



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

TENTATIVE AGENDA

COMMITTEE: WAYS AND MEANS

DATE: APRIL 24, 2023

TIME: 1:30 P.M.

Committee Members

- D. Knapp, Chairman
- W. Wadsworth, Vice Chairman
- D. DiSalvo
- D. Fanaro
- E. Gott
- D. LeFeber
- D. Pangrazio

PLEDGE OF ALLEGIANCE:

1:35 PERSONNEL ISSUES

INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

1. AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: INFORMATION AND TECHNOLOGY SERVICES

RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

Information and Technology Services

- Convert one (1) full-time Computer Training Coordinator Operator position to a part-time position effective 5/8/2023.

For: Transition employee to part time after retirement.

- Delete one (1) full-time Records Inventory Clerk position
- Delete one (1) part-time Records Inventory Clerk position

For: Positions no longer ITS positions and will be created in Records Management

2. AMENDING A PORTION OF RESOLUTION NO. 2022-422: ADOPTING THE 2023 MISCELLANEOUS PAY RATES (INFORMATION & TECHNOLOGY SERVICES)

WHEREAS, by Resolution No. 2022-422, the Livingston County Board of Supervisors established the 2023 miscellaneous pay rates; and

WHEREAS, the Computer Training Coordinator/Operator part time position at a pay rate of \$43.73/hour is being added to the 2023 Miscellaneous Pay Rates effective 5/8/23; now, therefore, be it

RESOLVED, that a portion of Resolution No. 2022-422 is hereby amended.

1:40 WORKFORCE DEVELOPMENT/YOUTH BUREAU – RYAN SNYDER

Action Item(s) To Be Reported

1. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR YOUTH SPORTS AND EDUCATION OPPORTUNITY FUNDING: AVON BRAVES YOUTH FOOTBALL AND CHEERLEADING, CAL MUM YOUTH BASKETBALL ASSOCIATION, GLOW YMCA, INC., LIVINGSTON COUNTY LEGENDS & LIVWELL COMMUNITY, WELLNESS & FITNESS CENTER INC.

WHEREAS, the County of Livingston solicited a Request for Proposal for Youth Sports and Educational Opportunity Funding, and five (5) proposals were received; now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts, and any amendments to said contract, which is determined to be the most qualified to provide said services, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Avon Braves Youth Football & Cheerleading P.O. Box 74 Avon, NY 14414	4/26/23-9/30/23	\$3,131.00



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For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

Cal Mum Youth Basketball Association 4/26/23-9/30/23 \$3,644.00

450 Barks Road
Caledonia, NY 14423

For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

GLOW YMCA, Inc. 4/26/23-9/30/23 \$3,603.00

209 E. Main Street
Batavia, NY 14020

For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

Livingston County Legends 4/26/23-9/30/23 \$2,494.00

5443 Avon East Avon Road
Avon, NY 14414

For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

Livwell Community, Wellness & Fitness Center, Inc. 4/26/23-9/30/23 \$3,478.00

2697 Lakeville Road, Suite 1
Avon, NY 14414

For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

1:45 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. **APPROVING ABSTRACT OF CLAIMS #4B-APRIL 26, 2023**

2. **AMENDING 2023 LIVINGSTON COUNTY BUDGET: CENTRAL SERVICES (2), DEPARTMENT OF HEALTH & SHERIFF'S OFFICE**

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries that have been approved by the Livingston County Administrator.

3. **AUTHORIZING ORDER FOR TRANSFERRING THE FUNCTIONS PERFORMED BY THE RECORDS INVENTORY SUPERVISOR FROM THE LIVINGSTON COUNTY ADMINISTRATION DEPARTMENT TO THE LIVINGSTON COUNTY RECORDS MANAGEMENT DEPARTMENT**

RESOLVED, that the Livingston County Board of Supervisors orders that the functions performed by the Records Inventory Supervisor are hereby transferred from the Livingston County Administration Department to the Livingston County Records Management Department effective April 26, 2023.

