

12. SHARED SERVICES UPDATES

A. SHARED UTILITY SERVICES STUDY

In response to our Request for Proposals (RFP), the Shared Services Management Team (16 members) received 9 proposals to perform the captioned study. While each team member received full copies of each proposal and was provided an opportunity to review and comment, evaluation of the proposals was largely delegated to an 8-member subcommittee that included Bruce Phillips, Bennie Burgess, Tom Jones, Randolph Cook, Julien Johnson, Donnie Cagle, Randy Martin and Mike Johnson.

Each committee member completed an independent evaluation based on the criteria contained in the RFP, and ultimately opted to interview 6 of the 9 firms that presented proposals. Interviews were conducted earlier this month and the subcommittee reached consensus on a ranking of the proposals shortly thereafter.

A smaller subcommittee comprised of Bruce Phillips, Randolph Cook, Donnie Cagle, Mike Johnson and Randy Martin was tasked with negotiating with the offeror ranked first and completed an initial negotiation session on June 13. At this point, we expect to present a proposed draft agreement to the full management team for their endorsement sometime during the first week of July and once we've received that, present the proposed agreement to both governing bodies on July 14 for action. **While that's a regular meeting night for the Franklin City Council, the Board of Supervisors will need to continue tonight's regular session to July 14 at 7:00 p.m.** This will not be a joint meeting of the two governing bodies, but we do expect to schedule a joint kickoff meeting involving both governing bodies in late July (July 29-31).

MOTION REQUIRED: A motion is required to continue tonight's meeting to July 14, 2014 at 7:00 p.m. in the Southampton County Office Center.

B. COMMUNITY DEVELOPMENT FLEET MAINTENANCE

Attached for your consideration please find correspondence from Donald Goodwin seeking your consideration in transferring title to the Community Development vehicles to the City of Franklin. By transferring the title, the vehicles may be inspected and maintained by the City's central garage, reducing the overall cost. One of the county vehicles is already out of service, and given the cost of the repairs, Mr. Goodwin is suggesting that it be sold with the proceeds utilized to purchase a replacement vehicle. They currently have two other county vehicles which are fully operable.

ACTION REQUIRED: I seek your input on this matter.

C. COMMUNITY DEVELOPMENT – 3rd QUARTER EXPENSES

We received a copy of the attached documentation from the City of Franklin on May 22 as it relates to cost allocation of shared services for the third quarter of FY 2014.

Our cumulative share for the first 3 quarters of FY 2014 is \$190,694. We expect a “true-up” that reflects the drawdown of the approved stormwater grant to reduce our 4th quarter share.

Worksheet #3 illustrates the allocation of permits issued, plan reviews performed and inspections conducted between January 1, 2014 and March 31, 2014. Basically, 57% of the permits issued, 65% of the inspections conducted and 76% of the plan reviews performed were for Southampton County residents. 53% of the fees collected came from county residents for services rendered.

For the current quarter, the City is invoicing us for 44% of the total expenditures for Planning and Zoning, and 68% of the total expenditures for Inspections. The total amount for both departments for the quarter, minus the fees already paid by county residents, is \$80,750.30.

Mike Johnson

From: Donald Goodwin <dgoodwin@franklinva.com>
Sent: Monday, June 16, 2014 12:27 PM
To: Mike Johnson; Lynette Lowe
Cc: Robert Randy Martin; Beth Lewis; Joe Ann Faulk
Subject: Transfer of Vehicles
Attachments: doc20140616063412.pdf

Mike and Lynette,

Please find attached my request for Board action for the transfer of county inspection vehicles to the city. We will track **ALL** expenses as usual and share the cost based on the location of workload.

Let me know if you need any additional information!

Donald E. Goodwin, CBO, CFM

Franklin - Southampton
Director of Community Development
City of Franklin
207 West Second Ave.
Franklin Va. 23851
Phone 757-562-8580
Fax 757-562-0870



DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING

MEMORANDUM

To: Mike Johnson, County Administrator

From: Donald E. Goodwin, CBO, CFM
Franklin - Southampton
Director of Community Development

CC: Richard E. Railey Jr., County Attorney

Ref: Vehicle Fleet Management, Community Development

Per our recent conversation I would like to propose that the county transfer the inspection vehicles currently owned by the county to the city. As you know we continue to strive to look at ways to improve service, efficiency and reduce operating cost whenever possible. Here are my reasons for this request.

1. It will allow the city garage to inspect these vehicles as they can only inspect city owned vehicles as a condition of their state inspection license.
2. The city garage can begin annual maintenance and service for these vehicles along with city owned vehicles. This will allow us to keep a running annual maintenance record for each vehicle capturing the cost of all repairs. This will assist us in making informed decisions for capital outlay projections for replacement.

