



COUNTY OF ONONDAGA

Office of the
County Comptroller

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December 14, 2015

Onondaga County Legislature
Onondaga County Sheriff Gene Conway

**Re: Onondaga County Sheriff's Office
– Review of Administrative Revenue Collection Units**

Dear Legislators and Sheriff Conway,

In early January 2015, Sheriff Gene Conway asked this Office to review operations of the Sheriff's Office. The attached audit represents the first report detailing our findings on administrative revenue collection units within the Sheriff's Office. I am pleased to report through our collaborative efforts, new safeguards were implemented in the handling of transactions.

Multiple areas were open to improvement. The Comptroller's Office pointed out areas where new practices could be implemented to establish a system of checks and balances in accordance with Onondaga County directives and general best practice standards. I am pleased to report that every recommendation was either immediately implemented or the initial steps were taken to implement such recommendation.

I commend Sheriff Conway and his staff for stepping in and not only asking for a review of the Sheriff's Office, but also having the vision to implement such changes. In order to ensure ongoing compliance with the new practices, it is my recommendation these matters be again reviewed in a few years' time.

Should you have any questions or concerns, please do not hesitate in contacting this office directly.

Sincerely,



Robert E. Antonacci II, CPA

**Report on the
Onondaga County Sheriff's Office
Review of Administrative Revenue Collection Units
By Onondaga County Comptroller Robert E. Antonacci II, CPA, Esq.**

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SECTION I

BACKGROUND AND EXECUTIVE SUMMARY

Background

In early January 2015, newly elected Onondaga County Sheriff, Eugene J. Conway asked Comptroller Antonacci to review the operations of the Sheriff's office. The overall objective of the review is to highlight areas where the Sheriff's Office needs to institute improved policies and procedures. Comptroller Antonacci enthusiastically agreed to conduct the requested review.

On January 28, 2015, Comptroller Antonacci and staff met with Undersheriff Jason Cassalia and the Chiefs of the Sheriff's Office Divisions to discuss and agree on a plan for the review. We agreed the Comptroller's staff would review the internal controls and operations of the revenue producing units, starting with the Information Management Section. We also agreed that we would report to the Undersheriff as we completed each area. Lastly, we agreed that we would decide at a later date the full scope and extent of any further, more detailed audit work that may be necessary.

This report is the first in a series we plan to issue on internal controls in the various areas of the Sheriff's Office. Our objective was to review the detailed processes and procedures for each area to offer recommendations for improved:

- Internal controls
- Effectiveness
- Efficiency

We will be releasing additional reports on subsequent reviews and audits of various Sheriff's Office functions over the next 6 months to a year.

Please see page 4 for our full scope and methodology for this review.

Executive Summary of Findings and Recommendations

The Sheriff's Office, Information Management Section has four revenue collection units: the pistol permit, alarms, records and the identification unit. Each of these units acts independently and has staff performing all of the following duties:

- Accepting applications and requests
- Reviewing applications and requests
- Determining and collecting the required fees and other charges
- Reconciling the fees and charges with the applications or other documentation
- Summarizing and preparing cash receipts reports
- Processing applications and issuing permits or other documents
- Collecting follow-up fees and charges, if required

During our review of the Sheriff's Office Information Management Section we found the following:

- Each unit acted independent of the other units.
- Each unit had a lack of segregation of duties that reduced or eliminated effective controls over the collection, recording, deposit and reconciliation of fees or other revenues of the unit. If there were multiple staff in the unit, there was a common cash “drawer” and all staff had access to the drawer.
- One unit did not have a control account or follow-up procedures in place for unpaid bills and a policy of enforcing the collections or waiving the fees was lacking.
- Cash drawers are accessed by multiple employees in the section respective of their unit’s drawer and documentation of cash transferred between employees was lacking.

