

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, December 08, 2016 10:30 AM**

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

AGENDA

PRESENTATIONS: None

DISCUSSIONS: None

RESOLUTIONS:

AUDIT – None

COUNTY TREASURER – None

GRANTS- None

MANAGEMENT AND BUDGET –

- 1. To modify the 2016 County Budget.**
- 2. To apportion Mortgage Tax.**
- 3. To authorize the Sullivan County Legislature to adopt the Sullivan County “Home Grown Artists” Exhibition Program.**

PUBLIC COMMENT

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

WHEREAS, the County of Sullivan Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers for 2016 be authorized.

Moved by:

Seconded by:

**December 2016 Budget Modifications (Resolution)
Modifications to the 2016 Sullivan County Budget**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1165-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS			53,203	
A-1165-R2626-R307 - FORFEITR CRIME PROCDs STATE	53,203			
A-1320-40-4002 - CONTRACT ACCOUNT/AUDIT/ACTUARIAL SERVICES			6,425	
A-1420-40-4008 - CONTRACT LEGAL SERVICES			121,831	
A-1450-42-4205 - OFFICE PRINTING			11,667	
A-1450-R3089-R167 - ST AID GEN GOV DEPARTMENTAL AID	11,667			61,425
A-1989-99-47-4736 - DEPT CONTINGENT				121,831
A-1989-99-47-4736 - DEPT CONTINGENT				
A-3110-29-21-2105 - FIXED AUTOMOTIVE EQUIP			45,000	
A-3110-29-42-4205 - OFFICE PRINTING			2,500	
A-3110-29-42-4206 - OFFICE PUBLICATIONS				1,000
A-3110-29-42-4208 - OFFICE COPIER LEASE				2,500
A-3110-29-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			3,000	
A-3110-29-46-4612 - MISC SERV/EXP EMPL TRAINING				3,000
A-3110-29-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS				
A-3110-29-47-4745 - DEPT ALCOHOL/DRUG TESTING			28,500	
A-3110-29-R1510-R322 - SHERIFF FEE TRANSPRT - MINORS	8,000			
A-3110-29-R2626-R247 - FORFEITR CRIME PROCDs MISC FEE/REIMBURSMNT	28,500			
A-3110-29-R4320-R232 - FED AID CRIME CONTRL LAW ENFRCMNT TERRORISM PREVTNTN		90,000		
A-3110-29-R4320-R424 - FED AID CRIME CONTRL BYRNE/JAG	40,000			
A-3110-30-42-4205 - OFFICE PRINTING			4,500	
A-3150-41-4103 - AUTO/TRAVEL MEALS				3,000
A-3150-41-4105 - AUTO/TRAVEL REGISTRATION FEES				1,000
A-3150-42-4207 - OFFICE FURNITURE			2,000	
A-3150-45-4508 - SPEC DEPT SUPPLY PRISONER RELATED			6,000	
A-3150-45-4510 - SPEC DEPT SUPPLY CLEANING/FOOD PREP			3,000	
A-3150-45-4526 - SPEC DEPT SUPPLY PAINT				2,000
A-3150-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			5,000	
A-3150-47-4738 - DEPT LAUNDRY/LINENS				1,000
A-3150-47-4740 - DEPT MEDICAL - OUTPATIENT SERVICES			20,000	
A-3150-47-4751 - DEPT PRISONER HOUSING			55,000	
A-3150-R1510-R282 - SHERIFF FEE REIMBURSE - PAYROLL	54,000			

December 2016 Budget Modifications (Resolution)
 Modifications to the 2016 Sullivan County Budget

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-3150-R1510-R304 - SHERIFF FEE SOCIAL SECURITY FINDERS FEE		2,500		
A-3150-R2450-R247 - COMMISSIONS MISC FEE/REIMBURSMNT	67,000			
A-4010-206-42-4207 - OFFICE FURNITURE			300	1,799
A-4010-206-47-4767 - DEPT NYS/US REGISTRY FEES/FINES/ASSESS				300
A-4010-206-47-4774 - DEPT PUBLIC HEALTH EDUCATION				
A-4010-206-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID		648		410
A-4010-33-42-4204 - OFFICE POSTAGE			1,200	
A-4010-33-42-4207 - OFFICE FURNITURE			2,650	
A-4010-33-43-4308 - COMPUTER MIS CHARGEBACKS				
A-4010-33-43-4311 - COMPUTER WEBINAR AND RELATED EXPENSES			2,000	700
A-4010-33-45-4507 - SPEC DEPT SUPPLY MEDICAL/CLINICAL				
A-4010-33-46-4603 - MISC SERV/EXP EMPL UNIFORM ALLOWANCE				4,240
A-4010-33-47-4774 - DEPT PUBLIC HEALTH EDUCATION				500
A-4010-34-41-4105 - AUTO/TRAVEL REGISTRATION FEES				1,000
A-4010-34-42-4204 - OFFICE POSTAGE				434
A-4010-34-46-4608 - MISC SERV/EXP EMPL TUITION REFUNDS			2,434	1,000
A-4010-34-47-4701 - DEPT RENTALS				
A-4010-36-42-4205 - OFFICE PRINTING			400	400
A-4010-36-43-4308 - COMPUTER MIS CHARGEBACKS			1,300	
A-4010-36-44-4406 - UTILITY WIRELESS COMMUNICATIONS				
A-4010-36-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID	1,300			
A-4010-44-41-4105 - AUTO/TRAVEL REGISTRATION FEES			50	50
A-4010-44-42-4203 - OFFICE OFFICE SUPPLIES				394
A-4050-41-4102 - AUTO/TRAVEL LODGING				200
A-4050-41-4104 - AUTO/TRAVEL MILEAGE/TOLLS				270
A-4050-41-4105 - AUTO/TRAVEL REGISTRATION FEES				490
A-4050-41-4108 - AUTO/TRAVEL AUTO TRAVEL OTHER				500
A-4050-42-4204 - OFFICE POSTAGE			250	
A-4050-42-4207 - OFFICE FURNITURE				200
A-4050-44-4405 - UTILITY PHONE LAND LINES				893
A-4050-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER				
A-4050-45-4507 - SPEC DEPT SUPPLY MEDICAL/CLINICAL			6,630	

