

CUMBERLAND COUNTY FINANCE COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
OCTOBER 6, 2016 – 9:30 AM
REGULAR MEETING MINUTES

MEMBERS PRESENT: Commissioner Jeannette Council
Commissioner Kenneth Edge
Commissioner Jimmy Keefe

OTHER COMMISSIONERS
PRESENT: Commissioner Glenn Adams
Commissioner Charles Evans
Commissioner Marshall Faircloth

OTHERS: Amy Cannon, County Manager
James Lawson, Deputy County Manager
Tracy Jackson, Assistant County Manager
Melissa Cardinali, Assistant County Manager
Sally Shutt, Governmental Affairs Officer
Rick Moorefield, County Attorney
Phyllis Jones, Assistant County Attorney
Deborah Shaw, Budget Analyst
Heather Harris, Budget Analyst
Kim Cribb, Budget Analyst and Grants Coordinator
Keith Todd, Information Services Director
Kim Honan, Enterprise Solutions Division Manager
Jeffrey Brown, Engineering and Infrastructure Director
Brenda Jackson, Social Services Director
Randy Beeman, Emergency Services Director
Tammy Gillis, Director of Internal Audit and Wellness Services
Vicki Evans, Finance Director
Candice H. White, Clerk to the Board
Press

ABSENT: Commissioner Larry Lancaster

Commissioner Edge called the meeting to order.

1. APPROVAL OF MINUTES – SEPTEMBER 1, 2016 FINANCE COMMITTEE
REGULAR MEETING

MOTION: Commissioner Keefe moved to approve the September 1, 2016 regular meeting
minutes.

SECOND: Commissioner Council

VOTE: UNANIMOUS (3-0)

2. 2017 REVALUATION – OVERVIEW OF SCHEDULE OF VALUES AND TIMELINE

BACKGROUND:

NCGS 105-286 requires counties to reappraise all real property every 8 years. Cumberland County's next general reappraisal is scheduled for January 1, 2017.

This is the second of two presentations meant to serve as informational sessions prior to the October 17, 2016 Board of Commissioner's meeting. This presentation will inform the Finance Committee members about the schedule of values and future timeline.

RECOMMENDATION/PROPOSED ACTION:

This presentation is for informational purposes only. No action by the Finance Committee is required.

Joe Utley, Tax Administrator, stated his presentation will include an overview of the 2017 schedules, standards and rules, and a timeline for revaluation. Mr. Utley provided the following informational presentation:

2017 Schedule, Standards and Rule

- Statutory Requirement
 - ✓ North Carolina General Statute 105-317 is the statute that governs the appraisal of real property and the adoption of the schedule of values
 - ✓ North Carolina General Statute 105-317(b)(1) requires that uniform schedules of values, standards, and rules be prepared for each revaluation of real property
 - ✓ Paragraph C of 105-317 states the schedule of values, standards and rules be adopted by January 1st of the year of the reappraisal
 - ✓ North Carolina General Statute 105-317(c)(1) requires that uniform schedules of values, standards, and rules be presented to the board of county commissioners not less than 21 days before the meeting in which they will be considered.
- The Schedule of Values (SOV) represents a uniform schedule for values, standards, and guidelines to be used in appraising real property to determine "fair market" value.
- The purpose of the manual is to describe the methodology and procedures for appraising all Cumberland County real property at market value and present use value at the time of the county's most recent General Reappraisal (2017).
- Once the Schedule of Values is adopted the rates will be applied until the next revaluation.
- We are responsible for appraising about 140,000 individual properties all at one time. This is referred to as mass appraisal versus single property appraisal.
- General reappraisals are conducted by applying mass appraisal techniques, with thorough analysis from appraisal staff and the use of a computer-assisted mass appraisal (CAMA) software system. The sales comparison, cost, and income approaches to value are all considered when applicable to appraise all real property.

- Industry standards have been developed for mass appraisal, just as they have been for single-property appraisals, to produce property values that are both reasonable and reliable.

Mr. Utley stated the Uniform Standards of Professional Appraisal Practice apply to all appraisers and Standard 6 addresses mass appraisals and is followed by the County. Mr. Utley stated the International Association of Assessing Officers has additional standards and a code of ethics and County appraisers are bound by this. Mr. Utley stated these industry standards provide a level of confidence with the public that Cumberland County is following certain standards.