Our recommendations to the Sheriff’s Office Management for the revenue collection units include:

- Separate duties of the staff in the revenue units. The general rule should be that no one person can control enough of any transaction so an error or irregularity could occur and during their normal course of duties they could hide or falsify the transaction and conceal the errors to avoid detection. Segregation of duties for these units could be accomplished in a number of different ways:
 - One person in the unit could be assigned cash collection duties, thus eliminating the common cash drawers, while others handle the application, processing and approval processes.
 - Centralize cash collections and/or another piece of the process.
 - A centralized reconciliation process for all the units where someone outside the unit regularly reconciles collections to deposits and approvals other records of activities that generate fees or other revenues.
 - Documenting the exchange of cash between employees.
 - Independent follow-up and reconciliation of transactions and deposits
- Where there are follow-up billings or unpaid balances of any kind, there should be a system for keeping track of them. This system should be the responsibility of someone who is not involved in the cash collection process and include maintenance of a control account and notations on all follow-up work of unpaid balances. It should also be used to enforce collections with follow-up letters and other appropriate actions, as necessary.
- Management could also look for ways to achieve more efficiency in addition to better internal controls over the revenue units. This could include:
 - Combining some functions, such as cash collections, from all of the units into one function.
 - Combining daily cash deposits into one deposit to be taken to the County Finance Office, rather than prepare individual daily deposits envelopes.
 - Reviewing County “Cash Management & Revenue Collection Practices” dated 7/13/09 and updating their practices to conform to the advisory.

SECTION II

SCOPE AND METHODOLOGY

SCOPE AND OBJECTIVES

The purpose of this report is to provide information and recommendations to the Sheriff's Office Management on internal controls, processes and procedures for the revenue collection units in the Information Management Section (IMS) of the Sheriff's Office.

Our objectives were to review:

- Policies and procedures related to revenue collection in the Sheriff's Office IMS.
- Specific Sheriff's Office IMS revenue collection practices.
- Provide the Sheriff's Office Management with information and recommendations related to revenue collection processes and procedures to improve internal controls, effectiveness, and efficiency.

METHODOLOGY

In order to complete our objectives we:

- Reviewed relevant County and Sheriff's Office required policies and procedures to determine the expectations for revenue collection practices.
- Interviewed various Information Management Section staff of the revenue collection units to determine specific practices for revenue collection.
- Summarized current revenue collection practices.
- Analyzed and compared expected, required, and best practices to current revenue collection practices and developed draft recommendations.
- Discussed draft recommendations with Sheriff Office Management for their input and practicality evaluation.
- Finalized recommendations and included them in this report.

We did not audit transactions or processes in the Sheriff's Office, IMS.

SECTION III

FINDINGS AND RECOMMENDATIONS

We have provided general findings and recommendations which we noted crossed each of the units in the Information Management Section and separated findings, which are unique to a specific unit, as a means to assist management and staff in identifying and implementing recommendations.

Issues Effecting Multiple Units

1. All units prepare their own cash report and have their own cash drawer. Multiple employees have access to the different cash drawers. The same employees who are entering information into the systems, have access to the cash drawers and also perform the daily reconciliations. For example, the Data Equipment Operator is collecting the alarm permit payments, processing them into the Criminal History Arrest/Incident Reporting System (CHAIRS) and also reconciling the activity for the daily bank deposit. This represents a lack of segregation of duties and a weakness in internal controls as it places the employee in a position to conceal errors or irregularities while performing their normal course of business.

We recommend the following:

The Sheriff's Office should consider consolidating the cash drawers and assigning one individual to process the collections. Consideration should be given to purchasing another cash register or determining the feasibility of utilizing the existing register located in the Identification room. The other employees would then be responsible for processing the applications, identification cards, reports, etc. and not have access to the collections. Customers would be required to pay for their "goods" and then provide proof of payment before their service request is completed and finalized.

OCSO Action: A new cash register is to be purchased to allow the Alarms Unit, Records and the Pistol License Unit to complete their money transactions in place of the individual unit cash drawers. ID's will continue to utilize their existing cash register. All personnel will be required to log in with their unique identification number for each specific transaction in the register and reconcile it at days end with a supervisor. Due to current staffing levels and the cross training of personnel, one person is unable to handle all cash register transactions.

All of the unit's collections should be summarized and reported on one daily cash report for the bank deposit. The appropriate accounting codes and respective collections should be designated in the Financial Accounting Data section of the cash report.

