



Sullivan County Management & Budget Committee

December 14, 2017 AGENDA
10:30 AM

Committee Members:

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

Call to Order

Comments:

Reports:

Division of Management & Budget Update

DGA OMB Committee Meeting Report 12/5/2017

Resolution:

- 1. To Modify the 2017 County Budget**
- 2. To Apportion Mortgage tax**
- 3. To authorize Multi-Year VMware Virtual Desktop Finance Documents for County User Desktop Delivery Infrastructure**
- 4. Authorize Sullivan County Community College to request matching Funds from the SUNY**

Public Comment

Adjourn



Sullivan County Grants Administration

SULLIVAN COUNTY GOVERNMENT CENTER

100 NORTH STREET

PO BOX 5012

AddressCity, AddressState, AddressPostal

DGA OMB Committee Meeting Report 12/5/2017

OMB Committee - DGA Report on 12/5/17

- **Grant Concept Approval Forms Approved post 11/09/17 (project specifics available upon request):**

No GCAF's have been submitted to DGA since the last OMB Committee meeting.

- **SC OEM and E911** - DGA Supervisor and Staff will be meeting w/ OEM - Public Safety Commissioner & E-911 staff to discuss the current state of OEM / E911 grant funding and administration of the OEM / E-911 NYS DHSES grants, and discuss public safety funding needs going forward.
- **Funding Activity & Award Chart** - DGA being assisted by OMB Fiscal Analyst / Anna Marie Novello in maintaining the chart. OMB Commissioner to advise on follow-up actions w/ various departments for their current funding activity and award detail for those who appear delinquent.
- **County Legislature / DPEM - 2017 RD#4 Plans and Progress Small Grants Program Committee** - The DGA Supervisor participated in the review and selection of projects for award under Round 4 remaining funds.
- **Proposals / Applications In Development for Submission** -
 - o **Co. Mgr. Office - DASNY / State and Municipal Facilities Program (SAM)** - grantee packet in process of being drafted for return w/ supporting documentation to DASNY on the digital billboard project - deadline for submission is ASAP;

- o **SC DPW / Solid Waste** - in process of developing five (5) solid waste management applications:
 - § Household Hazardous Waste (*HHW*) Grant Program - 50% reimbursement of HHW disposal. Deadline for submission is 1/31/18;
 - § Electronic Waste Assistance (*EWA*) Program - 50% reimbursement of E-scrap disposal. Deadline for submission is 1/31/18; and
 - § Municipal Waste Reduction and Recycling (*MWRR*) Program (*3 full applications*) - 50% reimbursement of personnel costs on County Recycling Coordinator position. Deadline for submission is Continuous. *There are a total of 3 applications going in under MWRR in itself. Pre-applications from 2011 -2013 & 2014 -2016 have been invited for full application submission, all in addition to a full application for 2017.*

- o **SC Office of Sustainable Energy** - working w/ Heather B. and staff on:
 - § NYS DEC Zero Emissions Vehicle / Infrastructure Municipal Rebate Program - installation of ZEV charging stations in the Gov. Ctr. Parking lot.

- o **Legislative Chairman / Monticello Housing Authority (MHA)** - in process of working w/ County Legislative staff, local law enforcement, and MHA in developing a HUD - Emergency Safety and Security Grant Program application to address various capital needs within the Evergreen and Monticello Sr. Housing complexes. Deadline for submission is ASAP but no later than April 2018.

- o **Legislative Chairman / Village of Liberty** - assisted the Legislative Chairman and Mayor Ron Stabak in the identification of NYS DEC Emergency Funding / Loan, obtained application detail, discussed application process w/ both parties, and participated in phone call w/ Legislative Chairman and DEC representatives. Funding would be a temporary solution to the recent sewer system issues in the

Village. DGA suggested Environmental Facilities Corp as source for permanent solution in replacing the damaged line, obtained program details and shared w/ both parties. Suggested preparation for a submission under the anticipated CFA, which should be subject to a July 2018 deadline.

