

RESOLUTION NO. 2014210

RE: AUTHORIZE ACCEPTANCE OF A LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND GRANT FROM NEW YORK STATE EDUCATION DEPARTMENT AND AMENDING THE 2014 ADOPTED COUNTY BUDGET AS IT PERTAINS TO THE COUNTY CLERK (A.1410.14)

Legislators SURMAN, FLESLAND, PULVER, JOHNSON, and JETER-JACKSON offer the following and move its adoption:

WHEREAS, the County Clerk and County Historian have advised that the New York State Education Department has awarded a Local Government Records Management Improvement Fund (LGRMIF) grant, identified as Project Number 0580-14-4932, in the sum of \$30,000, and

WHEREAS, due to the delicate nature of documents which comprise the County's earliest records covering the Dutchess County Court of Common Pleas and General Sessions from 1721 onwards, the County Clerk is limited to seeking imaging services from a firm that also specializes in document preservation, and

WHEREAS, the LGRMIF grant has funded the digital imaging of the first 12,000 pages of the Ancient Documents Collection by Kofile Preservation Company of Vermont, and

WHEREAS, it is necessary to amend the 2014 Adopted County Budget to provide for receipt and expenditure of the grant funds, now therefore, be it

RESOLVED, that the Commissioner of Finance is authorized, empowered and directed to amend the 2014 Adopted County Budget as follows:

APPROPRIATIONS

Increase

A.1410.14.4401.105 Professional Services - Consultant \$30,000

REVENUES

Increase

A.1410.14.30890.08 Other St Aid Archive Grant \$30,000

CA-124-14 CRC/ca/G-0157
7/14/14 Fiscal Impact: See attached statement

STATE OF NEW YORK
COUNTY OF DUTCHESS

ss:

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 11th day of August 2014, and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 11th day of August 2014.

CAROLYN MORRIS, CLERK OF THE LEGISLATURE

FISCAL IMPACT STATEMENT

NO FISCAL IMPACT PROJECTED

APPROPRIATION RESOLUTIONS
(To be completed by requesting department)

Total Current Year Cost \$ _____

Total Current Year Revenue \$ _____
and Source

Source of County Funds (check one): Existing Appropriations, Contingency,
 Transfer of Existing Appropriations, Additional Appropriations, Other (explain).

Identify Line Items(s):

Related Expenses: Amount \$ _____

Nature/Reason:

Anticipated Savings to County: _____

Net County Cost (this year): _____

Over Five Years: _____

Additional Comments/Explanation:

Prepared by: Anne-Marie Dignan

The University of the State of New
York
THE STATE EDUCATION
DEPARTMENT

PROPOSED BUDGET SUMMARY FOR A FEDERAL OR
STATE PROJECT
FS-20 (12/05)

(see instructions for mailing address) Project Number: 0580 -14 -4932

Funding Source:	Local Government Records Management Improvement Fund
Report Prepared By:	William Tatum
Name of Applicant:	County Of Dutchess
Mailing Address:	22 Market St
City, State:	Poughkeepsie NY 12601
Telephone#: 845-486-2381	County: Dutchess
E-Mail Address:	wtatum@dutchessny.gov
Project Funding Dates:	Start 7/1/13 End 6/30/14

INSTRUCTIONS

Submit the original FS-20 Budget Summary, and 3 copies, all with signatures in blue ink, along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to the Grants Finance.

Please submit the FS-20 Budget Summary as a two page form (not back-to-back on a single sheet).

For changes in agency or payee address contact the State Education Department office indicated on the application instructions for the grant program for which you are applying.

An approved copy of the FS-20 Budget Summary will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate, legible and confined to the address field.

For information on budgeting, including 2005-06 REVISED guidelines for equipment and supplies, refer to the Fiscal Guidelines for Federal and State Aided Grants at www.oms.nysed.gov/cafe/.

CF121
 ENTRY DATE 09/11/13
 PROJECT 0580144932
 SED CODE 131500640002
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 LOCAL GOV'T RECORDS MANAGEMENT
 COUNTY OF DUTCHESS

RUN DATE 09/11/13

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	07/01/13
NON PROF SALARY	16	0.00	END DATE	06/30/14
PURCH SERVICES	40	30,000.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	0.0
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
058014	30,000.00	15,000.00	15,000.00
058013	0.00	0.00	0.00
058015	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	30,000.00	15,000.00	15,000.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	09/09/13	09/10/13		
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
091113	339957F	INIT	000	09/13	01	15,000.00	058014	090913		ENT

THIS BUDGET HAS BEEN PROCESSED BY THE NEW YORK STATE
 EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.

MARCUS J. MOLINARO
COUNTY EXECUTIVE



WILLIAM P. TATUM III
COUNTY HISTORIAN

COUNTY OF DUTCHESS
OFFICE OF THE COUNTY HISTORIAN

July 11, 2014

The Honorable Marcus J. Molinaro
Dutchess County Executive
22 Market Street
Poughkeepsie, NY 12601

Dear Sir,

The appended resolution request from the Office of the County Clerk completes the grant funding cycle for the 2013-2014 Local Government Records Management Improvement Fund Grant, submitted by me on behalf of the County Clerk in March 2013.

This grant, totaling \$30,000, funded the digital imaging of the first 12,000 pages of the Ancient Documents Collection by Kofile Preservation Company of Vermont. Due to the delicate nature of these documents, which comprise the county's earliest records covering the Dutchess County Court of Common Pleas and General Sessions from 1721 onwards, we were limited to seeking imaging services from a firm that also specialized in document preservation. Only such firms would have the experience and procedures in place for handling fragile archival material. No such firm exists in New York State. Kofile was one of three firms (the others being based in Andover, MA, and Philadelphia, PA) to submit quotes and was the lowest bid. Their previous track record of outstanding work made them an obvious choice for this project.

The resolution requested will authorize the county to accept the full grant funds from the New York State Archives, which will be immediately paid out to Kofile. The latter completed all primary project work by June 30, 2014. I am presently completing the final grant reporting paperwork for this grant.

Sincerely,

William P. Tatum III
Dutchess County Historian