this year. Supervisor Green seconded the motion. The motion carried.

GOVERNMENT OPERATIONS & IMPROVED METHODS

- ▶ **Resolution:** *County Attorney ~ Salary Adjustment - Sandra J. Packard*

- ▶ **Transfer:** *RAIMS ~ Correction to Budget for FUJI AR-1000 System*

Supervisor Marshall made a motion to file the resolution approving the salary adjustment for Assistant County Attorney Sandra J. Packard. Supervisor Green seconded the motion. The motion carried.

Supervisor Green made a motion to approve the administrative budget transfer of \$41,734 for the FUJI AR-1000 System which was incorrectly budgeted under a .4 rather than a .2. It was omitted from the Equipment Listing, but included in the 2013 CIP for \$48,000 (EQ01-13). The balance (\$6,266) will remain in Agency Contracts for service on the equipment. Supervisor Fafinski seconded the motion. The motion carried.

PUBLIC SAFETY

- ▶ **Resolution:** ~ *Stop DWI - Authorization to Apply for a Grant from NYS Traffic Safety Awareness Program*

Supervisor Green made a motion to file the resolution authorizing the application for a grant from the NYS Governor’s Traffic Safety Committee to fund a Motorcycle Safety Awareness Program through the Ontario County Stop DWI Office. Supervisor Sheppard seconded the motion. The motion carried.

- ▶ **Resolution:** *Sheriff ~ Authorization to Apply for Grant from Office of Community Oriented Policing Services Hiring Program*

Supervisor Green made a motion to file the resolution authorizing the Ontario County Sheriff to apply for the FY13 COPS Hiring Program Grant from the Office of Community Oriented Policing Services. Supervisor Marshall seconded the motion.

Discussion took place regarding schools requesting School Resource Officers (SROs).

The motion carried with the understanding that an additional *Whereas* will be included in the resolution to indicate the grant is for School Resource Officers (SROs).

Four voted in favor of the resolution. Supervisor Baker voted in opposition.

- ▶ **Transfer:** *Sheriff ~ Appropriation from Crime Proceeds Reserve for Subscription to Online Investigative Search System*

Supervisor Marshall made a motion to approve the budget transfer of \$3,800 from Crime Proceeds Reserve for the subscription to an online investigative search system. Supervisor Fafinski seconded the motion. The motion carried.

PUBLIC WORKS

- ▶ **Transfer:** *Highway ~ Purchase Utility Work Machine in Place of Tractor/Broom as Listed in 2013 Fleet*

Supervisor Sheppard made a motion to approve the budget transfer of \$51,272 for the purchase of a Utility Work Machine (UWM) in substitution of the Tractor/Broom listed in the 2013 Fleet CIP. It is anticipated that the UWM will cost less than the tractor/broom purchase. Supervisor Fafinski seconded the motion. The motion carried.

CAPITAL PROJECTS

- ▶ **Resolution:** *County Road 10 Intersections & Preventive Maintenance - CP 06-2009: Budget Amendment*

Supervisor Sheppard made a motion to file the resolution to amend the budget for Capital Project 06-2009 in the amount of \$17,411 due to the apportionment of the costs and funding requirements. Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *County Road 5 Preventive Maintenance - CP 04-2011: Award of Contract for Construction and Construction Inspection Services*

Supervisor Marshall made a motion to file the resolution to award a construction contract to Hanson Aggregates New York, LLC and a contract for construction inspection services to Popli Design Group as it pertains to Capital Project 04-2011. Supervisor Fafinski seconded the motion. The motion carried.

- ▶ **Resolution:** *Establish Capital Project 3-2013: 74 Ontario Street Renovation - Phase II*

Supervisor Sheppard made a motion to file the resolution to establish Capital Project 03-2013: 74 Ontario Street Renovation -Phase II, and to authorize a contract with TY Lin International for professional architectural and engineering services at a cost not to exceed \$74,500. Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC 2012 Maintenance Capital Project - CP 01-2012: Budget Transfer and Contract Approval with Audio-Video Corporation*

Supervisor Sheppard made a motion to file the resolution to approve budget transfers as indicated and to approve a contract with Audio-Video Corporation at a cost not to exceed \$87,500 to provide and install interactive classroom systems at FLCC. Supervisor Marshall seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC 2012 Maintenance Capital Project - CP 01-2012: Approve Change Order CO19-019*

Supervisor Fafinski made a motion to file the resolution to approve Change Order CO19-019 with Weydman Electric, Inc., to provide and install additional network cabling and conduit for the instructors’ desks in the D-Wing Lecture Halls at a cost of \$1,455. Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC Master Plan Phase I - CP 05-2008: Approve Change Order CO19-020*

Supervisor Sheppard made a motion to file the resolution to approve Change Order CO19-020 with Weydman Electric, Inc., for additional unforeseen electric work associated with unforeseen electric power, telephone, and network relocations in B Wing at a cost of \$9,544. Supervisor Marshall seconded the motion. The motion carried.

By request, Tom Harvey will send a report of the change orders for each contractor for this project to members of the Financial Management Committee.

