

MANAGEMENT AND BUDGET COMMITTEE THURSDAY, April 14, 2016 10:30 AM

Committee Members: Scott Samuelson, Chair, Nadia Rajsz, Vice Chair, Terri Ward, Catherine Owens, Alan Sorensen

AGENDA

PRESENTATIONS:

1. Overview of the Department of Management Information Systems (MIS) – Lorne Green, Chief Information Officer

DISCUSSIONS:

1. NYS Budget-County Impacts

RESOLUTIONS:

AUDIT - None

COUNTY TREASURER - None

GRANTS- None

MANAGEMENT AND BUDGET -

- 1. To modify the 2015 & 2016 County Budgets.
- 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.
- 3. To approve a Sullivan County Revolving Loan.
- 4. To modify Resolution No. 123-16 Authorizing Execution of a Contract for Sponsorship of the 6th Annual Nonprofit Leadership Summit.

PUBLIC COMMENT

RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO MODIFY THE 2015 AND 2016 COUNTY BUDGETS

WHEREAS, the 2015 and 2016 County of Sullivan Budgets require modifications,

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

Moved by:

Seconded by:

December 2015 Budget Modifications (Resolution 4) Modifications to the 2015 Sullivan County Budget

A-4059-41-4107 - AUTO/TRAVEL VOLUNTEER/CLIENT A-4059-41-4109 - AUTO/TRAVEL CO FLEET CHARGEBACK A-4059-42-4204 - OFFICE POSTAGE	A-4010-33-R1610-R247 - HOME NURSNG CHARGE MISC FEE/REIMBURSMNT A-4010-35-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID A-4010-35-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID A-4059-40-4012 - CONTRACT EARLY INTERVENTION	A-4010-33-47-4708 - DEPT INSURANCE A-4010-33-47-4774 - DEPT PUBLIC HEALTH EDUCATION	A-4010-33-45-4507 - SPEC DEPT SUPPLY MEDICAL/CLINICAL A-4010-33-46-4603 - MISC SERV/EXP EMPL UNIFORM ALLOWANCE	A-4010-33-43-4308 - COMPUTER MIS CHARGEBACKS	A-4010-33-42-4205 - OFFICE PRINTING	A-4010-33-10-1011 - PERSONAL SERV REGULAR PAY	A-4010-206-47-4710 - DEPT DEPT MISC/OTHER	A-4010-206-47-4703 - DEPT DUES	A-4010-206-46-4610 - MISC SERV/EXP EMPL NOTARY/CERTIFICATION	A-4010-206-44-4405 - UTILITY PHONE LAND LINES	A-4010-206-43-4308 - COMPUTER MIS CHARGEBACKS	A-4010-206-43-4301 - COMPUTER SUPPLIES	A-4010-206-42-4206 - OFFICE PUBLICATIONS	A-4010-206-42-4205 - OFFICE PRINTING	A-4010-206-42-4204 - OFFICE POSTAGE	A-4010-206-42-4203 - OFFICE OFFICE SUPPLIES	A-4010-206-41-4105 - AUTO/TRAVEL REGISTRATION FEES	A-4010-206-41-4103 - AUTO/TRAVEL MEALS	A-4010-206-41-4102 - AUTO/TRAVEL LODGING	A-4010-206-21-2105 - FIXED AUTOMOTIVE EQUIP	A-4010-206-10-1013 - PERSONAL SERV LONGEVITY	A-4010-206-10-1012 - PERSONAL SERV OVERTIME PAY	A-4010-206-10-1011 - PERSONAL SERV REGULAR PAY	G/L Account	
	14,000																							Revenue Increase	
	293,232 14,000))))																						Decrease	
2,000 1,500 800										100												524	49,200	Increase	A 555555555555555555555555555555555555
	8,725	8,000 1,150	6,447	9,935	3,700	8,270 293,876	60	205	60		3,000	48	250	650	215	204	41	355	375	932	1,283			Decrease	> > > > > > > > > > > > > > > > > > >

December 2015 Budget Modifications (Resolution 4) Modifications to the 2015 Sullivan County Budget