4. **AUTHORIZING ANNUAL CAPITAL PROJECT ACCOUNT INCREASES FOR 2023**



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WHEREAS, the 2023 County Budget passed on November 16, 2022 included the annual increases to Capital Projects Accounts for 2023 approved in the Five Year Capital Improvement Plan adopted by Resolution No. 2023-38 on January 25, 2023; now, therefore, be it

RESOLVED, that the County Treasurer is authorized to perform increases and direct transfers of the budgeted funds to the following Capital Accounts in the amounts specified:

Al Lorenz Park Improvements

Increase Capital Project Account **H1626.2900** in the amount of \$150,000.00 to be funded from Interfund Transfers **H1626.5031** in the amount of \$150,000.00; and

Transfer budgeted funds to the Al Lorenz Park Improvements Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$150,000.00.

Ambulance Equipment

Increase Capital Project Account **H1629.2900** in the amount of \$200,000.00 to be funded from Interfund Transfers **H1629.5031** in the amount of \$200,000.00; and

Transfer budgeted funds to the Ambulance Equipment Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$200,000.00.

Auditorium Upgrades

Increase Capital Project Account **H6122. 2900** in the amount of \$100,000.00 to be funded from Interfund Transfers **H6122.5031** in the amount of \$100,000.00; and

Transfer budgeted funds to the Auditorium Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$100,000.00.

CNR

Increase Capital Project Account **H6120.2900** in the amount of \$100,000.00 to be funded from Interfund Transfers **H6120.5031** in the amount of \$100,000.00, and it is further

Transfer budgeted funds to the CNR Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$100,000.00.

County Wide System Improvements

Increase Capital Project Account **H1621.2900** in the amount of \$100,000.00 to be funded from Interfund Transfers **H1621.5031** in the amount of \$100,000.00; and

Transfer budgeted funds to the County Wide System Improvements Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$100,000.00.

E911 Emergency Communications Upgrade

Increase Capital Project Account **H3020. 2900** in the amount of \$200,000.00 to be funded from Interfund Transfers **H3020.5031** in the amount of \$200,000.00; and

Transfer budgeted funds to the E911 Emergency Communications Upgrade Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$200,000.00.

Government Center Upgrades

Increase Capital Project Account **H1628.2900** in the amount of \$50,000.00 to be funded from Interfund Transfers **H1628.5031** in the amount of \$50,000.00; and

Transfer budgeted funds to the Government Center Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$50,000.00.

Highway Upgrades



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Increase Capital Project Account **H5113.2900** in the amount of \$50,000.00 to be funded from Interfund Transfers **H5113.5031** in the amount of \$50,000.00; and

Transfer budgeted funds to the Highway Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$50,000.00.

5. PEACE OFFICER STATUS CONSIDERATION DISCUSSION - FIRE INVESTIGATORS

Pre-Approved Informational Item(S) To Be Reported

1. Indigent Burial Discussion With Tracy McCaughey
2. Budget & Finance Update

2:20 ADJOURNMENT

PURCHASING – ASHLEY SCUTT

Informational Item(s) Written Only

PURCHASING DEPARTMENT'S MONTHLY ACTIVITY REPORT - MARCH 2023

Notable Accomplishments

- Held the Department of Labor Prevailing Wage Training for County Employees on Friday, March 24th.
- Enrolled the County in the PEPPM Cooperative Purchasing program for technology purchases. The CNR is looking to secure a new Nurse Call System through their cooperative contract.
- Issued P-Cards and set up user accounts for the following Departments: County Clerk, Human Resources, County Treasurer, Office for the Aging
- Created a "How To Do Business" video that explains the procurement process. We will share this on our social media page and website to help educate local businesses on how our purchasing/ bid/RFP process works. <https://youtu.be/onGSedCIIBo>
- Created a training document for new P-Card holders on how to enter transaction information for each p-card transaction.
- Created an RFP review procedure to ensure our openings, review and scoring methods are correct. This includes the implementation of a review committee for each RFP.
 - Created Conflict of Interest/ Confidentially agreement form to be signed by every RFP Review Committee Member. Each member must sign off on the form before reviewing any Proposal.
 - Created a scoring sheet and matrix to be used for every RFP.
 - Created a scoring summary document which will be published on our website for every RFP.
- Continued working with our new vendor Varis building and implementing an online procurement service for Cooperative contracts. We are ironing out a few kinks before we go live.
- Continued my bi-weekly meetings with my NYSAMPO Emerging Professionals program Mentor, Paul Brennan, Purchasing Director from Rockland County. The purpose of this program is to provide a professional mentor to members of the program in the interest of furthering the members professional development, knowledge and purchasing skills. This program runs for the entire year.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- 8 hour CPPB Exam Prep Course 1
- 8 hour CPPB Exam Prep Course 2
- Lourdes Coss Webinar – Discover your Why

