

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, November 14, 2013 9:00 AM**

**Committee Members: Jonathan Rouis, Chair, Cindy Kurpil Gieger, Vice Chair,
Kitty Vetter, Cora Edwards, Gene Benson**

AGENDA

PRESENTATIONS: None

DISCUSSIONS:

- 1. Division of Public Safety and Law Enforcement- Budget Discussion**

RESOLUTIONS

AUDIT - None

COUNTY TREASURER –None

GRANTS- None

MANAGEMENT AND BUDGET –

- 1. To Modify the 2013 County Budget.**
- 2. To authorize a Memorandum of Agreement between the Sullivan County Department of Family Services and other Sullivan County Agencies for Reimbursable Social Services Program Administration Costs.**
- 3. To adopt a Solid Waste Fee Schedule for 2014.**

MANAGEMENT INFORMATION SYSTEMS - None

PUBLIC COMMENT

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET
COMMITTEE TO MODIFY THE 2013 COUNTY BUDGET**

WHEREAS, the County of Sullivan 2013 Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers be authorized.

Moved by:

Seconded by:

November 2013
 Modifications to the 2013 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
A-1010-41-4102	AUTO/TRAVEL LODGING			111	
A-1010-42-4205	OFFICE PRINTING				111
A-1165-47-4705	DEPT COUNSEL/WITNESS EXPENSE			10,000	
A-1165-R3030-R239	ST AID DISTRCT ATTRNY SALARY MAIN	10,000			
A-1355-40-4013	CONTRACT CONTRACT OTHER			900	
A-1355-41-4109	AUTO/TRAVEL CO FLEET CHARGEBACK			250	
A-1355-42-4203	OFFICE OFFICE SUPPLIES				250
A-1355-47-4702	DEPT EQUIP SERVICE/REPAIRS				750
A-1355-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				
A-1355-R2655-R210	SALES GIS	900			
A-1410-10-10-1012	PERSONAL SERV OVERTIME PAY			317	
A-1410-10-41-4103	AUTO/TRAVEL MEALS			7	
A-1410-10-41-4104	AUTO/TRAVEL MILEAGE/TOLLS				7
A-1410-10-42-4203	OFFICE OFFICE SUPPLIES			1,500	
A-1410-10-42-4205	OFFICE PRINTING				790
A-1410-10-42-4207	OFFICE FURNITURE				
A-1410-10-43-4301	COMPUTER SUPPLIES				1,592
A-1410-10-45-4543	SPEC DEPT SUPPLY FOOD			32	
A-1410-10-46-4602	MISC SERV/EXP EMPL MEAL ALLOWANCE			60	
A-1410-10-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				317
A-1410-11-41-4103	AUTO/TRAVEL MEALS			35	
A-1410-11-42-4206	OFFICE PUBLICATIONS				35
A-1430-42-4204	OFFICE POSTAGE			500	
A-1430-42-4204	OFFICE POSTAGE			600	
A-1450-42-4201	OFFICE ADVERTISING			1,002	
A-1450-42-4204	OFFICE POSTAGE				1,002
A-1450-42-4204	OFFICE POSTAGE				450
A-1450-42-4204	OFFICE POSTAGE				3,400
A-1450-42-4204	OFFICE POSTAGE				3,400
A-1450-42-4205	OFFICE PRINTING				450
A-1450-42-4205	OFFICE PRINTING				3,400
A-1450-45-4504	SPEC DEPT SUPPLY ELECTION				110
A-1450-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				125
A-1620-19-44-4407	UTILITY UTILITY OTHER				1
A-1620-19-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE				126
A-1620-19-45-4540	SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS				126

