



GOVERNMENT SERVICES COMMITTEE

May 7, 2015 – 10:30 AM

Committee Members: Kitty Vetter (Chair), Cora Edwards (Vice Chair), Gene Benson, Cindy Kurpil Gieger, Alan Sorensen

AGENDA

DISCUSSION ITEMS: None

PRESENTATION: None

REPORTS:

1. Purchasing & Central Services - Monthly Report
2. Board of Elections - Monthly Report
3. Cornell Cooperative/Consumer Affairs - Monthly Report
4. County Clerk
5. Sullivan County Community College

RESOLUTIONS:

1. To authorize award and execution of contract with Smith Lawn Maintenance, LLC for 2015 lawn mowing services for various locations throughout the County.
2. To authorize Modification of Resolution No. 118-15 (Modification Agreement with Rolling V Bus Corporation).
3. Resolution in furtherance of, and to amend, Resolution No. 149-14 regarding the Legislature's approach to discretionary funding of certain outside entities for services provided to County Residents.

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E.

Re: Request for Consideration of a Resolution:

Date: May 7, 2015

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.]

Resolution to authorize award and execution of the 2015 Lawn Mowing Services contract for various locations throughout the County.

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: \$ 22,680.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-8810-40-4015, A-1620-22-40-4015

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

Estimated Cost Breakdown by Source:

County	\$ <u>22,680.00</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 and 3.

Request for Authority to Enter into Contract with [Smith Lawn Maintenance, LLC] of [PO Box 121, Youngsville, NY 12791]

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:

N/A

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.]:

County does not have the resources in-house.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$22,680.00

Efforts made to find Less Costly alternative:

Competitive Bid

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

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
B-14-65

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

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 5/5/15
- B. Management and Budget: [Signature] Date 5/5/15
- C. Law Department: S. Yousgar Date 5/5/15
- D. County Manager: [Signature] Date 5/5/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO
AUTHORIZE AWARD AND EXECUTION OF CONTRACT**

WHEREAS, bids were received for 2015 Lawn Mowing Services for various locations throughout the County, and

WHEREAS, Smith Lawn Maintenance, LLC, PO Box 121, Youngsville, New York 12791, is the lowest responsible bidder for the following sites, and

WHEREAS, the Sullivan County Division of Public Works has approved said bid and recommends that contract be executed as follows:

Smith Lawn Maintenance, LLC, Youngsville, New York

.Veteran's Cemetery	= \$165.00/cut
.Liberty Complex	= \$780.00/cut

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a contract with Smith Lawn Maintenance, LLC, in accordance with Bid No. B-14-65, for the above costs, and shall be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

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

To: Sullivan County Legislature

Fr: Joseph A. Todora, Acting Commissioner of the Division of Health and Family Services

Re: Request for Consideration of a Resolution: Modification of Reso No. 118-15

Date: 5/5/2015

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 MODIFICATION OF RESOLUTION NO. 118-15 (MODIFICATION AGREEMENT WITH ROLLING V BUS CORPORATION) "January 1, 2015 through June 30, 2015.

Is subject of Resolution mandated? Explain:

18 CRR-NY Part 385 Public Assistance and Food Stamp Employment Program Requirements.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 150,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A6109 46 4615

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

Estimated Cost Breakdown by Source:

County	\$ <u>51,000.00</u>	Grant(s)	\$ _____
State	\$ <u>0.00</u>	Other	\$ _____
Federal Government	\$ <u>99,000.00</u>	(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 [Rolling V Bus Corporation] of
[South Fallsburg, NY]

Nature of Other Party to Contract: Local Supplier Other:

Duration of Contract: From 01/01/2015 To 06/30/2015

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2014 To 12/31/2014

Amount authorized by prior contract(s): 300,000.00

Resolutions authorizing prior contracts (Resolution #s): 120-14, 127-13, 206-12

Future Renewal Options if any:

Renewable to the extent funding available and/or as re-negotiated and/or Bid/RFPed.

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:

18 CRR-NY Part 385 Public Assistance and Food Stamp Employment Program
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): Maximum potential cost \$150,000 (Jan-Jun 2015).

Efforts made to find Less Costly alternative:

Procurement requested 2015.

