

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, January 9, 2014 9:00 AM**

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

AGENDA

PRESENTATIONS: None

DISCUSSIONS:

- 1. Potential Revenue Sources**

RESOLUTIONS

AUDIT - None

COUNTY TREASURER - None

GRANTS- None

MANAGEMENT AND BUDGET –

- 1. To close a Capital Project Account.**
- 2. To approve a Sullivan County Revolving Loan.**

MANAGEMENT INFORMATION SYSTEMS-

- 3. To authorize Software Support Agreement for the Allen Tunnel Tax Collection System.**

PUBLIC COMMENT

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO CLOSE
A CAPITAL PROJECT ACCOUNT**

WHEREAS, the County Manager, the Commissioner of Public Works, and the County Treasurer have advised that the following project previously funded through Bond Issue have been completed, and

WHEREAS, fund balances exists in the capital accounts.

NOW, THEREFORE, BE IT RESOLVED, that the following project be closed and the remaining balances, if any, be transferred to the appropriate fund:

H54 2012 Road Construction

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

To: Sullivan County Legislature

Fr: Jill M. Weyer

Re: Request for Consideration of a Resolution: Approve a revolving loan

Date: 12/23/2013

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.]

Approve a Main Street Business Revolving loan for Sarah and Errol Flynn (Brandenburg bakery) to relocate and expand their bakery operation in Livingston Manor. The loan will fund \$30,000 to purchase equipment and appliances to outfit their new building. The Flynn's are also receiving \$35,000 from the Partnership.

Is subject of Resolution mandated? Explain:

N

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 30,000.00

Are funds already budgeted? Yes No

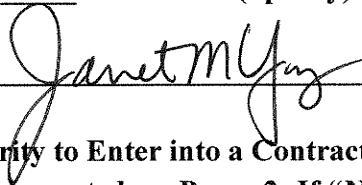
If "Yes" specify appropriation code(s): CD-00200-01171

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>30,000.00</u>
Federal Government	\$ _____	(Specify)	<u>County RLF Program</u>

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 [Brandenburg Bakery] of [Livingston Manor, NY]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 02/01/2014 To 01/31/2021

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.]:

RLF to assist local business

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): 30,000

Efforts made to find Less Costly alternative:

n/a

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

n/a

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

n/a *Not Applicable*

Person(s) responsible for monitoring contract (Title): Jill M. Weyer

Pre-Legislative Approvals:

- A. Director of Purchasing: Lacey Jones Date 1/8/14
- B. Management and Budget: Janet Miller Date 1/8/14
- C. Law Department: S. Yaggy Date 1/8/14
- D. County Manager: John Bond Date 1/8/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY THE MANAGEMENT AND BUDGET
COMMITTEE TO APPROVE A SULLIVAN COUNTY REVOLVING LOAN**

WHEREAS, the Sullivan County Division of Planning & Environmental Management (“Division”) oversees the County Main Street Main Street Business Revolving Loan Funds funded through grants received from the New York Governor’s Office of Small Cities; and

WHEREAS, the Division has submitted the loan report to the Sullivan County Revolving Loan Fund Advisory Board; and

WHEREAS, the Advisory Board has considered such loan report and accompanying financial information and approved by majority the loan request listed below contingent upon certain conditions as outlined in the loan commitment letter.

<u>Borrower</u>	<u>Program</u>	<u>Amount</u>
Sarah & Errol Flynn, Brandenburg Bakery	Main Street Business	\$30,000

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the Division to commence with the loan closing process and to have all the necessary documents executed to secure the loan in such form as approved by the County Attorney; and

BE IT FURTHER RESOLVED, that the Sullivan County Treasurer is hereby authorized to draw checks for the borrower in the amount indicated above.

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

To: Sullivan County Legislature

Fr: Lorne D. Green, CIO, Management Information Systems

Re: Request for Consideration of a Resolution: Support Agreement with Allen Tunnel Corp.

Date: January 3, 2014

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.]

Authorize software support agreement for the Allen Tunnel Tax Collection System

Is subject of Resolution mandated? Explain:

No, although necessary for tax collection by towns and county.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 70,740.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1680-43-4304

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

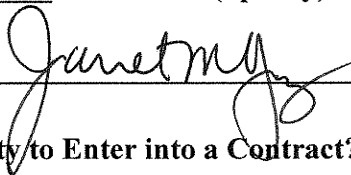
Estimated Cost Breakdown by Source:

County	\$ <u>70,740.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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 [Allen Tunnel Corporation] of [222 Water St. Suite 311, Binghamton, NY 13901]

Nature of Other Party to Contract: Out Of County Vendor Other:

Duration of Contract: From 01/01/2013 To 12/31/2014

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2012 To 12/31/2012

Amount authorized by prior contract(s): 35,370.00

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Annual until custom internal application to replace is completed in late 2015

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.]:

Custom application developed by outside vendor to allow for property tax collection management by Treasurer's Office.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$70,740.00 (01/01/2013 thru 12/31/2014)

Efforts made to find Less Costly alternative:

Custom developed application renewal of support - no alternatives currently exist.

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

None.

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

Support renewal of an existing established custom software application.

Person(s) responsible for monitoring contract (Title): Lorne D. Green, CIO

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 1/8/14
- B. Management and Budget: Janet Myer Date 1/8/14
- C. Law Department: S. Yaggy Date _____
- D. County Manager: John Ross Date 1/8/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No.: _____

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE SOFTWARE SUPPORT AGREEMENT FOR THE ALLEN TUNNEL TAX COLLECTION SYSTEM.

WHEREAS, the Allen Tunnel Tax Collection system provides essential capabilities to support tax collection activities for the County and individual Towns in Sullivan County; and

WHEREAS, the County wishes to continue utilizing the Allen Tunnel Tax Collection System and sponsor its use in the individual towns and receive support as provided for in Schedule A of the proposed Allen Tunnel Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to enter into a 2-year support agreement covering January 1, 2013 thru December 31, 2014 with Allen Tunnel Corporation at a cost not to exceed \$70,740.

BE IT FURTHER RESOLVED, that said agreements to be in such form as the County Attorney shall approve.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2014.