

*Monroe County
Clerk of the Legislature*


*Cheryl M. Rozzi
Clerk*



*Casey K. DiCaro
Deputy Clerk*

*David Grant
Assistant Deputy Clerk*

MEMORANDUM

TO: Legislators, Directors, Staff and Media
FROM: Cheryl M. Rozzi, Clerk of the Legislature 
DATE: January 28, 2013
RE: Matters of Importance – File Nos. 13-0043 – 13-0045

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- 13-0043 –** Authorize the Acquisition of Real Property Located at 350 N. Plymouth Avenue, 311-337 State Street and Portions of 75 Brown Street and 231 State Street in the City of Rochester for the Monroe Community College Downtown Campus Project – As A Matter Of Importance – County Executive Maggie Brooks
- 13-0044 -** Acceptance of a Grant from New York State Record Archives, Local Government Records Management Improvement Fund and to Authorize a Contract with Biel's Document Management for a Document Conversion and Access Project – As A Matter of Importance – County Executive Maggie Brooks
- 13-0045 -** Authorize a Contract with Strong Employee Assistance Plan to Provide an Employee Assistance Program for Monroe County Employees – As A Matter Of Importance – County Executive Maggie Brooks

These referrals were not made to committee at the preceding meeting of the Legislature on January 8, 2013 but have been determined by President Jeffrey R. Adair to be of sufficient importance to warrant referral between Legislative meetings, pursuant to Sections 545-24 (C) of the Rules of the Monroe County Legislature.

Attachments



Office of the County Executive
Monroe County, New York

Maggie Brooks
County Executive

Daniel M. DeLaus, Jr.
Deputy County Executive

January 28, 2013

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

OFFICIAL FILE COPY
No. <u>130043</u>
Not to be removed from the Office of the Legislature Of Monroe County
Committee Assignment
REC & ED -L
WAYS & MEANS

Subject: Authorize the Acquisition of Real Property Located at 350 N. Plymouth Avenue, 311-337 State Street, and Portions of 75 Brown Street and 231 State Street in the City of Rochester for the Monroe Community College Downtown Campus Project

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Monroe Community College President Anne M. Kress.

I recommend that Your Honorable Body authorize the acquisition of real property located at 350 N. Plymouth Avenue, 311-337 State Street, and portions of 75 Brown Street and 231 State Street in the City of Rochester from Eastman Kodak Company (Kodak), for a purchase price of \$2,999,000, for the Monroe Community College (MCC) Downtown Campus Project.

The real property to be acquired includes the southern portion of Kodak Office consisting of a total of approximately 561,951 gross exterior square feet of space located in buildings 3, 9, 11, 13, and 16 (collectively, the "Buildings") and a portion of the adjacent parking lot consisting of approximately 439 parking spaces. The Buildings are located within tax parcels 106.77-1-2 (350 N. Plymouth Avenue), 106.69-1-44 (311-337 State Street), and a part of 106.69-1-45 (75 Brown Street). The portion of the adjacent parking lot is located within a part of tax parcel 106.77-1-5.001 (231 State Street).

The Monroe Community College Board of Trustees (the "Board") unanimously recommended the State Street site as the preferred site for the MCC Downtown Campus Project at its December 2011 meeting.

The specific legislative action required is to authorize the County Executive on behalf of Monroe County as Trustee for Monroe Community College, or her designee, to acquire the real property at 350 N. Plymouth Avenue, 311-337 State Street, and portions of 75 Brown Street and 231 State Street, consisting of buildings 3, 9, 11, 13, and 16 at Kodak Office, which buildings are located within tax parcels 106.77-1-2 (350 N. Plymouth Avenue), 106.69-1-44 (311-337 State Street), and a part of 106.69-1-45 (75 Brown Street), and a portion of the adjacent parking lot within a part of tax parcel 106.77-1-5.001 (231 State Street), in the City of Rochester from Eastman Kodak Company, for a purchase price of \$2,999,000 by contract, along with any amendments for direct and consequential costs, within the capital fund(s) appropriation.

Environmental assessments were completed for this project and it was determined that there would be no significant effect on the environment.

Funding for this project, consistent with authorized uses, is available in capital fund 1665 and any capital fund(s) created for the same intended purpose. No additional net County support is required in the current Monroe County budget.

The records in the Office of the Monroe County Treasury have indicated that neither Eastman Kodak Company, nor any of its principal officers, owe any delinquent Monroe County property taxes. The principal officers of Eastman Kodak Company are Antonio M. Perez, Chief Executive Officer, Brad W. Kruchten, President Graphics, Entertainment and Commercial Films Business, and William G. Love, Treasurer.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,

A handwritten signature in black ink, appearing to be 'Maggie Brooks', written over a horizontal line.