Currently one county vehicle is down and the cost to repair it in excess of \$5,000. It has 155K plus miles on it. My plan, once ownership is transferred, is to auction off this vehicle and use the proceeds to place against the purchase of a replacement vehicle. We will continue to track all shared costs for vehicles as we have in the past.

My direct line is 562-8681 if you would like to discuss any particular issue concerning this matter.



DEPARTMENT OF FINANCE
May 15, 2014

Lynette Lowe
Director of Finance
Southampton County
P. O. Box 400
Courtland, Virginia 23837

RECEIVED MAY 22 2014

RE: Franklin/Southampton Community Development
Shared Services- 3rd Quarter Reimbursement Request

Dear Ms. Lowe (Lynette):

Attached is documentation pertaining to Franklin/Southampton Community Development shared services for the period ending March 31, 2014. I am enclosing the following in support of \$80,750.30 due to the City of Franklin:

- A breakdown of the shared expenditures for Inspections
- A breakdown of the shared expenditures for Planning & Zoning
- The quarterly report for fees collected for City and County services during the 3rd Quarter
- A copy of the City's expenditure reports for the period ending 3-31-14

Billing Summary	County Share of Expenses	
Planning & Zoning	\$ 27,121.07	Worksheet 1
Inspections	\$ 75,584.43	Worksheet 2
Total County Share	\$ 102,705.50	
Less: Fees Collected for Southampton Co.	\$ (21,955.20)	Worksheet 3
Total Billed to County	\$ 80,750.30	

Payment should be remitted to the City of Franklin Finance Department, 207 W. 2nd Avenue, Franklin, VA 23851. If you have any questions or need additional information, please do not hesitate to give me a call.

Sincerely,

Melissa D. Rollins
Director of Finance

cc: Donald Goodwin, Director of Community Development

Quarterly Report of Expenditures
 Shared Services Agreement - Southampton County
 For the Period - January 1, 2014-March 31, 2014

Inspections	Percentage Breakdown.....	68%	32%
	Percentage Breakdown.....	100%	50%
	Percentage Breakdown.....	80%	20%

Line Item	Purpose	Amount	County Share	City Share
1101	All Staff Salaries	\$ 74,818.40	\$ 50,876.51	\$ 23,941.89
2100	FICA	\$ 4,875.84	\$ 3,315.57	\$ 1,560.27
2210	VRS	\$ 9,057.36	\$ 6,159.00	\$ 2,898.36
2300	BCBS	\$ 12,896.00	\$ 8,769.28	\$ 4,126.72
2400	Group Life	\$ 826.44	\$ 561.98	\$ 264.46
2720	Worker's Comp	\$ 1,531.52	\$ 1,041.43	\$ 490.09
2850	Adustmen Pay	\$ -	\$ -	\$ -
Operating Expenses				
3180	Demolition	\$ -	\$ -	\$ -
3181	Nuisance Abatement	\$ -	\$ -	\$ -
3310	Vehicle Repairs	\$ 1,225.54	\$ 980.43	\$ 245.11
3320	Maint. Service Contracts	\$ 795.61	\$ 397.81	\$ 397.81
3320	Maint. Service Contracts	\$ -	\$ -	\$ -
3500	Printing & Binding	\$ 63.48	\$ 50.78	\$ 12.70
3600	Advertising	\$ -	\$ -	\$ -
5210	Postal Services	\$ 285.42	\$ 228.34	\$ 57.08
5230	Phone/Internet	\$ 1,496.74	\$ 1,197.39	\$ 299.35
5305	Vehicle Insurance	\$ 438.66	\$ -	\$ 438.66
5530	Travel, Lodging	\$ 666.56	\$ 333.28	\$ 333.28
5540	Travel, Education	\$ 198.00	\$ 99.00	\$ 99.00
5810	Dues/Memberships	\$ 119.00	\$ 59.50	\$ 59.50
6001	Office Supplies	\$ 736.14	\$ 588.91	\$ 147.23
5811	VA Code Assessment	\$ -	\$ -	\$ -
6007	Repair/Maint Supplies	\$ 7.72	\$ 7.72	\$ -
6008	Vehicle Supplies	\$ 1,220.16	\$ 976.13	\$ 244.03
6011	Uniforms	\$ -	\$ -	\$ -
6012	Books & Supscriptions	\$ (169.05)	\$ (84.53)	\$ (84.53)
8102	Office Furniture	\$ 51.77	\$ 25.89	\$ 25.89
Total Per Expenditure Report		\$ 111,141	\$ 75,584	\$ 35,557

Percentage Share of Services 68% 32%

