

**MANAGEMENT AND BUDGET COMMITTEE  
THURSDAY, April 10, 2014 11:45 PM**

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

**AGENDA**

**PRESENTATIONS: None**

**DISCUSSIONS:**

- 1. Procurement Card Program**

**RESOLUTIONS:**

**AUDIT – None**

**COUNTY TREASURER –**

- 1. To authorize Sullivan County Treasurer to certify that all taxes are paid up to 1999.**

**GRANTS- None**

**MANAGEMENT AND BUDGET –**

- 2. To modify the 2014 County Budget.**
- 3. To close a Capital Project Account.**
- 4. To adopt the Revised Asset Management Policy for the County of Sullivan.**
- 5. To approve a Corrective Action Plan.**

**MANAGEMENT INFORMATION SYSTEMS-**

- 6. To authorize award & execution of agreement with NTS Data Services.**
- 7. To authorize an extension agreement with Thompson/West for “Westlaw Next” and authorize a new 3-Year Agreement with LexisNexis Advance Legal Research.**

**PUBLIC COMMENT**

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

**To:** Sullivan County Legislature

**Fr:** Ira J. Cohen, Sullivan County Treasurer

**Re:** Request for Consideration of a Resolution: Certify no outstanding taxes 1999 and up

**Date:** April 3, 2014

**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.]

Certified that no taxes are outstanding for years up to 1999. To have all tax roll books ukp to and including 1999 into storage

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**Is subject of Resolution mandated? Explain:**

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**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:** Janet M. [Signature]

**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: *Gary Jones* Date *4/8/14*
- B. Management and Budget: *Janet Myg* Date *4/8/14*
- C. Law Department: *S. J. Gasquet* Date *4/8/14*
- D. County Manager: *John Bond* Date *4/9/14*
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET  
COMMITTEE TO AUTHORIZE SULLIVAN COUNTY TREASURER TO  
CERTIFY THAT ALL TAXES ARE PAID UP TO 1999**

**WHEREAS,** the Sullivan County Treasurer has certified that there are no outstanding delinquent taxes due in the financial tax records through the tax year of 1999, and

**WHEREAS,** the general public researches the financial tax records to see if there are unpaid taxes, and

**WHEREAS,** the Sullivan County Treasurer is out of storage space for the permanent tax roll books, and would like to put into storage the books from 1989 to 1999.

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Treasurer is authorized to store the tax roll books, up to and including the year 1999, having certified that there are no open taxes due to the County.

**Moved by:**

**Seconded by:**

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET  
COMMITTEE TO MODIFY THE 2014 COUNTY BUDGET**

**WHEREAS**, the County of Sullivan 2014 Budget requires modification,

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

**Moved by:**

**Seconded by:**

April 2014  
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1165-47-4724	DEPT DRUG FORFEITURE PROCEEDS NYS			5,000	
A-1165-47-4724	DEPT DRUG FORFEITURE PROCEEDS NYS			10,000	
A-1165-R2626-R307	FORFEITR CRIME PROCDS STATE	5,000			
A-1165-R2626-R307	FORFEITR CRIME PROCDS STATE	10,000			
A-1320-42-4203	OFFICE OFFICE SUPPLIES				40
A-1320-47-4710	DEPT DEPT MISC/OTHER			40	
A-1325-14-43-4301	COMPUTER SUPPLIES				10
A-1325-14-43-4301	COMPUTER SUPPLIES				240
A-1325-14-47-4703	DEPT DUES			10	
A-1325-14-47-4710	DEPT DEPT MISC/OTHER			240	
A-1330-205-42-4203	OFFICE OFFICE SUPPLIES				240
A-1330-205-42-4203	OFFICE OFFICE SUPPLIES				10
A-1330-205-42-4207	OFFICE FURNITURE			240	
A-1330-205-42-4207	OFFICE FURNITURE			10	
A-1343-42-4203	OFFICE OFFICE SUPPLIES				40
A-1343-47-4710	DEPT DEPT MISC/OTHER			40	
A-1410-10-43-4301	COMPUTER SUPPLIES				1,200
A-1410-10-47-4710	DEPT DEPT MISC/OTHER			1,200	
A-1620-197-44-4404	UTILITY PROPANE			2,300	
A-1620-197-44-4404	UTILITY PROPANE			1,000	
A-1620-197-44-4404	UTILITY PROPANE			600	
A-1620-197-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			125	
A-1620-21-45-4526	SPEC DEPT SUPPLY PAINT			600	
A-1620-21-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				600
A-1620-22-44-4402	UTILITY FUEL OIL				2,300
A-1620-22-44-4402	UTILITY FUEL OIL				2,445
A-1620-22-44-4402	UTILITY FUEL OIL				725
A-1620-22-44-4404	UTILITY PROPANE				
A-1620-22-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE			725	

