



**MANAGEMENT AND BUDGET COMMITTEE  
TUESDAY, NOVEMBER 9, 2017 10:30 AM**

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

**AGENDA**

**PRESENTATIONS: None**

**DISCUSSIONS:**

1. 2018 Budget Timeline

**RESOLUTIONS:**

**AUDIT – None**

**COUNTY TREASURER – None**

**GRANTS- None**

**MANAGEMENT AND BUDGET –**

1. To modify the 2017 County Budget.
2. To schedule dates for Public Hearings on the County Tentative Budget for Fiscal Year 2018.
3. To authorize Extension of Agreement with Kristt Kelly Office Systems Corp. for the Lease of Multifunction Devices (MFDs).
4. To authorize New Service Orders for Facility Fiber Communications and Internet Services through Spectrum Enterprise (Formerly Time Warner Cable).

**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:**

**October 2017 Budget Modifications ( Resolution)  
Modifications to the 2017 Sullivan County Budget**

<b>G/L Account</b>	<b>Revenue Increase</b>	<b>Revenue Decrease</b>	<b>Appropriation Increase</b>	<b>Appropriation Decrease</b>
A-4050-42-4206 - OFFICE PUBLICATIONS			2,000	
A-4050-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID	2,000			
A-1330-204-40-4003 - CONTRACT AUCTION SERVICES			252,000	
A-1330-204-R1232-R272 - TAX COLLECTR FEE PUBLIC AUCTN BUYER PREM	252,000			
A-1340-41-4104 - AUTO/TRAVEL MILEAGE/TOLLS			1,700	
A-1340-R2210-R134 - GEN SERV OTHR GOV CHARGBK - INTERDEPARTMNTL	1,700			
A-1165-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS			227	
A-1165-R2626-R307 - FORFEITR CRIME PROCD S STATE	227			
A-1989-99-47-4736 - DEPT CONTINGENT				2,800
A-1420-46-4609 - MISC SERV/EXP SPECIAL SERV/OTHER			2,800.00	
A-7110-39-R2001-R247 - PARK/REC CHARGE MISC FEE/REIMBURSMNT	2,000			
A-7110-39-47-4766 - DEPT CLEAN UP/BEAUTIFICATION			2,000	
A-1680-43-4303 - COMPUTER SOFTWARE PURCHASE/LEASE			13,000	
A-1680-43-4304 - COMPUTER MAINTENANCE/SERVICE FEES			57,775	
A-1989-99-47-4736 - DEPT CONTINGENT				70,775
A-4010-35-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			1,500	
A-4010-35-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID	1,500			
<b>General Fund Total</b>	<b>259,427</b>		<b>333,002</b>	<b>73,575</b>

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET  
COMMITTEE TO SCHEDULE DATES FOR PUBLIC HEARINGS ON THE COUNTY  
TENTATIVE BUDGET FOR FISCAL YEAR 2018**

**WHEREAS**, the Tentative Budget for the County of Sullivan for the fiscal year beginning January 1, 2018 will be reviewed by the Sullivan County Legislature in accordance with Rule 50(c) of the Rules of the County Legislature; and

**WHEREAS**, the County Legislature will hold public hearings on said Tentative Budget on Tuesday, December 5, 2017 at 5:30PM and Tuesday, December 12, 2017 at 2:00PM in the Legislative Chambers of the Sullivan County Government Center, 100 North Street, Monticello, New York;

**NOW, THEREFORE, BE IT RESOLVED**, that the Clerk to the County Legislature is hereby authorized and directed to publish a notice of hearing in the official newspapers of the County; and

**BE IT FURTHER RESOLVED**, that at least five days shall lapse between the first publication of such notice and date specified for the hearing pursuant to Section 359 of the County Law.

**NOTICE OF PUBLIC HEARINGS ON TENTATIVE BUDGET**

**NOTICE IS HEREBY GIVEN** that the County Legislature of the County of Sullivan, New York, will meet in the Legislative Chambers of the Sullivan County Government Center, Monticello, New York on Tuesday, December 5, 2017 at 5:30PM and Tuesday, December 12, 2017 at 2:00PM for the purpose of holding public hearings on the Tentative Budget of said County for the fiscal year beginning January 1, 2018.

Further notice is hereby given that copies of said Tentative Budget are available at the Office of the County Manager, Sullivan County Government Center, Monticello, New York where they may be inspected and procured by an interested person during business hours.

Pursuant to Section 359 of the County Law, the maximum salaries that may be fixed and payable during the fiscal year to the members of the County Legislature and to the Chairman thereof, respectively, are hereby specified as follows:

<b>County Legislator</b>	\$22,600
<b>Chair of the County Legislature</b>	\$31,600

**Dated: November 16, 2017**

**ANNMARIE MARTIN  
Clerk to the Legislature  
Sullivan County, New York**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE EXTENSION OF AGREEMENT WITH KRISTT KELLY OFFICE SYSTEMS CORP. FOR THE LEASE OF MULTIFUNCTION DEVICES (MFDs)**

**WHEREAS**, the County entered into a 5-year lease agreement dated December, 31, 2011 with Kristt Kelly Office Systems Corporation (Kristt) pursuant to Resolution No. 462-11, adopted by the Sullivan County Legislature on September 15, 2011 for the lease of Kyocera Multifunction devices to serve the County's print/copy/scanning needs, and

**WHEREAS**, resolution 506-16, adopted December 15, 2016 authorized a 1-year extension that is set to expire on December 31, 2017 and the solution is scheduled for replacement during FY2018, and