- The SOV establishes the procedures and processes to be used in the valuation of land and various types of construction.

Mr. Utley pointed out that the schedule of values does not provide individual values of property but serves as a template that establishes a procedures and processes and explains the methodology used during revaluation.

- The challenge is to develop tables that correlate the physical property data on file with the sales data to help predict values for all properties, including those that did not sell.

Mr. Utley stated the sections in the schedule of values as outlined below are for information only to let the Finance Committee know will be included when the schedule of values is completed.

- Sections in the SOV
 - Introduction to SOV; applicable General Statutes; mass appraisal standards; description of the County's CAMA software program; and general demographic information
 - Discussion of methods used to arrive at land values
 - Discussion of the three approaches to value
 - Cost Approach modeling and calculations for valuing all real property
 - Market Approach modeling and calculations for valuing residential properties
 - Income modeling and valuation process for appraising certain income producing properties
 - The Appeals Process
 - Analysis of residential, commercial, industrial and manufactured home costs when compared to sales
 - Appendix
 - Classification of real versus personal property
 - Building material cost information

Mr. Utley reviewed the following timetable for revaluation and stated the County will be able to meet the times set forth under the General Statutes.

- November 7, 2016 –Schedule of Values (SOV) Presented
 - Newspaper ad announces that the Assessor has submitted the SOV, which is available for public inspection in the Assessor's office, and the time and place of a public hearing on the SOV

- November 21, 2016 – Public Hearing on SOV
- December 5, 2016 – Recommend Adoption of the SOV by the Board of Commissioners
 - Newspaper ad announces the adoption of the SOV and the procedures for appealing the SOV to the Property Tax Commission (4 successive Tuesdays starting Dec. 6)
- December 2016 – Value Expectations to be Presented
- January 2017 Time Frame – 2017 notices are mailed
- February/March 2017 – Informal hearings begin
- April 2017 – Board of Equalization and Review (BER) convenes
- August 2017 – Bills for 2017 are mailed
- January 5, 2018 – Last Day to pay 2017 bill without penalty

Questions followed. Ms. Cannon stated the adoption of the schedule of values by the Board of Commissioners will be rescheduled for a date other than December 5. Ms. Cannon also clarified that the schedule of values is a written presentation of the county’s process and how the county uniformly valued different aspects of property. Ms. Cannon stated the schedule of values will not provide conclusive information about the total valuation or individual values.

3. CONSIDERATION OF APPROVAL OF INTERNAL AUDIT REPORT AND PLAN

BACKGROUND:

At the June 15, 2015 Board of Commissioner’s meeting, an Audit/Finance Committee Charter was adopted. The Charter requires that an audit plan be submitted to the Audit Committee for approval. The Audit/Finance Committee approved a January - June 2016 audit plan at the January 7, 2016 Finance Committee meeting.

A summary of audits/projects completed during the January – June time period and a plan for the July - December 2016 time period are being submitted at this time. In January a plan for the second half of fiscal year 2017 will be submitted.

RECOMMENDATION/PROPOSED ACTION:

Staff recommends accepting the summary of completed January – June time period audits/projects report and approving the July - December 2016 Internal Audit Plan.

Cumberland County Internal Audit
 Audit Tasks Complete
 January – June 2016

Audit/Project	Department
✓ Physical Inventories (Jan & Jun)	Central Maintenance Facility (CMF) Solid Waste Garage Health/Jail Dept Pharmacy
✓ Bank Accounts	Social Services
✓ Cash receipts procedures review	Sample of depts with petty cash or change funds
✓ Cash Counts	Sample of depts. with change funds and/or petty cash funds

- ✓ Fee and procedures review Animal Control
- ✓ Review of Invoices for 3-5 years Solid Waste