April 2014  
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
A-1620-22-45-4526	SPEC DEPT SUPPLY PAINT			300	
A-1620-22-45-4527	SPEC DEPT SUPPLY MISC STONE			100	
A-1620-22-45-4549	SPEC DEPT SUPPLY SAFETY			450	
A-1620-22-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				100
A-1620-22-47-4720	DEPT LABORATORY/XRAY EXPENSE			720	
A-1620-23-45-4541	SPEC DEPT SUPPLY TOOLS			1,200	
A-1620-23-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				1,200
A-1620-24-45-4549	SPEC DEPT SUPPLY SAFETY			100	
A-1620-24-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				100
A-1620-26-45-4526	SPEC DEPT SUPPLY PAINT			50	
A-1620-26-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				50
A-1620-27-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				50
A-1620-27-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				50
A-1620-28-45-4526	SPEC DEPT SUPPLY PAINT			500	
A-1620-28-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			15	
A-1620-28-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				50
A-1620-28-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			100	
A-3110-29-21-2105	FIXED AUTOMOTIVE EQUIP			25,000	
A-3110-29-45-4506	SPEC DEPT SUPPLY PUBLIC SAFETY				1,000
A-3110-29-45-4549	SPEC DEPT SUPPLY SAFETY			1,000	
A-3110-29-R3389-R167	ST AID PUBLIC SAFETY DEPARTMENTAL AID	25,000			
A-3140-16-41-4106	AUTO/TRAVEL REPAIRS/MAINTENANCE				100
A-3140-16-42-4207	OFFICE FURNITURE			275	
A-3140-16-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				275
A-3140-17-47-4708	DEPT INSURANCE			100	
A-3150-45-4506	SPEC DEPT SUPPLY PUBLIC SAFETY				3,500
A-3150-45-4510	SPEC DEPT SUPPLY CLEANING/FOOD PREP				1,000
A-3150-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			4,500	
A-4010-33-43-4311	COMPUTER WEBINAR AND RELATED EXPENSES			500	



April 2014  
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-4010-33-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				1,500
A-4010-33-47-4774	DEPT PUBLIC HEALTH EDUCATION			1,000	
A-4010-35-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			2,000	
A-4010-35-R3401-R167	ST AID PUBLIC HEALTH DEPARTMENTAL AID	2,000			
A-4010-36-41-4102	AUTO/TRAVEL LODGING				169
A-4010-36-47-4703	DEPT DUES			169	
A-4010-44-40-4001	CONTRACT AGENCIES				4,000
A-4010-44-40-4005	CONTRACT DIETICIAN/NUTRITIONIST SERVICES			4,000	
A-4010-44-42-4203	OFFICE OFFICE SUPPLIES			300	
A-4010-44-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			2,000	
A-4010-44-45-4509	SPEC DEPT SUPPLY PATIENT EDUCATNL MATERIAL			1,000	
A-4010-44-47-4774	DEPT PUBLIC HEALTH EDUCATION			2,000	
A-4010-44-R3401-R167	ST AID PUBLIC HEALTH DEPARTMENTAL AID	5,300			
A-4046-42-4203	OFFICE OFFICE SUPPLIES			240	
A-4046-47-4742	DEPT MEDICAL - DENTAL				240
A-4050-44-4406	UTILITY WIRELESS COMMUNICATIONS			1,533	
A-4050-47-4774	DEPT PUBLIC HEALTH EDUCATION				1,533
A-4082-10-1011	PERSONAL SERV REGULAR PAY			1,000	
A-4082-41-4102	AUTO/TRAVEL LODGING			1,000	
A-4082-41-4105	AUTO/TRAVEL REGISTRATION FEES			500	
A-4220-42-4203	OFFICE OFFICE SUPPLIES				500
A-4310-42-4203	OFFICE OFFICE SUPPLIES				100
A-4320-40-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				500
A-4320-40-47-4701	DEPT RENTALS			100	
A-5610-44-4402	UTILITY FUEL OIL				300
A-5610-44-4404	UTILITY PROPANE			225	
A-5610-44-4404	UTILITY PROPANE			300	
A-5610-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			25	
A-5610-45-4537	SPEC DEPT SUPPLY DIESEL FUEL			1,450	

