

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, July 11, 2013 9:00AM**

**Committee Members: Jonathan Rouis, Chair, Cindy Kurpil Gieger, Vice Chair,
Kitty Vetter, Cora Edwards, Gene Benson**

AGENDA

PRESENTATIONS: NONE

DISCUSSIONS:

- 1. 2012 CAFR – Toski & CO, PC**
- 2. NYS Comptrollers Fiscal Stress Monitoring System – Joshua Potosek, Acting County Manager**

RESOLUTIONS

AUDIT - None

COUNTY TREASURER –None

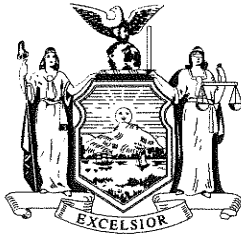
GRANTS- None

MANAGEMENT AND BUDGET –

- 1. To Modify the 2013 County Budget.**
- 2. To request funds from the State University of New York Community College Capital Fund for Paving and Site Improvement Work.**
- 3. To request funds from the State University of New York Community College Capital Fund to establish a Respiratory Care Lab.**
- 4. To request funds from the State University of New York Community College Capital Fund to purchase a One Card System for Student's Use.**
- 5. To request funds from the State University of New York Community College Capital Fund to Upgrade and Renovate the Cafeteria for the Benefit of the College.**

MANAGEMENT INFORMATION SYSTEMS - None

PUBLIC COMMENT



FACT SHEET

From the Office of New York State Comptroller
Thomas P. DiNapoli

CONTACT: Press Office
(518) 474-4015

FOR RELEASE: Immediately

COMPTROLLER DINAPOLI'S EARLY WARNING FISCAL MONITORING SYSTEM

State Comptroller Thomas P. DiNapoli has created an early warning monitoring system to identify municipalities and school districts experiencing signs of budgetary strain so that corrective actions can be taken before a full financial crisis develops.

Using data already submitted by more than 3,000 local governments, DiNapoli's office calculates and publicizes an overall score of fiscal stress for municipalities and school districts across the state. These scores classify whether a community is in "significant fiscal stress," "moderate fiscal stress," "susceptible to fiscal stress," or "no designation."

The first fiscal stress scores were released in June 2013. A separate scoring list for school districts and those cities and villages whose fiscal years end at various periods through the year will be released later in the year. This system is based on a process that DiNapoli's auditors have been using to detect financial problems in communities.

The early warning system will examine nine financial indicators, including:

Local government indicators

- **Fund balance** as a measure of the resources a local government has accumulated. This will help identify capital available to fund operations, provide a cushion for revenue shortfalls or expenditure overruns, or may be reserved for specific future purposes.
- **Operating deficits** to determine if an entity's budget is structurally balanced. Annual operating results are a good measure of the local government's recent financial operations and the direction that its finances are headed. Multiple years of operating deficits or a significant operating deficit in one fiscal year can cause serious financial hardship.
- **Cash on hand** and whether it is adequate to pay current liabilities. This will evaluate a local government's ability to liquidate current liabilities and its ability to fund the ensuing fiscal year's operations.
- **Cash flow borrowing** may indicate that a local government has cash-flow issues that are not being resolved. Local governments in fiscal stress are more likely to have to issue short-term debt in order to meet obligations.
- **Fixed costs** to identify the amount that revenues are restricted to be used for salaries and benefits. These costs determine an entity's flexibility with responding to economic changes. A local government with a high level of fixed costs has more difficulty adjusting service levels if resources decline.

Fourteen environmental indicators will also be used for evaluating local governments. These include:

Demographic factors

- **Growth or decline in population** can provide insight into the health of the local economy. Declining population in a local government may affect property values and the associated tax base, which affects a local government's revenues.
- **Child poverty rates and median age** provide important insight into the service needs within a community. A local government with an increasing median age or an already high median age may require additional services
- **Property value changes** are a useful sign of the health of the local economy and also may affect one of the local government's major revenue sources. Entities with declining property values need to increase rates in order to raise the same amount of real property tax revenues.
- **Unemployment rates** and changes in available jobs provide information on the economic activity of an area and also may affect a local government's revenues.
- **State and federal aid issues** can pose challenges to a local government's finances. A local government with a large dependence on this funding can have a significant revenue risk.