PURCHASE ORDERS PROCESSED



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	PO's PROCESSED	PO DOLLAR VALUE
Monthly	44	\$273,305.85
YTD	127	\$2,307,328.56

PROCUREMENT CARD TRANSACTIONS REVIEWED

	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	181	\$81,877.33
YTD	509	\$250,188.69

SOLICITATIONS ISSUED THIS MONTH

Type	Dept	Bid/ RFP Name	Date Issued
RFP	WKF	2023 Sports Funding	3/1/23
BID	HWY	Various Highway Trucks	3/23/23
YTD	11		

NYS MINI-BID ISSUED THIS MONTH

Dept	Bid Name	Date Issued
N/A	-	-
YTD	1	

SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
RFP	OEM	EOC A/V upgrades	3/8/23
BID	HWY	Presbyterian Rd CR 72 Culvert Replacement Project	3/8/23
BID	OEM	Vehicle Upfit	3/15/23
RFP	CS	Generator Maintenance	3/22/23
RFP	WKF	2023 Sports Funding	3/31/23
YTD	10		

INSURANCE CLAIMS

Monthly: 3

YTD: 10

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 2

YTD: 17



2023 Budget Request - Amendment with Instance ID of 67458 from Central Services - Awaiting Board Approval

lforms to: MRees

04/20/2023 08:04 AM

2023 Budget Request - Amendment from **Central Services** has been approved by the County Administrator. This request requires board approval.

Date of Request: 3/17/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 67458

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

14624.42

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2022 to ITS for ITS Equipment as per resolution 2022-202. (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Amendment with Instance ID of 68174 from Central Services - Awaiting Board Approval

lforms to: MRees

04/20/2023 02:15 PM

2023 Budget Request - Amendment from **Central Services** has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/20/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 68174

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: ARPA Al Lorenz Park

2575200.00

Reason: (if applicable)

Source of Revenue: Fund 2023 ARPA project and combine all electrical upgrade funding for the Murray Hill Campus to include the park. ALP account used as the combined account due to prior disbursement/encumbrance (\$12,400). (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Amendment with Instance ID of 68026 from Health, Department of - Awaiting Board Approval

lfforms to: MRees

04/14/2023 07:51 AM

2023 Budget Request - Amendment from **Health, Department of** has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/13/2023

Department: Health, Department of **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 68026

From Appropriation / Revenue

From Dept Code:

From Dept Description: Mental Health

0.00

To Appropriation

To Dept Code:

To Dept Description: Mental Health

760940.00

Reason: (if applicable)

Source of Revenue: NYS - OPIOID settlement funds (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Amendment with Instance ID of 68115 from Sheriffs Office - Awaiting Board Approval

lforms to: MRees

04/18/2023 03:54 PM

2023 Budget Request - Amendment from **Sheriffs Office** has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/18/2023

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 68115

From Appropriation / Revenue

From Dept Code:

From Dept Description: Road Patrol

0.00

To Appropriation

To Dept Code:

To Dept Description: Road Patrol

725.96

Reason: (if applicable)

Source of Revenue: reimb juv transport K.F. (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68133 from Central Services - Awaiting Board Approval

lforms to: MRees

04/20/2023 08:03 AM

2023 Budget Request - Transfer from Central Services has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/19/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68133