April 2014  
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-5610-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				1,700
A-6010-38-40-4008	CONTRACT LEGAL SERVICES			950	
A-6010-38-46-4609	MISC SERV/EXP SPECIAL SERV/OTHER			155	950
A-7110-39-42-4201	OFFICE ADVERTISING			80	
A-7520-42-4201	OFFICE ADVERTISING				
A-7520-45-4503	SPEC DEPT SUPPLY RECREATION				235
A-7610-87-40-4024	CONTRACT PERSONAL CARE				5,250
A-7610-87-47-4776	DEPT EISEP RELATED EXPENSES			5,250	
A-8020-90-47-4763	DEPT NEW INITIATIVES			100,000	
A-8020-90-R3989-R167	ST AID HOME/COMIM ASSIST DEPARTMENTAL AID	100,000			
	<b>General Fund Total</b>	<b>147,300</b>	<b>-</b>	<b>182,367</b>	<b>35,067</b>
D-3310-45-4512	SPEC DEPT SUPPLY GLASS BEADS				4,100
D-3310-45-4513	SPEC DEPT SUPPLY SIGN MATERIAL				100
D-3310-45-4540	SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS			20	20
D-3310-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			4,100	
D-3310-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			100	
D-3310-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				140
D-5110-45-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER				
D-5110-45-45-4518	SPEC DEPT SUPPLY ROAD SURFACE TREATMENT			12,000	
D-5110-45-45-4536	SPEC DEPT SUPPLY WINTER MIX PATCH			140	12,000
D-5110-45-47-4710	DEPT DEPT MISC/OTHER				
	<b>Road Fund Total</b>	<b>-</b>	<b>-</b>	<b>16,360</b>	<b>16,360</b>
DM-5130-49-44-4404	UTILITY PROPANE			1,500	
DM-5130-49-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				1,500
	<b>Road Machinery Fund Total</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>

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

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, Sullivan County Manager

**Re:** Request for Consideration of a Resolution: Close a Capital Project Acct

**Date:** April 3, 2014

**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.]

Close a Capital Project Account - H44 2009 Road and Bridge Reconstruction  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: \$** \_\_\_\_\_

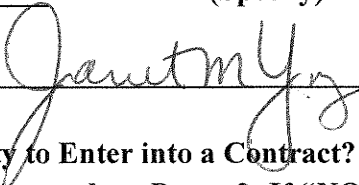
**Are funds already budgeted? Yes \_\_\_ No \_\_\_**

**If "Yes" specify appropriation code(s):** \_\_\_\_\_

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

**Estimated Cost Breakdown by Source:**

<b>County</b>	<b>\$</b> _____	<b>Grant(s)</b>	<b>\$</b> _____
<b>State</b>	<b>\$</b> _____	<b>Other</b>	<b>\$</b> _____
<b>Federal Government</b>	<b>\$</b> _____	<b>(Specify)</b>	_____

**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 - JF*

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

**Pre-Legislative Approvals:**

- A. Director of Purchasing: *Judy Fones* Date *4/8/14*
- B. Management and Budget: *Janet Myg* Date *4/8/14*
- C. Law Department: *S. Y. Gaspar* Date *4/8/14*
- D. County Manager: *John Paul* Date *4/9/14*
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Management and Budget Committee on 04/10/2014

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO CLOSE  
A CAPITAL PROJECT ACCOUNT**

**WHEREAS**, the Commissioner of Management and Budget, and the Commissioner of Public Works, and the County Treasurer have advised that the following project previously funded through Bond Issue has been completed, and

**WHEREAS**, no funds exist in the capital account.

**NOW, THEREFORE, BE IT RESOLVED**, that the following project be closed:

H44 2009 Road and Bridge Reconstruction

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

**To:** Sullivan County Legislature

**Fr:** Angela Chevalier, Sullivan County Auditor

**Re:** Request for Consideration of a Resolution: To adopt the Revised Asset Management Policy

**Date:** April 3, 2014

**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 adopt the revised asset management policy for the County of Sullivan  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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:** Janet M. Y...

