

**Summary of Concerns and Questions Raised by the Assembly of Delegates Regarding Proposed Budget for FY15 in Proposed Ordinance 14-01:**

1. The Assembly is aware that there are individuals working for entities such as CLC, CVEC and other smaller agencies/organizations whom receive compensation and benefits through the Barnstable County payroll system.

The Assembly has been informed that the County is reimbursed by these entities, agencies and organizations for the work performed by these individuals related to their compensation and benefits received through the County's payroll system.

**Questions:**

- A) These figures do not appear to be in the budget. If they are in the budget where do these figures appear; *Cape Light Compact employees are paid directly out of the Cape Light Compact funds. Their salary and fringe benefits are drawn directly from CLC funds. No General Fund money is involved, so no reimbursement is necessary. CVEC employs one person through the County administrative structure and both salary and fringe benefits are reimbursed to the County monthly.*
- B) Where/how do these figures identify the number of employees and the cost of their compensation and benefits to the County; and *A list of CLC staff people, their positions and contact information is available online at: <http://www.capelightcompact.org/about/contact-us/staff/> The CLC energy efficiency budget for calendar year and previous years is available online at: <http://www.capelightcompact.org/budgets/> The CLC operating budget for FY14 and previous years is available online at: <http://www.capelightcompact.org/budgets/>*
- C) How much reimbursement, if any, comes back to the County *Please see response to "I.A.)" noted above.*

2. The Assembly is aware of the massive and expensive expansion of the County's Information Technology infrastructure and its computers and telephone services and systems.

The Assembly was informed that these services and systems were built for and used by the employees of the entities, agencies, and organizations referenced above (in item #1).

Last year the Assembly was informed that the telephone services and systems upgrade was required by CLC to fulfill its obligation to provide 24 hour emergency services to its customers. Last month the Assembly was informed that all groups and users (including the entities, agencies, and organizations) share in the cost of these services and systems.

**Questions:**

A) Who are the individual users within these entities, agencies, and organizations (as referenced above), of the County's computer and telephone services and systems; *The Cape Light Compact has its own Customer Service Call Center and phone system paid for directly with CLC funds. In addition, the CLC also pays its portion of the monthly phone bill. The CLC has also paid approximately \$60,000 towards the County's It infrastructure.*

*The phone system is maintained by the County IT staff. To date, there has been no charge-back for the IT service; however, it is my understanding that the CLC proposed FY15 operating includes a flat fee of \$2,000 per month for IT phone support*

*In terms of the overall phone system, the costs for purchasing, maintaining and operating are born by the County and the State court system. Costs are apportioned by occupied square footage in each jointly occupied building.*

*Each year, the previous fiscal years costs, both operating and capital, are submitted to the courts for reimbursement in the "Schedule of Costs".*

*Typically, these are reimbursed at close to 100% depending on the condition of the state's finances. The revenues are included in the budget (on page 8) as "Court House Rental". Other IT capital projects are for the benefit of County Departments, the Towns, and our administrative agents. The current policy is to not seek a charge back on these projects, either operating or capital.*

B) How is the County reimbursed?

This information is not in the budget and it was not provided when asked.

C) How much is the County reimbursed?

This information is not in the budget and it was not provided when asked.

*For FY2015, \$1,625,000 including all reimbursable court-associated operating costs as reflected on Table 1, "Revenue Sources", page 8 of the proposed budget document..*

3. The Assembly is aware that several entities, agencies and organizations are sharing and/or using office space at County facilities for their operational needs.

**Questions:**

A) Do these entities, agencies/organizations reimburse the County for the use of the space.

*Obviously, the Courts share space and reimburse the County annually through a Lease agreement with the Commonwealth (see above).*

*Also, in Superior Court, the Cape Light Compact occupies approximately one-third of the main floor. The current policy is to not charge the CLC for the space.*

*In the Old Jail building. Massachusetts Department of Environmental Protection occupies space on the ground floor. Currently, they are not paying rent, but we have asked for inclusion in the DEP budget for a rental allowance.*

*Also, in the Old Jail building, the Lou Cataldo Barnstable County Archives is housed at no charge.*

*The DA's Office lease space in First District and second District. The revenues are included in the budget (on page 8) as "Building Rentals".*

- B) If the County is receiving reimbursement how is it calculated and what is the rate.

*The court costs are based on percentage of occupied space in each of the buildings. For example, Second District Court in Orleans is 98% state and 2% County, the 2% being Facility maintenance space.*

*The DA's has been the same since I can remember.*

4. The Assembly has encouraged and expressed an interest in the development of an allocation spreadsheet that would be used to identify County labor costs that should be chargeable to the various entities, agencies/organizations that operate through the County's payroll system.

**Questions:**

- A) Does an allocation spreadsheet currently exist.

*No. Either an allocation formula, or a flat administrative fee could be adopted. They each have strengths and weaknesses.*

- B) If this type of tracking does not currently exist is it being considered and when might it be implemented.

*Assuming the CLC and Commissioners are willing to adopt a new policy, FY2016*

5. Similar to the Cape Cod Commission entities such as CLC and CVEC do not receive any funding directly from the County's budget. However these entities process compensation and benefits for their staff through the County. The County should be able to track and identify all of the monies in and out that it receives through a detailed accounting system that is part of the budget document. This information is available in the budget for the Cape Cod Commission and should also be available for these entities within the budget document.

**Questions:**

- A) Where is this specific information located in the budget documents received by the Assembly for FY15.

*The CLC is in a "Special Revenue Fund(s)" like the Sheriff's budget used to be, and not subject to further appropriation, so it is not in the County budget document. Each CLC fund is established and tracked in the MUNIS system*

*similarly to the County's General Fund budget and account structure, i.e. Group 1 = salary, Group 2 = Contractual Services, etc.*

- B) If it is not currently located in the budget documents received by the Assembly is there a supplemental document that can be supplied to the Assembly that will reflect all of the accounts and all of the money in and out of these accounts that pass through the County for these entities.

*All of the CLC's operating budgets are on the CLC web site, showing the Fund number, the Org code and the dollar amount. The CLC recently published to its web site all revenues and expenditures for all of its funds from July 1, 1997 through December 31, 2013.*

Submitted on behalf of the Assembly of Delegates by:

Janice O'Connell, Clerk

5/13/14