DiNapoli will implement the system starting with those localities whose fiscal year ended December 31, 2012 and later apply it to villages and school districts whose fiscal years end at various periods throughout the year.

Updated June 2013

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THOMAS P. DiNAPOLI
STATE COMPTROLLER

STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER
110 STATE STREET
ALBANY, NEW YORK 12236
June 18, 2012

DIVISION OF LOCAL GOVERNMENT
AND SCHOOL ACCOUNTABILITY
Tel: (518) 474-4037 Fax: (518) 486-6479

Joshua Potosek
County Manager
County of Sullivan
PO Box 5012
Monticello, NY 12701

Dear County Manager Potosek:

In January, Comptroller DiNapoli finalized plans to implement a statewide fiscal monitoring system that would identify local governments experiencing fiscal stress. The goal of the system is to inform both municipal leaders and taxpayers of the economic and budgetary challenges facing their locality so that actions can be taken when appropriate to avoid a fiscal crisis. The fiscal monitoring system uses data that is already submitted by local governments to this Office to calculate a score associated with the level of fiscal stress, if any.

This letter is to notify you that as of May 31, our review of the Annual Update Document (AUD) for the County of Sullivan indicates that the County is currently susceptible to fiscal stress. Notification is also being made to your governing board through separate correspondence.

As part of our review, we contacted the preparer of your AUD to verify the data used in the fiscal monitoring system. The attached spreadsheet contains the figures and calculations used to determine the fiscal stress score. Please contact a member of our Data Management Unit with any technical questions you may have (855-478-5472, option 4).

An important component to the Comptroller's fiscal monitoring system that may be helpful to you is a new local government support program – *Avoid Crisis Tomorrow with Fiscal Awareness Strategies Today* or *ACT FAST*. This program can be initiated by a joint request from a local government's chief executive officer and governing board for an accelerated risk assessment to me. Upon receipt of a request, a team of OSC staff will complete an assessment to determine the level of services (training, technical assistance, best practice guidance) that could be beneficial.

Additionally, we have a variety of information and guidance about the fiscal stress monitoring system on our website at: <https://www.osc.state.ny.us/localgov/fiscalmonitoring/index.htm>

Please feel free to contact me with any questions you may have at either (518) 474-4593 or asanfilippo@osc.state.ny.us.

Sincerely,

Andrew SanFilippo

Executive Deputy Comptroller
Office of State and Local Government Accountability

cc: CFO

County: Sullivan
MuniCode: 480100000000

County of Sullivan

Fiscal Year: 2012
Stress Level: Susceptible
Fiscal Stress

Indicator	Description	Year	Data	Points	Weight	Score
1	General Fund Only 3 Points ≤ 3.33% Last Fiscal Year 2 Points > 3.33% But ≤ 6.67% Last Fiscal Year 1 Point > 6.67% But ≤ 10% Last Fiscal Year	2012	Assigned Unassigned FB (Codes 915 & 917 General Fund) Assigned Unassigned FB (Codes 915 & 917 Combined Fund) Gross Expenditures (General Fund) Gross Expenditures (Combined Fund) Assigned Unassigned FB / Gross Exp (General Fund) Assigned Unassigned FB / Gross Exp (Combined Fund)	2		
	Combined Funds Minus General Fund 1 Point = combined fund calculation ≤ General Fund calculation				50%	7.25
2	General Fund Only 3 Points ≤ 10% Last Fiscal Year 2 Points > 10% But ≤ 15% Last Fiscal Year 1 Point > 15% But ≤ 20% Last Fiscal Year	2012	Account code: 8029 (General Fund) Account code: 8029 (Combined Fund) Gross Expenditures (General Fund) Gross Expenditures (Combined Fund) 8029 / Gross Exp (General Fund) 8029 / Gross Exp (Combined Fund)	2		
	Combined Funds Minus General Fund 1 Point = combined fund calculation ≤ General Fund calculation					
3	Combined Funds 3 Points = Deficits in 3/3 last Fiscal Years or a Deficit in the Last Fiscal Year ≤ -10% 2 Points = Deficits in 2/3 last Fiscal Years 1 Point = Deficit in 1/3 last Fiscal Years	2010 2011 2012	Gross Revenues (Combined Funds) Gross Expenditures (Combined Fund) Deficit (Combined Fund) Gross Revenues (Combined Funds) Gross Expenditures (Combined Fund) Deficit (Combined Fund) Gross Revenues (Combined Funds) Gross Expenditures (Combined Fund) Deficit (Combined Fund) Deficit / Gross Expenditures (Combined Fund)	0 pts 1 pts		1.93
4	Combined Funds 3 Points ≤ 50% Last Fiscal Year 2 Points > 50% But ≤ 75% Last Fiscal Year 1 Point > 75% But ≤ 100% Last Fiscal Year	2012	Cash and Investment Account Codes 200-223,450,451 Net Current Liability Account codes 600-626 & 631-668 less codes 280,290,295 Cash Investment / Current Liability	2		
5	Combined Funds 3 Points ≤ 50% Last Fiscal Year 2 Points > 50% But ≤ 100% Last Fiscal Year 1 Point > 100% But ≤ 150% Last Fiscal Year	2012	Account codes: 200, 201, 450, 451 Average monthly gross expenditures (Total Gross/12) Cash / Avg Monthly Exp	0	20%	1.93

