

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, January 15, 2015 10:30 AM**

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

AGENDA

PRESENTATIONS:

- 1. County of Sullivan Facebook Page Launch**

DISCUSSIONS:

- 1. Indigent Legal Services**

RESOLUTIONS:

AUDIT – None

COUNTY TREASURER – None

GRANTS-

- 1. To authorize the submission of a New York State Archives Grant Application for Sullivan County for Local Government Records Management Improvement Funds.**

MANAGEMENT AND BUDGET –

- 2. To execute any and all necessary documents, accept the award, and enter into a contract with New York State Office of Indigent Legal Services and modification agreements with Sullivan Legal Aid Panel, Inc. and Sullivan County Conflict Legal Aid Society.**

MANAGEMENT INFORMATION SYSTEMS

- 3. To authorize an Amendment to the existing facilities agreement with Time Warner Cable for increased internet bandwidth.**
- 4. To authorize an additional software license agreement with New World Systems for their integrated CAD Mapping and Pictometry Interface Solutions.**
- 5. To authorize continued payment to SigmaCare.**

PUBLIC COMMENT

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

To: Sullivan County Legislature

Fr: Sullivan County Clerk

Re: Request for Consideration of a Resolution: To authorize the submission of a NYS archives grant application

Date: 1/8/2015

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 submission of a Local Government Records Management Improvement Fund (LGRMIF) grant application requesting funds to conduct a back file conversion/scanning of the County's pistol permit applications with accompanying content. Maximum award is up to \$75,000.00 with no matching requirement.

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 Mygale

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.)

_____ *N/A - Af*

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Kathy Jones* Date *1/13/15*
- B. Management and Budget: *Janet Myer* Date *1/14/15*
- C. Law Department: *S. Masgur* Date *1/13/15*
- D. County Manager: *John Brown* Date *1/14/15*
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION # _____ INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE THE SUBMISSION OF A NEW YORK STATE ARCHIVES GRANT APPLICATION FOR SULLIVAN COUNTY FOR LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUNDS,

WHEREAS, the New York State Education Department / New York State Archives has made available 2015-2016 Local Government Records Management Improvement Funding (LGRMIF) which can be utilized to help local governments establish records management programs or develop new program components; and

WHEREAS, an objective of the funding is improve the management of records such as handling new issues involving pistol permit records; and

WHEREAS, the maximum reimbursable grant award is up to \$75,000.00 with no matching requirement; and

WHEREAS, the Sullivan County Clerk's Office, would like to submit a LGRMIF grant application requesting funds to conduct a back file conversion/scanning of the County's pistol permit applications with accompanying content.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the LGRMIF application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the funding be terminated, the County shall not be obligated to continue any action undertaken for the use of this funding.

**Moved by,
Seconded by,
and adopted on motion, 2015**

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

To: Sullivan County Legislature

Fr: Joshua Potosek, County Manager

Re: Request for Consideration of a Resolution: Apply, Accept, and Award NYSOILS

Date: 01/9/15

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 execute any and all necessary documents, accept the award, and enter into a contract with New York State Office of Indigent Legal Services and modification agreements with Sullivan Legal Aid Panel, Inc. and Sullivan County Conflict Legal Aid Society.

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): All State Funding

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
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State	\$485,994.00	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 [NYSOILS] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 01/01/2015 To 12/31/2017

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:

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.)

_____ N/A

Person(s) responsible for monitoring contract (Title): County Manager's Office

Pre-Legislative Approvals:

- A. Director of Purchasing: *Kathy Jones* Date *1/13/15*
- B. Management and Budget: *Janet Mlyn* Date *1/14/15*
- C. Law Department: *S. Young* Date *1/13/15*
- D. County Manager: *John Bond* Date *1/14/15*
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 01/15/2015

RESOLUTION NO. INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS, ACCEPT THE AWARD, AND ENTER INTO A CONTRACT WITH NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES AND MODIFICATION AGREEMENTS WITH SULLIVAN LEGAL AID PANEL, INC. AND SULLIVAN COUNTY CONFLICT LEGAL AID SOCIETY