· **Proposals / Applications Pending Notification of Award or Declination -**

o **DPEM:**

§ *FY17 NYS DOS - Countywide Resiliency Planning Grant Program / \$250,000. request;*

§ *CFA Projects:*

- o *DPEM - NYS HCR / NY Main Street Grant Program - Village of Monticello / Broadway Revitalization Initiative - \$500,000.00 request;*
- o *DPEM - NY DOS / Local Waterfront Revitalization Program - Upper Delaware River Access / Town of Highland - \$375,000. request;*

o **DPW:**

§ *CFA Projects:*

- o *DPW / OSE - NYS DEC / Climate Smart Communities Grant Program - Resizing Flow Barriers for Kohlertown Flood Prevention - \$1.168 Million request; and*
- o *DPW / OSE - NYS DEC / Climate Smart Communities Grant Program - Organics Management Plan - \$75,000.00 request*

o **SC OEM / E-911:**

§ *FY17 Public Safety Answering Points (PSAP) Program - submitted prior to deadline date of 11/17/17- Amount TBD;*

§ *FY17 Statewide Interoperable Communications Formula Based Grant Program (SICFBGP) - submitted prior to the deadline date of 11/24/17 - Amount TBD.*

· **Proposals / Applications Awarded -** *pending notifications on previous submissions*

- **Funding Reimbursements and Purchases** - we (*DGA staff and OMB Fiscal Analyst*) continue to work w/ OEM staff in developing claim vouchers for submission to NYS DHSES for reimbursement under their various grant programs. And, we continue to review disbursement requests developed by DPEM staff for submission to their various grant program sources for reimbursement. The latter being a TEAM effort review, which is accomplished by working w/ DPEM staff, OMB Fiscal Analyst, and County Audit staff. In addition, DGA Supervisor has been asked to assist OEM w/ purchasing and administration of certain awarded grants.

- **NYS Grants Gateway System** - we continue to add and remove County staff from the system as necessary w/ the majority of staff assigned the role of Grantee. Important to note that the only County staff authorized to sign-off on applications and contracts / award agreements are our Grantee Signatories - Josh P. or Luis A. as required by funding source. In addition, we continue to address various inquiries from County staff relative to system access, use, etc. At present, the system is used in the identification of funding opportunities, the submission of applications and modification / execution of contracts.

- **Funding Opportunities and Requests for Funding Assistance** - DGA continues to route funding opportunity notifications to County departments as appropriate, and address individual inquiries for small business assistance, etc.
 - o Recent requests from within Co. Govt. include:
 - § *Solar Charging Stations for I-phones, etc. used by visitors to our County owned parks;*

 - o Individual requests for small business assistance included: *None Received in late November or Early December.*

 - o Individual requests from Municipalities included: *None Received in late November or Early December.*

- o Individual requests from Legislators included: *None Received in late November or Early December.*

- **SC Inter. Airport / DPW - DASNY Community Capital Assistance Program** - County DPW staff advises project progressing. DGA staff will be receiving information in future in order to request reimbursement of project expenses eligible under the program.

- **SC Inter. Airport / DPW -** DGA Supervisor and Staff will be meeting w/ SCIA Superintendent to discuss the current state of SCIA grant funding and administration of the respective grants, and discuss SCIA funding needs going forward.

- **SC Office of Audit and Control - Internal Control Self-Assessment Survey** - DGA staff completed the *Internal Control Self-Assessment Survey* as requested and required for submission by the Office of Audit and Control. Survey completed prior to the deadline for return date of 12/29/17.

- **Greater Catskill Flood Remediation Grant Program** - DGA staff advancing the sole project according to State guidelines. The DGA staff worked w/ County staff to solicit title search services, which has been completed and deemed acceptable by the County. DGA staff working w/ Co. Attorney Office in developing affidavit for submission to the Title Company, and preparing for closing on the property prior to demolition. DGA staff will continue to provide updates on project status.

- Other departmental responsibilities as required and / or assigned.



