

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JULY 24, 2018

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Hogan, O'Brien, Haff, Shaw, Middleton, Rozell

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Ferguson

SUPERVISORS: LaPointe, Fedler, Moore, Hicks, Idleman

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Matt Jones, Superintendent Bldgs. & Grnds.

Laura Chadwick, Director Real Property

Stephanie Lemery, County Clerk

Media

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – June 19, 2018
- 3) Department Requests/Reports
 - A. County Clerk
 1. Budget Amendment .4 to .2 to Purchase 4 Desks
 2. Discuss Transfer Tax Options & Mortgage Tax Exp.
 - B. Real Property – Auction Update
 - C. County Administrator – Discuss New Purchasing Card
- 4) Other Business
- 5) Adjournment

Chairman Hogan called the meeting to order at 10:00 A.M.

A motion to approve the minutes of the June 19, 2018 meeting was moved by Mr. Rozell, seconded by Mr. Middleton and adopted.

COUNTY CLERK – Stephanie Lemery, County Clerk, addressed the following items with the committee:

- Budget Amendment – (4) Desks & Chairs – Requesting to transfer funds from lease equipment contract account to equipment for four (4) new desks and chairs for DMV, handout attached. The contract is up on the computer system, the new RFP is out and part of the new formation is two screens and a scanner at each desk. Requesting the L-shaped desks to fit the new computer equipment set up and the chairs are aging and need replacement. These items are on state contract. She did check with Buildings and Grounds on surplus equipment. A motion to amend budget for purchase of four (4) desks and chairs for DMV was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted.
- Discuss Mortgage Tax Expenses – She stated the County has a chance with mortgage tax expenses to collect \$8,137.89 monthly, \$97,354.68 annually, which the County has never pursued, information attached. Requesting a resolution to reduce the amount transmitted to the state and the funds would be retained by the County. This does not require legislative approval. The amounts paid to the towns would not change; they would remain whole. The Treasurer suggested that the County Clerk use the County's actual mortgage tax numbers from the last reporting period to show the impact of this proposed change. Mr. O'Brien would like to see how this would actually flow with Washington County numbers; see the numbers from start to finish. The County Clerk stated she is trying to bring revenue back to the County. The committee expressed interest in moving forward and asked her to work with the County Administrator, County Attorney and Treasurer on hard numbers. This matter was forwarded to the August Finance Committee for further discussion.
- Explore Transfer Tax Options – Transfer tax is collected at \$4.00 per \$1,000 by the County Clerk and transmitted to the State. Attached handout details the County Clerk's proposal to

raise the Mortgage transfer tax fee. This proposed change needs NYS Legislative approval. Possibly increase transfer tax by \$1 or \$2 and it only impacts sellers. Currently the County only receives \$1.00 back on the forms processed but can charge if approved by the State. The counties that do this currently are at \$6.00. The County Attorney stated the County is not allowed to charge anything and must go to the State to ask permission to charge. Other counties have used this money towards earmarked projects. The County Administrator stated we have not been successful in getting the State to approve our mortgage tax increase but that should not stop us for trying to get other requests approved. Transfer tax is \$4.00 per \$1,000 and that \$4.00 is State money and if an additional \$1.00 was added to the transfer tax making it \$5.00 then that \$1.00 per \$1,000 extra would be County dollars; like sales tax. What we add on would be all County funds. A motion to take action requesting the State approve our request to increase the transfer tax to \$5.00 earmarked for capital projects and forward to the Finance Committee for consideration was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted. Mr. Haff opposed.

REAL PROPERTY – Laura Chadwick, Director, addressed the following item- with the committee:

- Auction Update – Saturday is the tax sale auction starting at 10 AM. The Treasurer stated the number of parcels is up.

