

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, August 13, 2015 10:30 AM**

**Committee Members: Jonathan Rouis, Chair, Gene Benson, Vice Chair,
Kitty Vetter, Cora Edwards, Ira Steingart**

AGENDA

PRESENTATIONS:

1. 2014 CAFR – Toski & CO, PC

DISCUSSIONS: None

RESOLUTIONS:

AUDIT – None

COUNTY TREASURER – None

GRANTS- None

MANAGEMENT AND BUDGET –

1. To apportion Mortgage Tax.

MANAGEMENT INFORMATION SYSTEMS –

1. To authorize Software Support Agreement for the Allen Tunnel Tax Collection System.
2. To authorize a payment to James McGuinness Associates and authorize a new two year Agreement with James McGuinness Associates for their Preschool Claiming Application for the Benefit of the Department of Public Health Services.
3. To authorize award and execute Agreement with Bowne Management Systems.

PUBLIC COMMENT

**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: 8/6/15

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 04/1/15-06/31/15 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.)

_____ *Not Applicable Aff.*

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

Pre-Legislative Approvals:

A. Director of Purchasing: *Tracy Jones* Date *8/10/15*

B. Management and Budget: *Janel M Y* Date *8/12/15*

C. Law Department: *S. Y. Young* Date *8/10/15*

D. County Manager: *Paul Bush* Date *8/12/15*

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 April 2015 to June 2015, 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	11,706.06
Callicoon	6,138.40
Cochecton	3,013.74
Delaware	7,586.69
Fallsburg	44,139.92
Forestburgh	4,879.27
Fremont	4,347.58
Highland	7,666.18
Liberty	36,288.14
Lumberland	31,863.22
Mamakating	29,705.71
Neversink	21,658.39
Rockland	10,403.16
Thompson	184,944.44
Tusten	10,071.19

VILLAGES	
Bloomingburg	664.37
Jeffersonville	396.53
Liberty	6,623.33
Monticello	20,873.80
Woodridge	1,518.40
Wurtsboro	1,234.52

TOTAL	445,723.04
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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: Lorne D. Green, CIO, Management Information Systems

Re: Request for Consideration of a Resolution: Support Agreement with Allen Tunnel Corp.

Date: 08/07/2015

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.]

Authorize software support agreement for the Allen Tunnel Tax Collection System

Is subject of Resolution mandated? Explain:

No, although necessary for tax collection by towns and county.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 35,370.00

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>0.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ <u>35,370.00</u>
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Federal Government	\$ _____	(Specify)	<u>chargeback to Treasurer's</u>
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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 [Allen Tunnel Corporation] of
[222 Water St. Suite 311, Binghamton, NY 13901]

Nature of Other Party to Contract: Out Of County Vendor **Other:**

Duration of Contract: From 01/01/2015 To 12/31/2015

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): 35,370.00

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Annual until custom internal application to replace is completed in 2017

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.]:

Custom application developed by outside vendor to allow for property tax collection management by Treasurer's Office.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$35,370.00

Efforts made to find Less Costly alternative:

Custom developed application renewal of support - no alternatives currently exist.

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

None.

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

Support renewal of an existing established custom software application. 

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Tony Jones* Date 8/10/15
B. Management and Budget: *Janet Meyer* Date 8/12/15
C. Law Department: *S. Young* Date 8/10/15
D. County Manager: *Paul Bond* Date 8/12/15
E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No.: _____

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE SOFTWARE SUPPORT AGREEMENT FOR THE ALLEN TUNNEL TAX COLLECTION SYSTEM.

WHEREAS, the Allen Tunnel Tax Collection system provides essential capabilities to support tax collection activities for the County and individual Towns in Sullivan County; and

WHEREAS, the County wishes to continue utilizing the Allen Tunnel Tax Collection System and sponsor its use in the individual towns and receive support as provided for in Schedule A of the proposed Allen Tunnel Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to enter into a 1-year support agreement covering January 1, 2015 thru December 31, 2015 with Allen Tunnel Corporation at a cost not to exceed \$35,370.00.

BE IT FURTHER RESOLVED, that said agreements to 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: Lorne D. Green, CIO

Re: Request for Consideration of a Resolution: Enter into an agreement.

Date: 08/07/2015

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.]

Authorize payment and enter into a new 2-year agreement.