WHEREAS, New York State Office of Indigent Legal Services (“NYSOILS”) has offered the County of Sullivan (“County”) funding in the amount of \$485,994 over a three (3) year period in order to improve the quality of indigent legal services provided by the County pursuant to Article 18-b of the County Law; and

WHEREAS, in order to acquire the funding the County must submit the necessary documents to NYSOILS, accept the award, and enter into an agreement with NYSOILS to administer the funding; and

WHEREAS, in order to provide the additional funding to the Legal Aid Panel and Conflict Legal Aid it will be necessary to modify their respective contracts, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager to execute any and all necessary documents to submit to NYSOILS to apply for 2015-2017 funding; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to accept the award, and enter into a contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to executive Modification Agreements with Legal Aid Panel and Conflict Legal Aid and/or any other appropriate entity that contracts with the County of Sullivan for Indigent Legal services under Article 18-b of the County Law as outlined above, said Modification Agreements to be in a form approved by the County Attorney’s Office.

BE IT FURTHER RESOLVED, that should the NYSOILS funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

**Moved by,
Seconded by,
and adopted on motion, 2015**

**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: Increasing Internet Bandwidth

Date: January 9, 2015

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.]

There is a need to increase the County's dedicated bandwidth availability from 10Mbps to 50Mbps to keep up with the growing demands of the County's users in the day-to-day performance of their job duties.

Is subject of Resolution mandated? Explain:

No, but effectively yes as it is exclusively necessary to the function of the County's day-to-day operations of mandated services county-wide.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 3,600.00

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 \$ _____ 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 [Time Warner Cable] of [_____]

Nature of Other Party to Contract: Local Supplier Other:

Duration of Contract: From 02/01/2015 To 01/31/2019

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:

Yes. _____

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.]:

15-year established communication relationship with subject vendor. Bandwidth increase necessary to keep up with the growing demands of the County's users in the day-to-day performance of their job duties.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$3,600.00 additional as this is an ammendment to existing agreement.


Efforts made to find Less Costly alternative:

None - this an ammendment to an existing 5-year agreement.

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

Portions of this cost are recouped via MIS monthly computer chargeback process to departments that receive reimbursement from State and Federal sources.

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

This is an ammendment to an existing agreement. 

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Kathy Jones* Date *1/13/15*
- B. Management and Budget: *Janet My* Date *1/14/15*
- C. Law Department: *S. Yooget* Date *1/13/15*
- D. County Manager: *John Bond* Date *1/14/15*
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE AN AMMENDMENT TO THE EXISTING FACILITIES AGREEMENT WITH TIME WARNER CABLE FOR INCREASED INTERNET BANDWIDTH.

WHEREAS, the existing Time Warner Cable facilities agreement provides dedicated internet bandwidth at 10Mbps for all 1500+ County of Sullivan users and devices to share, and

WHEREAS, there is a need to increase the County's dedicated bandwidth availability to keep up with the growing demands of the County's users in the day-to-day performance of their job duties, and

WHEREAS, the Chief Information Officer recommends an increase in dedicated internet bandwidth from 10Mbps to 50Mbps, and

WHEREAS, Time Warner has agreed to modify our existing Facilities Agreement to increase our dedicated bandwidth to 50Mbps and include this Service Order Agreement for increased bandwidth at an additional cost of \$75.00 per month (*plus all subservient account taxes and fees (Federal, State, Local and Regulatory)*).

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute the Service Order Agreement with Time Warner Cable for increased internet bandwidth.

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

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2015.

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

To: Sullivan County Legislature

Fr: Lorne D. Green, Chief Information Officer

Re: Request for Consideration of a Resolution: Enter into an additional software license agreement with New World Systems

Date: January 9, 2015

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 additional software license agreement with New World Systems for their CAD Mapping solution to be integrated into E911's existing dispatch software solution to streamline the call-taking process; offer dispatchers critical mapping capabilities via Pictometry integration and interface not available with their previous system; and vastly improve the ability to locate callers on cellular phones.

