



**MINUTES
FINANCIAL MANAGEMENT COMMITTEE
3019 County Complex Drive, Canandaigua, New York**

May 25, 2016

MEMBERS PRESENT

David Baker, Robert Green, Dan Marshall, Rich Russell, Kris Singer, Drew Wickham

OTHERS PRESENT

In addition to Committee Members: Mary Krause, Mary Gates, Lorrie Scarrott, Gary Baxter, Brian Young, Deb Gierman, Diane Johnston, Andrea Schoeneman, Michael Tantillo, Bill Wright, Tim Jensen, Betsy Landre, Mary Burnett, Nellie Puma, Michael Wojcik, Sandy Seeber, Halle Stevens, Judy Manntai;
FLCC: Barbara Risser, James Fisher;
EFPR Group: Joseph Kehm

CALL TO ORDER

The meeting of the Financial Management Committee was called to order at 2:01 p.m. by Chairman David Baker.

MINUTES

Supervisor Marshall made a motion to approve the minutes of the Financial Management Committee meeting on May 4, 2016, as presented. Supervisor Russell seconded the motion. The motion carried.

**2015 Financial Statements Review
EFPR Group**

Joseph Kehm, from EFPR Group (formerly Toski & Co.), reviewed the draft 2015 Financial Statements, Department of Transportation Single Audit, and the Single Audit (A-133) and commented on the audit process. The Financial Statements will be issued with an unmodified/unqualified opinion. Mr. Kehm stated that the County is in a strong financial position and has an exceptional Finance Department staff.

Chairman Baker expressed his appreciation to Director of Finance Mary Gates and the Finance Department for their excellent work throughout the year.

FLCC

2016-2017 FLCC Operating Budget

FLCC President Barbara Risser briefly reviewed plans for the coming budget year. Vice President James Fisher presented the proposed FLCC operational budget for 2016-2017. The total budget request for the fiscal year beginning September 1, 2016 is \$46,550,473, a slight decrease of -0.57% from the previous year. Additionally, a proposal was presented for consideration that would increase the sponsor contribution from the County by up to \$100,000 each year for the next five years. Chairman Baker

indicated that the College's proposal will be considered during the County's upcoming budget process.

It was noted that the resolutions to approve FLCC's 2016-2017 Budget and the Sponsor Contribution will be presented at the next FMC meeting.

- ▶ **Resolution:** *Fixing Date of Public Hearing on FLCC 2016-2017 Tentative Budget*

Supervisor Russell made a motion to file the resolution to fix the date of the public hearing on the 2016-2017 FLCC Tentative Budget for June 23, 2016, at 6:30 p.m. Supervisor Singer seconded the motion. The motion carried.

HEALTH & MEDICAL

- ▶ **Resolution:** *Mental Health ~ Contract with Bonadio Receivable Solutions, LLC*

Supervisor Green made a motion to file the resolution authorizing a contract with Bonadio Receivable Solutions, LLC, for assistance in reducing the outstanding accounts receivable and making recommendations for operational improvements within the revenue cycle function related to the Mental Health Clinic, for an amount not to exceed \$30,000 and \$4,400 to purchase additional licensing as required. Supervisor Marshall seconded the motion. The motion carried.

PUBLIC SAFETY

The following two items were considered as a block. Supervisor Singer made the motion to file the resolution and budget transfer. Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *Conflict Defender ~ Approval of Contract and Creation of Position - Assistant Conflict Defender - Distribution #4*
- ▶ **Transfer:** *District Attorney ~ Budget Transfer to Request Authorization to Appropriate Federal Crime Proceeds Reserve for Staff Training Conference*

The motion carried to file the resolution authorizing the creation of the position of Assistant Conflict Defender and approving the budget transfer as indicated in the resolution. This position will be partially subsidized by grant funds previously approved. It was noted that wording will be added to the resolution that the position will be reviewed at the end of the three-year grant period.

The motion carried to approve the budget transfer of \$900.00 to appropriate funds from the District Attorney's Federal Crime Proceeds Reserve to send staff from the District Attorney's office to a 2016 training conference.

ENVIRONMENTAL QUALITY

- ▶ **Resolution:** *Ontario County Landfill ~ Award of Contract for*

Supervisor Singer made a motion to file the resolution authorizing a one year contract for on-demand consultation services for the

On-Demand Consultant Services Related to Ongoing Construction and Operation of the Ontario County Landfill - SCS Engineers

Ontario County Landfill, as described in the proposal, with SCS Engineers for an amount not to exceed \$30,000. Supervisor Russell seconded the motion. The motion carried.

PUBLIC WORKS

Enterprise Fleet Management

Bill Wright, Commissioner of Public Works, along with Senior Fiscal Manager Nellie Puma, presented an overview and analysis of Enterprise Fleet Management's Lease and Maintenance program compared to current County costs. The benefits of the program were reviewed and discussed, noting that the value of the proposal is not necessarily in budget savings, but focused on operational efficiencies. Based on findings of the analysis and the benefits of the program, it is recommended that the County enter into an agreement with Enterprise.

A proposed resolution and agreements will be brought through the next Public Works and Financial Management Committee meetings.

PLANNING & RESEARCH

- ▶ **Resolution:** *Aquatic Vegetation Harvesting Program ~ Award of Bid B16059, Honeoye Lake*

Supervisor Green made a motion to file the resolution authorizing acceptance of the bid from Alpha Boats Unlimited and to approve the purchase of the said work barge for a cost not to exceed \$28,400. Supervisor Singer seconded the motion. The motion carried.

