

## **City Council Finance Committee Meeting Notes**

Tuesday, February 25, 2014

7:00PM

Hurley Building

Present: Finance Committee members: Taylor, Terwilliger, Wade, White  
Council members: Boni, Bucci, Cutri, Mayor Polimeni, Whitcomb  
City Staff: City Manager Forrest, Assistant City Manager White,  
Clerk/Treasurer Abdallah, Public Works Coordinator Abraham, City  
Attorney Smith

### 1. 2014-2016 Road Program

City Manager Forrest and Public Works Coordinator Abraham reviewed updated staff recommendations resulting from the discussion at the January Finance Committee meeting on this same subject. These updated recommendations do not impact the plans outlined previously for the full reconstruction of six streets with design in 2014 and construction in 2015. They also do not impact plans for 2014 street maintenance.

1. 2014 – Ft. Hill Avenue mill/resurface only from North Main to Charlotte Street. Estimated project cost about \$220K.
2. 2014 – West Street mill/resurface from Parrish Street to Bristol Street partnering with the Town of Canandaigua doing the same between 5&20 and Parrish Street. No change to existing sidewalks on east side, no sidewalk installation on west (Town) side. Include storm sewer improvements at the Parrish Street corner and additional work on Bristol Street at the West Street corner. Estimated project cost \$70K-\$80K plus about \$20K cost for the Bristol Street portion.
3. 2015-2016 – North Bloomfield Road extensive refurbishment including rebuild of the drainage infrastructure. Estimated project cost about \$500K.

There was additional discussion around the need to implement a short-term 2014 fix for the most serious drainage problems existing today. Senior City and DPW management was asked to survey the situation again and report back at the next Finance Committee meeting.

Action Taken: No formal action, information topic primarily. Council gave informal OK to the recommendations and requested staff find a way to alleviate the most serious of the drainage problems in 2014 if at all possible.

### 2. Reduced-Pressure Zone Installation Project at Water Treatment Plant

Public Works Coordinator Abraham reviewed two bids received out of 4 solicited for the purchase and installation of two backflow prevention devices, the lowest being \$30,875 from John W. Danforth Company. The other bid was for \$53,100. Mr. Abraham

recommended approval to accept the low bid. The project is budgeted for \$30K with funding to come from the Water Treatment Plant Reserve Fund.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of a resolution, that the City Manager be authorized to execute an agreement with the low bidder to purchase and install the equipment.

### 3. Year-End Financial Report

Clerk/Treasurer Abdallah gave a detailed preliminary report on all of the City's 22 funds for calendar year 2013. Most attention was paid to the General, Water and Sewer Funds and to their associated reserve funds. The three big funds showed 2013 positive variances relative to budget of \$659K, \$15K, and \$236K, respectively. Ms. Abdallah walked the Committee through revenues and expenditures for these funds and pointed out the primary drivers of differences between actual vs. budget. The General Fund unappropriated balance projected for year-end 2014 is \$3,579K – about 3 months of 2014 General Fund budgeted expenditures and at the high end of the 2-to-3 months expenditure range called for in our fund balance policy.

Action Taken: No action taken, information topic only. Ms. Abdallah was thanked by Council for the timeliness, detail, and easy-to-understand format of her report. Council also expressed appreciation for her ongoing outstanding management of the City's books.

### 4. NYCLASS Investment Policy Amendment

Clerk/Treasurer Abdallah reviewed the City's participation in the NYCLASS (New York Cooperative Liquid Assets Securities System) process and the need to approve an amendment to the operating agreement required of all participating municipalities, school and other districts, etc. This system allows the City to invest certain of its available investment funds in cooperation with partner entities.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of two resolutions, that the City Manager be authorized to execute the amended agreement in the name of and on behalf of the City.

### 5. Pathstone and Habitat for Humanity Agreements

Committee reviewed two recommended proposals to participate in two housing-related projects with local not-for-profits. One, administered by Pathstone, is a Home Energy and Improvement Program for eligible City homeowners. Cost to the City is \$57K, funded from program income in the City's HUD CDBG Revolving Loan Fund. Additional funds for the project will come to Pathstone from a NYSERDA grant. The second, managed by Habitat for Humanity, is associated with a plan to build a new Habitat home on an empty lot on Chapin Street. Cost to the City is \$15K, also funded from program income in the City's HUD CDBG Revolving Loan Fund.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of two resolutions, that the City Manager be authorized to execute agreements with the two not-for-profits to carry out these projects.

#### 6. Disposal of Surplus Equipment

City Manager Forrest reviewed a list of items that are no longer of use to the City. Most are radios made obsolete by the new County communications system. It is proposed to dispose of these items through the standard channels with any proceeds from sale being directed to the City's Technology Fund Reserve.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of a resolution, that the listed property be declared surplus and sold at public auction, sealed bid, or traded in on new equipment purchases.

#### 7. Procurement Policy Review

City Attorney Smith reported that the City is required to conduct a formal annual review and update of its Purchasing Policies and Procedures document, per the recent NYS Comptroller's Office audit. Ms. Smith reviewed an updated policy document containing modifications regarding Best Value and purchasing exceptions related to procurements made pursuant to General Municipal Law Section 103(3) and to sole-source procurements.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of a local law, that the updated Purchasing Policies and Procedures document be approved.

The meeting was adjourned at 8:50PM. The next meeting is scheduled for Tuesday, March 25.

Respectfully submitted,

James Terwilliger  
Finance Committee Chair