- ✓ Sales tax distribution expenses Board of Education

- ✓ Expenditures of County Funds Sample of Outside Agencies

Cumberland County Internal Audit
 Audit Plan
 July - December 2016

Audit/Project	Department
Physical inventories	Central Maintenance Facility (CMF) Solid Waste garage Employee Pharmacy Health Department Pharmacy Health Department supply room
Inventory account reconciliations	CMF Solid Waste
Bank accounts	Sheriff - Detention Center Social Services
Cash counts	Sample of depts with petty cash or change funds
Review of procedures	Detention Center Finance Division
Schedule of Federal & State Expenditures	For FY2015-16 audit
Single Audit with Cherry Bekaert, CPA firm	For FY2015-16 audit

Tammy Gillis, Director of Internal Audit and Wellness Services, reviewed the background information, the summary of completed January – June time period audits/projects report and the July - December 2016 Internal Audit Plan as recorded above. Questions followed.

MOTION: Commissioner Keefe moved to accept the summary of completed January – June time period audits/projects report and to approve the July - December 2016 Internal Audit Plan.

SECOND: Commissioner Council

VOTE: UNANIMOUS (3-0)

Ms. Gillis provided an update on the Weight Watchers at Work Program stating there has been a collective weight loss of 1,500 pounds. Ms. Gillis stated of the 145 employees enrolled in the first session of Weight Watchers, 94 have re-enrolled in the second session and the total number enrolled in the second session is 128. Ms. Gillis stated many enrollees have shared with her that there have been huge changes and drops in their numbers.

4. CONSIDERATION OF APPROVAL OF REQUEST TO SURPLUS SOLID WASTE EQUIPMENT

BACKGROUND:

Over the years, the Solid Waste Department has compiled quite a bit of equipment that has been taken out of service. The majority of this equipment is not in working condition and is located at both the Ann Street and Wilkes Road sites. In an effort to improve the functionality of the space as well as improving the aesthetics at each of these sites, recommendation is that this equipment be declared surplus property and then sold. A list of this equipment is recorded below.

Typically, the County utilizes GovDeals.com for selling surplus equipment. GovDeals.com requires extensive individual information be listed for equipment. Therefore, the Department is evaluating the possibility of having a public auction for this equipment. A public auction would be more efficient since it will take less time for staff to prepare and manage. It is the understanding that prior to utilizing GovDeals.com, the County did hold public auctions to sell surplus equipment.

RECOMMENDATION/PROPOSED ACTION:

The Interim Solid Waste Director along with County Management recommend that the Finance Committee approve the Solid Waste Department’s request to declare the list of equipment recorded below as surplus property and authorize the sale of the equipment.

VEHICLE/ EQUIPME NT #	VEHICLE/EQUIPMENT DECRPTION	VIN #	LOCATION
1	5 Bay Dual Axle 5th Wheel Dump Trailer		Ann Street
2	41 Mack Truck Model MR6855 (old water truck w/out tank)	1M2K127C5EM006938	Ann Street
3	31 89 Volvo Rolloff Truck w/out lift		Ann Street
4	36 94 White International 3800 DT466 school bus; driver & one other seat, handicap lift	1HVBBAAM43H67597 3	Ann Street
5	37 GM Milk truck with tommy lift on back		Ann Street
6	48 98 Ford F250 pick-up with tommy lift and cage	1FTPF27L5WKC3673	Ann Street
7	55 99 Ford Ranger with tool box, bed liner	1FTYR10V3XUB78773	Ann Street
8	3 2000 white Dodge pick-up no bed	1B7HC164X15200533	Ann Street
9	23 White Chevy pick-up with no bed	1GCFR24HF373848	Ann Street
10	84 Green Military 4x4 Chevrolet pick-up truck	1GCGD34J7EF341830	Ann Street
11	7 2000 Ford Ranger	1FTYR14V2YTB38699	Ann Street
12	17 2001 Ford F-250 Quad-cab 4x4 pick-up	1FTNW21LXiEB81671	Ann Street
13	20 92 Ford F-250 custom work truck	1FTHF25H9NNA91243	Ann Street
14	47 98 Ford F-150 V8 Triton, no seat	1FTRF17W6XNA74199	Ann Street