COUNTY ADMINISTRATOR – Chris DeBolt, County Administrator, addressed the following item with the committee:

- Discuss New Purchasing Card - The County Administrator stated now that the State audit is finished, corrective action plan submitted to the State Comptroller and new Procurement Policy adopted, he thought it was the appropriate time to bring the discussion back changing our P-card. Currently, the County uses a debit card through a local bank set up on a zero-based account. This current process is a little cumbersome and travel remains an issue; many hotels still need a credit card. Requesting a true P-card (purchasing card) rather than a debit card. This would be issued through PFM. This is a true credit card and gives us more flexibility. We would not be moving funds for every transaction and they would be able to issue physical cards for people traveling and restrict the vendor. The County Administrator, County Treasurer and Clerk of the Board recently met to discuss the mechanics of processing items and how it would work with the Audit Committee. A department requests to buy an item with a credit card (P-card), i.e. Amazon beats state price, the most frequent use is for travel/hotel, etc., the County Administrator's Office would check for compliance with policies and executes the transaction, in the billing cycle receive an invoice and pay that out of audit, and the Treasurer would cut a check to pay the credit card bill. The out of audit voucher with all information would then go to the Audit Committee giving it a chance to look through everything that was done. The down side is that by the time the Audit Committee gets to look at the information the transaction has already happened and the credit card bill has already been paid. Requesting authorization for the County Administrator, County Treasurer or Chairman of the Board's to sign documents to get this P-card started. Initially regarding the scope of usage, the County Administrator is envisioning using it the same as we are currently using our procurement card. The only immediate changes he would like to make are with some of the large vendors like American Rock Salt and Main Care Fuel for some of the things that we are going to purchase that are on State contract and we would get extra rewards. He does not envision at least for the next six months expanding the use of the card. We have a list of what we pay out of audit adopted by the Board and it made it through the Comptroller's audit because we have an appointed county auditor. This program is in place in other counties

currently. The Treasurer absolutely likes the P-card more than the debit card. The County Administrator will explore purchasing other items with the P-card but he is not looking at purchasing everything for the County through this card. He wants to look at huge purchases the County makes on a regular basis that he can use the P-card to maximize the rewards. He initially wants to move forward using the P-card for fuel and salt. The Personnel Director has been using the reward points on our current debit card to get items for the CLIP program but that card is no longer going to exist. A motion to authorize Chairman of the Board to sign contract executing P-card was moved by Mr. O'Brien, seconded by Mr. Haff and adopted.

- Purchasing reference documents distributed, attached. These were distributed at a recent Department Head meeting.
- DPW requested permission to participate in Source Well (NJPA), GPA and US Communities purchasing programs. He held off on US Communities because the County would have to adopt the best value local law. Best value makes him nervous and opens up some gray areas. No interest in moving forward with best value.
- MM Hayes – Kronos Time Clocks – Met with MM Hayes regarding the Kronos time clocks that were purchased at the end of last year. These time clocks will not work with the older software that the County is currently using. MM Hayes feels badly that we purchased time clocks that cannot be deployed and presented a proposal to do a complete upgrade for free and move us to a cloud based hosting system. Staff recommendation is to move forward with this complete redesign and the start over of Kronos. The technical aspects of this project will be discussed at the IT Committee meeting. Serious discussions taking place about rebooting the payroll side of the financial management system and decided that this is the important first step. He plans to schedule MM Hayes to start this upgrade in early December after the County budget has been adopted. MM Hayes has stated they will not increase our maintenance costs moving forward. A motion to move MM Hayes proposal to upgrade Kronos time clocks to the Information Technology committee was moved by Mr. O'Brien, seconded by Mr. Haff and adopted.

OTHER BUSINESS:

BUILDING & GROUNDS – Matt Jones, Superintendent, addressed the following items with the committee:

- Monthly updates attached. He is exploring software to help with tracking especially asset management and preventative maintenance and plans to discuss with the new CIO. Possibly hire additional summer help next year to help with inventorying items and entering data. Just exploring options at this time. The County Administrator stated he is also interested in looking at this software for tracking County fixed assets which are done through his office.
- Intercom notification to employees – The County Attorney complimented Matt and his staff on discovering how to make an announcement over the phone speaker system. He stated now we can start to work on the lock down procedures. Mr. Moore also compliment Matt for the job he is doing; value added.