CAPITAL PROJECTS

- ▶ **Resolution:** *Highways ~ Bridge Preventive Maintenance 2012 - CP 6-2012: Closing of Capital Project*

Supervisor Russell made a motion to file the resolution to close Capital Project No. 06-2011, Bridge Preventive Maintenance 2012, and that the cash balance of \$6,768.62 and any additional interest earnings remaining in the Project be transferred to the County Road Fund Capital Reserve for Roads and Bridges. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *Highways ~ Ontario Parks Dam Rehabilitation - CP 5-2015: Budget Amendment and Acceptance of Bid*

Supervisor Green made a motion to file the resolution to accept the bid from Woodstone Earth Construction, Inc., for said work for Ontario Parks Dam Rehabilitation in the Town of South Bristol, for a cost not to exceed \$269,834. Supervisor Marshall seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC Geneva Campus Center - CP 04-2009: Authorizing Budget Transfer and Reimbursement Payment for Data and Communications Costs*

Supervisor Russell made a motion to file the resolution to authorize the budget transfer and to reimburse FLCC for the one-time non-recurring charges for the needed fiber access in connection with Span AO-01011A at a cost of \$4,095. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *2015 FLCC Capital Maintenance Project - CP 01-2015: Approval of Budget Transfer - HVAC Rehabilitation in the Fine Arts and Graphic Design Area*

Supervisor Marshall made a motion to file the resolution to approve the budget transfer of \$5,600 to cover the cost of air sampling and monitoring during the abatement of asbestos in the HVAC Rehabilitation in the Fine Arts and Graphic Design Area project. Supervisor Wickham seconded the motion. The motion carried.

The following three resolutions were considered as a block. Supervisor Russell made the motion to file the resolutions. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *2016 FLCC Capital Maintenance Project - CP 01-2016: Authorization for Budget Transfer for Short Term Contract with Atlantic Testing Laboratories for Construction Materials Engineering and Testing Services*

The motion carried to file the resolution accepting the Short Form Contract with Atlantic Testing Laboratories for the provision of material testing services related to improvements to FLCC Parking Lot D and based on the rates specified pursuant to BID #16022 in an amount not to exceed \$6,970. The contract begins May 20, 2016, and will expire on May 19, 2017.

- ▶ **Resolution:** *2014 FLCC Capital Maintenance Project - CP 01-2014: Authorization to Purchase Lab Stools C318 Chemistry Lab*

The motion carried to file the resolution to approve the purchase of 21 lab stools for FLCC Science Lab C318 from Kruger International for a total cost of \$2,730.67.

- ▶ **Resolution:** *FLCC Viticulture Center ~ CP 05-2011: Authorizing Budget Amendment and Short Term Contract with Amering & Johnston, Inc., for Purchase and Installation of Air Conditioning Unit and Controls*

The motion carried to file the resolution to accept the proposal from Amering & Johnston, Inc., for the purchase and installation of a one ton Dalkin Split System for a cost not to exceed \$7,297.05.

FMC STANDING COMMITTEE ITEMS

Permission to Proceed with 2010 Bond Refunding Opportunity

Supervisor Marshall made a motion to give permission to proceed with a refunding opportunity for the 2010 Bonds which will result in an estimated savings of over \$500,000. Supervisor Wickham seconded the motion. The motion carried.

▶ **Resolution:** *Apportionment of Mortgage Tax*

Supervisor Wickham made a motion to file the resolution authorizing and directing the County Treasurer to issue checks for the distribution of the semi-annual mortgage tax to the several districts in the County of Ontario as set forth in the resolution. Supervisor Russell seconded the motion. The motion carried.

It was noted that the amount received is down just under 4% compared to the same time last year.

FMC / Department 2017-2018 Budget Review Schedule

By general consent, the following dates were agreed upon for the 2017-2018 Department Budget Reviews.

Tuesday, September 13 - 8:00 a.m. to 12:00 p.m.

Wednesday, September 14 - 8:00 a.m. to 12:00 p.m.

Friday, September 23 - 8:00 a.m. to 12:00 p.m. (If needed)

OTHER BUSINESS

Executive Session

At 3:18 p.m., Supervisor Russell made a motion to enter into Executive Session to discuss contract negotiations. Supervisor Green seconded the motion. The motion carried. At 3:35 p.m., Supervisor Singer made a motion to adjourn the Executive Session and reconvene the regular meeting. Supervisor Wickham seconded the motion. The motion carried.

▶ **Resolution:** *Establishing Contract Provisions for Removal of Snow and Ice from County Roadways Within Certain Ontario County Towns*

Supervisor Russell made a motion to file the resolution authorizing a contract with each town for removal of snow and ice from County roadways at a rate of \$5,500 per mile, and further, authorizing additional one-time payments based on each town's deviation as detailed in the resolution. The additional payments to the towns will be released after full execution of the 2016/2017 contract and will accompany the first of two installments payment on the contract. Supervisor Singer seconded the motion. The motion carried.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 3:37 p.m. following a motion by Supervisor Wickham. The motion was seconded by Supervisor Russell, and carried.

The next regularly scheduled meeting is Wednesday, June 15, 2016, at 2:00 p.m.

Respectfully submitted,

Judy Manntai
Recording Secretary