		Revenue	Appropriation	Appropriation
G/L Account	Revenue Increase	Decrease	increase	Decrease
A-4059-44-4405 - UTILITY PHONE LAND LINES			150	
A-4059-R3449-R167 - ST AID EARLY INTERVENTN DEPARTMENTAL AID		4,275		
A-4220-43-4308 - COMPUTER MIS CHARGEBACKS			8,065	
A-4220-47-4707 - DEPT MAINTENANCE IN LIEU OF RENT				2,991
A-4220-47-4708 - DEPT INSURANCE				1,372
A-4220-47-4726 - DEPT SECURITY EXPENSE			507	
A-4220-R1620-R111 - MENTAL HEALTH FEE CHARGBCK-JAIL	8,362			
A-4220-R1631-R247 - ALCOHOLISM PROGRM FEE MISC FEE/REIMBURSMNT	51,497			
A-4250-43-4308 - COMPUTER MIS CHARGEBACKS			393	
A-4250-47-4708 - DEPT INSURANCE				300
A-4250-47-4726 - DEPT SECURITY EXPENSE			1,005	
A-4250-R1631-R181 - ALCOHOLISM PROGRM FEE DRINKING DRIVER PROGRAM		2,595		
A-4310-40-4002 - CONTRACT ACCOUNT/AUDIT/ACTUARIAL SERVICES				4,820
A-4310-43-4308 - COMPUTER MIS CHARGEBACKS				15,819
A-4310-47-4708 - DEPT INSURANCE				155
A-4310-47-4726 - DEPT SECURITY EXPENSE			3,132	
A-4310-R4489-R297 - FED AID OTHR HEALTH SALARY SHARING	46,346			
A-4320-40-40-4023 - CONTRACT MENTAL HEALTH			54,069	
A-4320-40-43-4308 - COMPUTER MIS CHARGEBACKS			21,923	
A-4320-40-47-4707 - DEPT MAINTENANCE IN LIEU OF RENT			4,521	
A-4320-40-47-4708 - DEPT INSURANCE				2,070
A-4320-40-47-4716 - DEPT CRIMINAL INPATIENT			76,138	
A-4320-40-47-4726 - DEPT SECURITY EXPENSE			1,640	
A-4320-40-R1289-R134 - GEN GOV DEPT INCOME CHARGBCK - INTERDEPARTMNTL	4,860			
A-4320-40-R1620-R144 - MENTAL HEALTH FEE CLINIC - CHILD	6,843			
A-4320-40-R1620-R204 - MENTAL HEALTH FEE CLINIC - FORENSIC	6,489			
A-4320-41-43-4308 - COMPUTER MIS CHARGEBACKS				1,572
A-4320-41-47-4707 - DEPT MAINTENANCE IN LIEU OF RENT			3,895	
A-4320-41-47-4708 - DEPT INSURANCE				185
A-4320-41-47-4726 - DEPT SECURITY EXPENSE			2,358	
A-4320-41-R1620-R247 - MENTAL HEALTH FEE MISC FEE/REIMBURSMNT	14,856			
A-4320-42-40-4013 - CONTRACT CONTRACT OTHER				29,216

December 2015 Budget Modifications (Resolution 4) Modifications to the 2015 Sullivan County Budget

1,918	2,714 268,857	5,978 320,080	153,253	A-4320-42-47-4708 - DEPT INSURANCE A-4320-42-47-4726 - DEPT SECURITY EXPENSE A-4320-42-R1620-R111 - MENTAL HEALTH FEE CHARGBCK-JAIL Gernerl Fund Total
9,645 13,840	34,223			A-4320-42-41-4106 - AUTO/TRAVEL REPAIRS/MAINTENANCE A-4320-42-43-4308 - COMPUTER MIS CHARGEBACKS A-4320-42-47-4707 - DEPT MAINTENANCE IN LIFT OF RENT
Appropriation Decrease	Appropriation Increase	Revenue Decrease	Revenue Increase	G/L Account

April 14, 2016 Budget Modifications for 2016 Budget(Resolution) Modifications to the 2016 Sullivan County Budget

		Revenue	Appropriation	Appropriation
	Manager Constitution Constituti	5000000	10.000	2000
A-1165-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS			חיטיס דיי	
A-1165-R2626-R307 - FORFEITR CRIME PROCDS STATE	10,000			
A-1620-21-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			25,000	
A-1930-46-4613 - MISC SERV/EXP JUDGEMENTS/CLAIMS			426,000	
A-1989-99-47-4736 - DEPT CONTINGENT				25,000
A-3010-21-2105 - FIXED AUTOMOTIVE EQUIP			40,000	
A-3010-R3306-R167 - ST AID HOMELAND SECRTY DEPARTMENTAL AID	40,000			
A-3020-21-2106 - FIXED ELECTRONIC/COMPUTER EQUIP			71,311	
A-3020-47-4701 - DEPT RENTALS			25,820	
A-3020-R3389-R167 - ST AID PUBLIC SAFETY DEPARTMENTAL AID	97,131			
A-4010-35-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			500	
A-4010-35-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID	500			
A-4010-44-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			5,000	
A-4010-44-47-4701 - DEPT RENTALS			500	
A-4010-44-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID	5,500			
A-9999-R2680-R338 - INSURNCE RECOVRY OTHER	426,000			
General Fund Total	579,131	ı	604,131	25,000

