

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, July 10, 2014 11:45 AM**

**Committee Members: Jonathan Rouis, Chair, Gene Benson, Vice Chair,
Kitty Vetter, Cora Edwards, Ira Steingart**

AGENDA

PRESENTATIONS:

- 1. 2014 First Half Budget Update**

DISCUSSIONS:

- 1. Budget Modification Policy**

RESOLUTIONS:

AUDIT – None

COUNTY TREASURER – None

GRANTS- None

MANAGEMENT AND BUDGET –

- 1. To modify the 2014 County Budget.**

MANAGEMENT INFORMATION SYSTEMS

- 2. To authorize a payment to Thomson Reuters and authorize a new two year agreement with Thomson Reuters for “clear” research product for the benefit of the Department of Family Services.**
- 3. To authorize a payment to Thomson Reuters and authorize a new three year agreement with Thomson Reuters for “clear” research product for the benefit of the Sheriff’s Office.**

PUBLIC COMMENT

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET
COMMITTEE TO MODIFY THE 2014 COUNTY BUDGET**

WHEREAS, the County of Sullivan 2014 Budget requires modification,

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

Moved by:

Seconded by:

July 2014

Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1165-42-4203	OFFICE OFFICE SUPPLIES				145
A-1165-42-4207	OFFICE FURNITURE			145	
A-1185-42-4203	OFFICE OFFICE SUPPLIES				20
A-1185-42-4205	OFFICE PRINTING			20	
A-1450-41-4104	AUTO/TRAVEL MILEAGE/TOLLS				320
A-1450-41-4109	AUTO/TRAVEL CO FLEET CHARGEBACK			320	
A-1450-43-4308	COMPUTER MIS CHARGEBACKS			41,963	
A-1450-R3089-R167	ST AID GEN GOV DEPARTMENTAL AID	41,963			
A-1620-19-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			1,000	
A-1620-20-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			500	
A-1620-20-47-4779	DEPT BLDG/PROP MAINTNCE SERVICES				500
A-1620-21-44-4406	UTILITY WIRELESS COMMUNICATIONS			300	
A-1620-21-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				300
A-1620-21-80-8007	EMPL BENFTS DISABILITY			339	
A-1620-21-80-8009	EMPL BENFTS EMPL BENFTS OTHER				339
A-1620-23-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			2,500	
A-1620-23-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			500	
A-1620-23-R1710-R247	PUBLIC WORKS CHARGE MISC FEE/REIMBURSMNT	500			
A-1620-23-R1710-R247	PUBLIC WORKS CHARGE MISC FEE/REIMBURSMNT	2,500			
A-1620-26-44-4402	UTILITY FUEL OIL				1,500
A-1620-26-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			1,500	
A-1620-27-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE			300	
A-1620-27-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				300
A-1680-43-4304	COMPUTER MAINTENANCE/SERVICE FEES			41,963	
A-1680-R1289-R247	GEN GOV DEPT INCOME MISC FEE/REIMBURSMNT	41,963			
A-3010-44-4406	UTILITY WIRELESS COMMUNICATIONS			49	
A-3010-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				49
A-3010-47-4732	DEPT BLDG/PROP ELECTRONIC MONITORING			6,704	
A-3110-29-41-4102	AUTO/TRAVEL LODGING			500	
A-3110-29-47-4744	DEPT CANINE UNIT				500
A-3150-45-4508	SPEC DEPT SUPPLY PRISONER RELATED				2,000
A-3150-45-4508	SPEC DEPT SUPPLY PRISONER RELATED				2,000
A-3150-45-4526	SPEC DEPT SUPPLY PAINT			2,000	