Is subject of Resolution mandated? Explain:

The EI program it supports is mandated by NYS under Section 2559 of PHL and 10 NYCRR Section 69-4.22

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 28,900.00

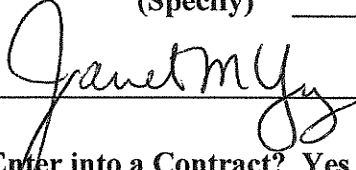
Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1680-43-4304

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

Estimated Cost Breakdown by Source:

County	\$ <u>0.00</u>	Grant(s)	\$ _____
State	\$ <u>28,900.00</u>	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 [James McGuinness Assoc.] of [Schenectady, NY]

Nature of Other Party to Contract: Out Of County Vendor Other:

Duration of Contract: From 07/01/2015 To 07/31/2017

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 10/01/2007 To 12/31/2013

Amount authorized by prior contract(s): 187,700.00

Resolutions authorizing prior contracts (Resolution #s): 418-07

Future Renewal Options if any:

As necessary moving forward with subsequent legislative approval.

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:

By NYS under Section 2559 of PHL and 10 NYCRR Section 69-4.22

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): \$0.00 to the County

Efforts made to find Less Costly alternative:

No alternative available - highly qualified, long standing service supplier.

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

Fully reimbursed as a management expense to the EI program.

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

Quote for continued service. State Approved Vendor *AKJ*.

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Nancy Jones Date 8/10/15
- B. Management and Budget: Janet M. Gray Date 8/12/15
- C. Law Department: S. Yasgur Date 8/10/15
- D. County Manager: Jul Poter Date 8/12/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE A PAYMENT TO JAMES MCGUINNESS ASSOCIATES AND AUTHORIZE A NEW TWO YEAR AGREEMENT WITH JAMES MCGUINNESS ASSOCIATES FOR THEIR PRESCHOOL CLAIMING APPLICATION FOR THE BENEFIT OF THE DEPARTMENT OF PUBLIC HEALTH SERVICES

WHEREAS, the County of Sullivan wishes to enter into an agreement with James McGuinness Associates for continued use of its early intervention preschool handicapped program management product to maximize revenue and reduce reimbursement claiming timeframes for state aid ; and

WHEREAS, James McGuinness Associates has continued to provided its product to the County since April 2014; and

WHEREAS, the County is satisfied with the product and wishes to continue to utilize the product for an additional two years;

NOW THEREFOR BE IT RESOLVED,

1. The County Manager is hereby authorized to enter into a two year agreement dated as of July 1, 2015 through June 30, 2017 with James McGuinness Associates for an amount not to exceed \$16,000.
2. The County Manager is further authorized to authorize payment to James McGuinness Associates for the period covering May 1, 2014 to June 30, 2015 in an amount not to exceed \$12,900.00.
3. The agreement shall be in a form approved by the County Attorney.

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: Lorne D. Green, CIO

Re: Request for Consideration of a Resolution: GIS Upgrade - RFP R-15-29 - Execute Agreement

Date: 08/07/2015

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.]

Upgrade of the County of Sullivan's GIS Application solution.

Is subject of Resolution mandated? Explain:

No but necessary.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 49,917.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): NYS DHSES FY14 Grant Funding

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ <u>49,917.00</u>
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet M. G.

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 [Bowne Management Systems] of [Mineola, NY]

Nature of Other Party to Contract: Professional

Other:

Duration of Contract: From 08/20/2015 To 12/31/2015

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:

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.]:

County does not have resources in-house.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$49,917.00

Efforts made to find Less Costly alternative:

RFP'd for services (R-15-29) - Bowne Management Systems was lowest cost submission.

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

Grant funded (NYS DHSES FY14) - allocation via E911.

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

RFP (R-15-29) RFP process *df*

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Tracy Jones* Date 8/10/15
- B. Management and Budget: *Janet Myers* Date 8/12/15
- C. Law Department: *S. Yassou* Date 8/10/15
- D. County Manager: *Paul Petrol* Date 8/12/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE
AWARD AND EXECUTE AGREEMENT WITH BOWNE MANAGEMENT SYSTEMS**

WHEREAS, the County of Sullivan's outdated GIS solution is in need of upgrade to keep pace with current departmental business needs county wide, and

WHEREAS, New York State Division of Homeland Security and Emergency Services PSAP FY14 grant funding through E911 has been earmarked and allocated for said upgrade, and

WHEREAS, Bowne Management Systems, Incorporated, 235 East Jericho Turnpike, Mineola, New York 11501, submitted a proposal for the Upgrade of the County of Sullivan's GIS Application for the Sullivan County Department of Management and Information Systems, and

WHEREAS, the Sullivan County Chief Information Officer has approved said proposal and recommends that a contract be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an Agreement with Bowne Management Systems, Incorporated, at a cost not to exceed \$49,917.00, in accordance with Request for Proposal R-15-29, said contract to be in such form as the County Attorney shall approve.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2015.