**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 kf* \_\_\_\_\_

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



**Pre-Legislative Approvals:**

- A. Director of Purchasing: Judy Jones Date 4/8/14
- B. Management and Budget: Janet Myers Date 4/8/14
- C. Law Department: S. Sasser Date 4/8/14
- D. County Manager: John Bond Date 4/9/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Management & Budget Committee on 04/10/2014

**RESOLUTION -2014 INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO ADOPT THE REVISED ASSET MANAGEMENT POLICY FOR THE COUNTY OF SULLIVAN**

**WHEREAS**, pursuant to Resolution 394-11 adopted by the Sullivan County Legislature on September 15, 2011, the County adopted the revised Asset Management “Policy”; and

**WHEREAS**, amendments to the Policy have been recommended; and

**WHEREAS**, said amendments are incorporated into an amended Policy attached hereto and made a part of.

**NOW, THEREFORE, BE IT RESOLVED**, that the attached amended Policy be formally adopted and made effective as of January 1, 2015.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2014



**Fixed Assets and Equipment  
Policy & Procedures**

**Effective 1/1/2015**

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## I. PURPOSE

The following fixed asset and equipment policy & procedures document is to ensure a standard set of guidelines are followed for the physical and reporting control of Sullivan County's assets. The intent of these policies is to obtain timely and accurate accountability over our fixed assets and equipment, provide centralized documentation, meet financial reporting needs, and generate asset management information.

## II. POLICY

Sullivan County makes valuable use of their assets in pursuing individual department missions. Given that each department engages in the acquisition, transfer, disposal and use of assets, this policy sets forth the roles and responsibilities in regard to the aforementioned.

Sullivan County will track and capitalize all assets with a cost or Fair Market Value (FMV) value of \$25,000 or greater at the time of acquisition, and a useful life that extends beyond one reporting period. It will also track and capitalize all vehicles, regardless of the dollar amount. However, the County reserves the right to tag and track items under this threshold. Assets that cost \$25,000 or greater and all vehicles are defined as *fixed assets*. Any items under this dollar threshold which are tagged for tracking purposes only and not capitalized are defined as *tracked assets*. Legal responsibilities require the county to record and account for all fixed assets on a regular basis. The Office of Management & Budget will assign a designee to perform inventories of all equipment as an internal control policy.

The first reason for tracking and recording fixed assets is to accurately depreciate their value over the useful life of the asset. Assets that fall below the \$25,000 threshold will be fully expensed at the time of acquisition and will not be included in the fixed asset report of Sullivan County.

The second reason for tracking and recording assets is to protect the assets from their misuse and/or misappropriation. The Asset Management System (AMS) will produce a detailed list of assets, by department, location, value, asset ID#, description, and picture. Department heads will be held accountable for the existence and proper use of assets.

As part of the policy and procedures, a list of frequently used terminology can be found in the definition section.

### III. AUTHORITY

The Office of Management & Budget is responsible for the physical and reporting control of Sullivan County's fixed assets and equipment. Physical inventories will be completed periodically to ensure the existence and condition of all assets in the AMS. A designee assigned by the Office of Management & Budget will perform the physical inventory with the assistance from an employee of the department being inventoried.

### IV. DEFINITIONS

***The following definitions are to be used solely with this policy:***

***Accumulated Depreciation*** – Total depreciation expense since the acquisition of the asset.

***Acquisition Cost*** – The total cost/value of an asset at the time of acquisition. This includes all ancillary charges. (i.e. shipping, professional fees, set up, site preparation, etc). If it was donated then it is the FMV plus any ancillary charges.

***Asset*** – Any machinery, equipment and/or fixed asset that will have a cost of \$25,000 or greater and a useful life that extends beyond one reporting period.

***Asset ID*** – This is a tag (with a number and barcode) that is affixed to the asset at the time it is inventoried. The barcode and number are unique to each asset.

***Asset Management System (AMS)*** – An internal database created by MIS, which will track and maintain all asset information.

***Building*** – Any roofed structure that is used to shelter (permanent or temporary) people, animals, equipment, plants, or machinery.

***Depreciation*** – The decline in value of an asset over its useful life.

***Disposal*** – The removal of an asset from inventory. This could be due to sale, scrapping, theft, lost, fire, etc. *An Asset Disposal Form must be completed prior to disposal.*

***Expense*** – A charge incurred for the current fiscal period.

***Fair Market Value (FMV)*** – The reasonable value given to an asset that you could expect to receive if sold. Fixed assets should have a qualified appraisal if there is no historical cost.

**GAAP** – Generally Accepted Accounting Principles are the rules and guidelines that must be followed when reporting financial information.

**GASB** – Government Accounting Standards Board, which are additional rules that must be followed by governmental agencies when reporting financial information.

**Infrastructure** – Long lived assets that normally are stationary in nature and can normally be preserved for a significantly greater number of years than most capital assets.

**Intangible Asset** – Assets that have no physical substance.

**Land** – Solid part of earth’s surface, easements, right of ways

**Land Improvements** – Enhancements made to land to increase the value or useful life.

**Machinery & Equipment** – Assets that are normally moveable in nature

**Renovations** – Construction to an existing facility that changes and/or improves the function of all or part of the building. Renovations will only be capitalized if useful space was added or useful life was extended.