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

10:	Sumvan County Legislature		
Fr:	Joshua Potosek, County Manage	er	
Re:	Request for Consideration of a R	Resolution: Accept an Award	with NYSOILS
Date:	04/04/2016		
well as To ex with	se of Resolution: [Provide a detailed a justification for approval by the Stecute any and all necessary do New York State Office of Indiginal Legal Aid Panel, Inc. and State Office and State Of	Sullivan County Legislature.] cuments, accept the award gent Legal Services and m	d, and enter into a contract codification agreements with
	ject of Resolution mandated? Exp		
	Resolution require expenditure of		
	s, provide the following informati		
	ount to be authorized by Resoluti		
	funds already budgeted? Yes		
	Yes" specify appropriation code(s		
	No", specify proposed source of fi imated Cost Breakdown by Sourc		
	inty \$	e: Grant(s)	C
Sta	······································	Other	\$
	eral Government \$		Ψ
Verifie	ed by Budget Office:	Janet my	
	Resolution request Authority to F		
	s", provide information requeste	_	se go straight to Page 3
and a	equire all pre-legislative approvals	S.	

Request for Authority to Enter into Contract with [NYSOILS 1 of
Nature of Other Party to Contract:	Other:
Duration of Contract: From <u>01/01/2014</u> To <u>12/31/20</u>	016
Is this a renewal of a prior Contract? Yes No No If "Yes" provide the following information:	
Resolutions authorizing prior contracts (Resolution #s):	
Future Renewal Options if any:	
Is Subject of Contract – i.e. – the goods and/or services Mal If "Yes" cite the mandate's source; describe how this contract	
If "No" provide other justification for County to enter into have resources in-house, best source of the subject materials, re	
Total Contract Cost for [year or contract period]: (If smaximum potential cost):	_
Efforts made to find Less Costly alternative:	
Efforts made to share costs with another agency or government	nental entity:
Specify Compliance with Procurement Procedures (Bid, R	
Person(s) responsible for monitoring contract (Title): Cou	

A. Director of Purchasing: (why forms)	Date	4.11.16
B. Management and Budget:	Date	4/11/16
C. Law Department: Thomas Cauling	Date	4/11/16
D. County Manager:	 Date	4/12/16
E. Other as Required:	– Date	
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Vetted in Management & Budget Commi	ttee on _	04/14/2016

Pre-Legislative Approvals:

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 through an Upstate Quality Improvement and Caseload Reduction grant in the amount of \$299,526 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.

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 receive the funding for 2014-2016; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute an agreement for a 3 year period, 2014-2016 for a total amount of \$299,526 to acquire the funding from NYSOILS, said documents to be in a form approved by the County Attorney; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to executive Modification Agreements with Legal Aid Panel for an amount not to exceed \$62,000 per year for a 3 year period, and Conflict Legal Aid for an amount not to exceed \$37,842 per year for a 3 year period 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, 2016

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	revolving loan
Date:	03/31/16		
well as Appr	ose of Resolution: [Provide a destate of Resolution for approval by ove a Main Street Business ergreen & Chris Tierney) -	the Sullivan County Legis s loan for CPG, LLC -	-
	ject of Resolution mandated?	-	
Does I	Resolution require expenditur	o of funds? Vos X No	
	es, provide the following inform		
	ount to be authorized by Reso		
Are	e funds already budgeted? Ye	sX No	
	Yes" specify appropriation co		' 1
	No", specify proposed source		
	imated Cost Breakdown by So		
Cou	unty \$	_ Grant(s)	\$
Sta	te \$	_ Other	\$ <u>63,350.00</u>
Fed	leral Government \$		County RLF Program
Verific	ed by Budget Office:	Janeton	\
Does I	Resolution request Authority (to Enter into a Contract	Yes X No
	-		D", please go straight to Page 3
	cquire all pre-legislative appro		

Request for Authority to Enter into Contract with [CPG, LLC of
Nature of Other Party to Contract: Professional	Other:
·	
Duration of Contract: From <u>05/01/2016</u> To <u>04/30/20</u>	22
Is this a renewal of a prior Contract? Yes No No If "Yes" provide the following information:	
Resolutions authorizing prior contracts (Resolution #s):	
Future Renewal Options if any:	
Is Subject of Contract – i.e. – the goods and/or services Man If "Yes" cite the mandate's source; describe how this contra	
If "No" provide other justification for County to enter into have resources in-house, best source of the subject materials, real RLF to assist local business	~ *
Total Contract Cost for [year or contract period]: (If special cost): \$63,350	pecific sum is not known state
Efforts made to find Less Costly alternative:	· · · · · · · · · · · · · · · · · · ·
Efforts made to share costs with another agency or governmn/a	nental entity:
Specify Compliance with Procurement Procedures (Bid, Ren/a	
Person(s) responsible for monitoring contract (Title): Till N	A Wever

Pre-Legislative Approvals:		
A. Director of Purchasing:	Date	16.
B. Management and Budget:	Date	6
C. Law Department:	Date	
D. County Manager:	Date _ 4/2/6	G
E. Other as Required:	Date	
•		
Votted in		

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 and Agri-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.