OCSO Action: One daily cash report will be implemented.

To facilitate this process we suggest developing a "Daily Audit Sheet" which would summarize the services, provide a total of collections, while distinguishing the methods of payment.

OCSO Action: A “Daily Audit Sheet” has been generated and will be put into use for each specific unit which will be approved by the Records Compliance Manager or Data Entry Supervisor.

The individual assigned to the cash register should be independent of processing the daily transactions. The cashier would then be responsible for balancing the collections to the cash register tape. This process should then be verified and signed off, preferably by management.

OCSO Action: The separation of cash collection and processing of reports will be implemented.

Another individual independent of the cash register function should be provided with the “Daily Audit Sheet”. This individual will perform the daily reconciliation of the total collections as compared to the actual daily activity based on the supporting documentation obtained from system generated reports and other internal reporting means.

OCSO Action: A “Daily Audit Sheet” has been generated and utilized as recommended.

2. We were informed the Records Compliance Manager past work experience in the Information Management Section, was in one of the five unit’s daily operations. However, they become involved in the cash balancing and reconciliation process when the section’s immediate supervisor is in need of assistance with a cash balancing discrepancy.

We suggest the Records Compliance Manager obtain an understanding of the other unit’s reports and respective records utilized during the balancing and reconciliation process.

OCSO Action: The Records Compliance Manager will be involved in the balancing and reconciliation process. The Data Entry supervisor will perform this task when the Records Compliance Manager is unavailable.

3. We noted the runner picking up the daily sealed bank deposit envelopes for delivery to the Finance Department was not required to sign any type of log indicating which units’ envelopes were in fact picked up. This was mentioned early in our engagement and it appears the appropriate controls have now been put into place to address this issue and the runner is signing a log.

We suggest the Sheriff’s Office consider using a locked bank bag instead of envelopes.

OCSO Action: The Office is purchasing a locked bank bag for use as recommended.

4. We noted cash is exchanged between employees as part of their balancing process, however it is not counted at the time of the exchange, nor in the presence of the employee turning over the cash. This practice has the potential of placing employees in a difficult situation if cash does not balance to the detail. A signoff is also lacking to document this step has taken place.

We recommend sign off procedures be implemented to document and attest to the fact cash has been exchanged between employees. This would include when employees cover each other for breaks, such as lunch.

OCSO Action: The ID Unit currently has this procedure in place as there is only one individual assigned to this unit and is only covered by other employees for lunch or leave. A form will be implemented to provide documentation regarding end of business day cash drawer sign off.

5. We noted Secondhand nonrefundable dealer fees in the amount of \$150 are due annually from each dealer on their anniversary month, as governed by Local Law #6-2003, per §10. The Data Equipment Operator maintains the Secondhand Dealer billing log, is responsible for issuing the bills, collecting and reconciling the fees. This represents a lack of segregation of duties and a weakness in internal controls as it places the employee in a position to potentially conceal errors or irregularities while performing their normal course of duties. A similar situation exists with the collections of False Alarm Fees.

We recommend the responsibilities of billing and reconciling be separated from the collecting functions. To facilitate the annual billing of Secondhand dealer fees we suggest sorting the dealers by month and providing the billing log to an individual independent of the collections.

OCSO Action: The Second Hand dealer fees collection, reporting and billing duties will be separated. A spreadsheet currently reflects date payments received, check numbers, cash or credit card. The Records Compliance Manager or the Data Entry Supervisor, in her absence, will reconcile the functions on a daily basis.

False Alarm Fees should also be recorded on a billing control sheet. All write-offs of fees owed should be reviewed, documented and approved by management. The billing control sheet should be periodically reconciled to the detail by someone independent of the collection process.

OCSO Action: Alarm staff currently maintains an Excel spreadsheet/log for all False Alarm fees and brings any requests for appeals to the Records Compliance Manager for review. Waiving of fees cannot be processed by the alarm staff individual. All waiving of fees is only completed with the approval of the Records Compliance Manager after careful review. New procedures call for a monthly reconciliation of these waived fees be performed by the Records Compliance Manager.