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

To: Management & Budget Committee

Fr: Janet Young, Commissioner of Management and Budget

Re: To Modify the 2017 County Budget

Date: December 14, 2017

Purpose of Resolution:

To modify the 2017 County Budget

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$

Are funds already budgeted? Yes (budget modifications complete)

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):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Janet Young Commissioner of Management and Budget

**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.

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

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase
A-3410-44-4406 - UTILITY WIRELESS COMMUNICATIONS			740
A-3410-R3389-R201 - ST AID PUBLIC SAFETY FIRE GRANT	740		
A-7610-87-44-4405 - UTILITY PHONE LAND LINES			578
A-7610-87-42-4203 - OFFICE OFFICE SUPPLIES			2,446
A-7610-87-42-4201 - OFFICE ADVERTISING			1,000
A-7610-88-42-4207 - OFFICE FURNITURE			3,011
A-7610-88-45-4510 - SPEC DEPT SUPPLY CLEANING/FOOD PREP			8,777
A-7610-88-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			1,130
A-7610-88-42-4201 - OFFICE ADVERTISING			1,000
A-7610-88-42-4203 - OFFICE OFFICE SUPPLIES			1,082
A-7610-87-R2705-R338 - GIFT/DONATION OTHER	15,000		
A-7610-88-R2705-R303 - GIFT/DONATION SNAP	15,000		
A-7610-87-42-4207 - OFFICE FURNITURE			10,976
A-1340-41-4104 - AUTO/TRAVEL MILEAGE/TOLLS			600
A-1340-R2210-R134 - GEN SERV OTHR GOV CHARGBK - INTERDEPARTMNTL	600		
A-4050-45-4543 - SPEC DEPT SUPPLY FOOD			4,025
A-4050-R2705-R338 - GIFT/DONATION OTHER	4,025		
A-8020-90-40-4001 - CONTRACT AGENCIES			149,500
A-8020-90-R3989-R167 - ST AID HOME/COMM ASSIST DEPARTMENTAL AID	149,500		
Fund Total	\$ 184,865		\$ 184,865

Attachment: November 2017 reso needed (To Modify the 2017 County Budget)

Appropriation
Decrease



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

To: Management & Budget Committee

Fr: Thomas Lemmerman, FAO

Re: Mortgage tax

Date: December 14, 2017

Purpose of Resolution:

<Insert detailed statement and justification here>

Is subject of Resolution mandated? Explain:

<Insert Explanation Here>

Does Resolution require expenditure of funds? Yes/No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$<Insert Amount Here>

Are funds already budgeted? Yes/No

If "Yes" specify appropriation code(s): <Insert Code(s) Here>

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$<Insert Amount Here>

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government:\$<Insert

(Specify):

Here>

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Thomas Lemmerman FAO

APPORTION THE 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 2017 to September 2017, 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>;

WHEREAS <Insert Info Here>

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	37,324.66
Callicoon	8,202.86
Cochecton	3,811.27
Delaware	11,885.54
Fallsburg	23,731.64
Forestburgh	3,019.80
Fremont	4,274.65
Highland	15,485.84
Liberty	24,095.42
Lumberland	9,689.41
Mamakating	49,239.82
Neversink	9,901.81
Rockland	13,824.17
Thompson	48,207.02
Tusten	5,493.21
VILLAGES	
Bloomington	1,287.80
Jeffersonville	521.95
Liberty	4,360.77
Monticello	5,487.39
Woodridge	828.02
Wurtsboro	2,055.53
TOTAL	282,728.58

Mortgage Tax Distribution
7/17 to 9/17

Town	Town Assessed Value	Double Town Assessed Value	Village	Village Assessed Value	Village %	Total Distribution	Village Share	Town Share
Callicoon	239,534,190	479,068,380	Jeffersonville	28,659,673	0.059823763	8,724.81	521.95	8202.86
Fallsburg	878,197,176	1,756,394,352	Woodridge	59,216,245	0.033714664	24,559.66	828.02	23731.64
Liberty	605,405,819	1,210,811,638	Liberty	185,550,704	0.153244896	28,456.19	4360.77	24095.42
Mamakating	685,305,712	1,370,611,424	Bloomington Wurtsboro	33,567,315 53,578,531	0.024490760 0.039090971	52,583.15	1287.80 2055.53	49239.82
Thompson	1,450,678,681	2,901,357,362	Monticello	296,508,882	0.102196608	53,694.41	5487.39	48207.02

Attachment: Quarterly 7-17 to 9-17 (Mortgage tax)



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

To: Management & Budget Committee

Fr: Lorne Green,

**Re: MULTI-YEAR VMWARE VIRTUAL DESKTOP FINANCE DOCUMENTS FOR
COUNTY USER DESKTOP DELIVERY INFRASTRUCTURE**

Date: December 14, 2017

Purpose of Resolution:

To enter into a 5-year finance agreement at 0% to upgrade the County's end-user desktop delivery infrastructure.