15	54	96 Ford Ranger XL, no bed, no back wheels	1FTCR10U8TUC07812	Ann Street
16	53	96 Ford Ranger XL pick-up	1FTCR10UXTUC07813	Ann Street
17		Red custom deluxe Chevy pick-up		Ann Street
18	74	Ford Ranger CL pick-up	1FTCR10U4TPB60180	Ann Street
19	115	D7H LGP Caterpillar Dozer		Ann Street
20	2	Red Mule 2500 Kawasaki dump bed		Ann Street
21	112	175 John Deere 2155 Tractor ID# L02155A613630		Ann Street
22		Flat bed for truck		Ann Street
23		Holmes 600 wrecker bed serial# A89BJ8491		Ann Street
24		Auto Crane serial # 320300-53CCT0999		Ann Street
25		Air Compressor 276387		Ann Street
26		#200 Air Diesel Deutz water pump		Ann Street
27		#227 Diesel Deutz on trailer model# F3L912		Ann Street
28		#225 ConCover sprayer bed		Ann Street
29		Roll off lift		Ann Street
30		#532 Power Boss Sweeper model# TSS/88-LD Serial# 1895118		Ann Street
31		Sand Blaster on black metal trailer		Ann Street
32		#242 Generator Model A265		Ann Street
33		Air Compressor 1350 Intek series NAPA model 828236T serial# 00008978		Ann Street
34		NAPA Air Compressor model# 821033GTH serial# HOP279723		Ann Street
35		INGERSOLL RAND Air Compressor model 2475 serial# 8036635		Ann Street
36		Commercial 60" Riding John Deere F935 mower		Ann Street
37		#210 Amida light model 5.00-2MH serial 8811A0101		Ann Street
38		#231 John Deere 48" push mower serial# GX1383XO		Ann Street
39		#201 96" pull behind electric magnet model 47085 serial 47082-19		Ann Street
40		#108 Bobcat model 853 serial# 510250244		Ann Street
41		#228 Bobcat Sweeper attachment serial# 434704200		Ann Street
42		Bobcat forks		Ann Street
43		John Deere 613 bush hog		Ann Street
44		#271 5 ft box blade		Ann Street
45		White Truck bed		Ann Street
46		Blue & Grey Truck bed		Ann Street
47		#10 Military Wrecker truck ID# 05198C70-10577		Ann Street
48		#250 Military Compressor unit model# P250-W-D-M-H268 serial 155571		Ann Street
49		Diesel Tank Truck bed serial# 362T1009 serial# 282T1010		Ann Street
50		Diesel Tank Truck bed with ext. serial# 282T1010		Ann Street
51		16 -- 8 yard boxes		Ann Street
52		8 -- 1,000 gallon metal tanks		Ann Street - Cherokee Bldg
53	121	JCB Backhoe serial # AB577669V		Ann Street - Cherokee Bldg
54	103	Rex Trash Master		Ann Street - Cherokee Bldg
55	160	Mega 300-III Daewood Loader rubber wheel Machine name: MG300-III Serial 0135		Ann Street - Cherokee Bldg
56	106	1978 Crane RT 300 ton HYDRAULIC model MC2500 serial 6245/72		Ann Street - White Goods Lot
57	111	Motor Grader		Wilkes Road
58	43	1992 Ford F-250XL serial# 1FTEF25N6PLA42884		Wilkes Road
59	110	Caterpillar Grader serial# 99E10948		Wilkes Road

Jeffrey Brown, Engineering and Infrastructure Director, reviewed the background information recorded above and provided highlights of the equipment list.

MOTION: Commissioner Council moved to approve the Solid Waste Department's request to declare the list of equipment recorded above as surplus property and authorize the sale of the equipment.

SECOND: Commissioner Edge

VOTE: UNANIMOUS (3-0)

5. UPDATE ON DSS BUSINESS INTELLIGENCE PROCESS AND IMPLEMENTATION

BACKGROUND:

As you are aware, the Finance Committee has approved recommendations from the Enterprise Solutions Division (ESD) regarding business process improvements in the DSS Food and Nutrition Services (FNS) program. Recommendations were approved for the FNS Application and Recertification areas in August and September, respectively.

Please note that a report and recommendation regarding the training component of FNS will be the next presentation to the Finance Committee. Currently, the ESD team is conducting a follow-up review of this area. Part of this follow-up will include a review of recent changes in the FNS training protocol. The expectation is to make a presentation on FNS Training at the November Finance Committee meeting. While this presentation has been delayed by one month, recently established protocols are expected to prevent or minimize future delays.