The meeting adjourned at 11:24A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Request for Transfer of Funds
from Lease Equipment Account

Desks Needed	Price Per Unit	Total
4	\$ 741.20	\$ 2,964.80
Chairs Needed	Price Per Unit	Total
4	\$ 149.20	\$ 596.80

Total for Request	\$ 3,561.60
In Account	- <u>\$ 1,721.60</u>
Amount Needed to Transfer	\$ 1,840.00

Washington County Clerk
2018 Mortgage Tax Expense Retention Justification

Part I-	Personnel Expenses	\$	78,679.68
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A.	Recording Clerks		
1-	Average Hourly rate of Recording Clerks	\$ 12.41	
2-	Fringe at 50%	\$ 6.21	
	(Fringe includes health insurance, retirement, FICA, unemployment & comp)	<u>\$ 18.62</u>	
	Average of 4 hours per day	<u>\$ 19,439.28</u>	(D7 total x 4 hours x 261 work days)
B.	County Clerk		
1-	County Clerk		
a-	Annual Salary	\$ 72,153.00	
b-	Fringe	\$ 36,076.50	
		<u>\$ 108,229.50</u>	
	c- 20% of time allocated	<u>\$ 21,645.90</u>	
2-	Deputy Clerk		
a-	Annual Salary	\$ 50,126.00	
b-	Fringe	\$ 25,063.00	
		<u>\$ 75,189.00</u>	
	c- 50% of time allocated	<u>\$ 37,594.50</u>	
Part II	Other Associated Costs	\$	20,175.00
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A.	Conduent Contract	25% \$ 14,847.00	
B.	Office supplies & equipment, printing postage, paper	25% \$ 5,328.00	
SUMMARY			
Part I	Personnel Expenses	\$ 78,679.68	
Part II	Other Associated Costs	<u>\$ 20,175.00</u>	
Part III	Total Mortgage Tax Fee	\$	98,854.68
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Part IV	Projected Increases	Monthly	Annual
	2018 Proposed MT Expense	\$ 8,237.89	\$ 98,854.68
	2017 Mortgage Tax Expense Revenue	\$ 125.00	<u>\$ 1,500.00</u>
	Increase Projections	<u>\$ 8,112.89</u>	<u>\$ 97,354.68</u>

Last expense increase was 1995.

=calculation fields

unhighlighted #'s are manually entered

TAX LAW 2151

TAX ON MORTGAGES

Art. 11

5. Taxes paid under protest

Taxes collected and paid under protest must be distributed in the usual way and as provided by this section. 1912, Op. Atty.Gen. 386.

6. Unauthorized taxes

The Commission has no power to order a distribution of a tax which the recording officer was unauthorized to receive. 1914, Op. Atty.Gen. 88.

7. Interest

The state was entitled to one-half of the principal and interest received by the re-

recording officers and county treasurers from the payment of mortgage taxes, after deducting the expenses of these officials. 1911, Op. Atty.Gen. 563, 565, disapproving, 1909, Op. Atty.Gen. 364. See, also, Op. Atty.Gen., 1920, 22 St. Dept. 497.

Interest earned on money in the assurance fund and mortgage tax accounts must follow the principal in those accounts and cannot be paid into the county general fund. 25 Op. State Compt. 87, 1969.

§ 262

Note 1

§ 262. Expenses of officers

Recording officers and county treasurers shall severally be entitled to receive all their necessary expenses for the purposes of this article, including printing, hire of clerks and assistants, being first approved and allowed by the tax commission and, after audit by the comptroller, shall be retained by them out of the moneys coming into their hands. In counties wholly within the city of New York for the purposes of retirement the recording officers, clerks and assistants shall be considered as in the city service to the same extent as though their salaries had actually been paid by the city of New York. (L. 1909, c. 62; amended L. 1916, c. 323, § 73; L. 1921, c. 271, § 1; L. 1939, c. 486, § 1.)