Borrower	<u>Program</u>	<u>Amount</u>
CPG, LLC (Catskill Pizza Garden)	Main Street Business	\$63,350
(Jon Westergreen & Chris Tierney)		

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: Joshua Potosek		
Re: Request for Consideration of a	Resolution: Authorize a contra	act
Date: 04/14/16		
Purpose of Resolution: [Provide a deta well as a justification for approval by the To modify resolution 123-16 author Chamber of Commerce Foundatio order to reflect a change in the fisc Orange and Sullivan	e Sullivan County Legislature.] orizing execution of a contra in to support the Annual Nor	ct with the Sullivan County profit Leadership Summit in Community Foundation of
Is subject of Resolution mandated? E No	-	
Does Resolution require expenditure (of funds? Yes × No	
If "Yes, provide the following informa		
Amount to be authorized by Resolu		
Are funds already budgeted? Yes		
If "Yes" specify appropriation code		
If "No", specify proposed source of		
Estimated Cost Breakdown by Sou		
County \$ <u>6,500.00</u>	Grant(s)	\$
State \$	Other	\$
Federal Government \$	(Specify)	
Verified by Budget Office: Does Resolution request Authority to	Partor into a Contract? Vas X	/ No
If "Yes", provide information reques		
and acquire all pre-legislative approve		e go straight to rage 3

Request for Authority to Enter into Contract with [Co	ommunity Foundation of Or 1 of
Nature of Other Party to Contract: Professional	Other:
Duration of Contract: From 01/01/2016 To 12/31/	/2016
Is this a renewal of a prior Contract? Yes No If "Yes" provide the following information: Dates of prior contract(s): From 01/01/2015 To Amount authorized by prior contract(s): 6,500. Resolutions authorizing prior contracts (Resolution #s Future Renewal Options if any:	.00
Is Subject of Contract – i.e. – the goods and/or services M If "Yes" cite the mandate's source; describe how this con	
If "No" provide other justification for County to enter in have resources in-house, best source of the subject materials Supports Sullivan County's nonprofit community we networking, and tools for identifying new resources to reduce inefficiencies and increase effectiveness Total Contract Cost for [year or contract period]: (I maximum potential cost): 6500	s, required by grant, etc.]: with professional development, business s, all of which facilitates collaborations
Efforts made to find Less Costly alternative: none known	
Efforts made to share costs with another agency or governone known	rnmental entity:
Specify Compliance with Procurement Procedures (Bid, n/a Person(s) responsible for monitoring contract (Title): Co	

Pre-Legislative Approvals:	
A. Director of Purchasing:	15 Date 4/11/16
B. Management and Budget:	An Date 4/11/16
C. Law Department: Thomas Coule	1 Date 4/11/16
D. County Manager:	Date 4/12/16
E. Other as Required:	Date
Vetted in Management & Budget	Committee on <u>04/14/2016</u>

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO MODIFY RESOLUTION NO. 123-16 AUTHORIZING EXECUTION OF A CONTRACT FOR SPONSORSHIP OF THE 6^{TH} ANNUAL NONPROFIT LEADERSHIP SUMMIT

WHEREAS, Resolution No. 123-16 authorized the execution of a contract with the Sullivan Count Chamber of Commerce Foundation as the fiscal sponsor of the Annual Nonprofit Leadership Summit; and

WHEREAS, the Sullivan County Chamber of Commerce Foundation is no longer the fiscal sponsor for the Annual Nonprofit Leadership Summit; and

WHEREAS, the Community Foundation of Orange and Sullivan is the new fiscal sponsor for the Annual Nonprofit Leadership Summit.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby modify Resolution No. 123-16 and authorizes the County Manager to enter into a contract at a cost not to exceed \$6,500 for the year 2016 with the Community Foundation of Orange and Sullivan as the new fiscal sponsor of the Annual Nonprofit Leadership Summit to enable payment of the budgeted appropriation in such form as approved by the County Attorney, and

BE IT FURTHER RESOLVED, that compliance with all of the reporting requirements of this resolution and Resolution No. 149-14 shall be a precondition for continued eligibility for funding by the County of Sullivan.