July 2014

Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-3150-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			2,000	
A-4010-44-40-4005	CONTRACT DIETICIAN/NUTRITIONIST SERVICES			3,000	
A-4010-44-41-4105	AUTO/TRAVEL REGISTRATION FEES				75
A-4010-44-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			2,000	2,020
A-4010-44-45-4509	SPEC DEPT SUPPLY PATIENT EDUCATNL MATERIAL			20	
A-4010-44-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			75	
A-4010-44-47-4703	DEPT DUES				
A-4010-44-R3401-R167	ST AID PUBLIC HEALTH DEPARTMENTAL AID	3,000			
A-4046-42-4206	OFFICE PUBLICATIONS			204	
A-4046-47-4742	DEPT MEDICAL - DENTAL				408
A-4046-R3446-R167	ST AID HANDCP CHILD DEPARTMENTAL AID		204		
A-4050-42-4203	OFFICE OFFICE SUPPLIES			2,000	
A-4050-42-4203	OFFICE OFFICE SUPPLIES				212
A-4050-42-4205	OFFICE PRINTING			100	
A-4050-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			5,512	
A-4050-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			212	
A-4050-47-4740	DEPT MEDICAL - OUTPATIENT SERVICES			1,200	
A-4050-47-4752	DEPT MISC PROGRAM EXP				7,612
A-4050-47-4777	DEPT RABIES RELATED EXPENSES				1,200
A-4082-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER				1,000
A-4082-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			1,000	
A-4230-40-4036	CONTRACT ADDICTION SERVICES			248,639	
A-4230-R3489-R207	ST AID OTHR HEALTH GAMBLING ADDICTN CONTRL	248,639			
A-4320-40-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL			500	
A-4320-40-47-4716	DEPT CRIMINAL INPATIENT				500
A-6010-38-41-4102	AUTO/TRAVEL LODGING			480	
A-6010-38-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			48	
A-6010-38-47-4740	DEPT MEDICAL - OUTPATIENT SERVICES				48
A-6010-38-47-4740	DEPT MEDICAL - OUTPATIENT SERVICES				480
A-6293-43-4301	COMPUTER SUPPLIES			2,178	
A-6293-43-4311	COMPUTER WEBINAR AND RELATED EXPENSES			500	
A-6293-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE			88	
A-6293-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL			50	

July 2014
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
A-6293-47-4760	DEPT CLIENT EXPENSES				50
A-6293-47-4760	DEPT CLIENT EXPENSES				500
A-6293-47-4760	DEPT CLIENT EXPENSES				2,178
A-6293-47-4760	DEPT CLIENT EXPENSES				88
A-7110-39-47-4766	DEPT CLEAN UP/BEAUTIFICATION				500
A-7110-39-47-4766	DEPT CLEAN UP/BEAUTIFICATION				120
A-7110-82-45-4503	SPEC DEPT SUPPLY RECREATION			120	
A-7110-82-45-4527	SPEC DEPT SUPPLY MISC STONE			125	
A-7110-82-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			500	
A-7110-82-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				14,445
A-7310-47-4753	DEPT YTH 100% REIMB DELINQCY PREVENTN				10,725
A-7310-47-4761	DEPT YTH 50% REIMB DELINQCY PREVENTN				
A-7310-47-4794	DEPT YTH DEVLMTN PROGRAM FUNDING			46,362	
A-7310-R3820-R337	ST AID YOUTH PROGRAM YOUTH BUREAU	21,192			50
A-7450-203-45-4503	SPEC DEPT SUPPLY RECREATION				200
A-7450-203-45-4503	SPEC DEPT SUPPLY RECREATION				50
A-7450-203-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT				50
A-7450-203-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT				420
A-7520-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT				50
A-7520-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				420
A-7610-87-40-4024	CONTRACT PERSONAL CARE				
A-7610-87-47-4776	DEPT EISEP RELATED EXPENSES			420	
A-8020-90-42-4203	OFFICE OFFICE SUPPLIES				1
A-8020-90-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			1	
A-9901-90-9001	TRANSFERS TRANSFERS COUNTY ROAD				1,000
A-9999-R2710-R338	PREMIUM ON DEBT OTHER	6,704			
	General Fund Total	366,461	204	418,237	51,980
CL-8160-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			101,200	
CL-00915-00237	ASSIGNED UNAPPROPRIATED FUND BALANCE MISC/OTHER	101,200			
	Solid Waste Fund Total	101,200		101,200	
D-5110-45-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT				250

July 2014
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
D-5110-45-47-4701	DEPT RENTALS				250
D-5110-45-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			29,600	1,000
D-5110-47-40-4038	CONTRACT CONSTRUCTION	29,600			
D-9998-R3501-R120	ST AID CONSOLIDTD HGHWY CAPITAL		1,000		
D-9998-R5031-R209	INTERFUND TRANSFR GENERAL FUND	29,600	1,000	29,850	1,250
	Road Fund Total				

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

To: Sullivan County Legislature

Fr: Lorne D. Green, CIO

Re: Request for Consideration of a Resolution: Thomson Reuters CLEAR Software for DFS

Date: July 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.]