Historical and Statutory Notes

Derivation

Tax Law of 1896, c. 908, § 311, added L. 1905, c. 729, § 1, renumbered 299 and amended L. 1906, c. 532, § 18.

Notes of Decisions

Appointment and removal 2

Bonds 3

Clerical assistance 4

Counsel fees 5

Necessary expenses 1

Salaried officers 6

by the recording officers in the performance of duties imposed upon them by this article. *People ex rel. Frost v. Woodbury*, 1914, 213 N.Y. 51, 106 N.E. 932.

In construing the language "necessary expenses", the words have no meaning peculiar to itself, but may be construed to mean indispensable or may be construed as reasonable, useful and proper, although when used with reference to the public, it should be construed strictly for the benefit of the public. *People ex rel. Frost v. Woodbury*, 1914, 213 N.Y. 51, 106 N.E. 932.

1. Necessary expenses

The words "for the purpose of this article" as used in this section were intended as words of limitation to restrict the allowance for necessary expenses incurred

Resolution No. _____

WHEREAS, in accordance with Article 11, of the New York State Tax Law, the County Clerk is charged with the collection and administration of mortgage tax monies and

WHEREAS, Section 262 of the Tax Law authorizes reimbursement of the costs associated with the collection and administration of mortgage tax monies, and

WHEREAS, that since 1995 the expenses reimbursed for the County Clerk's administration of the mortgage tax have been set at \$12,000 to cover actual costs, and

WHEREAS the County Clerk has estimated the actual cost associated with the collection and administration of the mortgage tax currently amounts to \$102,456.00 annually.

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors does hereby find the sum of \$102,456.00 per year to be necessary, reasonable and proper to be received by the County Clerk's Office of the County of Madison for the purpose of administering the Mortgage Tax Fee and authorize the reimbursement to be raised to \$102,456 per year, effective July 1, 2018.

BE IT FURTHER RESOLVED, that the sum of \$102,456 per annum is hereby certified to the New York State Department of Taxation and Finance as the reasonable and proper allowance for such expenses; and

BE IT FURTHER RESOLVED, that the Clerk of the Madison County Board of Supervisors is hereby directed to forward certified copies of this resolution to the appropriate County Officials.

April 26, 2018

John Reinhardt, Chairman
Finance, Ways and Means Committee

Madison County Clerk- 2018 Mortgage Tax Expense Retention Justi

Part I-	Personnell Expenses		\$ 81,223.50
A.	Recording Clerks		
1-	Avg. Hourly rate of Recording Clerks	\$ 17.19	
2-	Fringe at %40	\$ 6.89	
	(Fringe includes health, retirement, FICA, unemp & comp)	\$ 24.07	
	Average of 4 hours per day	<u>\$ 25,035.00</u>	
B.			
1-	County Clerk		
a-	Annual Salary	\$ 69,250.00	
b-	Fringe	\$ 27,700.00	
		<u>\$ 96,950.00</u>	
c-	20% of time allocated	<u>\$ 19,390.00</u>	
2-	Deputy Clerk		
a-	Annual Salary	\$ 52,572.00	
b-	Fringe	\$ 21,025.00	
		<u>\$ 73,597.00</u>	
c-	50% of time allocated	<u>\$ 36,798.50</u>	
Part II	Other Associated Costs		\$ 21,232.50
A.	IQS Contract	25% \$ 16,236.00	
B.	Office supplies & equipment- printing postage, paper	25% \$ 4,996.50	
SUMMARY			
Part I	Personnell Expenses	<u>\$ 81,223.50</u>	
Part II	Other Associated Costs	<u>\$ 21,232.50</u>	
Part III	Total Mortgage Tax Fee		\$ 102,456.00
Part IV	Projected Increases	Monthly	Annual
	2018 Propsed MT Expense	\$ 8,538.00	\$ 102,456.00
	2017 Mortgage Tax Expense Revenue	\$ 1,000.00	\$ 12,000.00
	Increase Projections	<u>\$ 7,538.00</u>	<u>\$ 90,456.00</u>
Last expense increase was 1995.			