November 2013
 Modifications to the 2013 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
A-1620-21-40-4015	CONTRACT PROPERTY MAINTENANCE			8,210	
A-1620-21-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			5,000	
A-1620-22-40-4015	CONTRACT PROPERTY MAINTENANCE			1,140	
A-1620-22-45-4549	SPEC DEPT SUPPLY SAFETY			100	
A-1620-22-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				300
A-1620-23-45-4505	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				1,140
A-1620-23-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE			250	
A-1620-23-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE			250	
A-1620-23-45-4532	SPEC DEPT SUPPLY SEED/MULCH ETC				250
A-1620-24-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE			800	
A-1620-24-45-4526	SPEC DEPT SUPPLY PAINT			700	
A-1620-24-45-4540	SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS				1,500
A-1620-24-45-4540	SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS				2,000
A-1620-24-45-4549	SPEC DEPT SUPPLY SAFETY			200	
A-1620-24-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			2,000	
A-1620-25-40-4015	CONTRACT PROPERTY MAINTENANCE			85	
A-1620-25-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				85
A-1620-26-40-4015	CONTRACT PROPERTY MAINTENANCE			4,740	
A-1620-27-40-4015	CONTRACT PROPERTY MAINTENANCE			115	
A-1620-27-44-4401	UTILITY ELECTRIC				5,115
A-1620-27-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			5,000	
A-1620-28-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				8,210
A-1680-43-4304	COMPUTER MAINTENANCE/SERVICE FEES			452	
A-1989-99-47-4736	DEPT CONTINGENT				127,000
A-3010-21-2106	FIXED ELECTRONIC/COMPUTER EQUIP			10,678	
A-3010-42-4203	OFFICE OFFICE SUPPLIES			600	
A-3010-42-4203	OFFICE OFFICE SUPPLIES			700	
A-3010-45-4506	SPEC DEPT SUPPLY PUBLIC SAFETY				1,000
A-3010-45-4506	SPEC DEPT SUPPLY PUBLIC SAFETY				1,000
A-3010-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			300	
A-3010-47-4732	DEPT BLDG/PROP ELECTRONIC MONITORING			400	
A-3010-R3306-R189	ST AID HOMELAND SECRTY EMERGENCY PLAN (LEPC)	1,000			
A-3110-29-41-4103	AUTO/TRAVEL MEALS			1,500	
A-3110-29-42-4203	OFFICE OFFICE SUPPLIES			950	
A-3110-29-42-4205	OFFICE PRINTING				1,000

November 2013
 Modifications to the 2013 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
A-3110-29-43-4301	COMPUTER SUPPLIES			500	
A-3110-29-44-4406	UTILITY WIRELESS COMMUNICATIONS			2,500	
A-3110-29-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			1,000	
A-3110-29-47-4744	DEPT CANINE UNIT				1,000
A-3110-29-R1510-R247	SHERIFF FEE MISC FEE/REIMBURSMINT	4,000			
A-3110-29-R1510-R322	SHERIFF FEE TRANSPRT - MINORS	5,000			
A-3110-30-41-4103	AUTO/TRAVEL MEALS			200	
A-3110-30-44-4406	UTILITY WIRELESS COMMUNICATIONS			300	
A-3110-30-45-4549	SPEC DEPT SUPPLY SAFETY			250	
A-3140-16-41-4102	AUTO/TRAVEL LODGING				400
A-3140-16-41-4103	AUTO/TRAVEL MEALS				50
A-3140-16-41-4105	AUTO/TRAVEL REGISTRATION FEES				100
A-3140-16-41-4106	AUTO/TRAVEL REPAIRS/MAINTENANCE				100
A-3140-16-41-4106	AUTO/TRAVEL REPAIRS/MAINTENANCE				250
A-3140-16-42-4205	OFFICE PRINTING				300
A-3140-16-42-4206	OFFICE PUBLICATIONS				200
A-3140-16-45-4506	SPEC DEPT SUPPLY PUBLIC SAFETY			450	
A-3140-16-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				1,140
A-3140-16-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				200
A-3140-16-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				400
A-3140-16-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			1,140	
A-3140-16-46-4611	MISC SERV/EXP EMPL SAFETY/PHYSICAL EXAMS			750	
A-3140-16-47-4750	DEPT CLIENT ELECTONIC MONITORING			300	
A-3150-41-4103	AUTO/TRAVEL MEALS				300
A-3150-42-4203	OFFICE OFFICE SUPPLIES			2,000	
A-3150-43-4301	COMPUTER SUPPLIES			500	
A-3150-44-4406	UTILITY WIRELESS COMMUNICATIONS			2,400	
A-3150-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			400	
A-3150-46-4612	MISC SERV/EXP EMPL TRAINING			200	
A-3150-47-4751	DEPT PRISONER HOUSING			125,000	
A-4010-33-10-1011	PERSONAL SERV REGULAR PAY				3,000
A-4010-33-41-4105	AUTO/TRAVEL REGISTRATION FEES				300
A-4010-33-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL			3,000	
A-4010-33-46-4612	MISC SERV/EXP EMPL TRAINING			300	
A-4010-44-40-4001	CONTRACT AGENCIES				5,000
A-4010-44-41-4104	AUTO/TRAVEL MILEAGE/TOLLS			450	