Maggie Brooks
County Executive



Office of the County Executive
Monroe County, New York

Maggie Brooks
County Executive

Daniel M. DeLaus, Jr.
Deputy County Executive

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To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Acceptance of a Grant from New York State Record Archives, Local Government Records Management Improvement Fund and to Authorize a Contract with Biel's Document Management for a Document Conversion and Access Project

Honorable Legislators:

I recommend that Your Honorable Body accept a grant from the New York State Record Archives, Local Government Records Management Improvement Fund, in the amount of \$74,217, and authorize a contract with Biel's Document Management, in an amount not to exceed \$61,580, for a Document and Access Project, for the period of January 1, 2013 through June 30, 2013.

Biel's Document Management will convert paper documents to digital images and provide the County with an Electronic Document Management System in order to access the digital images. This is the first year the County will receive this grant.

A request for proposals was issued for this contract and Biel's Document Management was selected as the most qualified to provide this service.

The specific legislative actions required are:

1. Authorize the County Executive, or her designee, to accept a \$74,217 grant from, and to execute a contract and any amendments thereto with, the New York State Record Archives, Local Government Records Management Improvement Fund, for a Document Conversion and Access Project, for the period of January 1, 2013 through June 30, 2013.
2. Authorize the County Executive, or her designee, to execute a contract, and any amendments thereto, with Biel's Document Management, 1201 Indian Church Road, West Seneca, NY 14224, for the Document Conversion and Access Project, in an amount not to exceed \$61,580, for the period of January 1, 2013 through June 30, 2013.

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3. Amend the 2013 operating budget of the Department of Human Resources by appropriating the sum of \$74,217 into fund 9300, fund center 1701010000, Human Resources Administration.
4. Authorize the County Executive to reappropriate any unencumbered balances during the grant period according to the grantor requirements and to make any necessary funding modifications within grant guidelines to meet contractual commitments.
5. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funded under such program. Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law and, when applicable, the terms of any labor agreements affecting such positions.

The records in the Office of the Monroe County Treasury have indicated that neither Biel's Document Management, nor its principal officer, Dennis Kempner, Owner, owe any delinquent Monroe County property taxes.

I recommend that this matter be referred to the appropriate committee(s) for a favorable action by Your Honorable Body.

Sincerely,

A handwritten signature in black ink, appearing to read 'Maggie Brooks', written over a horizontal line.

Maggie Brooks
County Executive



Office of the County Executive
Monroe County, New York

Maggie Brooks
County Executive

Daniel J. DeLoach
Deputy County Executive
130045

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January 28, 2013

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with Strong Employee Assistance Plan to Provide an Employee Assistance Program for Monroe County Employees

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Strong Employee Assistance Plan, in an amount not to exceed \$55,000, to provide an Employee Assistance Program (EAP) for Monroe County Employees, for the period of January 1, 2013 through December 31, 2013, with the option to renew for two (2) additional one-year terms, in an amount not to exceed \$55,000 per year.

Strong Employee Assistance Plan will provide EAP services including evaluations, short-term counseling, referral services and training to Monroe County employees and their dependents.

A request for proposals was issued for this contract, with Catholic Family Center's EAP of Rochester selected as the most qualified to provide this service, however, Catholic Family Center's EAP of Rochester discontinued providing EAP services as of December 31, 2012. Strong Employee Assistance Plan was selected as the next most qualified to provide this service.

The specific legislative action required is to authorize the County Executive, or her designee, to execute a contract, and any amendments thereto, with Strong Employee Assistance Plan, 496 White Spruce Boulevard, Rochester NY 14623, to provide an Employee Assistance Program for Monroe County employees, in an amount not to exceed \$55,000, for the period of January 1, 2013 through December 31, 2013, with the option to renew for two (2) additional one-year terms, in an amount not to exceed \$55,000 per year.

Funding for this contract is included in the 2013 operating budget of the Department of Human Resources, fund 9001, funds center 1703010000, Employment Support Services, and will be requested in future years budgets. No additional net County support is required in the current Monroe County budget.

The University of Rochester Medical Center, Strong Health Occupational and Environmental Medicine, is a not-for-profit agency, and the records in the Office of the Monroe County Treasury have indicated that it does not owe any delinquent Monroe County property taxes.

I recommend that this matter be referred to the appropriate committee(s) for a favorable action by Your Honorable Body.

Sincerely,

Maggie Brooks
County Executive

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