Proposal to Raise the County Clerk Mortgage Transfer Tax Portion Amount

		What County Clerk Could Keep				What County Clerk Could Keep				What County Clerk Could Keep	
2012	Remit to State	If Raised to \$5	If Raised to \$6	2013	Remit to State	If Raised to \$5	If Raised to \$6	2014	Remit to State	If Raised to \$5	If Raised to \$6
January	\$ 35,496.00	\$ 8,874.00	\$ 17,748.00	January	\$ 65,741.00	\$ 16,435.25	\$ 32,870.50	January	\$ 27,163.00	\$ 6,790.75	\$ 13,581.50
February	\$ 55,150.00	\$ 13,787.50	\$ 27,575.00	February	\$ 29,580.00	\$ 7,395.00	\$ 14,790.00	February	\$ 31,892.00	\$ 7,973.00	\$ 15,946.00
March	\$ 22,364.82	\$ 5,591.21	\$ 11,182.42	March	\$ 25,446.00	\$ 6,361.50	\$ 12,723.00	March	\$ 23,834.00	\$ 5,958.50	\$ 11,917.00
April	\$ 37,667.03	\$ 9,416.76	\$ 18,833.52	April	\$ 33,794.00	\$ 8,448.50	\$ 16,897.00	April	\$ 50,521.00	\$ 12,630.25	\$ 25,260.50
May	\$ 69,585.02	\$ 17,396.26	\$ 34,792.52	May	\$ 65,474.00	\$ 16,368.50	\$ 32,737.00	May	\$ 73,342.00	\$ 18,335.50	\$ 36,671.00
June	\$ 65,045.92	\$ 16,261.48	\$ 32,522.96	June	\$ 26,461.00	\$ 6,615.25	\$ 13,230.50	June	\$ 40,840.00	\$ 10,210.00	\$ 20,420.00
July	\$ 42,723.17	\$ 10,680.79	\$ 21,361.58	July	\$ 60,820.00	\$ 15,205.00	\$ 30,410.00	July	\$ 60,433.00	\$ 15,108.25	\$ 30,216.50
August	\$ 46,365.76	\$ 11,591.44	\$ 23,182.88	August	\$ 52,419.00	\$ 13,104.75	\$ 26,209.50	August	\$ 60,180.00	\$ 15,045.00	\$ 30,090.00
September	\$ 41,652.89	\$ 10,413.22	\$ 20,826.44	September	\$ 84,754.00	\$ 21,188.50	\$ 42,377.00	September	\$ 38,629.00	\$ 9,657.25	\$ 19,314.50
October	\$ 30,815.73	\$ 7,703.93	\$ 15,407.86	October	\$ 52,521.00	\$ 13,130.25	\$ 26,260.50	October	\$ 39,336.00	\$ 9,834.00	\$ 19,668.00
November	\$ 33,188.02	\$ 8,297.01	\$ 16,594.02	November	\$ 43,232.00	\$ 10,808.00	\$ 21,616.00	November	\$ 45,242.00	\$ 11,310.50	\$ 22,621.00
December	\$ 39,315.54	\$ 9,828.89	\$ 19,657.78	December	\$ 45,965.00	\$ 11,491.25	\$ 22,982.50	December	\$ 66,208.00	\$ 16,552.00	\$ 33,104.00
Year Total	\$ 519,369.90	\$ 129,842.49	\$ 259,684.98	Year Total	\$ 586,207.00	\$ 146,551.75	\$ 293,103.50	Year Total	\$ 557,620.00	\$ 139,405.00	\$ 278,810.00