**December 2016 Budget Modifications (Resolution)
Modifications to the 2016 Sullivan County Budget**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-4050-45-4509 - SPEC DEPT SUPPLY PATIENT EDUCATNL MATERIAL				1,294
A-4050-47-4702 - DEPT EQUIP SERVICE/REPAIRS				100
A-4050-47-4710 - DEPT DEPT MISC/OTHER				375
A-4050-47-4774 - DEPT PUBLIC HEALTH EDUCATION				365
A-4050-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID	648			
A-4059-40-4012 - CONTRACT EARLY INTERVENTION			3,500	
A-4059-41-4107 - AUTO/TRAVEL VOLUNTEER/CLIENT				7,215
A-4059-42-4203 - OFFICE OFFICE SUPPLIES				100
A-4059-42-4207 - OFFICE FURNITURE			280	
A-4059-R3449-R167 - ST AID EARLY INTERVENTN DEPARTMENTAL AID		3,535		
A-9950-90-9005 - TRANSFERS TRANSFERS CAPITAL PROJECT*			40,230	
General Fund Total	264,318	96,683	428,850	220,985
H42-3997-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV*				40,230
H42-3997-R5031-R209 - INTERFUND TRANSFR GENERAL FUND*	40,230			

**This budget modification authorizes the transfer of funds to H-42 Capital Account from the assigned unappropriated fund balance for "Construction/Repair Buildings" to pay previously authorized agreements per resolutions 8-06, 302-14, 301-14 and 300-14.*

**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 apportion the Mortgage Tax

Date: 11/7/2016

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.]

Distribute the mortgage tax collected from 7/1/16-9/30/16 to the various Towns and Villages.

Is subject of Resolution mandated? Explain:

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:  _____

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 _____

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

Pre-Legislative Approvals:

- Assistant*
A. Director of Purchasing: *Angela Sewer* Date *12/5/16*
B. Management and Budget: *Janetmy* Date *12/5/16*
C. Law Department: *Thomas J. Cawley* Date *12/5/16*
D. County Manager: *Pat Brown* Date *12/6/16*
E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE
TO APPORTION MORTGAGE TAX**

WHEREAS, Section 261 of the Tax Law of the State of New York requires apportionment of the mortgage tax, and

WHEREAS, the County Clerk and the County Treasurer have submitted a quarterly report, for the period of July 2016 to September 2016, to the Clerk of the Legislature, and

WHEREAS, The County Legislature has apportioned, among the various towns and incorporated villages of the County of Sullivan, the equitable share of the mortgage tax;

NOW, THEREFORE, BE IT RESOLVED, that the County Treasurer draw checks for each of the towns and villages the quarterly mortgage tax so apportioned, as follows:

TOWNS	
Bethel	21,673.95
Callicoon	9,082.85
Cochecton	6,404.75
Delaware	19,155.21
Fallsburg	70,786.11
Forestburgh	5,632.58
Fremont	7,425.59
Highland	13,645.46
Liberty	19,533.10
Lumberland	13,132.74
Mamakating	57,387.24
Neversink	5,329.23
Rockland	17,718.76
Thompson	46,537.65
Tusten	13,716.64

VILLAGES	
Bloomington	1,501.92
Jeffersonville	581.36
Liberty	3,547.41
Monticello	5,256.95
Woodridge	2,473.52
Wurtsboro	2,393.82

TOTAL	342,916.84
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**Moved by
adopted on motion**

seconded by

declared duly

**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: Authorize the adoption of program

Date: 12/2/2016

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 THE SULLIVAN COUNTY LEGISLATURE TO ADOPT THE SULLIVAN COUNTY "HOME GROWN ARTISTS" EXHIBITION PROGRAM.