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

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

Person(s) responsible for monitoring contract (Title): TA Director

Pre-Legislative Approvals:

- A. Director of Purchasing: *[Signature]* Date 5/5/15
- B. Management and Budget: *[Signature]* Date 5/5/15
- C. Law Department: *[Signature]* Date 5/5/15
- D. County Manager: *[Signature]* Date 5/5/15
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee on 05/07/2015

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO
AUTHORIZE MODIFICATION OF RESOLUTION NO. 118-15 (MODIFICATION
AGREEMENT WITH ROLLING V BUS CORPORATION)**

WHEREAS, pursuant to Resolution No. 118-15, adopted by the Sullivan County Legislature on March 19, 2015, extending Welfare To Work Transportation Services with Rolling V Bus Corporation, and

WHEREAS, the dollar amount and term must be changed to read: “Rolling V Bus Corporation will continue services, at the same terms and conditions, for an additional amount not to exceed \$150,000.00, for the term January 1, 2015 through June 30, 2015”.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a modification agreement with Rolling V Bus Corporation, in accordance with the terms and conditions of RFP, R-08-32, and shall be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

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

To: Sullivan County Legislature

Fr: Kitty Vetter, District 3 Legislator

Re: Request for Consideration of a Resolution: Modification of Reso No. 149-14

Date: 5/5/2015

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.]

IN FURTHERANCE OF, AND TO AMEND, RESOLUTION No. 149 -14 REGARDING
THE LEGISLATURE'S APPROACH TO DISCRETIONARY FUNDING OF CERTAIN
OUTSIDE ENTITIES FOR SERVICES PROVIDED TO COUNTY RESIDENTS

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.)

_____ *not Applicable* _____

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Taylor Jones Date 5/5/15
- B. Management and Budget: Janet M. Gray Date 5/5/15
- C. Law Department: S. Desautels Date 5/5/15
- D. County Manager: John Bond Date 5/15/15
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee on 05/07/2015

RESOLUTION NO. INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE IN FURTHERANCE OF, AND TO AMEND, RESOLUTION No. 149 -14 REGARDING THE LEGISLATURE'S APPROACH TO DISCRETIONARY FUNDING OF CERTAIN OUTSIDE ENTITIES FOR SERVICES PROVIDED TO COUNTY RESIDENTS

WHEREAS, the Legislature recognizes that there are many extremely worthy causes and services provided by nonprofit and not-for-profit entities that rely upon donations and other funding to continue their good works; and

WHEREAS, notwithstanding the worthy causes, the Legislature believes it is fiscally prudent to analyze and review funding of outside nonprofit and not-for-profit entities to ensure they are providing needed services to Sullivan County residents; and

WHEREAS, current budget-related processes make it difficult to analyze and determine which of the proposed services qualify for funding on an annual basis.

NOW, THEREFORE, BE IT RESOLVED, applications by entities which seek funding for calendar year 2016 and thereafter, and which fall within discretionary funding Category "C" as identified in Resolution 149-14 (attached), must comply with the following additional obligations:

- a) Applications for funding submitted to the County Manager must include a Cover Letter or Executive Summary addressed to the Sullivan County Legislature that sets forth the specific services the entity provides and intends to provide to Sullivan County residents and the total funding allotment of the entity for such services;
- b) Completed Applications must be filed with the County Manager no later than August 15th of the year prior to the calendar year for which the entity seeks funding;
- c) On or before August 31st of each year, the County Manager shall provide the Legislature with a complete packet of Cover Letters/Executive Summaries from the entities which have submitted completed Applications for funding.
- d) Funding for a calendar year is not guaranteed. Notwithstanding any other reporting obligation agreed upon between the County and the entity, each entity must report at least once to the Executive Committee of the Sullivan County Legislature by July 31st of its current contract year to discuss the services rendered and progress made as they pertain to Sullivan County residents. In the event a personal appearance before the Executive Committee is not possible, a detailed letter setting forth the above shall be accepted. Failure of an entity to report to the Executive Committee shall result in a non-payment for the balance of the year and may result in a reduction in or refusal of funding for the following calendar year.

e) Discretionary funding for Category C entities shall not exceed \$365,000 annually.

BE IT FURTHER RESOLVED, Resolution No.149-14 is hereby amended to include those entities not otherwise identified within Category C, which satisfied the reporting obligations and were ultimately funded by virtue of adoption of the 2015 budget.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