		What County Clerk Could Keep				What County Clerk Could Keep				What County Clerk Could Keep	
2015	Remit to State	If Raised to \$5	If Raised to \$6	2016	Remit to State	If Raised to \$5	If Raised to \$6	2017	Remit to State	If Raised to \$5	If Raised to \$6
January	\$ 39,045.00	\$ 9,761.25	\$ 19,522.50	January	\$ 64,027.00	\$ 16,006.75	\$ 32,013.50	January	\$ 74,998.00	\$ 18,749.50	\$ 37,499.00
February	\$ 18,023.00	\$ 4,505.75	\$ 9,011.50	February	\$ 38,396.00	\$ 9,599.00	\$ 19,198.00	February	\$ 34,978.00	\$ 8,744.50	\$ 17,489.00
March	\$ 26,395.00	\$ 6,598.75	\$ 13,197.50	March	\$ 51,426.00	\$ 12,856.50	\$ 25,713.00	March	\$ 42,177.00	\$ 10,544.25	\$ 21,088.50
April	\$ 28,637.00	\$ 7,159.25	\$ 14,318.50	April	\$ 73,764.00	\$ 18,441.00	\$ 36,882.00	April	\$ 47,842.00	\$ 11,960.50	\$ 23,921.00
May	\$ 34,787.00	\$ 8,696.75	\$ 17,393.50	May	\$ 93,847.00	\$ 23,461.75	\$ 46,923.50	May	\$ 55,868.00	\$ 13,967.00	\$ 27,934.00
June	\$ 83,436.00	\$ 20,859.00	\$ 41,718.00	June	\$ 95,580.00	\$ 23,895.00	\$ 47,790.00	June	\$ 74,116.00	\$ 18,529.00	\$ 37,058.00
July	\$ 59,056.00	\$ 14,764.00	\$ 29,528.00	July	\$ 68,201.00	\$ 17,050.25	\$ 34,100.50	July	\$ 47,915.00	\$ 11,978.75	\$ 23,957.50
August	\$ 55,034.00	\$ 13,758.50	\$ 27,517.00	August	\$ 81,456.00	\$ 20,364.00	\$ 40,728.00	August	\$ 69,439.00	\$ 17,359.75	\$ 34,719.50
September	\$ 48,585.00	\$ 12,146.25	\$ 24,292.50	September	\$ 52,969.00	\$ 13,242.25	\$ 26,484.50	September	\$ 110,763.00	\$ 27,690.75	\$ 55,381.50
October	\$ 52,439.00	\$ 13,109.75	\$ 26,219.50	October	\$ 119,077.00	\$ 29,769.25	\$ 59,538.50	October	\$ 89,580.00	\$ 22,395.00	\$ 44,790.00
November	\$ 75,728.00	\$ 18,932.00	\$ 37,864.00	November	\$ 105,202.00	\$ 26,300.50	\$ 52,601.00	November	\$ 61,287.00	\$ 15,321.75	\$ 30,643.50
December	\$ 41,397.00	\$ 10,349.25	\$ 20,698.50	December	\$ 54,529.00	\$ 13,632.25	\$ 27,264.50	December	\$ 87,578.00	\$ 21,894.50	\$ 43,789.00
Year Total	\$ 562,562.00	\$ 140,640.50	\$ 281,281.00	Year Total	\$ 898,474.00	\$ 224,618.50	\$ 449,237.00	Year Total	\$ 796,541.00	\$ 199,135.25	\$ 398,270.50