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 Modifications to the 2013 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
A-4010-44-41-4108	AUTO/TRAVEL AUTO TRAVEL OTHER				450
A-4010-44-47-4774	DEPT PUBLIC HEALTH EDUCATION			5,000	
A-4046-47-4742	DEPT MEDICAL - DENTAL				6,700
A-4046-R3446-R167	ST AID HANDCP CHLD DEPARTMENTAL AID		3,350		
A-4059-40-4001	CONTRACT AGENCIES				11,000
A-4059-41-4107	AUTO/TRAVEL VOLUNTEER/CLIENT			900	
A-4059-41-4109	AUTO/TRAVEL CO FLEET CHARGEBACK			1,900	
A-4059-42-4204	OFFICE POSTAGE			200	
A-4059-43-4308	COMPUTER MIS CHARGEBACKS			11,000	
A-4059-44-4405	UTILITY PHONE LAND LINES			350	
A-4310-40-4002	CONTRACT ACCOUNT/AUDIT/ACTUARIAL SERVICES			26,500	
A-4310-41-4102	AUTO/TRAVEL LODGING			149	
A-4310-41-4104	AUTO/TRAVEL MILEAGE/TOLLS				149
A-4310-43-4301	COMPUTER SUPPLIES			456	
A-4310-43-4308	COMPUTER MIS CHARGEBACKS				456
A-4320-40-47-4716	DEPT CRIMINAL INPATIENT				4,750
A-4320-40-47-4716	DEPT CRIMINAL INPATIENT				26,500
A-4320-42-44-4406	UTILITY WIRELESS COMMUNICATIONS			4,550	
A-4320-43-44-4406	UTILITY WIRELESS COMMUNICATIONS			200	
A-5610-45-4537	SPEC DEPT SUPPLY DIESEL FUEL			75	
A-5610-45-4540	SPEC DEPT SUPPLY DIESEL FUEL				75
A-5610-45-4549	SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS			550	
A-5680-41-4104	SPEC DEPT SUPPLY SAFETY				360
A-5680-41-4104	AUTO/TRAVEL MILEAGE/TOLLS			360	
A-5680-42-4203	OFFICE OFFICE SUPPLIES				100
A-5680-42-4205	OFFICE PRINTING				82
A-5680-46-4602	MISC SERV/EXP EMPL MEAL ALLOWANCE			15	
A-6293-43-4311	COMPUTER WEBINAR AND RELATED EXPENSES			130	
A-6293-45-4543	SPEC DEPT SUPPLY FOOD			75	
A-6293-47-4760	DEPT CLIENT EXPENSES				75
A-6293-47-4760	DEPT CLIENT EXPENSES				130
A-6510-41-4104	AUTO/TRAVEL MILEAGE/TOLLS			300	
A-6510-41-4108	AUTO/TRAVEL AUTO TRAVEL OTHER				300
A-6510-42-4203	OFFICE OFFICE SUPPLIES				115
A-6510-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				115
A-6989-40-4013	CONTRACT CONTRACT OTHER			7,500	

November 2013
 Modifications to the 2013 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
A-7110-82-41-4104	AUTO/TRAVEL MILEAGE/TOLLS				75
A-7110-82-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			75	
A-7110-82-R2001-R107	PARK/REC CHARGE ADMISSIONS	321			
A-7110-82-R2001-R392	PARK/REC CHARGE PARK PAVILLION RENTAL	40			
A-7110-84-40-4015	CONTRACT PROPERTY MAINTENANCE				25
A-7110-84-44-4401	UTILITY ELECTRIC			25	
A-7110-85-R2001-R392	PARK/REC CHARGE PARK PAVILLION RENTAL		120		
A-7110-86-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE				60
A-7110-86-45-4532	SPEC DEPT SUPPLY SEED/MULCH ETC				125
A-7110-86-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			185	
A-7110-86-R2001-R392	PARK/REC CHARGE PARK PAVILLION RENTAL		200		
A-7450-202-R2705-R338	GIFT/DONATION OTHER				
A-7450-203-R2012-R150	RECREATN CONCESSN CONCESSIONS	190			
A-7520-10-1011	PERSONAL SERV REGULAR PAY		231		
A-7520-10-1012	PERSONAL SERV OVERTIME PAY			655	
A-7520-R2090-R107	MUSEUM ADMISSION ADMISSIONS		1,930		
A-8020-90-10-1011	PERSONAL SERV REGULAR PAY				7,500
A-9901-90-9002	TRANSFERS TRANSFERS ROAD MACHINERY				452
A-9999-R1090-R239	INT/PENALTY REAL PROP TAX MAIN	10,707			
A-9999-R2725-R239	VLT/TRIBAL STATE COMPACT MONEY MAIN	1,126			
GENERAL FUND TOTAL		33,284	5,831	268,415	240,962
CL-8160-40-4013	CONTRACT CONTRACT OTHER				1,050
CL-8160-40-4015	CONTRACT PROPERTY MAINTENANCE			10,050	
CL-8160-40-4015	CONTRACT PROPERTY MAINTENANCE			500	
CL-8160-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				500
CL-8160-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			25,000	
CL-8160-R3989-R167	ST AID HOME/COMM ASSIST DEPARTMENTAL AID	34,000			
SOLID WASTE FUND TOTALS		34,000	-	35,550	1,550
D-3310-45-4512	SPEC DEPT SUPPLY GLASS BEADS				1,800
D-3310-45-4517	SPEC DEPT SUPPLY BARICADES, LIGHTS, CONES			1,300	
D-3310-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			500	
D-5110-45-40-4038	CONTRACT CONSTRUCTION				985,000
D-5110-45-40-4038	CONTRACT CONSTRUCTION				62,000

