

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

**To:** Sullivan County Legislature

**Fr:** Heather Brown, Sustainability Coordinator

**Re:** Request for Consideration of a Resolution: Approve application and authorize contract for Electric Vehicle Infrastructure Reimbursement

**Date:** 6/8/17

**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.]

An application was received from the Town of Thompson under the newly established Electric Vehicle Infrastructure Reimbursement Program. The application was reviewed by the members of the committee established in the program guidelines and the committee recommends approval.

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

No, this is a program established by the Sullivan County Legislature to promote the establishment of a network of EV Charging Stations throughout the County.

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

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

Amount to be authorized by Resolution: \$ 5,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A-8090-40-4001

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

**Estimated Cost Breakdown by Source:**

County	\$ <u>5,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** 

**Does Resolution request Authority to Enter into a Contract? Yes  No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [Town of Thompson] of  
[4052 Route 42, Monticello, NY 12701]

Nature of Other Party to Contract: **Other:** Municipality

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.]:

Contract for approved project for installation of Electric Vehicle Charging Infrastructure with funding coming from the County's EV Infrastructure Reimbursement Program

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$5,000

Efforts made to find Less Costly alternative:

N/A

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

The program itself is the County's effort to partner with municipalities to establish a network of strategically located electric vehicle charging stations in Sullivan County.

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

N/A - Meets requirements set forth in the Electric Vehicle Infrastructure Reimbursement Program Guidelines

Person(s) responsible for monitoring contract (Title): Sustainability Coordinator

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Amson Lewis Date 6/6/17
- B. Management and Budget: Janet Myers Date 6/6/17
- C. Law Department: [Signature] Date 6/6/17
- D. County Manager: [Signature] Date 6/6/17
- E. Other as Required: [Signature] Date 6/6/17

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

**RESOLUTION NO. INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY  
POLICY COMMITTEE TO AUTHORIZE ROUND 1 CONTRACTS FOR THE 2017  
ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM**

**WHEREAS**, the Sullivan County Legislature allocated \$50,000 in the FY 2017 budget to be distributed to Sullivan County municipalities through the Electric Vehicle Infrastructure Reimbursement Program; and

**WHEREAS**, the program is designed to accept applications on a rolling basis with periodic reviews; and

**WHEREAS**, one application was submitted prior to the first deadline by the Town of Thompson requesting \$5,000 for the installation of a level 2 charging station at the Town of Thompson Town Hall, located at 4052 Route 42, Monticello, NY 12701 (District 9); and

**WHEREAS**, the program review committee assessed the application and recommends approval by the Sullivan County Legislature.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature approves the application submitted by the Town of Thompson and the disbursement of the associated funds, and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature authorizes the County Manager to enter into contracts with the award recipient for the project upon meeting the guidelines of the Electric Vehicle Infrastructure Reimbursement Program, said contract to be in a form approved by the County Attorney.