6	All Funds	2012	Debt Issued	10,000,000		
Short Term	3 Points > 15% Last Fiscal Year		Total Revenues	154,897,346		
Debt Issuance	2 Points > 5% But ≤ 15% Last Fiscal Year		Debt / Total Revenues (General Fund)	6.5%	2 pts	
	1 Point > 0% But ≤ 5% Last Fiscal Year					
7	All Funds	2010	Debt Issued	9,000,000	1 pt	2.42
Short Term	3 Points = Issuance In Each of Last Three Fiscal Years or	2011	Debt Issued	13,000,000	1 pt	
Debt Issuance	Issued a Budget Note In Last Fiscal Year	2012	Debt Issued	10,000,000	1 pt	
Trend	2 Points = Issuance In Each of Last Two Fiscal Years		Budget Note Issued	No	0 pts	
	1 Point = Issuance In Last Fiscal Year					
8	All Funds	2010	Personal Services and Employee Benefits	80,365,027		
Personal	3 Points = Last Three Fiscal Year Average ≥ 75%		Total Revenues - Debt Service Advance Refund Bonds	186,631,708		
Services and	2 Points = Last Three Fiscal Year Average ≥ 70% But < 75%		Pers Svc & Benefits / Net Revenues	43.1%		
Employee	1 Point = Last Three Fiscal Year Average ≥ 65% But < 70%	2011	Personal Services and Employee Benefits	81,251,345		
Benefits			Total Revenues - Debt Service Advance Refund Bonds	188,269,610	0	
			Pers Svc & Benefits / Net Revenues	43.2%		
		2012	Personal Services and Employee Benefits	80,186,895		
			Total Revenues - Debt Service Advance Refund Bonds	197,528,937		
			Pers Svc & Benefits / Net Revenues	40.6%		
			Average Pers Svc & Benefits / Net Revenues	42.3%	0 pts	
9	All Funds	2010	Debt Services	9,366,574		10%
Debt Service	3 Points = Last Three Fiscal Year Average ≥ 20%		Total Revenues - Debt Service Advance Refund Bonds	186,631,708		
% Revenue	2 Points = Last Three Fiscal Year Average ≥ 15% But < 20%		Debt Services / Net Revenues	5.0%		
	1 Point = Last Three Fiscal Year Average ≥ 10% But < 15%	2011	Debt Services	12,208,571		
			Total Revenues - Debt Service Advance Refund Bonds	188,269,610	0	
			Debt Services / Net Revenues	6.5%		
		2012	Debt Services	12,336,515		
			Total Revenues - Debt Service Advance Refund Bonds	197,528,937		
			Debt Services / Net Revenues	6.2%		
			Average Debt Services / Net Revenues	5.9%	0 pts	
			TOTAL		13	13.53
						46.7%

General Fund	Combined Funds	Counties	Point Range	Percent Range (out of 29 max pts)
A	A, D, DM, FX, G, + All Enterprise		18.85 - 29	65 - 100%
			15.95 - 18.84	55 - 64.9%
			13.05 - 15.94	45 - 54.9%
			0 - 13.04	0 - 44.9%

Gross Revenues = Revenues and Other Sources
Total Revenues = Revenues
Gross Expenditures = Expenditures and Other Uses
Total Expenditures = Expenditures

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET
COMMITTEE TO MODIFY THE 2013 COUNTY BUDGET**

WHEREAS, the County of Sullivan 2013 Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers be authorized.