November 2013
 Modifications to the 2013 Sullivan County Budget

Account Code	Account Description	Revenue		Appropriation	
		Increase	Decrease	Increase	Decrease
D-5110-45-45-4518	SPEC DEPT SUPPLY ROAD SURFACE TREATMENT			62,000	
D-5110-45-47-4701	DEPT RENTALS				75
D-5110-45-47-4717	DEPT BLDG//PROP/EQUIP REPAIRS&MAINTNCE			75	
D-5110-46-45-4525	SPEC DEPT SUPPLY BRIDGE MATERIAL & SUPPLIES				50
D-5110-46-45-4526	SPEC DEPT SUPPLY PAINT			50	
D-5110-47-45-4518	SPEC DEPT SUPPLY ROAD SURFACE TREATMENT			180,000	
D-5110-47-45-4527	SPEC DEPT SUPPLY MISC STONE				185,000
D-5110-47-47-4701	DEPT RENTALS			5,000	
D-9998-R3589-R176	ST AID OTHR TRANSPRT DISASTER ROAD/BRIDGE		246,250		
D-9998-R4589-R176	FED AID OTHR TRANSPRT DISASTER ROAD/BRIDGE		738,750		
COUNTY ROAD FUND TOTALS		-	985,000	248,925	1,233,925
DM-5130-48-41-4104	AUTO/TRAVEL MILEAGE/TOLLS			100	
DM-5130-48-42-4206	OFFICE PUBLICATIONS				452
DM-5130-48-45-4505	SPEC DEPT SUPPLY BLDG//PROP MAINTENANCE			500	
DM-5130-48-45-4505	SPEC DEPT SUPPLY BLDG//PROP MAINTENANCE			250	
DM-5130-48-45-4538	SPEC DEPT SUPPLY TIRES			5,750	
DM-5130-48-45-4549	SPEC DEPT SUPPLY SAFETY			2,500	
DM-5130-49-41-4106	AUTO/TRAVEL REPAIRS//MAINTENANCE				100
DM-5130-49-45-4505	SPEC DEPT SUPPLY BLDG//PROP MAINTENANCE				500
DM-5130-49-45-4505	SPEC DEPT SUPPLY BLDG//PROP MAINTENANCE				250
DM-5130-49-45-4540	SPEC DEPT SUPPLY PARTS//FLUIDS/FILTERS				2,800
DM-5130-49-45-4540	SPEC DEPT SUPPLY PARTS//FLUIDS/FILTERS				6,000
DM-5130-49-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			250	
DM-5130-49-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			300	
DM-9997-R5031-R209	INTERFUND TRANSFR GENERAL FUND		452		
ROAD MACHINERY FUND TOTALS		-	452	9,650	10,102

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

To: Sullivan County Legislature

Fr: Joshua Potosek, Acting County Manager

Re: Request for Consideration of a Resolution: Authorize MOA

Date: November 8, 2013

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.]

To authorize a Memorandum of Agreement between the Sullivan County Department of Family Services and the Sullivan County Agencies for Reimbursable Social Services Program Administration Costs.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

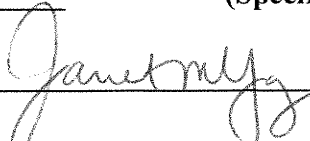
Estimated Cost Breakdown by Source:

County \$ _____ 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 [various county departments] of
[_____]

Nature of Other Party to Contract: .