We will raise amount to \$5 or \$6 and keep \$1 or \$2, respectively.



Equipment/IT Authorization Form

Pursuant to Board of Supervisors' Resolution#163, dated May 18, 2018, I am requesting approval to purchase .2 equipment as follows:

Department _____

Item(s) Requested: _____

Purpose: _____

Quantity: _____ Individual Price: \$ _____ Total: \$ _____

Appropriation Account: _____

Included in current budget: Yes No If no, approved by committee on: _____

Grant Funded: Yes No

_____ Date _____ Department Head Signature

Forward signed form along with all documentation to Purchasing

_____ Purchasing Department

IT Approval to Purchase: Yes No N/A

Comments: _____

_____ Date _____ Chief Information Officer Signature

Budget Officer Approval to Purchase: Yes No

Comments: _____

_____ Date _____ Budget Officer Signature

This form and all documents are to be attached to your requisition in New World. **Submit originals with voucher**

- Create and save requisition
- Click documents icon
- Upload document by clicking add, upload, choose document, and close document viewer

Purchasing Policy Reference

Bidding/Quoting Process

General Purchases/non-Public Works

Cost	Requirement
NYS Contract	Discretion of Purchasing Coordinator
< \$3,000	Discretion of Purchasing Coordinator
\$3,001 to \$10,000	3 Verbal Quotes (must be documented)
\$10,001 to \$20,000	3 Written Quotes
\$20,001 and greater	Formal Public Bid

Public Works

Cost	Requirement
NYS Contract	Discretion of Purchasing Coordinator
< \$5,000	Discretion of Purchasing Coordinator
\$5,001 to \$20,000	3 Verbal Quotes (must be documented)
\$20,001 to \$35,000	3 Written Quotes
\$35,001 and greater	Formal Public Bid

Award Process

Commodities or Non-Professional Services

Cost	Requirement	Awarded By
<\$20,001	General Purchases	Purchasing Coordinator
<\$35,001	Public Works Purchases	Purchasing Coordinator
<\$50,001	General Purchases	Dept. Head with consultation from Purchasing Coordinator or County Administrator
<\$75,001	Public Works Purchases	Reported to Oversight Committee
>\$50,001	General Purchases	Dept. Oversight Committee, Finance Committee, or the full BOS
>\$75,001	Public Works Purchases	Reported to the full BOS if awarded by Committee

Professional Services (No Waiver)

Cost	Requirement	Awarded By
< \$5,000	Discretion of Purchasing Coordinator	Less than \$50,000 awarded by Dept. Head upon approval of Purchasing Coordinator or County Administrator
\$5,001 to \$20,000	3 Written Quotes	Reported to Dept. Oversight Committee
> \$20,001	Formal RFP unless exempt by Department's Oversight Committee	More than \$50,000 awarded by full BOS

PURCHASING POLICY REFERENCE

GENERAL PURCHASES

1. What is the price range?

NYS Contract

Less than \$3,000

\$3,001 to \$10,000

\$10,001 to \$20,000

Greater than \$20,001

2. What forms are needed?

- Equipment Authorization Request (purchase is over \$400)
- IT Purchase Authorization Form (purchase of computer equipment or software)
 - Attach copies of forms in New World
- Original forms should be submitted with voucher