From Appropriation / Revenue

From Dept Code:

From Dept Description: Park Improvements

0.00

To Appropriation

To Dept Code:

To Dept Description: Park Improvements

300000.00

Reason: Move funds to fund Park Improvement CIP Water/Splash Pad (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68138 from Central Services - Awaiting Board Approval

lfforms to: MRees

04/20/2023 08:04 AM

2023 Budget Request - Transfer from Central Services has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/19/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68138

From Appropriation / Revenue

From Dept Code:

From Dept Description: EMS Improvements

0.00

To Appropriation

To Dept Code:

To Dept Description: EMS Improvements

400000.00

Reason: Move funds to EMS Ambulance Fund (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68154 from Central Services - Awaiting Board Approval

lfforms to: MRees

04/20/2023 08:08 AM

2023 Budget Request - Transfer from **Central Services** has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/19/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68154

From Appropriation / Revenue

From Dept Code:

From Dept Description: Auditorium Upgrades

0.00

To Appropriation

To Dept Code:

To Dept Description: Auditorium Upgrades

200000.00

Reason: Move funds to fund Auditorium Upgrades Conference and Audio Visual (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68203 from Central Services - Awaiting Board Approval

lfforms to: MRees

04/21/2023 02:40 PM

2023 Budget Request - Transfer from Central Services has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/21/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68203

From Appropriation / Revenue

From Dept Code:

From Dept Description: CNR Capital Project

0.00

To Appropriation

To Dept Code:

To Dept Description: CNR Capital Project

200000.00

Reason: Transfer funds to CNR for electric bed replacement (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68136 from Central Services - Awaiting Board Approval

lfforms to: MRees

04/20/2023 08:04 AM

2023 Budget Request - Transfer from Central Services has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/19/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68136

From Appropriation / Revenue

From Dept Code:

From Dept Description: County Wide Improvements
0.00

To Appropriation

To Dept Code:

To Dept Description: County Wide Improvements
200000.00

Reason: Transfer funds for County Wide Improvements - HVAC and Security (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68139 from Central Services - Awaiting Board Approval

lfforms to: MRees

04/20/2023 08:07 AM

2023 Budget Request - Transfer from Central Services has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/19/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68139

From Appropriation / Revenue

From Dept Code:

From Dept Description: E911 Emergency Upgrades

0.00

To Appropriation

To Dept Code:

To Dept Description: E911 Emergency Upgrades

400000.00

Reason: Transfer funds for E911 transition to multi-band radios (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68135 from Central Services - Awaiting Board Approval

lfforms to: MRees

04/20/2023 08:04 AM

2023 Budget Request - Transfer from Central Services has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/19/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68135

From Appropriation / Revenue

From Dept Code:

From Dept Description: Government Center Upgrades
0.00

To Appropriation

To Dept Code:

To Dept Description: Government Center Upgrades
100000.00

Reason: Transfer funds to make whole, current balance with total needed for four projects for the Government Center (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68140 from Central Services - Awaiting Board Approval

lfforms to: MRees

04/20/2023 08:07 AM

2023 Budget Request - Transfer from Central Services has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/19/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68140

From Appropriation / Revenue

From Dept Code:

From Dept Description: Highway Improvements

0.00

To Appropriation

To Dept Code:

To Dept Description: Highway Improvements

100000.00

Reason: Transfer funds Paving project (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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2023 Budget Request - Transfer with Instance ID of 68147 from Central Services - Awaiting Board Approval

lfforms to: MRees

04/20/2023 08:07 AM

2023 Budget Request - Transfer from **Central Services** has been approved by the County Administrator. This request requires board approval.

Date of Request: 4/19/2023

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 68147

From Appropriation / Revenue

From Dept Code:

From Dept Description: Tribal Funds

0.00

To Appropriation

To Dept Code:

To Dept Description: Tribal Funds

100000.00

Reason: Move Tribal Funds from the deferred revenue account to A fund Tribal Funds allocated to Murray Hill B1 Improvements (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



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