6. We noted not every aspect of the revenue collections posted into People Soft is being compared to the detail reported on the cash reports by Sheriff's personnel or members of the Division of Financial Operations. We do note amounts held in escrow for alarms and background verification purposes are reconciled. We were informed Financial Operations is overseeing the budgeting, forecasting and vouchering aspects of the Sheriff's Office but not at the level required to ensure amounts are properly posted into the financial system.

We recommend the Sheriff's Management and the Division of Financial Operations discuss where the responsibilities for this review should take place and, if needed, employee(s) should receive the proper training to perform this task.

OCSO Action: This recommendation will be followed up with Fiscal Operations.

Issues Unique to Specific Units

Alarm Unit

7. We noted a key internal control step of comparing the Onondaga Law Enforcement Information System (OLEIS) alarm permit numbers to the collections entered into the Criminal History Arrest/Incident Reporting System (CHAIRS) could not be performed since this data was not readily available from the system. Based on our inquiries and request, Information Technology's personnel have programed the system to generate a new report - Report of Permits Entered by Date – JSD06, which details the daily alarm permits issued.

We have been informed the Report of Permits Entered by date – JSD06 is currently being utilized in the Alarm Unit's daily reconciliation process.

8. We noted \$372,750 in uncollected false alarm fees from 1996 to April 15, 2015 are recorded in CHAIRS. The uncollected fees are \$185,850 from 2014 to April 15, 2015 and were \$186,900 from 1996 through 2013. It appears no policies or procedures were established to review and evaluate unpaid false alarm fees, when Local Law 6-83 was amended and gave authorization to the Sheriff's Office to charge this fee. Based on our inquiry, Information Technology generated a detailed listing of these uncollected fees and informed us a monthly report will be generated detailing current false alarm fees owed.

We recommend the Sheriff's Office evaluate the collectability and take appropriate measures to clear the \$372,750 balance from the system. It should also implement procedures to ensure a timely and routine review is performed by someone who is not involved in cash collections. It should also develop a "False Alarm Fee" control sheet to facilitate this process.

OCSO Action: The Office is investigating an appropriate process to examine previous overdue or invalid fee balances within the system and devise a way to seek payment for fees identified to be current and appropriate. Current law only allows for the Office to disable public safety response for non-payment of penalties, which is current practice.

9. We noted Section 8.00 of Local Law 6-83 addresses the issue of appealing a false alarm fee. Currently, it appears the Records Compliance Manager has the sole discretion of reviewing and approving the waiving of false alarm fees. The Data Equipment Operator updates CHAIRS to remove the fee from the system and tracks these waived fees in the Alarm Collection Excel file. Currently a system generated report detailing waived fees is not available from the system.

We recommend policy and procedures are implemented to address waiving false alarm fees. This policy should also, address actions to be taken in the event an overdue false alarm fee remains unpaid and establishing a ceiling amount for upper management involvement. To improve controls the Sheriff's Office should request Information Technology generate a system report of waived fees. Sheriff's personnel independent of the system update function should then compare this report to the waived fees granted by the Records Compliance

Manager. We have been informed Information Technology as implemented new action codes to allow Sheriff's personnel to monitor false alarm fees which have been waived.

OCSO Action: The Office has generated a "Waived False Alarm Fee" form with a system for a required approval by a Supervisor within the Administrative Unit.

Pistol Permit Unit

10. We were informed it has been a past practice to waive pistol permit fees to law enforcement and military personnel, as well as gun dealers. We reviewed Local Law NO. 11 – 2011, which established the current Pistol Permit Application Fee of \$55.75 and the Sheriff's section of the Onondaga County's Administrative Code and it appears no such authority was expressly granted or implied allowing Sheriff's office to waive a fee authorized by the Onondaga County Legislature.

We recommend the Sheriff's Office review this practice, determine if in fact it has the authority or obtain the necessary authorization to waive fees.

OCSO Action: Future consideration is made to requesting a change to the current local law to waive pistol permit fees for both active or retired law enforcement and military personnel.

11. Currently, a manual activity log used for balancing and reconciliation the daily collections is prepared from the Pistol Unit's daily receipts. However, the actual applications and documents processed are only utilized in the event there is an issue with balancing the collections.