Moved by:

Seconded by:

July 2013
 Modifications to the 2013 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
A-1010-41-4109	AUTO/TRAVEL CO FLEET CHARGEBACK			500	
A-1010-42-4205	OFFICE PRINTING				500
A-1165-47-4724	DEPT DRUG FORFEITURE PROCEEDS NYS			5,000	
A-1165-R2626-R307	FORFEITR CRIME PROCDS STATE	5,000			
A-1430-42-4201	OFFICE ADVERTISING			1,295	
A-1450-43-4305	COMPUTER TECH SUPPORT			250	
A-1450-45-4504	SPEC DEPT SUPPLY ELECTION				250
A-1620-22-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				100
A-1620-23-42-4203	OFFICE OFFICE SUPPLIES			50	
A-1620-23-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT				50
A-1620-24-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			250	
A-1620-24-45-4549	SPEC DEPT SUPPLY SAFETY			250	
A-1620-24-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				250
A-1620-24-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				250
A-1620-27-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			1,400	
A-1620-27-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				1,400
A-1989-99-47-4736	DEPT CONTINGENT				150,000
A-3010-45-4506	SPEC DEPT SUPPLY PUBLIC SAFETY			800	
A-3110-29-47-4701	DEPT RENTALS			900	
A-3110-29-47-4710	DEPT DEPT MISC/OTHER				900
A-3150-47-4751	DEPT PRISONER HOUSING			150,000	
A-4010-33-10-1011	PERSONAL SERV REGULAR PAY				1,106
A-4010-33-10-1011	PERSONAL SERV REGULAR PAY				800
A-4010-33-10-1011	PERSONAL SERV REGULAR PAY			1,800	
A-4010-33-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL			956	
A-4010-33-45-4509	SPEC DEPT SUPPLY PATIENT EDUCATNL MATERIAL			800	
A-4010-33-46-4612	MISC SERV/EXP EMPL TRAINING				300
A-4010-33-46-4612	MISC SERV/EXP EMPL TRAINING			150	
A-4010-34-10-1011	PERSONAL SERV REGULAR PAY				2,000
A-4010-34-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL			2,000	
A-4010-44-47-4729	DEPT SPECIAL PROJECTS			250	
A-4010-44-R2770-R338	MISC REVENUE OTHER	250			
A-4050-40-4013	CONTRACT CONTRACT OTHER				6,500

July 2013
 Modifications to the 2013 Sullivan County Budget

Account Code	Account Description	Revenue		Revenue		Appropriation		Appropriation	
		Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease
A-4050-47-4752	DEPT MISC PROGRAM EXP			6,500				6,500	
A-4050-47-4752	DEPT MISC PROGRAM EXP					550			550
A-4050-47-4774	DEPT PUBLIC HEALTH EDUCATION					550			550
A-4320-41-46-4602	MISC SERV/EXP EMPL MEAL ALLOWANCE					100			100
A-4320-41-46-4612	MISC SERV/EXP EMPL TRAINING					100			100
A-6010-38-46-4609	MISC SERV/EXP SPECIAL SERV/OTHER					1,800			1,200
A-6010-38-47-4710	DEPT DEPT MISC/OTHER					1,800			600
A-6010-38-47-4740	DEPT MEDICAL - OUTPATIENT SERVICES					1,600			
A-6510-41-4102	AUTO/TRAVEL LODGING					900			
A-6510-41-4103	AUTO/TRAVEL MEALS					6,205			
A-7110-85-47-4729	DEPT SPECIAL PROJECTS								
A-7110-85-R2770-R338	MISC REVENUE OTHER		6,205						20
A-7520-45-4503	SPEC DEPT SUPPLY RECREATION					15			
A-7520-45-4532	SPEC DEPT SUPPLY SEED/MULCH ETC					50			
A-7520-46-4609	MISC SERV/EXP SPECIAL SERV/OTHER					4,000			
A-7610-88-41-4107	AUTO/TRAVEL VOLUNTEER/CLIENT					1,000			
A-7610-88-41-4109	AUTO/TRAVEL CO FLEET CHARGEBACK								
A-7610-88-R3772-R303	ST AID AGING PROGRAM SNAP		5,000						
A-8810-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE					100			
A-9999-R2725-R239	VLT/TRIBAL STATE COMPACT MONEY MAIN		6,140						
	General Fund Totals		22,595			189,471			166,876
D-5110-47-45-4522	SPEC DEPT SUPPLY GUIDERAIL							1,000	
D-5110-47-45-4526	SPEC DEPT SUPPLY PAINT					1,000			
	County Road Fund Totals					1,000			1,000
DM-5130-48-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER					2,500			
DM-5130-48-45-4549	SPEC DEPT SUPPLY SAFETY					1,000			
DM-5130-49-45-4540	SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS					3,500			3,500
	Road Machinery Fund Totals					3,500			3,500