**Tangible Asset** – Assets that have physical substance.

**Transfer** – The relocation of an asset from one department to another. *An Asset Transfer Form must be completed at the time the asset is to be relocated.*

**Useful Life** – The period of time for which the asset will remain functional and useful for its intended purpose.

## **V. PROCEDURES**

### **A. Fixed Asset and Five Classes Defined**

Fixed Assets and Equipment– Items that have a value of \$25,000 or greater and has a useful life that extends beyond one reporting period. Fixed assets will be capitalized and depreciated according to GAAP

There are five classes of fixed assets that are required to be reported in compliance with GASB statement 34:

1. Land – Includes land, easements, and right of ways
2. Land Improvements – Improvements that are made to land to increase the value or useful life. (i.e. fencing, trails, retaining walls, yard lighting)
3. Buildings – Any roofed structure that is used to shelter (permanent or temporary) people, animals, equipment, plants, or machinery. Any renovation that is made to a building and adds to the useful space or extends the useful life of the structure is considered a fixed asset.
4. Machinery and Equipment – This includes assets that tend to be moveable in nature. Moveable assets would be any machinery or equipment that is not permanently attached to a building.
5. Infrastructure – Long lived assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most fixed assets. They could include bridges, roads, drainage systems, dams, and water systems.

## **B. Fixed Asset Valuation**

Sullivan County has four classes for valuing fixed assets, based upon how they were acquired.

- i. Purchased Assets – This includes the purchase price of the asset plus any ancillary charges incurred as part of putting the asset into service at its intended location. Ancillary charges include charges that are directly attributable to the asset acquisition such as freight and transportation costs, professional fees, set-up fees, and site preparation costs.
- ii. Donated Assets – The asset has no purchase or construction cost, however, the asset needs to be recorded at its FMV at the time of acquisition plus any ancillary charges incurred to put the asset in service.
- iii. Leased Assets – Leased assets are included in the AMS, only as a means of tracking. The value of the leased asset **is not** included.
- iv. Infrastructure Assets – Expenditures that extend the useful life of the infrastructure asset or improves its efficiency or capacity, needs to be added to the historical cost. Expenditures that do not meet these tests should be reported as repairs/maintenance.



### **b. Recording Assets**

The designee assigned by the Office of Management & Budget, will record all assets into the AMS at the time the asset is inventoried and tagged. All transfers and disposals will be recorded upon receiving the appropriate documentation.

*Caution needs to be used if an asset was received through a grant or as a gift as additional procedures may need to be followed to properly record, monitor, transfer or dispose of the asset. If the asset was acquired through a gift or any other circumstance other than normal purchase information must be provided to the designee assigned by the Office of Management & Budget. If the item was acquired through a grant, the information must be provided to the designee assigned by the Office of Management & Budget as well as Grants Administration. This notification must be in writing. It will be the department head's responsibility to properly communicate this information.*

### **c. Tagging Assets**

All new assets valued at \$25,000 or greater and will have a useful life that extends beyond one reporting period, must be labeled with a Sullivan County Asset ID Tag. The tags will have a barcode and number that is unique to that asset. This, if the County decides to implement, will allow assets to be scanned electronically and expedite the physical inventory process. The Asset ID Tags will need to be placed in an area where the tag will not be damaged in the normal use of the asset. The location of the tag will be noted in the *description field* in the AMS when practical.

### **d. Transferring Assets**

All fixed assets that will be moved or transferred need to be accompanied by an Asset Transfer Form. Transfers will not be authorized without the form. The purpose of the Asset Transfer Form will be to maintain an accurate and current record of the location of all fixed assets, which needs to be done for compliance. Once the Asset Transfer Form is authorized by the department head and the asset is transferred, the form needs to be forwarded the designee assigned by the Office of Management & Budget.

### **e. Disposing of Assets**

Assets will eventually need to be removed from the AMS for any one of a number of reasons. Disposing of an asset may be required due to its sale, scrapping, disappearance (lost or stolen), fire or flood. Due to the monetary value, assets being disposed of will require two levels of authorization.

Prior to disposal, an Asset Disposal Form will need to be completed in its entirety and forwarded to the designee assigned by the Office of Management & Budget. The Asset Disposal Form will have all pertinent information related to the asset being disposed of. Assets that are still in satisfactory working condition should be made available to other county departments, for further utilization, before completing an Asset Disposal Form.

Assets that are disposed of due to “disappearance” may require additional reports for the police dept. and/or insurance companies.