- ▶ **Resolution:** *Establish Capital Project No. 04-2013 - 2013 FLCC Master Plan*

Supervisor Sheppard made a motion to file the resolution to establish Capital Project 04-2013: 2013 FLCC Master Plan with a budget of \$110,000 as approved in the *2013 Ontario County Budget* and the *Ontario County 2013-2018 Capital Improvement Plan*. Supervisor Fafinski seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC 2013 Master Plan - CP 04-2013: Authorize Contract with Saratoga Associates*

Supervisor Sheppard made a motion to file the resolution to accept the proposal of Saratoga Associates for the design of the 2013 FLCC Master Plan at a cost not to exceed \$192,500. The contract shall be May 9, 2013 through December 14, 2014. Supervisor Fafinski seconded the motion.

A correction was noted in the second *Resolved* - the word “design” is to be replaced with the word “production” before submitting the resolution to the Board of Supervisors.

The motion to approve the resolution, as corrected, carried.

- ▶ **Resolution:** *FLCC Geneva Campus Center - CP 04-2009: Authorization to Contract with Seeler Engineering*

Supervisor Sheppard made a motion to file the resolution to accept the proposal of Seeler Engineering, P.C., to provide a study of the potential benefits to the use of a Project Labor Agreement for the construction of the FLCC Geneva Campus Center at a cost not to exceed \$14,500. The contract begins May 10, 2013 and terminates on December 31, 2013. Supervisor Marshall seconded the motion. The motion carried with four votes in favor. Supervisor Fafinski abstained from voting due to a family connection to Seeler Engineering.

PUBLIC SAFETY

Emergency Management

Jeff Harloff, Director of Emergency Management, met with the Committee to submit an updated equipment list as it pertains to Resolution 171-2013, DCJS Grant - Project LG 12-115-D00. Inasmuch as the cost of the portable x-ray machine exceeds the amount of the grant, a substitute list of equipment for which the grant can be used was reviewed. No action required.

EXECUTIVE SESSION

At 1:50 p.m., Supervisor Sheppard made a motion to enter into Executive Session to confer with legal counsel regarding litigation matters. The motion was seconded by Supervisor Fafinski. The motion carried.

At 2:10 p.m., Supervisor Sheppard made a motion to conclude the Executive Session. Supervisor Fafinski seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC Master Plan Phase I - CP 05-2008: Provision of Additional Legal Services and Budget Transfer*

Supervisor Fafinski made a motion to file the resolution to increase the amount authorized for legal services from the Reeve Law Firm, PLLC, by \$100,000. Supervisor Green seconded the motion. The motion carried.

**FMC STANDING
COMMITTEE ITEMS**

1st Quarter 2013 Sales Tax Report

The *1st Quarter 2013 Sales Tax Report* was reviewed. Lorrie Scarrott, Manager of Financial Operations, noted that sales tax was up 2.71% over the first quarter of 2012. The amount received was also more than the amount budgeted for the first quarter of 2013.

**CIP Project Request 2014-2019 -
Time & Attendance Software**

Supervisor Marshall made a motion to approve the 2014-2019 CIP Project Request #EQ 03-13 for Time and Attendance Software at an estimated cost of \$350,000. Supervisor Green seconded the motion. The request is submitted on behalf of the Finance Department, Human Resources, and Information Services, and will be part of the 2014-2015 budget process. The motion carried.

▶ **Resolution:** *"Mayday for
Mandate Relief"*

Supervisor Fafinski made a motion to support the *Resolution Declaring "Mayday for Mandate Relief" and Urging the State to Adopt Laws that Do Not Impose Further Fiscal Stress on Local Governments and Taxpayers and Build Upon Recent Efforts to Reform Costly Unfunded Mandates*. Supervisor Marshall seconded the motion. The motion carried.

Property Auction

County Treasurer Gary Baxter reported that the 2013 Real Property Tax Foreclosure Auction will take place on Wednesday, May 15. Twenty-five properties in Ontario County are going to auction.

OTHER

There was no other business.

**BUDGET SCHEDULE
IMPORTANT DATES**

- a. May 29 ~ Mandatory Leaders Group Budget Instructions and Guidelines
- b. July 9 ~ Budget Worksheets Sent to Departments
- c. July 24 ~ Joint Meeting of FMC & Public Works Committees for CIP Review
- d. July 29-August 16 ~ Standing Committee Budget Meetings
- e. August 14 ~ FMC Reviews Budgets with Departments Reporting to FMC
- f. September 9-20 (Final dates to be set later) ~ FMC Reviews Budgets with all non-FMC Reporting Departments
- g. September 25 ~ Joint Meeting with any Standing Committee and FMC; if Requested by the Standing Committee

- h. October 16
 - i. Filing Notice of Setting the Budget Hearing Date
 - ii. Filing Notice of Public Hearing for Budget and CIP
 - iii. Budget Message Completed and Signed by Committee Members
- i. November 6 ~ Budget Resolutions Approved by FMC and Filed
- j. November 14 ~ Budget Workshop, Public Hearing and Adoption of the Budget and CIP
- k. By December 13 ~ Approved 2014-2015 Budget Posted on County Website

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 2:20 p.m. following a motion by Supervisor Sheppard. The motion was seconded by Supervisor Fafinski, and carried. The next regularly scheduled meeting is Wednesday, May 22, 2013, at 1:00 p.m.

Respectfully submitted,

Judy Manntai
Recording Secretary