

14. STATUS REPORT SHARED SERVICES

We received a copy of the attached documentation from the City of Franklin on February 24 as it relates to cost allocation of shared services for the second quarter of FY 2014.

Worksheet #3 illustrates the allocation of permits issued, plan reviews performed and inspections conducted between October 1, 2013 and December 31, 2013. Basically, 64% of the permits issued, 69% of the inspections conducted and 71% of the plan reviews performed were for Southampton County residents. 59% of the fees collected came from county residents for services rendered.

For the current quarter, the City is invoicing us for 38% of the total expenditures for Planning and Zoning, and 66% of the total expenditures for Inspections. The total amount for both departments for the quarter, minus the fees already paid by county residents, is \$65,188.28.

The chart below illustrates the budget projections we made last May.

Franklin - Shared Services Budget	
Planning	162,883
Inspections	370,854
	<u>533,737</u>
Less non-shared expenses	<u>(27,242)</u>
Resources to be shared	506,495
Southampton County Adopted Budget	
Planning	200,023
Inspections	114,271
	<u>314,294</u>
Less non-shared expenses	<u>(50,900)</u>
	263,394
Less budgeted fee revenues	<u>(96,031)</u>
Net budgeted resources available to share	167,363

With permit revenues lagging budget projections by approximately 7.5%, and the county's allocation of shared services exceeding budget projections by almost 8%, we've now expended more than 65% of the annual budget in the first 2 quarters.



2nd Qtr
Mike's Copy

DEPARTMENT OF FINANCE
February 18, 2014

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

RE: Franklin/Southampton Community Development
Shared Services- 2nd Quarter Reimbursement Request

Dear Lynette:

Attached is documentation pertaining to Franklin/Southampton Community Development shared services for the period ending December 31, 2013. I am enclosing the following in support of \$65,188.28 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 2nd Quarter
- A copy of the City's expenditure reports for the period ending 12-31-13

Billing Summary	County Share of Expenses	
Planning & Zoning	\$ 13,716.26	Worksheet 1
Inspections	\$ 64,888.92	Worksheet 2
Total County Share	\$ 78,605.18	
Less: Fees Collected for Southampton Co.	\$ (13,416.90)	Worksheet 3
Total Billed to County	\$ 65,188.28	

1790
8390

10090

4-100-81100-3321
Planning & Zoning Shared Svcs
11,082.01

4-100-34000-3321 Svcs
Inspections Shared
54,106.27

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

INITIAL	FILL IN	DATE
	GOODS RECD./SERVICES RENDERED	
	EXTENSIONS ARE CHECKED	
	APPROVED FOR PAYMENT	2.25.2014
	INVOICE PAID	
ENTER CHECK #	DATE OF CHECK	DATE OF PAYMENT

cc: Donald Goodwin, Director of Community Development

Quarterly Report of Expenditures
 Shared Services Agreement - Southampton County
 For the Period - October 1, through December 31, 2013

Planning & Zoning

Line Item	Purpose	Amount	Percentage Breakdown.....	
			100%	OR 50%
			County Share	City Share
1101	Beth Lewis & Rountree	\$ 16,346.88	\$ 8,173.44	\$ 8,173.44
1300	Rountree	\$ 4,423.36	\$ 2,211.68	\$ 2,211.68
2100	Beth Lewis & Rountree	\$ 1,532.12	\$ 766.06	\$ 766.06
2210	Beth Lewis & Rountree	\$ 2,221.08	\$ 1,110.54	\$ 1,110.54
2300	Beth Lewis & Rountree	\$ 2,124.00	\$ 1,062.00	\$ 1,062.00
2400	Beth Lewis & Rountree	\$ 240.72	\$ 120.36	\$ 120.36
2720	Beth Lewis & Rountree	\$ -	\$ -	\$ -
2850	Beth Lewis & Rountree	\$ 67.69	\$ 33.85	\$ 33.85
Operating Expenses:				
3160	Professional Services	\$ 53.19	\$ -	\$ 53.19
3193	Contractual Services	\$ 5,548.56	\$ -	\$ 5,548.56
3500	Printing	\$ -	\$ -	\$ -
3600	Advertising	\$ 1,638.60	\$ -	\$ 1,638.60
5540	Travel	\$ -	\$ -	\$ -
5810	Dues/Member Fees	\$ 1,761.00	\$ -	\$ 1,761.00
5840	Supplies, Misc.	\$ 25.50	\$ 12.75	\$ 12.75
6001	Supplies, Office	\$ 451.17	\$ 225.59	\$ 225.59
8102	Furniture		\$ -	\$ -
Total Per Expenditure Report		\$ 36,433.87	\$ 13,716.26	\$ 22,717.61
Percentage Share of Services			38%	62%

Franklin - Southampton Department of Community Development

QUARTERLY REPORT FY-2013 - 2014 / 2nd QUARTER

	Code Permits		Zoning Clearances		Inspections		Plan Reviews	
	Franklin	Southampton	Franklin	Southampton	Franklin	Southampton	Franklin	Southampton
October	17	37	4	5	46	107	10	11
November	20	26	5	3	44	112	4	11
December	13	25	5	1	50	89	0	12
TOTAL 2nd QUARTER	50	88	14	9	140	308	14	34
	36%	64%	56%	44%	31%	69%	29%	71%

Permits and other fees

Oct. 1, 2013 - Dec. 31, 2013

	Franklin	Southampton County
Building permits	1120	3435
Reinspection fees	250	100
Electrical permits	575	1805
Plumbing permits	470	890
Mechanical permits	535	1695
Administrative permit fees	1675	2300
Annual permits	0	1050
Occupancy permits	100	0
Erosion and sediment control	600	0
Stormwater management	2700	0
Zoning clearance	425	250
Building plan review	200	595
Stop work order	50	0
VA Bldg Code assessment fee	59.5	161.9
Plat review	120	880
Site plan review	200	110
Sign permits	145	45
Permit extension	0	100
Total 2nd Quarter	9224.5	13416.9
	41%	59%

Southampton's Property Maintenance
Southampton's Property Maintenance
Inspections – 17
Letters mailed – 11
Notice to institute lien to County's attorney – 0

RECEIVED FEB 24 2014

RETURN TOP PORTION WITH CHECK PAYABLE TO:

City of Franklin, VA.
P.O. Box 179
Franklin, Virginia 23581

[Empty box]

DATE

2/20/2014

ACCOUNT NUMBER

619

FOR INFORMATION ABOUT YOUR ACCOUNT, CALL (757) 562-8763

SOUTHAMPTON COUNTY
DIRECTOR OF COMM DEVELOPMENT
26022 ADMINISTRATION CNTR DR
COURTLAND VA 23837

PLEASE REMIT PAYMENT BY: 3/15/2014

DATE	DESCRIPTION	PAYMENTS/CREDITS	CHARGES
2/04/2014	BALANCE FORWARD PAY IS INSPECTION SERVICES SO CO PAYMENT	44,755.42-	44,755.42
2/20/2014	CHG IS INSPECTION SERVICES SO CO SHARED SERVICES - DEC 2013 <i>2nd Quarter</i>		6,518.28
OVER 90		CURRENT	
.00		6,518.28	
OVER 60		PAY THIS AMOUNT	
.00		6,518.28	
OVER 30			
.00			

City of Franklin, VA., P.O. Box 179, Franklin, VA. 23851