**f. Personal Use**

Assets purchased by, or donated to Sullivan County, are the property of Sullivan County and **ARE NOT** permitted for personal use.

The County is dedicated to safeguarding its assets, and to ensure the proper use of County assets, any county resident who believes they see improper use of a county asset are encouraged to call the Office of Audit and Control at 845-807-0547 to report the incident. The information will be utilized to investigate the allegation.

**g. Physical Inventory**

Periodically, every department will be required to take part in a physical inventory of their assets, which will be performed under the direction of the Office of Management & Budget. Each department will be given a copy of their fixed assets and equipment report generated from the AMS. The department head will be responsible for verifying the existence and condition of every asset on their report. Any discrepancies will be addressed at the end of the inventory. The physical inventory could also help departments plan for future purchases by identifying unanticipated wear and tear of equipment before it breaks down.

Although the designee from the Office of Management & Budget will need complete cooperation with the department head, in order to provide the best internal control, the department head in charge of the assets will not be involved in the physical inventory. The department head will assign an employee from the department to assist the designee from the Office of Management & Budget with the physical inventory. Once the inventory is complete, the department head will address any discrepancies and verify the inventory is correct before signing off on the report.

The Office Management & Budget or its designee will provide advance notice of when the physical inventory will take place. The purpose of the physical

inventory is to verify the existence and condition of Sullivan County's fixed assets and equipment. This will also ensure the accuracy of the AMS.

The Office of Audit & Control may perform random audits of county assets throughout the year. These audits will be unannounced and independent from this policy & procedures manual.

## **VI. RESPONSIBILITIES**

The responsibility each party has in relation to the Fixed Assets and Equipment Policy & Procedures are as follows:

### **All Departments**

1. Read and understand the Fixed Assets and Equipment Policy & Procedures.
2. Department head required to communicate asset transfers and disposals to appropriate personnel (as outlined in this policy).
3. Assign a representative who will be required to assist in the physical inventory, under the direction of the Office of Management & Budget.
4. Department head required to inform the Office of Management & Budget's designee as soon as possible if any asset tags become illegible, loose, missing or hinder the asset from being used for its intended purpose.
5. Department heads are responsible for tracking and safeguarding all assets, regardless of cost, in their respective departments.

### **All Facilities**

- i. Secure an area where all incoming assets, that meet the \$25,000 threshold and have a useful life that extends beyond one reporting period, **MUST** remain until it is properly tagged and inventoried by an authorized individual. Assets should not be put into service until they have been accounted for. Weekly, scheduled times will be set up to have assets tagged and inventoried.
- ii. Contact the designee from the Office of Management & Budget if there is an emergency and the asset needs to be

put into service immediately. Arrangements will be made to accommodate these situations when practical.

**\*\*NOTE** The Adult Care Center follows this policy as well as their own internal policy which is geared towards the health care industry and the maximization of reimbursement rate calculations.

### **Purchasing**

1. Ensure copies, via paper or electronically, of the purchase order (PO) for all assets that meet the \$25,000 threshold and have a useful life that extends beyond one reporting period, are sent to the designee from the Office of Management & Budget.
2. Ensure department codes are correct on PO.

### **VII. FORMS**

Asset Disposal Form  
Asset Transfer Form

# Asset Disposal Form

County Asset ID# \_\_\_\_\_

Make of Asset \_\_\_\_\_

Model# \_\_\_\_\_

Serial# \_\_\_\_\_

Description of Asset \_\_\_\_\_

Location of Asset \_\_\_\_\_

Use of Asset \_\_\_\_\_

Was asset made available for transfer? \_\_\_\_\_

Reason for Disposal \_\_\_\_\_

Disposal Method \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_

Supervisor's authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head authorization: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Please attach photo*

<b><u>For Office Use Only</u></b>	
<b>Date Received/Authorized Signature:</b>	
<b>Date Processed/Authorized Signature:</b>	

# Asset Transfer Form

County Asset ID# \_\_\_\_\_

Make of Asset \_\_\_\_\_

Model# \_\_\_\_\_

Serial# \_\_\_\_\_

Description of Asset \_\_\_\_\_

Current Location of Asset \_\_\_\_\_

Proposed Location of Asset \_\_\_\_\_

Use of Asset \_\_\_\_\_

Reason for Transfer \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_

Supervisor's authorization: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Please attach photo*

**For Office Use Only**

**Date Received/Authorized Signature:**

**Date Processed/Authorized Signature:**

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

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, Sullivan County Manager

**Re:** Request for Consideration of a Resolution: To approve a Corrective Action Plan

**Date:** April 3, 2014

**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 approve a Corrective Action Plan for the Reimbursement of Social Services Costs Audit Report for the period January 1, 2011 to December 31, 2012 performed by the New York State Comptroller's Office