Is subject of Resolution mandated? Explain:

No, however, user desktop and application delivery by ITS is in support of mandated functions.

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$156,532.15

Are funds already budgeted? Yes

If "Yes" specify appropriation code(s): A1680-43-4302

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$156,532.15

Grant(s): \$

State: \$

Other: \$

Federal Government:\$

(Specify):

Specify Compliance with Procurement Procedures:

Quote

Person(s) responsible for monitoring contract (Title): Lorne Green

RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE MULTI-YEAR VMWARE VIRTUAL DESKTOP FINANCE DOCUMENTS FOR COUNTY USER DESKTOP DELIVERY INFRASTRUCTURE.<FORMAL TITLE HERE>

WHEREAS, since 2010, Sullivan County Information Technology Services (ITS) has delivered over 1,000 user desktops via VMWare, Inc.’s virtual desktop infrastructure; and

WHEREAS, after 8 years of successful in-service operation, the current version we are running is going end-of-life and will no longer be supported, warranty coverable or serviceable; and

WHEREAS, as a result, is in need of upgrade replacement for the County to appropriately migrate to new solution versions, replace sun-setting desktop operating systems and keep pace with the exponential computing demands of today’s business operations and processes; and

WHEREAS, said infrastructure replacement will provide reduced capital and operational expenditures and provide better environmental insights, resulting in improved performance and availability translating into significant performance improvements to the end-user desktop computing environment over its lifespan.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager, in consultation with the County Treasurer is hereby authorized to execute lease purchase finance documents at 0% interest for 5-years with Key Government Finance, Inc. on behalf of Dell Inc., a subcontractor & GSA Ordering Point under Carahsoft Technology Corp.’s GSA Schedule No. GS-35F-0119Y in an amount not to exceed \$ \$782,660.74 in annual installments as follows:

2018	\$156,532.15
2019	\$156,532.15
2020	\$156,532.15
2021	\$156,532.15
2022	\$156,532.15

said documents to be in such form as the County Attorney shall approve.



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

To: Management & Budget Committee

Fr: Michelle Huck, Executive Assistant

Re: Authorize Sullivan County Community College to request matching Funds from the SUNY

Date: December 14, 2017

Purpose of Resolution:

Authorizing Sullivan County Community College to Request Matching Funds From The State University Of New York Community College Capital Program Fund For A Master Plan.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution:

Are funds already budgeted?

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):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Michelle Huck Executive Assistant

**INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE
AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO REQUEST
MATCHING FUNDS FROM THE STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE CAPITAL PROGRAM FUND FOR A MASTER PLAN.**

WHEREAS, the County of Sullivan, as sponsor of Sullivan County Community College, may accept funds other than county funds as its match for State Capital Funds; and

WHEREAS, the Sullivan County Community College will commit Capital Chargeback Revenue in the amount of \$200,000 Dollars to be used to hire an Architectural Firm to develop a Facilities Master Plan for the college; and

WHEREAS, NY Education Law §6310, Section 10 permits Sullivan County to apply for matching funds through SUNY for the New York State share of projects that are normally permitted within an approved capital construction budget; and

WHEREAS, the Board of Trustees of Sullivan County Community College approves this project and the use of Capital Chargeback Revenue as the County's match for approved State Capital Funds.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby adopts this resolution and authorizes the Sullivan County Community College to initiate a Facilities Master Plan project and request reimbursement up to 50% of eligible project costs up to \$100,000 Dollars from the State of New York through the Dormitory Authority of the State of New York or directly from the State of New York dependent on the State appropriation backing the project,

BE IT FURTHER RESOLVED, that no funds from the County's General Fund should be committed for this purpose.