



**MANAGEMENT AND BUDGET COMMITTEE
TUESDAY, OCTOBER 12, 2017 10:30 AM**

**Committee Members: Scott Samuelson, Chair, Nadia Rajs, 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 2017 County Budget.**
- 2. To authorize the County Manager to apply and accept a State and Municipal Facilities Program (“SAM”) 2017 Grant Award from the Dormitory Authority of the State of New York (“DASNY”).**
- 3. To authorize award & execution of contract with Venesky & Company for Cost Allocation Services and Space Occupancy Cost Analysis.**

PUBLIC COMMENT

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET
COMMITTEE TO MODIFY THE 2017 COUNTY BUDGET**

WHEREAS, the County of Sullivan Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers for 2017 be authorized.

Moved by:

Seconded by:

September 2017 Budget Modifications (Resolution)
 Modifications to the 2017 Sullivan County Budget

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1989-99-47-4736 - DEPT CONTINGENT				3,000
A-1420-46-4609 - MISC SERV/EXP SPECIAL SERV/OTHER			3,000	
A-3010-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			38,000	
A-3010-R3306-R167 - ST AID HOMELAND SECRTY DEPARTMENTAL AID	38,000			
A-4050-42-4203 - OFFICE OFFICE SUPPLIES			500	
A-4050-42-4205 - OFFICE PRINTING			1,000	
A-4050-47-4774 - DEPT PUBLIC HEALTH EDUCATION			5,000	
A-4050-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID	6,500			
A-1430-R1289-R134 - GEN GOV DEPT INCOME CHARGBCK - INTERDEPARTMNTL	3,000			
A-1430-42-4201 - OFFICE ADVERTISING			3,000	
A-4050-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID	5,500			
A-4050-42-4203 - OFFICE OFFICE SUPPLIES			500	
A-4050-47-4774 - DEPT PUBLIC HEALTH EDUCATION			5,000	
General Fund Total	53,000		56,000	3,000

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO APPLY AND ACCEPT A STATE AND MUNICIPAL FACILITIES PROGRAM (“SAM”) 2017 GRANT AWARD FROM THE DORMITORY AUTHORITY OF THE STATE OF NEW YORK (“DASNY”)

WHEREAS, the County Manager has identified a need for the installation of a generator for the Sullivan County Government Center; and

WHEREAS, the Dormitory Authority of the State of New York (DASNY) provides funds to support acquisition, construction, demolition, or replacement of a fixed asset or assets; and

WHEREAS, NYS Senator John Bonacic was instrumental in securing New York State funding/DASNY bond proceeds under the SAM program offering \$75,000.00 in funding for the installation of a generator; and

WHEREAS, these funds will be available through the SAM program, under which DASNY is administering the program on the NYS Senate’s behalf; and

WHEREAS, the County of Sullivan have been deemed eligible to submit the required documentation, and application for SAM funding, wherein there is no matching requirement.

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 SAM 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 SAM 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, 2017**

**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 SAM Funding

Date: 7/31/2017

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 COUNTY MANAGER TO APPLY AND ACCEPT A STATE AND MUNICIPAL FACILITIES PROGRAM ("SAM") 2017 GRANT AWARD FROM THE DORMITORY AUTHORITY OF THE STATE OF NEW YORK ("DASNY")

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 [DASNY] of
[New York State]

Nature of Other Party to Contract: Professional 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.]:

Grant funding through DASNY and the SAM program

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): No 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): Art Hussey

Pre-Legislative Approvals:

A. Director of Purchasing: Amerson Lewis Date 10/10/17

B. Management and Budget: Janet Myers Date 10/10/17

C. Law Department: [Signature] Date 10/10/17

D. County Manager: [Signature] Date 10/11/17

E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 10/12/2017

Resolution No. _____

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO
AUTHORIZE AWARD & EXECUTION OF CONTRACT WITH VENESKY &
COMPANY FOR COST ALLOCATION SERVICES AND SPACE OCCUPANCY COST
ANALYSIS**

WHEREAS, proposals were received for Cost Allocation Services and Space Occupancy Cost Analysis, and

WHEREAS, the proposal from Venesky & Company, 6114 State Route 31, Cicero, New York 13039, will provide said services for the years 2015 and 2016, with an option to extend on a yearly basis for three (3) additional years, under the same terms and conditions, and

WHEREAS, the Commissioner of Management and Budget has approved said proposal and recommends that a contract be executed,

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager to execute a contract with Venesky & Company at a cost not to exceed \$13,700.00 per year, in accordance with RFP-17-24, said contract be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Janet Young, Commissioner of Management & Budget

Re: Request for Consideration of a Resolution: Authorize Award & Execution

Date: 10/05/2017

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 AWARD & EXECUTION OF CONTRACT WITH VENESKY & COMPANY FOR COST ALLOCATION SERVICES AND SPACE OCCUPANCY COST ANALYSIS

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: \$ 13,700.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1340-40-4002

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

Estimated Cost Breakdown by Source:

County	\$ <u>13,700.00</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 [Venesky & Company] of [6114 State Route 31, Cicero, New York 13039]

Nature of Other Party to Contract: Professional 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): \$13,700

Efforts made to find Less Costly alternative:

RFP

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

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

RFP 17-24

Person(s) responsible for monitoring contract (Title): Janet Young

Pre-Legislative Approvals:

- A. Director of Purchasing: Amyson Sewo Date 10/10/17
- B. Management and Budget: Janet Myers Date 10/10/17
- C. Law Department: _____ Date _____
- D. County Manager: [Signature] Date 10/11/17
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 10/12/2017