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**Is subject of Resolution mandated? Explain:**

Yes in accordance with Section 35 of the General Municipal Law

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**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 pxf*  
\_\_\_\_\_

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



**Pre-Legislative Approvals:**

- A. Director of Purchasing: *Kathy Jones* Date *4/8/14*
- B. Management and Budget: *Jamie* Date *4/8/14*
- C. Law Department: *S. Young* Date *4/8/14*
- D. County Manager: *John Bond* Date *4/9/14*
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Management and Budget Committee on 04/10/2014

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO APPROVE A CORRECTIVE ACTION PLAN FOR THE REIMBURSEMENT OF SOCIAL SERVICES COSTS AUDIT REPORT FOR THE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2012 PERFORMED BY THE NEW YORK STATE COMPTROLLER'S OFFICE**

**WHEREAS**, the New York State Comptroller issued an audit report for the period of January 1, 2011 to December, 2012 concerning the Reimbursement of Social Services Costs, and

**WHEREAS**, the purpose of the audit was to examine if Sullivan County was maximizing the reimbursement of costs related to the administration of social services programs, and

**WHEREAS**, the New York State Comptroller recommends that the County should monitor claims submitted against the reimbursement plan and maintain a record of staff time related to the social services programs for which costs are federally reimbursed, and

**WHEREAS**, in accordance with Section 35 of the General Municipal Law a written corrective action plan that addresses the findings and recommendations in the report should be prepared and sent to the New York State Comptroller.

**NOW THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby approves the attached corrective action plan.

## **Corrective Action Plan**

**Audit Report Title:** Reimbursement of Social Services Costs Audit Report for the period January 1, 2011 – December 31, 2012

**Audit Report Number:** S9-13-14

### **Recommendation:**

- 1.) *Each County Commissioner of Social Services should periodically monitor claims submitted against the Plan to ensure the county's reimbursement is maximized and submit supplemental claims when applicable*
- 2.) *Each County Commissioner of Social Services should standardize the billing process from the various departments to the DSS in an effort to accurately capture and bill direct expenditures related to social services programs.*
- 3.) *County District Attorney's Offices should maintain a record of staff time spent on prosecution activities related to those social services programs for which costs are Federally reimbursed. The counties should then calculate the costs of these services and apply for Federal reimbursement.*

### **Implementation Plan of Action:**

- 1.) *The County Social Services Commissioner reviews, makes changes if necessary, and signs off on all claims submitted to the department.*
- 2.) *A standard billing process has been formulated. The County has also authorized MOUs between DSS and the various departments that bill DSS in an effort to standardize the billing process.*
- 3.) *The County authorized and MOU between the District Attorney's Office and DSS in March of 2014, but it has yet to be executed. The District Attorney, Assistant District Attorney's, and District Attorney Investigators will be tracking their time spent on all investigative functions related to DSS programs and will bill DSS accordingly.*

**Implementation Date:** *Ongoing, with some corrective actions already complete. All actions will be completed no later than July 1, 2014.*

**Person Responsible for Implementation:** *Sullivan County Manager and the Social Services Commissioner.*

**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: **AUTHORIZE AWARD & EXECUTION OF AGREEMENT WITH NTS DATA SERVICES**

**Date:** April 4, 2013

**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.]

Purchase of Document Imaging System (Image It) from NTS Data Services for the Sullivan County Board of Elections use to comply with Federal HAVA voting 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:** \$ 62,763.00

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** Initial cost \$41,963.00 reimbursed by HAVA grant

**If "No", specify proposed source of funds:** Annual year 2-5 costs will be in MIS operating

**Estimated Cost Breakdown by Source:** budget

County	\$ <u>20,800.00</u>	Grant(s)	\$ <u>41,963.00</u>
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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 [ NTS Data Services ] of [ 2079 Sawyer Drive, Niagara Falls, New York 14304 ]

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

Duration of Contract: From 05/01/2014 To 04/30/2019

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:

Annual maintenance renewal requirement beyond 2019 if desired to continue.

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.]:

Product for capture, storage, management, retrieval, and processing of full document images creating a full virtual file folder for each voter. Electronic documents will help alleviate the archival storage problems faced by BOE.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$41,963 year 1; \$5,200/year years 2 thru 5

Efforts made to find Less Costly alternative:

Custom developed sole source solution - no alternatives exist.

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

None.

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

Accepted proposal, per NYS OGS PKF.

