

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

To: Sullivan County Legislature

Fr: Ed McAndrew, Commissioner

Re: Request for Consideration of a Resolution: Create Position in DPW

Date: March 20, 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 create the position of Director of Transportation

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: \$ 108,595.00

Are funds already budgeted? Yes No

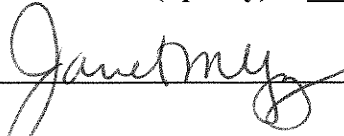
If "Yes" specify appropriation code(s): A5680-10-1011

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

Estimated Cost Breakdown by Source:

County	\$ <u>108,595.00</u>	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.)

Not Applicable

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Lady Jones Date 9/14/16
- B. Management and Budget: Jamie My Date 9/14/16
- C. Law Department: [Signature] Date 9/14/16
- D. County Manager: [Signature] Date 9/14/16
- E. Other as Required: _____ Date _____

Vetted in Executive Committee Committee on 09/14/2016

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO CREATE THE POSITION OF DIRECTOR OF TRANSPORTATION IN THE DIVISION OF PUBLIC WORKS

WHEREAS, the Commissioner of the Division of Public Works has reviewed the staffing needs of the Transportation Department and has requested the creation of a Director of Transportation; and

WHEREAS, the annual salary for this position will be \$68,000.

NOW THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates the position of Director of Transportation and hereby has permission to fill; and

BE IT FURTHER RESOLVED, that the salary for the Director of Transportation be set at \$68,000.00.