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: \$ _____

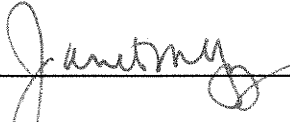
Are funds already budgeted? Yes ___ No ___

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:  _____

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 _____

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: *Angela Lewis* Date 12/5/16
- B. Management and Budget: *Janet Mylon* Date 12/5/16
- C. Law Department: *Thomas Crowley* Date 12/5/16
- D. County Manager: *Pat Brown* Date 12/6/16
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 12/08/2016

RESOLUTION NO. ___ INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE THE SULLIVAN COUNTY LEGISLATURE TO ADOPT THE SULLIVAN COUNTY “HOME GROWN ARTISTS” EXHIBITION PROGRAM

WHEREAS, the Sullivan County Legislature (“Legislature”) wishes to support the request of local residents and artists to have their artwork considered for display in and around the County Government Center building located in Monticello, New York, and

WHEREAS, in order to have an organized and fair process for selection, duration and placement of artwork, the Legislature wishes to create an Artwork Exhibition Program, and

WHEREAS, the Program is to outline the authority and responsibility of a volunteer Artwork Exhibition Review Panel and to permit review of artwork in an objective and meaningful manner.

NOW THEREFORE BE IT RESOLVED, the Legislature hereby adopts and implements the Sullivan County “Home Grown Artists” Exhibition Program attached to this Resolution.

**Moved by
seconded by
and adopted on motion**

SULLIVAN COUNTY “HOME GROWN ARTISTS” EXHIBITION PROGRAM

The Sullivan County Legislature wishes to support the request of local residents and artists to have their artwork considered for display in and around the County Government Center building located in Monticello, New York. In order to have an organized and fair process for selection, duration and placement of artwork, the Legislature hereby creates the Artwork Exhibition Program and outlines the authority and responsibility of a volunteer Artwork Exhibit Review Panel (hereafter, the “Panel”) and general process to be followed.

SULLIVAN COUNTY EXHIBIT REVIEW PANEL

The Panel shall consist of no more than five (5) volunteer members. The County Manager shall appoint members of the Panel, subject to approval by the County Legislature. Each member shall have a three year term, and may seek one additional three year term, upon recommendation of the County Manager and approval by the County Legislature. The Legislature shall have the discretion to remove a member for cause.

A) MEMBERS

Members of the Panel shall consist of no more than five (5) residents from throughout the County of Sullivan who lead, are involved, are employed or volunteer in the Sullivan County arts community.

The County Manager or his designee shall be a non-voting member of the Panel.

B) PROCEDURE FOR SELECTION OF ARTWORK

Unless otherwise approved, artwork shall be rotated at least once a year.

Artwork is to reflect various interests of residents of the County and is meant to demonstrate the depth and breadth of creative skills. In addition to local artists, artwork may be sought from places and organizations such as schools, arts councils, business entities, hospitals, community residences, correctional institutions, and libraries.

The Panel shall advertise the ability of local artists to submit photographic images of the artwork they seek to have displayed along with a description that includes the title, medium, physical size (dimensions) and any special considerations requested or required.

Submissions are to be directed to the Panel.

At the close of the submission process, the Panel shall meet to review each submission and ultimately determine the number and placement of the items selected. Every effort will be made to make a determination within three weeks of the close of the submission process. The artist, organization or applicant representative will be notified of the works selected for the exhibit, the anticipated placement of the artwork and the approximate duration of the display.

The Panel will coordinate with the County Manager and Commissioner of Public Works with regard to placement.

An artist may seek the removal of his/her artwork at any time, upon reasonable notice to the Panel and the Panel's notification to the County Manager and Commissioner.

C. PANEL DISCRETION

The Panel shall have discretion with regard to the selection of artwork and shall work with the County Manager and Commissioner of Public Works with regard to placement, movement and/or removal of artwork and duration of the particular exhibit. It is understood that hanging displays will take into consideration the channel moldings on the walls of the Government Center.

Consideration of artwork may include the nature of the community, season of the year, current events, social movements, influential cultural or historical leaders and related topics. In addition to the foregoing, consideration will include lighting, security, and other building and/or physical limitations of the surrounding property. The Panel may select a theme for a particular display (e.g., nature, season of the year, geography, social awareness, national holidays or events, scholastic achievements, sports) or a particular group of artists (e.g., school children, seniors, professional artists, casual artists, residents with special needs, as well as the medium used (wood, metal, paper, etc.)

Notwithstanding the above, due to the location and use of the Government Center building by individuals who vary greatly in age, interests and sensitivities, artwork which is profane or obscene shall not be considered for exhibition.

D. LIMITATION OF LIABILITY

As part of the application process, Artists shall be required to sign a waiver of liability in favor of the County of Sullivan and the Panel. This waiver of liability shall acknowledge that the artwork selected may be placed inside or on the grounds of the County Government Center building; however, neither the County nor the Panel will be responsible for theft or destruction of any artwork. In other words, artwork will be placed at the artist's risk. This limitation of liability notwithstanding, County Government Center building is securely locked at the close of business each day (generally 5 p.m. to 7 a.m., subject to specific uses of the buildings) and from Friday evening until Monday morning.

Complaints about artwork selected and displayed shall be directed to the Panel.