In addition to structured meeting schedules, the expectation has been established that staff remain accessible to one another to support continual communication and collaboration to ensure ongoing progress throughout the review and implementation processes.

RECOMMENDATION/PROPOSED ACTION:

No action required, for informational purposes only.

James Lawson, Deputy County Manager, reviewed the background information recorded above and the chart recorded below that summarizes the action plan developed by the Business Intelligence Steering Committee and the steps completed in implementing the approved process improvements. Mr. Lawson highlighted progress made in the rollout phases for the implementation of Laserfiche, for adding the NCFast Help Desk Administrators to the internal Spiceworks help desk system, for selecting 4-6 staff members to participate in test group to develop an expedite team for the 2nd floor and for phasing out internal and external drop boxes. Mr. Lawson stated phases 3, 4 and 6 relate and all have a correlation to creating efficiencies for processing applications. Mr. Lawson stated DSS had already implemented some improvements to meet the FDA timeline requirements and the ESD team is working to make sure these improvements are in accordance with the formal recommendations. Mr. Lawson explained the drop zone will route customers to central processing for pre-screening and referral to a case

worker. Mr. Lawson stated a first draft of an action plan has been created for review by the Steering Committee and the anticipation is that the actions steps for applications will also take care of application steps for re-certifications.

DSS ACTION PLAN STATUS UPDATE – FNS APPLICATIONS

Note: Items in bold are primary items to be completed before testing. Non-Bold items are included in every recommendation as part of the full process.

Rollout Phases	Approved Recommendations	Action Plan	Status
1 st	Continue to implement Laserfiche Tentative Deadline: TBD (Ongoing)	<input checked="" type="checkbox"/> Obtain approval of design document from DSS Management. <input checked="" type="checkbox"/> Submit design document to One Source. <input type="checkbox"/> Coordinate testing and implementation. <input type="checkbox"/> Complete testing phase. <input type="checkbox"/> Complete implementation phase. <input type="checkbox"/> Go-Live with Laserfiche. <input type="checkbox"/> Monitor and Control (3, 6, 9, 12 month evaluations).	<ul style="list-style-type: none"> ✓ Completed [09/19/16]. ✓ Completed [09/19/16]. ● Pending action by One Source (vendor) to begin testing and implementation of design for document imaging and 1st workflow. ● Estimated start: Early Nov or Dec
2 nd	Add NCFAST Help Desk Administrators to the internal help desk system (Spiceworks) Tentative Deadline: 10/21/16	<input checked="" type="checkbox"/> Create separate SpiceWorks Help Desk system. <input checked="" type="checkbox"/> Add NCFAST Help Desk Administrators as users. <input type="checkbox"/> Coordinate testing and implementation. <input type="checkbox"/> Complete testing phase. <input type="checkbox"/> Complete implementation phase. <input type="checkbox"/> Go-Live with SpiceWorks Help Desk system. <input type="checkbox"/> Monitor and Control (3, 6, 9, 12 month evaluations).	<ul style="list-style-type: none"> ✓ Completed [09/12/16]. ✓ Completed [09/12/16]. ● Start Date: Oct 10.
3 rd	Develop a Phone Interview and a Pending Applications Team Tentative Deadline: 10/13/16	<input type="checkbox"/> Select 5 staff members to participate in test group. <input type="checkbox"/> Identify phone interview questions that include all scenarios. <input type="checkbox"/> Create phone interview question template (script). <input type="checkbox"/> Coordinate testing and implementation. <input type="checkbox"/> Complete testing phase. <input type="checkbox"/> Complete implementation phase. <input type="checkbox"/> Go-Live with Phone Interview and Pending Applications teams. <input type="checkbox"/> Monitor and Control (3, 6, 9, 12 month evaluations).	<ul style="list-style-type: none"> ● Planning “Drop Zone” (DSS sub-group). ● In progress (DSS sub-group). ● In progress (DSS sub-group). <p>Note: DSS began discussing processes, work-flows, incl drop zone prior to approval of formal recommendations. Intent of drop zone is to route customers for immed processing to teams; the related processes & work-flows under development. The BISC will review progress and complete implement-ation IAW the approved recommendations.</p>
4 th	Develop an Expedite Team for the 2 nd floor Tentative Deadline: 10/27/16	<input checked="" type="checkbox"/> Select 4-6 staff members to participate in test group. <input type="checkbox"/> Identify processes to be involved. <input type="checkbox"/> Develop workflow to include tie-ins. <input type="checkbox"/> Coordinate testing and implementation. <input type="checkbox"/> Complete testing phase. <input type="checkbox"/> Complete implementation phase. <input type="checkbox"/> Go-Live with Expedite Team for 2 nd floor. <input type="checkbox"/> Monitor and Control (3, 6, 9, 12 month evaluations).	<ul style="list-style-type: none"> ✓ Completed [9/14/16]. ● In progress (DSS sub-group). ● In progress (DSS sub-group). <p>Also see note above re: phase 3</p>
5 th	Train employees in two programs (FNS and FCH/Adult Medicaid) Tentative Deadline: 12/01/16	<input type="checkbox"/> Identify employees with knowledge of 2 or more programs. <input type="checkbox"/> Identify employees with knowledge of 2 or more processes. <input type="checkbox"/> Select programs and processes to be included in testing. <input type="checkbox"/> Select 4-6 staff members to participate in	<ul style="list-style-type: none"> ● In discussions (BISC). ● In discussions (BISC). ● In discussions (BISC).