We recommend, to facilitate and strengthen the reconciliation of the Pistol Unit's activity, a document/spreadsheet be developed and actual applications and documents processed be incorporated into the reconciliation process, as compared to, relying solely on payment receipts to perform this function. The document/spreadsheet should be signed - off by the individual preparing this document and reviewed, signed – off, by someone independent of the collection process.

OCSO Action: The Pistol License Unit utilizes the new Gunkeeper payment receipt report to document any payments received. This report includes the date, amount, customer name, pistol license number, function and the PLU staff member processing payment. This report can either be a total report of all forms of payment, cash, credit card, money order, check or broken down by specific payment category; cash, credit card, etc. The new Unit log sheets will be initialed by the person collecting the reports/monies and reviewed by someone independent of their collection process.

12. We were informed when the \$5 check to transfer a pistol permit is received in the mail it is not endorsed "For Deposit Only" until there are about 3 or 4 transfers to process, which may take several weeks. This has the potential of miss placing or losing a check and or a transfer request.

We recommend checks be endorsed upon receipt and consideration be given to processing the transfer request when received.

We have been informed this is now being done on a daily basis.

- 13.** We were informed the Sheriff's Office policy is to accept a mailed in check for transferring a pistol permit. However, it will only accept cash, credit cards or money order as payment for a new pistol permit application and personal checks are not accepted. Our understanding is a new pistol permit takes several months until it is actually issued at which point if a check is bounced, the application can be withheld and appropriate measures taken. Accepting personal checks will reduce the Sheriff's credit card fee cost which are determined and charged by the County's Finance Department.

We recommend Sheriff's management revisit its payment policy and consideration be given to accepting personnel checks. This will reduce the credit card fees charged.

OCSO Action: This recommendation is under review. Past Office practice allowed for check acceptance, however, the process for dealing with a bad check caused undue time and unintended costs, therefore the policy now excludes checks for initial application.

Records Unit

- 14.** We noted the Records Unit is responsible for providing copies of incident and accident reports at \$.25 cents per page as well as providing \$30 CD's and credit card payments are accepted for any monetary fee owed.

To reduce the cost of credit card fees, we suggest the Sheriff's Office implement a minimum charge amount.

OCSO Action: This is currently under evaluation.

- 15.** We were informed an individual other than Records' personnel accesses their daily start up cash drawer, takes the cash envelope out of the drawer and places the collection's envelope from the previous day's activity on the unoccupied desk of the Record's employee responsible for preparing the daily reconciliation. This has the potential of placing these employees in a difficult situation if the cash reconciliation is out of balance.

We recommend cash handling be limited to only those employees who are responsible for the funds. We have addressed cash handling as a whole for the Information Management Section.

OCSO Action: New policy requires that each specific unit person will count the drawer at the beginning of the day, noon and end of business in the presence of another coworker. A log sheet will document with initials who is working the drawer and who has verified the amounts at the required times. Monies and log sheets for each specific unit will be handed in to the Data Entry Supervisor for reconciliation of actions and monies and documented on a Daily Log Sheet. This process will be performed the following morning. Once reconciled the information will be returned to each unit to complete the cash reports. These reports will then be approved by the Records Compliance Manager or the Data Entry Supervisor in their absence.

- 16.** We noted the Sheriff's Office entered into a revenue contract in 2006, whereby the vendor would implement a system to provide internet access of Onondaga County Sheriff motor vehicle accident reports to private citizens, insurance agencies and law enforcement agencies. The vendor will provide the Sheriff's Office 50% of the proceeds. The last executed renewal expired on March 10, 2011. This vendor is still providing these services without an executed contract. This service should comply with the revenue contract's request for proposal requirements of County Resolution #241 of 2010.

We recommend the Sheriff's Office contact the Division of Purchasing for the proper procedures to undertake in complying with County Resolution #241 of 2010. It should also, determine the feasibility of providing this service completely in house.

OCSO Action: The Office has been in the process of seeking a "best vendor" since early Y15 and intends to fulfill the requirements of County Resolution #241 once identified.