3. Approval method?

Purchasing Coordinator's Discretion

3 Verbal Quotes (documented)

3 Written Quotes (attached in New World)

Formal Public Bid

4. Awarding Method?

Less than \$20,001

Purchasing Coordinator

Less than \$50,001

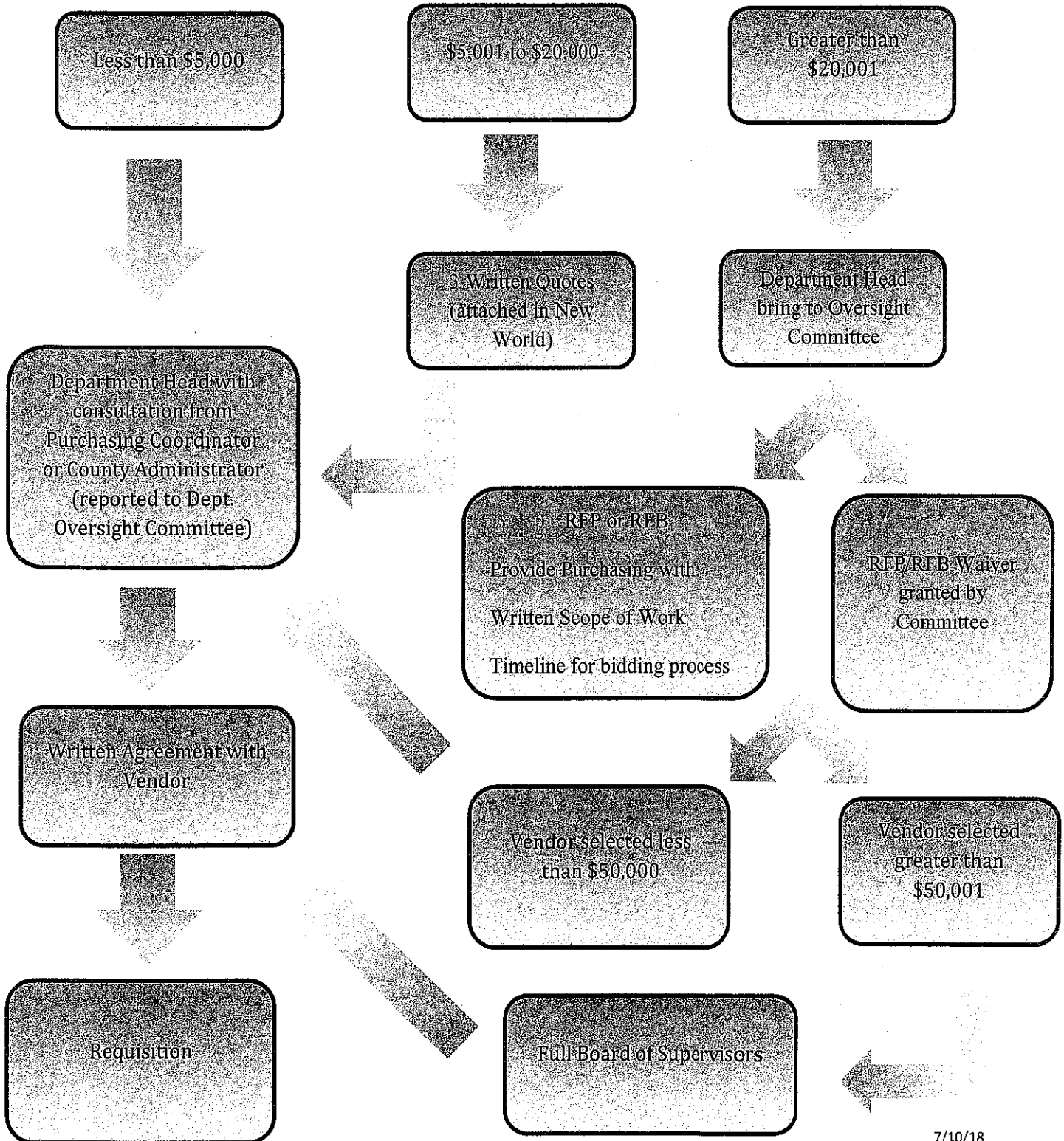
Department Head with consultation from Purchasing Coordinator or County Administrator

Greater than \$50,001

Department's Oversight Committee, Finance Committee, or full BOS

PURCHASING POLICY REFERENCE

PROFESSIONAL SERVICES



BUILDINGS AND GROUNDS

Government Ops

- 1) Replacement of front entrance of A Building is scheduled for 2nd week of August.
- 2) Boiler at St. Paul's Administration Building is being replaced now.
- 3) Cooling Tower and Law Enforcement Center roof tops are expected to go out to bid this month.
 - a. The target for work completion for the Cooling Tower would be December.
 - b. The target for work completion for the LEC roof top units would be April 2019.
- 4) We are looking into software that will include:
 - a. Work order management
 - b. Equipment inventory
 - c. Preventative maintenance scheduling
 - d. Full customizable reporting

* We will discuss with the new CIO when she is on board.