		test group. <input type="checkbox"/> Coordinate refresher training as needed. <input type="checkbox"/> Coordinate testing and implementation. <input type="checkbox"/> Complete testing phase. <input type="checkbox"/> Complete implementation phase. <input type="checkbox"/> Go-Live with Modified/Integrated Worker. <input type="checkbox"/> Monitor and Control (3, 6, 9, 12 month evaluations).	
6 th	Phase out internal and external drop boxes* Tentative Deadline: 02/16/17	<input checked="" type="checkbox"/> Identify staff members to participate in test group. <input checked="" type="checkbox"/> Identify processes to be involved. <input checked="" type="checkbox"/> Develop workflow to include tie-ins. <input type="checkbox"/> Identify and coordinate notifications (fliers, press release, etc.). <input type="checkbox"/> Coordinate testing and implementation. <input type="checkbox"/> Complete testing phase. <input type="checkbox"/> Complete implementation phase. <input type="checkbox"/> Go-Live with Internal Drop Box elimination. <input type="checkbox"/> Monitor and Control (3, 6, 9, 12 month evaluations).	<input checked="" type="checkbox"/> Completed [09/14/16]. <input checked="" type="checkbox"/> Completed [09/14/16]. <input checked="" type="checkbox"/> Completed [09/14/16]. <input type="checkbox"/> In progress (DSS sub-group). <input type="checkbox"/> In progress (DSS sub-group). Note: Internal drop boxes eliminated; customers routed to drop zone. The elimination of external drop boxes is pending. The BISC will review progress & complete implementation of this phase IAW the approved recommendations.
7 th	Create a NCFAST problem solving manual Tentative Deadline: 12/01/16	<input type="checkbox"/> Identify staff members responsible for maintaining manual. <input type="checkbox"/> Collect history of help desk tickets with resolution information. <input type="checkbox"/> Identify issues to be included in manual. <input type="checkbox"/> Develop draft of manual. <input type="checkbox"/> Collaborate to develop final draft for management review. <input type="checkbox"/> Coordinate testing and implementation. <input type="checkbox"/> Complete testing phase. <input type="checkbox"/> Complete implementation phase. <input type="checkbox"/> Go-Live with NCFAST Problem Solving Manual. <input type="checkbox"/> Monitor and Control (3, 6, 9, 12 month evaluations).	Note: Preliminary discussions have taken place re: the problem solving manual. Will resume discussions as other phases are completed.