SECTION V APPENDICIES

Provided on the following pages is Onondaga County's Cash Management & Revenue Collection Practices. Sheriff's personnel overseeing collections and have responsibility of preparing bank deposits should become familiar with its procedures.

Also presented is Onondaga County Resolution No. 241, which established the guidelines for issuing a request for purpose of revenue generating contracts.

Onondaga County Directive	ADMINISTRATIVE DIRECTIVE MANUAL	
	SUBJECT: Cash Management & Revenue Collection Practices	
	SUPERCEDES: Management & Budget memo of 4/23/2007	PAGE: 300.00
	SIGNED: <i>Jeanne M. Mahoney</i> County Executive	DATE: 7/13/09

DIRECTIVE:

The goal of cash management for the County is to maximize the availability of cash:

1. To meet daily spending needs (i.e., payroll, vendors, etc.).
2. To earn interest revenue on the investments of the County's cash balances.
3. To avoid or limit the need for cash flow borrowing.

PROCEDURE:

One of the major ways departments can assist the County in maximizing its cash is to collect and deposit funds as quickly as possible. Listed below are the cash management policies and practices for departments:

1. All County Funds (checks and cash) should be hand-delivered to the Finance Department (15th floor – Civic Center) or deposited in a bank within 24 hours of receipt during business days. Every effort should be made to bring deposits and cash report to Finance the day of receipt. The Finance Department has a remote deposit machine at their desk which enables current day check deposit and accelerates cash flow.

Amounts up to \$250 can be held for a maximum of one week by the department in a secure, locked desk or cabinet and accumulated for deposit. No checks or cash should be sent inter-office mail, as this results in further delays and potential security problems.

2. Bid deposits – any check or cash that is held as a deposit for a bid specification document - is an exception to #1 above. Bid deposits must either be held in a secured location until the contractor returns the bid specification document to the County, at which time the bid deposit will be returned to the contractor. Alternatively, bid deposits may be deposited with the Finance Department into a Trust and Agency account. The Finance Department will then issue checks to those companies not chosen to perform the work.
3. A Finance Department representative goes to all the downtown banks at 2:00 pm daily. Instead of having your own employees make bank runs, those departments in the downtown campus (Civic Center,

Onondaga County Directive	ADMINISTRATIVE DIRECTIVE MANUAL	
	SUBJECT: Cash Management & Revenue Collection Practices	
	SUPERCEDES: Management & Budget memo of 4/23/2007	PAGE: 300.01
	SIGNED: <i>Janne M. Mahoney</i> County Executive	DATE: 7/13/09

COB, Courthouses, Sheriff's offices) should bring the deposit to the Finance Department. Those remote departments - such as Parks, Van Duyn, Corrections, Library, etc. should continue to do their own deposits.

4. All state and federal reimbursement submissions with their accompanying A/R reports should be delivered to the Comptroller's Office no later than thirty (30) days after the closing period has ended (i.e. monthly, quarterly). The documents will be reviewed and promptly forwarded to the Budget Office for the Chief Fiscal Officer's signature. Comptroller's staff will then mail out. Some Federal and State reimbursement filings can be made electronically. Since most electronic submissions do not require a signature, before releasing the electronic submission, send an A/R report to Comptroller's for their review. Please consult Joan Ferrara, Financial Analyst of the Finance Department, 435-3346 if you have any forms to complete to allow payment directly into one of the County's bank accounts (vs. a paper check).
5. Collections and billings to individuals, municipalities, outside agencies and third-party payers should be on a regular and timely basis for services performed. Follow-up collections for receivables and delinquent payers must be aggressively pursued by the department.
6. Disbursements and payments to vendors should be delayed until the invoiced payment date, unless there is a discount for early payment. Other payment methods, such as credit cards, will also extend the cash payment date. Electronic payment options will be evaluated by the Finance Department on a case-by-case basis.
7. The County's Chief Fiscal Officer is the only person authorized to open a bank account on behalf of Onondaga County. Therefore, departments should submit requests to his/her office for review and approval.