To enter into an agreement for software utilized by DFS Fraud staff for investigative purposes.

Is subject of Resolution mandated? Explain:

No but useful/necessary in execution of duties.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 17,675.00

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>3,535.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>14,140.00</u>
Federal Government	\$ _____	(Specify)	<u>Fed/State Reimbursed</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 [Thomson Reuters] of [St.Paul, Minnesota]

Nature of Other Party to Contract: National Vendor Other:

Duration of Contract: From 05/30/2013 To 06/30/2016

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:

24 or 36 month renewals

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.]:

Sole source clearing house of compiled personal data utilized for investigative purposes.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$17,675.00 through 6/30/2016

Efforts made to find Less Costly alternative:

None available.

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

None.

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

Sole source provider - quote obtained for service.

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

Pre-Legislative Approvals:

A. Director of Purchasing: C. M. Lewis Date 7/8/14

B. Management and Budget: _____ Date _____

C. Law Department: S. Gaspari Date 7/8/14

D. County Manager: John P. Stone Date 7/9/14

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE A PAYMENT TO THOMSON REUTERS AND AUTHORIZE A NEW TWO YEAR AGREEMENT WITH THOMSON REUTERS FOR "CLEAR" RESEARCH PRODUCT FOR THE BENEFIT OF THE DEPARTMENT OF FAMILY SERVICES

WHEREAS, the County of Sullivan wishes to enter into an agreement with Thomson Reuters for its CLEAR web product to enable the County to perform research pertaining to fraud for the benefit of the Department of Family Services; and

WHEREAS, Thomson Reuters has provided its CLEAR web product to the County as of June 1, 2013; and

WHEREAS, the County is satisfied with the CLEAR web product and wishes to continue to receive the product for an additional two years;

NOW THEREFOR BE IT RESOLVED,

1. The County Manager is hereby authorized to enter into a two year agreement dated as of July 1, 2014 through June 30, 2016 with Thomson Reuters for an amount not to exceed \$12,120.00.
2. The County Manager is further authorized to authorize payment to Thomson Reuters for the period covering May 30, 2013 to June 30, 2014 in an amount not to exceed \$5,555.00.
3. The agreement shall be in a form approved by the County Attorney.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2014.

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

To: Sullivan County Legislature

Fr: Lorne D. Green, CIO

Re: Request for Consideration of a Resolution: Thomson Reuters CLEAR Software for Sheriff's Office

Date: July 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.]

To enter into an agreement for software utilized by Sheriff's Office for investigative purposes.

Is subject of Resolution mandated? Explain:

No but useful/necessary in execution of duties.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 5,400.00

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>5,400.00</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 [Thomson Reuters] of [St.Paul, Minnesota]

Nature of Other Party to Contract: National Vendor Other:

Duration of Contract: From 07/01/2014 To 06/30/2017

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:

24 or 36 month renewals

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.]:

Sole source clearing house of compiled personal data utilized for investigative purposes.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$5,400.00 through 6/30/2017

Efforts made to find Less Costly alternative:

None available.

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

None.

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

Sole source provider - quote obtained for service.

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

Pre-Legislative Approvals:

A. Director of Purchasing: Raymond Lewis Date 7/8/14

B. Management and Budget: _____ Date _____

C. Law Department: S. Gasque Date 7/8/14

D. County Manager: John Bond Date 7/9/14

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE A PAYMENT TO THOMSON REUTERS AND AUTHORIZE A NEW THREE YEAR AGREEMENT WITH THOMSON REUTERS FOR "CLEAR" RESEARCH PRODUCT FOR THE BENEFIT OF THE SHERIFF'S OFFICE

WHEREAS, the County of Sullivan wishes to enter into a three year agreement with Thomson Reuters for its CLEAR web product to enable the County to perform research pertaining to fraud and other matters for the benefit of the Sullivan County Sheriff's Office; and

WHEREAS, the County believes that the product will benefit the investigations of the Sullivan County Sheriff's Office,

NOW THEREFOR BE IT RESOLVED,

1. The County Manager is hereby authorized to enter into a three year agreement dated as of July 1, 2014 through June 30, 2017 with Thomson Reuters for an amount not to exceed \$5,400.00.
2. The agreement shall be in a form approved by the County Attorney.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2014.