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potosek, Acting County Manager

Re: Request for Consideration of a Resolution: SCCC Request Funds from the State University of New York Community College Capital Program

Date: July 2, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorizes the Sullivan County Community College to request matching funds in the amount of \$475,000 from the State University of New York Community College Capital program fund for paving and site improvement work

Is subject of Resolution mandated? Explain:

no

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ **Grant(s)** \$ _____

State \$ _____ **Other** \$ _____

Federal Government \$ _____ **(Specify)** _____

Verified by Budget Office: Janet Myfan

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with _____ of _____

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

_____ *procurement not applicable Aff.* _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Jacky Jones* Date *7/3/13*
B. Management and Budget: *Janet Myg* Date *7/2/13*
C. Law Department: *S. J. J. J.* Date *7/3/13*
D. County Manager: *John Poter* Date *7/3/13*
E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 07/11/2013

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE
AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO REQUEST
FUNDS FROM THE STATE UNIVERSITY OF NEW YORK COMMUNITY COLLEGE
CAPITAL FUND FOR PAVING AND SITE IMPROVEMENT WORK**

WHEREAS, Sullivan County Community College will receive a federal roadway money grant in the amount of \$950,000 for paving and site improvement work; and

WHEREAS, Sullivan County as sponsor of Sullivan County Community College may accept funds other than county funds as its match for state capital funds; and

WHEREAS, §603.7 of the Codes and Regulations of the State of New York permits Sullivan County to apply for matching funds through the SUNY Construction Fund for the New York State share of projects that are normally permitted within an approved capital construction budget; and

WHEREAS, the 2014 – 2015 New York State Budget Community College Capital Program request will include \$950,000 for paving and site improvement work.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby adopts this resolution and authorizes the Sullivan County Community College to request matching funds in the amount of \$475,000 from the State University of New York Community College Capital Program Fund.

BE IT FURTHER RESOLVED, that no funds from the County's General Fund should be committed for this purpose

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potosek, Acting County Manager

Re: Request for Consideration of a Resolution: SCCC Request Funds from the State University of New York Community College Capital Program

Date: July 2, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorizes the Sullivan County Community College to request matching funds in the amount of \$125,000 from the State University of New York Community College Capital program fund to establish a Respiratory Care Lab

Is subject of Resolution mandated? Explain:

no

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

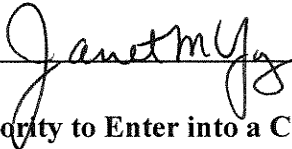
If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

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If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Procurement not applicable *sf*

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *[Signature]* Date 7/3/13
- B. Management and Budget: *[Signature]* Date 7/2/13
- C. Law Department: *[Signature]* Date 7/3/13
- D. County Manager: *[Signature]* Date 7/3/13
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 07/11/2013

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE
AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO REQUEST
FUNDS FROM THE STATE UNIVERSITY OF NEW YORK COMMUNITY COLLEGE
CAPITAL FUND TO ESTABLISH A RESPIRATORY CARE LAB**

WHEREAS, Sullivan County Community College will utilize both private and capital chargeback funds in the amount of \$250,000 for the purpose of establishing a respiratory care lab; and

WHEREAS, Sullivan County as sponsor of Sullivan County Community College may accept funds other than county funds as its match for state capital funds; and

WHEREAS, §603.7 of the Codes and Regulations of the State of New York permits Sullivan County to apply for matching funds through the SUNY Construction Fund for the New York State share of projects that are normally permitted within an approved capital construction budget; and

WHEREAS, the New York State enacted budget for community college capital programs included \$250,000 for Instructional Facilities Renovations.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby adopts this resolution and authorizes the Sullivan County Community College to request matching funds in the amount of \$125,000 from the State University of New York Community College Capital Program Fund.