Onondaga County Directive	ADMINISTRATIVE DIRECTIVE MANUAL	
	SUBJECT: Cash Management & Revenue Collection Practices	
	SUPERCEDES: Management & Budget memo of 4/23/2007	PAGE: 300.02
	SIGNED: <i>Juanne M. Mahoney</i> County Executive	DATE: 7-14-09

In order for the County to achieve the total amount adopted in its annual budget for interest and earnings on investments, it is essential that each department adhere to these cash management and revenue collection practices.

If you have any questions or need assistance in the implementation of these fiscal practices within your department, please contact the Finance Office at 435-3346.

October 12, 2010

Motion Made By Mr. Stanczyk

RESOLUTION NO. 241

PROVIDING FOR REVENUE CONTRACTS TO BE PROCURED THROUGH A WRITTEN REQUEST FOR PROPOSALS

WHEREAS, Onondaga County has available to it various means of raising revenues, include the awarding of contracts to other entities; and

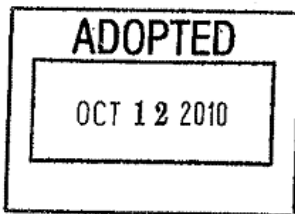
WHEREAS, the revenues received from such contracts are used to offset the local dollars that would otherwise be needed to provide County services, and it is the desire of this Legislature to assure that when Onondaga County enters into revenue contracts, that the County receives revenue that is fair and reasonable; and

WHEREAS, pursuant to Section 104-b of General Municipal Law, it is the desire of this Legislature to provide for all county revenue contracts to be procured through a written request for proposals; now, therefore be it

RESOLVED, that each revenue contract entered into by the County shall be procured pursuant to the distribution of a written request for proposals to assure that the amount of revenue received by the County under such contract is fair and reasonable; and, be it further

RESOLVED, that the Director of the Division of Purchase is hereby requested to report back to the Ways and Means Committee of this Legislature within thirty (30) days to report on the foregoing.

Revenue contract - RFP - requesting.doc
LHT/KMB
mmw



I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF LEGISLATION DULY ADOPTED BY THE COUNTY LEGISLATURE OF ONONDAGA COUNTY ON THE

12th DAY OF October, 2010.

Deborah A. Matuso

CLERK, COUNTY LEGISLATURE
ONONDAGA COUNTY, NEW YORK

10 OCT 11 AM 10:19

RECEIVED
ONONDAGA COUNTY
LEGISLATURE

AMENDING RESOLUTION NO. 241-2010 REGARDING REVENUE CONTRACTS TO ESTABLISH SEVERAL EXEMPTIONS FROM THE COMPETITIVE PROCESS REQUIRED FOR SUCH CONTRACTS

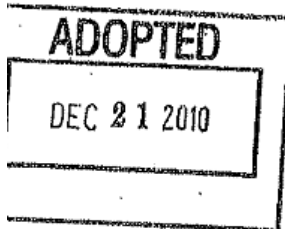
WHEREAS, by Resolution No. 241-2010, this Onondaga County Legislature provided for revenue contracts to be procured through a written request for proposals so as to assure that when Onondaga County enters into such contracts, the County receives revenue that is fair and reasonable; and

WHEREAS, it is the desire of this Legislature to amend such resolution to construe the term "revenue contract" in a manner that provides several exemptions from such term, as the intended protection afforded to the public through such competitive process would not be readily achieved in such situations; now, therefore be it

RESOLVED, that Resolution No. 241-2010 is hereby amended to insert the following language:

RESOLVED, that, for the purposes of this resolution, the term "revenue contract" shall not include gifts and shall not include a license granting the use of space in the County Clerk's office, located in the county courthouse, whereby certain title and abstract companies provide services to the public and the public is best served when such companies are in close proximity to the County Clerk's office.

M:\Legislature\Budget - by year\Budget legislation - 2011\Revenue contract - RFP - category.doc



I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF LEGISLATION DULY ADOPTED BY THE COUNTY LEGISLATURE OF ONONDAGA COUNTY ON THE

21st DAY OF December, 20 10.

Deborah A. Matuso

CLERK, COUNTY LEGISLATURE ONONDAGA COUNTY, NEW YORK

RECEIVED ONONDAGA COUNTY LEGISLATURE 10 DEC 21 P