DSS – FNS APPLICATIONS ACTION PLAN ESTIMATED TIME OF COMPLETION: FEBRUARY 28, 2017
(Evaluations: May 31, August 31, Nov 30, 2017, February 28, 2018)

Legend	
✓	Completed
●	In progress
BISC	BI Steering Committee

6. JOINT 911 CENTER CONSULTING SERVICES FOR THE PURPOSE OF GRANT APPLICATION AND CONSOLIDATION PLANNING

BACKGROUND:

At the Joint City-County Liaison Meeting held on September 16th, staff presented information to both governing bodies regarding continuation of the Joint 911 Center Project. Later that same day, the Joint 911 Steering Committee held its organizational meeting. Staff presented information at both meetings requesting to extend the contract of Mission Critical Partners (MCP) who did the preliminary feasibility study regarding a Joint 911 Center for Cumberland County and the City of Fayetteville.

In order to fully develop a plan for consolidating the separately existing City and County 911 Centers, and apply for the next round of NC 911 Fund grants, it is necessary to obtain further assistance from MCP. The most recent MCP proposal includes a description of the work to be

accomplished at an estimated cost of \$104,000. It is proposed that the City and County do a 50/50 cost share for these services. The City of Fayetteville plans to address their share of the funding at its October 10th City Council Meeting.

RECOMMENDATION/PROPOSED ACTION:

General Government Other - Budget Ordinance Amendment B171031 to appropriate FY17 fund balance in the amount of \$52,000 for the Joint 911 Center consolidation plan.

The Board is requested to approve Budget Ordinance Amendment B171031 in the amount of \$52,000 to be used for a consultant that will be utilized for the continued Joint 911 Center project. The total fee is estimated at \$104,000 and will be divided equally between the City of Fayetteville and Cumberland County.

Please note this amendment requires the use of fund balance.

Tracy Jackson, Assistant County Manager, reviewed the background information recorded above and stated extension of the contract will take the city and county through to April 2017 which is the timeframe in which the application will be assembled and sent to the NC911 for funding of the project. Mr. Jackson confirmed that the scope of work that MCP will perform involves an overall consolidation master plan and the provision of facility programs that will move from co-location to true consolidation. Mr. Jackson stated MCP will work with the City and County on the grant application and the proposed budget, and schedule all facets of the project going forward. Mr. Jackson stated MCP will serve as the facilitator for upcoming meetings of the City and County. Questions followed. Mr. Jackson stated there are still questions about the role of Ft. Bragg and although there is no commitment on their part, discussions continue. Mr. Jackson stated the City plans to address its share of the funding at its October 10th City Council meeting and awaits County approval before planning the next joint meeting; a schedule of meetings will be provided after the next joint meeting. Mr. Jackson stated if possible, another commissioner is needed to serve on the Joint 911 Committee.

MOTION: Commissioner Keefe moved to approve Budget Ordinance Amendment B171031 in the amount of \$52,000 to be used for a consultant that will be utilized for the continued Joint 911 Center project.

SECOND: Commissioner Council

VOTE: UNANIMOUS (3-0)

7. MONTHLY FINANCIAL REPORT

BACKGROUND:

The financial report is for fiscal year 2016, June year-to-date, 13th period. The report run date was September 20 and final amounts are still subject to change as we are still in the process of closing out the year as we go through the financial audit.

Highlights of the 13th period include:

- Revenues
 - Sales tax - the FY16 total amount is short by the final collection month of the fiscal year. The funding had not been received as of the report run date. However, as of today's memorandum date, we do know the sales tax total came in slightly over \$41 million.
- Expenditures
 - The 13th period reflects final adjustments which are typical when reconciling prior to closing out the fiscal year.
- Crown center expense summary/prepared food and beverage and motel tax
 - Previously provided during the September 1 finance committee meeting.

RECOMMENDATION/PROPOSED ACTION:

No action needed – for information purposes only.

Vicki Evans, Finance Director, reviewed the highlights recorded above. Ms. Evans stated the sales tax total is over 100% of budget which is over FY15. Ms. Evans stated the report reflects reconciliation items, reallocations and clean up as staff are in the process of closing out FY16 in preparation for the CAFR. Questions followed. Ms. Evans provided an update on the Munis conversion process involving County payroll, risk management and human resources.

8. OTHER ITEMS OF BUSINESS

MOTION: Commissioner Council moved to adjourn.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (3-0)

There were no other matters of business.

There being no further business, the meeting adjourned at 10:35 a.m.