**WHEREAS**, Kristt has agreed to extend the current lease agreement through 2018 at the same monthly rate charged in FY2017 with a 30-day termination provision by either party while the County researches and evaluates new replacement solutions, and

**WHEREAS**, the Sullivan County Chief Information Officer recommends and requests the extension of the lease agreement with Kristt.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute a modification agreement with Kristt Company Office Systems Corporation for an amount not to exceed \$4,675.00/month plus monthly per-click charges for toner/maintenance/copy fees, said modification agreement shall 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:** Lorne D. Green, Chief Information Officer

**Re:** Request for Consideration of a Resolution: Execute a modification Agreement with Kristt Kelly Office Systems Corporation

**Date:** November 1, 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 execute a modification agreement to extend the current lease agreement with Kristt through 2018 for the continued lease of existing Kyocera MFDs while the County researches and evaluates replacements for this 5-year-old+ solution.

**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: \$ 91,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A1680-42-4208 & 4209

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County                    \$ 45,500.00                    Grant(s)                    \$ \_\_\_\_\_

State                    \$ \_\_\_\_\_                    Other                    \$ \_\_\_\_\_

Federal Government \$ \_\_\_\_\_                    (Specify)    \$45,500 from reimbursable orgs.

**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 [ Kristt Kelly Office Systems ] of [369 Broadway, Monticello, NY 12701]

Nature of Other Party to Contract: Local Supplier Other:

Duration of Contract: From 01/01/2018 To 12/31/2018

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2017 To 12/31/2017

Amount authorized by prior contract(s): 91,000.00

Resolutions authorizing prior contracts (Resolution #s): 462-11

Future Renewal Options if any:

None.

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.]:

Lease agreement extension with current vendor.  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$91,000

Efforts made to find Less Costly alternative:

N/A  
\_\_\_\_\_

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

Portions are charged backed and are reimbursable through County orgs that receive reimbursement from State and Federal sources.  
\_\_\_\_\_

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

R-11-24 Extending to prepare specifications. AL.

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



**Pre-Legislative Approvals:**

- A. Director of Purchasing: Amerson Semus Date 11/6/17
- B. Management and Budget: Janet Myers Date 11/8/17
- C. Law Department: [Signature] Date 11/6/17
- D. County Manager: [Signature] Date 11/8/17
- E. Other as Required: [Signature] Date 11/11/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

Resolution No. \_\_\_\_\_

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE NEW SERVICE ORDERS FOR FACILITY FIBER COMMUNICATIONS AND INTERNET SERVICES THROUGH SPECTRUM ENTERPRISE (formerly Time Warner Cable).**

**WHEREAS**, Spectrum Enterprise acquired Time Warner Cable (TWC) in May 2016, and

**WHEREAS**, per resolutions 169-14, 206-14 & 377-14, the County currently has a 5-year facilities agreement put in place on May 1, 2014 under TWC that is in need of replacement with Spectrum Enterprise due to modifications necessary; (1) for new connections; (2) to accommodate an increase in internet bandwidth and (3) increase connection communication speeds between its core network locations, and

**WHEREAS**, Spectrum Enterprise differs in their way of initiating services by only requiring “Service Orders” (not contracts) for new and updated connections for their fiber and internet services, and

**WHEREAS**, the County of Sullivan wishes to continue to utilize the services of Spectrum Enterprise to facilitate, manage and support its technology communications requirements county wide to serve the needs of its constituents.

**NOW, THEREFORE, BE IT RESOLVED**, that the current 5-year agreement under Time Warner Cable be replaced with Spectrum Enterprise “Service Orders,” and

**BE IT FURTHER RESOLVED**, that the Information Technology Services Department’s Chief Information Officer is hereby authorized to enter into and submit service orders with Spectrum Enterprise as the County’s communications needs and growth require in an amount not to exceed \$350,000/year for a period of 5 years commencing May 1, 2017 through April 30, 2022.

**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:** Lorne D. Green, Chief Information Officer

**Re:** Request for Consideration of a Resolution: 5-Year Spectrum Service Order Authorization

**Date:** November 1, 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.]

Costs cited below are total annual expected costs with taxes included. This is a for monthly service and support of the county's WAN infrastructure requirements.

**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:** \$ 350,000.00

**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	<u>\$350,000.00</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 [ Spectrum Enterprises ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: National Vendor Other:

Duration of Contract: From 05/01/2017 To 04/30/2022

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 05/01/2014 To 04/30/2019

Amount authorized by prior contract(s): 200,496.00

Resolutions authorizing prior contracts (Resolution #s): 169-14, 206-14, 377-14

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:

Although not mandated specifically, it can be argued that without the communications needs ITS provides via this Spectrum communication network, all mandated services county wide could not be provided in as efficient a manner as they now are.

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.]:

17 year established technology communication need for the county to provide its mandated and non-mandated services to its constituents in a unified technical manner.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$1,750,000 over the entire 5-year contract life.

Efforts made to find Less Costly alternative:

Spectrum is the only game in town. Successful reconfiguration and demand for reduced per connection costs have resulted in real and measurable cost savings over previous agreement.

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

None.

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

Renewal of existing agreement

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Hanson Seuss Date 11/6/17
- B. Management and Budget: [Signature] Date 11/7/17
- C. Law Department: [Signature] Date 11/6/17
- D. County Manager: [Signature] Date 11/8/17
- E. Other as Required: [Signature] Date 11/1/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_