BE IT FURTHER RESOLVED, that no funds from the County's General Fund should be committed for this purpose

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

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Re: Request for Consideration of a Resolution: SCCC Request Funds from the State University of New York Community College Capital Program

Date: July 2, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorizes the Sullivan County Community College to request matching funds in the amount of \$50,000 from the State University of New York Community College Capital program fund to purchase a One Card System for Student's Use.

Is subject of Resolution mandated? Explain:

no

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
-------	----------	-------	----------

Federal Government	\$ _____	(Specify)	_____
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Verified by Budget Office: _____

Janet Myer

Does Resolution request Authority to Enter into a Contract? Yes ___ No

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Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No _____

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

procurement is not applicable if

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Kathy Jones* Date 7/3/13
- B. Management and Budget: *Janet Miller* Date 7/2/13
- C. Law Department: *S. G. Gough* Date 7/3/13
- D. County Manager: *John P. Sand* Date 7/3/13
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 07/11/2013

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE
AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO REQUEST
FUNDS FROM THE STATE UNIVERSITY OF NEW YORK COMMUNITY COLLEGE
CAPITAL FUND TO PURCHASE A ONE CARD SYSTEM FOR STUDENT'S USE**

WHEREAS, Sullivan County Community College will utilize private funds in the amount of \$100,000 for the purpose of purchasing a One Card System for student's use; and

WHEREAS, Sullivan County as sponsor of Sullivan County Community College may accept funds other than county funds as its match for state capital funds; and

WHEREAS, \$200,000 will be spent by Compass Group USA to upgrade and renovate the cafeteria for the benefit of the college; and

WHEREAS, §603.7 of the Codes and Regulations of the State of New York permits Sullivan County to apply for matching funds through the SUNY Construction Fund for the New York State share of projects that are normally permitted within an approved capital construction budget; and

WHEREAS, the New York State enacted budget for 2008 included a \$1,317,301 special appropriation for technology and computer upgrades.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby adopts this resolution and authorizes the Sullivan County Community College to request matching funds in the amount of \$50,000 from the State University of New York Community College Capital Program Fund.

BE IT FURTHER RESOLVED, that no funds from the County's General Fund should be committed for this purpose

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potosek, Acting County Manager

Re: Request for Consideration of a Resolution: SCCC Request Funds from the State University of New York Community College Capital Program

Date: July 2, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorizes the Sullivan County Community College to request matching funds in the amount of \$100,000 from the State University of New York Community College Capital program fund to upgrad and renovate the Cafeteria for the benefit of the college.

Is subject of Resolution mandated? Explain:

no

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

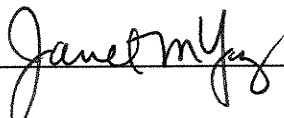
Estimated Cost Breakdown by Source:

County \$ _____ **Grant(s)** \$ _____

State \$ _____ **Other** \$ _____

Federal Government \$ _____ **(Specify)** _____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

_____ *procurement is not applicable* _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Gusty Jones* Date *7/3/13*
- B. Management and Budget: *Janet Myer* Date *7/2/13*
- C. Law Department: *S. Gasper* Date *7/3/13*
- D. County Manager: *Julie Bond* Date *7/3/13*
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 07/11/2013

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE
AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO REQUEST
FUNDS FROM THE STATE UNIVERSITY OF NEW YORK COMMUNITY COLLEGE
CAPITAL FUND TO UPGRADE AND RENOVATE THE CAFETERIA FOR THE
BENEFIT OF THE COLLEGE**

WHEREAS, Sullivan County as sponsor of Sullivan County Community College may accept funds other than county funds as its match for state capital funds; and

WHEREAS, the New York State enacted budget for community college capital programs included \$1,290,500 for Facility Upgrades and Renovations; and

WHEREAS, \$200,000 will be spent by Compass Group USA to upgrade and renovate the cafeteria for the benefit of the college; and

WHEREAS, §603.7 of the Codes and Regulations of the State of New York permits Sullivan County to apply for matching funds through the SUNY Construction Fund for the New York State share of projects that are normally permitted within an approved capital construction budget.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby adopts this resolution and authorizes the Sullivan County Community College to request matching funds in the amount of \$100,000 from the State University of New York Community College Capital Program Fund.

BE IT FURTHER RESOLVED, that no funds from the County's General Fund should be committed for this purpose