Other:

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:

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.]:

Reimbursable administrative costs

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): None

Efforts made to find Less Costly alternative:

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

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

Not Applicable

Person(s) responsible for monitoring contract (Title): DFS/Other County Department

Pre-Legislative Approvals:

- A. Director of Purchasing: Janet Jones Date 11/12/13
- B. Management and Budget: Janet Meyer Date 11/12/13
- C. Law Department: [Signature] Date 11/12/13
- D. County Manager: John Rowland Date 11/13/13
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 11/14/2013

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE A MEMORANDUM OF AGREEMENT BETWEEN THE SULLIVAN COUNTY DEPARTMENT OF FAMILY SERVICES AND OTHER SULLIVAN COUNTY AGENCIES FOR REIMBURSABLE SOCIAL SERVICES PROGRAM ADMINISTRATION COSTS

WHEREAS, the Sullivan County department of Family Services administers various social service programs within the County, and

WHEREAS, the Sullivan County department of Family Services is able to receive reimbursement for a portion of their administrative costs in running various programs, and

WHEREAS, there is a an ability for other Sullivan County departments that assist in the administration of the social services programs to direct bill the Sullivan County department of Family services for the costs associated with administering the programs, and

WHEREAS, the Sullivan County department of Family Services may have the ability to claim and receive reimbursement for the costs incurred by the other Sullivan County departments.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute the attached memorandum of agreement between the Sullivan County Department of Family Services and other Sullivan County agencies for reimbursable social services program administration costs.

MEMORANDUM OF AGREEMENT
SULLIVAN COUNTY DEPARTMENT OF FAMILY SERVICES
SULLIVAN COUNTY «Agency»
Social Services Program Administration Costs

This agreement is made effective «From» between Sullivan County Department of Family Services as the Sullivan County Local Social Services District (“Department”) and Sullivan County «Agency» ("Agency"), both parties being agencies of the County of Sullivan, a municipal corporation with offices at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701.

SERVICES

Expenditures incurred by the Agency on behalf of SCDFS may be reimbursable. These costs may be eligible for Federal and State reimbursement either through a Plan or by directly billing the SCDFS. The Agency shall provide supporting documentation to the Department to substantiate all Social Services program related administrative costs, provided, incurred and/or expended by the Agency. Such documentation is to be provided in a timely manner on a regular basis no later than quarterly.

PAYMENTS

The Agency should bill all actual/appropriate expenditures incurred on behalf of the administration of social services as outlined in the attached guidelines and procedures to receive all reimbursement for applicable costs.

AGENCY

APPROVED AS TO FORM

date

date

Assistant County Attorney

DEPARTMENT

COUNTY OF SULLIVAN

date

date

Sullivan County Manager

**ATTACHMENT – GUIDELINES AND PROCEDURES
MEMORANDUM OF AGREEMENT
SULLIVAN COUNTY DEPARTMENT OF FAMILY SERVICES
SULLIVAN COUNTY «Agency»
Social Services Program Administration Costs**

This MOA Attachment outlines guidelines and procedures for the departments to follow when directly billing social services for reimbursable services. The MOA, guidelines and procedures:

- are intended to establish a consistent method to be used by various County departments to bill the Sullivan County Department of Family Services for direct services,
- are intended to reduce or eliminate under-billing for direct services that can ultimately affect Federal and State reimbursements to the County for such services, and
- are further intended to maximize Federal and State reimbursement of costs related to the administration of social service programs.

SCDFS guidelines and procedures for County departments to follow when directly billing social services for reimbursable services

The Sullivan County Division of Family Services (SCDFS) administers social service programs within the County, such as temporary assistance in day care, employment and training, Medicaid, and health insurance for low-income families; and protective services for children, foster care, adoption programs, adult protective services, and child support. Various New York State agencies supervise the County's administration of these programs.

In addition to the program costs incurred, the Federal government generally reimburses counties for 50 percent of the **indirect costs** they incur delivering services to, or for, the local social services department. To receive these reimbursements, the County must prepare an annual Indirect Cost Allocation Plan (Plan) that lists each department individually and includes information that justifies the reimbursable costs. The allocation basis used for each cost center must be reasonable, consistent and equitable. The County Cost Allocation Plan (Plan) is the basis for claims submitted to the Office of Temporary and Disability Assistance (OTDA) to receive reimbursement for the indirect costs.