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: \$ 20,000.00

Are funds already budgeted? Yes No

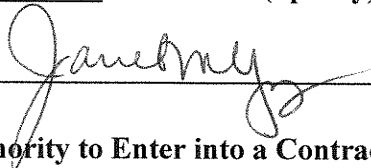
If "Yes" specify appropriation code(s): DHSES FY13 Grant

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ <u>20,000.00</u>
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 [New World Systems] of
[_____]

Nature of Other Party to Contract: National Vendor

Other: Currently under contract with them.

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:

Cost for solution is one-time then software service and maintenance (SSMA) annually.

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:

The legislature for the public safety, health and well-being of its constituency.

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.]:

County does not have resources in-house and they are the best source of the subject materials.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$20,000

Efforts made to find Less Costly alternative:

None.

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

Not necessary - this is 100% grant funded.

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

Quote from existing vendor of E911's dispatch software solution.

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 1/13/15
- B. Management and Budget: Janet Mlyn Date 1/14/15
- C. Law Department: S. Yarger Date 1/13/15
- D. County Manager: John P. ... Date 1/14/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE AN ADDITIONAL SOFTWARE LICENSE AGREEMENT WITH NEW WORLD SYSTEMS FOR THEIR INTEGRATED CAD MAPPING AND PICTOMETRY INTERFACE SOLUTIONS.

WHEREAS, the current xTrakker mapping application utilized by E911 dispatching has become outdated, and

WHEREAS, the County wishes to migrate away from xTrakker to New World Systems CAD Mapping solution to be integrated into E911's existing dispatch software solution to streamline the call-taking process; offer dispatchers critical mapping capabilities via Pictometry integration and interface not available with their previous system; and vastly improve the ability to locate callers on cellular phones, and

WHEREAS, New World Systems currently provides the E911 Center's dispatching software solution and has been the responsible vendor since 2003, and

WHEREAS, DHSES PSAP FY13 grant funding has been previously awarded and earmarked for this upgrade, migration and integration project.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute the additional software license agreement with New World Systems in an amount not to exceed \$20,000.

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

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2015.

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

To: Sullivan County Legislature

Fr: Lorne D. Green, Chief Information Officer

Re: Request for Consideration of a Resolution: To authorize continued payments for SigmaCare utilized at the Adult Care Center

Date: January 9, 2015

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 authorize extension of 2009 agreement and continue payments for SigmaCare utilized at the Adult Care Center.

Is subject of Resolution mandated? Explain:

No but necessary for official record keeping of resident medication and disbursement.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 5,000.00

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	\$ <u>0.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	<u>Full amount chargedback to ACC - reimbursed from NYS/Fed. sources.</u>
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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 [_____] 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.)

n/a - OK

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Jerry Jones* Date *1/13/15*
B. Management and Budget: *Janelle* Date *1/14/15*
C. Law Department: *S. Gagner* Date *1/13/15*
D. County Manager: *John Brown* Date *1/14/15*
E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO
AUTHORIZE CONTINUED PAYMENT TO SIGMACARE.**

WHEREAS, pursuant to Resolution No. 353-09 adopted by the Sullivan County Legislature on August 20, 2009, the Adult Care Center entered into an agreement with SigmaCare and Resolution No. 170-13 adopted by the Sullivan County Legislature on April 18, 2013, extended the agreement with SigmaCare; and

WHEREAS, the Sullivan County Adult Care Center wishes to continue utilizing the SigmaCare software and recommends extending the license agreement for an additional term; and

WHEREAS, SigmaCare has agreed to continue its 2009 pricing of \$.05/bed/day at a total monthly cost of \$243.33; and

WHEREAS, the extension term shall run through December 31, 2015 with subsequent extensions beyond this date subject to approval by the Sullivan County Legislature.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Department of Audit and Control is hereby authorized to continue payments to SigmaCare as detailed above.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2015.