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

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Kathy Jones Date 4/8/14
- B. Management and Budget: Janet Myers Date 4/8/14
- C. Law Department: S. Yarnall Date 4/8/14
- D. County Manager: John P. ... Date 4/9/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

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

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE AWARD & EXECUTION OF AGREEMENT WITH NTS DATA SERVICES**

**WHEREAS**, in accordance with a grant through the Help America Vote Act (“ HAVA”) (Resolution No. 154-12, adopted on April 26, 2012 by the Sullivan County Legislature) and New York State Board of Elections, a proposal has been accepted from NTS Data Services for the purchase of (Image It) Full Document System, and

**WHEREAS**, this Full Document System is necessary in implementing new HAVA compliant voting systems, and

**WHEREAS**, this Full Document Imaging technology must work in conjunction with the currently installed software used by the County for voter registration purposes, and

**WHEREAS**, the NYS Board of Elections recommends this product and has granted pre-approval to the Sullivan County BOE to purchase this product, and

**WHEREAS**, NTS Data Services, 2079 Sawyer Drive, Niagara Falls, New York 14304, is best suited to these requirements.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute an agreement with NTS Data Services, at a total price not to exceed \$41,963.00, for purchase, licensing and installation, with an additional yearly cost of \$5,200.00 for ongoing support and maintenance services for years 2-5, said contract to be in such form as the County Attorney shall approve.

**BE IT FURTHER RESOLVED**, that should the HAVA SHOEBOX grant 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 \_\_\_\_\_, 2014.

**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: WESTLAW EXTENSION AGREEMENT AND  
NEW LEXIS/NEXIS AGREEMENT

**Date:** April 4, 2013

**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.]

This resolution will allow lower cost electronic legal research for multiple departments countywide.

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**Is subject of Resolution mandated? Explain:**

No.

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ 66,141.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A1680-43-4304 in current FY2014 MIS budget

If "No", specify proposed source of funds: Same as above to be included in future FY's

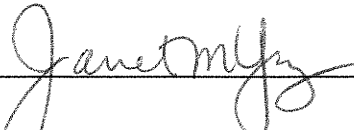
Estimated Cost Breakdown by Source:

County                      \$ 66,141.00                      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 [ LexisNexis ] of [ ]

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

Duration of Contract: From 03/28/2014 To 05/20/2017

Is this a renewal of a prior Contract? Yes \_\_\_ No X

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:

Service renewal/continuation if desired beyond May 2017

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No X

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.]:

Allows extensive legal research to individuals in various disciplines including Federal and New York State statutory and case law

\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$66,141 for contract period

Efforts made to find Less Costly alternative:

This is it.

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

None.

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

Accepted proposal.

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

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Lyndy Finnes Date 4/8/14
- B. Management and Budget: Janet Myer Date 4/8/14
- C. Law Department: S. Yassini Date 4/8/14
- D. County Manager: John Board Date 4/9/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE AN EXTENSION AGREEMENT WITH THOMPSON/WEST FOR “WESTLAW NEXT” AND AUTHORIZE A NEW 3-YEAR AGREEMENT WITH LEXISNEXIS ADVANCE LEGAL RESEARCH.**

**WHEREAS**, Resolution 462-10 authorized a 3-year agreement (December 9, 2010 – December 31, 2013) with Thompson/West for their *Westlaw Next* computer based legal search engine to reduce costs by eliminating redundant expenses for Westlaw paper subscription services, and

**WHEREAS**, while Westlaw has performed as agreed, over the past 3 months, departments including, the District Attorney, County Attorney, and DFS Legal have evaluated, tested, and participated in training sessions on an alternative legal research solution, LexisNexis Advance, and

**WHEREAS**, considering additional research capabilities and further reductions in annual costs, all departments involved have unanimously agreed to switch to *LexisNexis Advanced Legal Research* products for extensive legal research to individuals in various disciplines including Federal and New York State statutory and case law, and

**WHEREAS**, the County will need to execute an extension agreement with Thomson/Reuters to accommodate Westlaw Next access expenses beyond that allowed by resolution 465-13 for April 1, 2014 through April 30, 2014 as a result of the Lexis/Nexis evaluation period and final decision recently completed and reached.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into an extension agreement with Thomson/Reuters covering 04/01/2014 – 04/30/2014 in an amount not to exceed \$3,500.00 and a new three-year agreement with LexisNexis, for a total cost not to exceed \$62,641.00, subject to annual budget appropriation, as follows:

2014-2015 = \$20,706.00  
2015-2016 = \$20,656.00  
2016-2017 = \$21,279.00

**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 \_\_\_\_\_, 2014.