Other expenditures incurred by other County departments on behalf of SCDFS also can be reimbursable. Federal and State regulations permit the reimbursement of interdepartmental services directly billed to a local district. These **billed "direct costs"** must be identified specifically with a particular final cost objective. Typical reimbursable direct costs are compensation of employees for the time spent and costs of materials acquired, consumed, or expended as they relate to the social services programs. These costs can be substantial and may be eligible for Federal and State reimbursement either through a Plan or by directly billing the SCDFS.

Direct Billing - To receive all reimbursement for applicable costs, departments should bill all actual/appropriate expenditures incurred on behalf of the administration of social services.

- County departments shall utilize one formal, consistent process for interdepartmental billing.
- Departments shall use one standard billing process and routinely bill the SCDFS.
- The County shall continually monitor and identify all related direct social-service costs within departments and track these costs to maximize reimbursement.

Indirect Cost Allocation - Indirect costs are those: (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Federally supported activities are performed at the local level (by the County). Such indirect costs shall be identified and assigned to benefited activities on a reasonable and consistent basis. Formal accounting and other records shall support the propriety of all indirect costs included.

- The County shall follow one standard billing process from the various departments to the SCDFS to accurately capture and bill the direct expenditures related to social services.
- The County shall periodically monitor the social services administrative costs to ensure the County is maximizing its reimbursement.
- County departments shall maintain a record of staff time spent on SCDFS related services, and the County should calculate the costs of these services and apply for Federal reimbursement.
- County departments shall maintain a record of staff time spent on activities related to social services programs for which these costs are Federally reimbursed, and the County shall calculate the costs of these services and apply for Federal reimbursement.
- Central-service (County departments that provide certain services, such as motor pools, computer centers, purchasing, accounting, etc, to operating agencies on a centralized basis) department costs allocable to a county's social services department are generally eligible for a 50 percent share of costs on Federally participating programs.
- Other revenue enhancements/accelerations may be considered Department of Social Services administrative costs and allocated to the various social services programs administered by the Department of Social Services.

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

To: Sullivan County Legislature

Fr: Joshua Potosek, Acting County Manager

Re: Request for Consideration of a Resolution: To adopt a Solid Waste Fee Schedule

Date: November 12 2013

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.]

To adopt a Solid Waste Fee Schedule for 2014

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

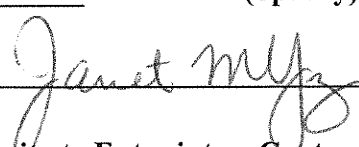
Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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 _____ of _____

Nature of Other Party to Contract: .

Other:

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:

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.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

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

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

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Lewis Date 11/13/13.
- B. Management and Budget: Janet Meyer Date 11/13/13
- C. Law Department: S. Joseph Date 11/12/13
- D. County Manager: John Paul Date 11/13/13
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 11/14/2013

**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO ADOPT
A SOLID WASTE FEE SCHEDULE FOR 2014**

WHEREAS, the Sullivan County Legislature adopted Local Law 6 of 2012 amending Local Law 6 of 2010 and Local Law No. 7 of 2009 and Local Law No. 1 of 1992 and Chapter 171 of the Code of Sullivan County to add a new Article VIII Establishing a Solid Waste Fee, and

WHEREAS, Local Law 6 of 2012 provides that there shall be an annual Solid Waste Fee and that the County Legislature establish by resolution a “Rate Schedule assigned to all parcels of improved property based upon the authorized use of real property”, and

WHEREAS, a proposed Rate Schedule has been submitted to the Legislature for adoption for calendar year 2014, and

WHEREAS, the County Legislature has determined that the proposed Rate Schedule will not create any significant adverse environmental impacts.

BE IT THEREFORE RESOLVED AS FOLLOWS:

1. For the calendar year 2014 the Solid Waste Fees shall be as follows:
 - A. The annual direct billed portion of the solid waste fee, billed to owners of parcels of improved property, shall be as follows:
 - i. Residential category = \$120.00 per parcel.
 - ii. Residence with enhanced STAR or Aged Exemption category = \$108.00 per parcel.
 - iii. Commercial Residential category = \$120.00 per unit, up to 15 units, then capped at \$1,800.00 per parcel.
 - iv. Legislative Definitions category = \$120.00 per parcel.
 - v. Commercial (non-residential) category = \$300.00 per parcel.

Moved by:

Seconded by: