

FINANCE COMMITTEE REPORT

December 04, 2012

A Finance Committee meeting was held Tuesday, December 04, 2012 at 5:30 p.m. in the County Administration Building, Quorum Court Meeting Room, 215 East Central, Bentonville, Arkansas.

Committee Members Present: Allen, J. Harrison, Winscott, Curry, Moore

Others Present: County Judge Bob Clinard, County Clerk Tena O'Brien, County Assessor Glen "Bear" Chaney, Treasurer Deanna Ratcliffe, Coroner Daniel Oxford, Election Commission Chair John Brown, Election Commission Secretary Russ Anzalone, Comptroller Sarah Daniels, Accounting Manager Mike Crandall, Grants Administrator Kati Rose, Administrator of General Services Elizabeth Bowen, Juvenile Probation Director Petie Cobb, Administrator of Public Services Scott Stober

Tom Sissom – Benton County Daily Record

Chair JP Allen called the meeting to order.

Grants Administrator Report

Grants Administrator Kati Rose reported that: 1) the Arkansas Administrative Offices of the Courts-Alternative Dispute Resolution Grant has been awarded for \$10,000 with no required match, adding that the grant is to implement an Alternative Dispute Resolution program for Domestic Relations & Probate Court; 2) the Department of Justice –JAG Juvenile Probation and Department of Justice – Safe Havens Supervised Visitation Grants have ended and will be closed and taken off of the report.

Appropriation Ordinance Request – County Clerk, Dept. 02, Fund 010

Comptroller Sarah Daniels stated this appropriation ordinance request is to appropriate an additional \$15,000 to the County Clerk's office for additional postage expenses in 2012.

County Clerk Tena O'Brien stated that due to the 2010 Census and Redistricting, her office was required to send over 90,000 notices out, and that the volume of changes was not anticipated.

JP Winscott made motion to approve and forward the appropriation ordinance request to the December 11, 2012, Committee of Thirteen agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

Election Commission Presentation – Election Commission Chair John Brown

Election Commission Chair John Brown presented a letter from the Benton County Election Commission and stated that they are in the process of planning for the 2014 and 2016 General Elections, and after reviewing and evaluating the 2012 Election, the Commission is recommending changes in the equipment to be used, the voting procedures being followed, and

the addition of more staff at the Election Commission. He presented the following background information for planning purposes.

- 1) Since 2006, the voting equipment has not been increased to keep up with the increase in the voting population from approximately 80,000 to 115,000.
- 2) The present Ivotronics machines were purchased in 2006 with technology data from the early 1990's, and to purchase more of these we would be looking at approximately \$2,000 each with a maintenance contract of \$125 annually per machine, and these would be used Ivotronic machines as new ones are no longer available.
- 3) With the increase of the voting population, voting precincts need to be increased from 57 to approximately 65-70.
- 4) Reviewing Pulaski staff of 6 full time employees, Pulaski County had approximately 160,000 voters vote in the 2012 General Election, while Benton County had almost 80,000; the two person Benton County Election Commission staff is overworked on a daily basis.
- 5) Pulaski County and Benton County had approximately one-third of their registered voters vote early and approximately one-third of their voters voted on Election Day. Pulaski County uses all paper ballots with the "M100" precinct counters and have their ballots consolidated and counted before Benton County on Election Day.

He stated that the following are preliminary future considerations for the Benton County Election Commission.

- 1) Possible Purchase of "M100" precinct counting machines.
- 2) Increase the number of voting precincts from the present 57 to approximately 65-70 to accommodate voter turnout.
- 3) Evaluate the increase of one full time staff member at the Election Commission for cross training of assigned duties.
- 4) Evaluate the need for use of social media to inform the voter population of early voting and Election Day sites.
- 5) Evaluate the need for more Early Voting Sites and provide the equipment necessary to make these operate efficiently.

Lengthy discussion was held on the Election Commissions future requests; increasing the number of precincts; changing to paper ballots; and the costs involved purchasing new machines

to count paper ballots at each precinct as a way to speed Election Day vote processing; and hiring a full time staff member.

Appropriation Ordinance Request – County Corner, Dept.17, Fund 010

Sarah Daniels stated this appropriation ordinance request was discussed at the last Finance Budget meeting and is a \$23,177 increase in the 2012 budget for additional personnel services.

JP Winscott made motion to approve and forward the resolution request to the December 11, 2012 Committee of Thirteen agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

Appropriation Ordinance Request – Jail to Sheriff's Office, Dept. 67 to 05, Fund 010

Sarah Daniels stated this appropriation ordinance request is not for additional funds but a transfer of funds between line items to purchase a truck.

Lengthy discussion was held on the appropriation ordinance request to transfer funds from Jail to the Sheriff's Office to purchase a truck.

JP Moore made motion to send the appropriation ordinance request to transfer money from Jail to the Sheriff's Office to the December 11, 2012 Committee of Thirteen meeting and that someone from the Sheriff's Office be present at the committee meeting to explain the purchase, seconded by JP Jones.

Motion passed by unanimous show of hands vote.

Appropriation Ordinance Request – 2013 Budget

Sarah Daniels stated this appropriation ordinance request is for approval to forward the 2013 Budget to the December 11, 2012 Committee of Thirteen agenda.

Sarah Daniels stated that there is one item in the budget that was passed regarding the Personnel requests to do a title changes across the board, and that she did not feel that the title changes were needed for all departments that the request was made for, and that it should be looked at on departmental basis.

JP Allen stated that the vote was 4-2 for this particular item, and that there were concerns at the Personnel meeting of the title changes. He added there is no change in the budget for 2013, but that it was his and JP Jones position that this change could lead to an increase in pay in future years, should there be another comparative analysis study done.

Sarah Daniels stated these title changes might be good for some departments, but that it is not good for all, and that they should be looked at on departmental basis.

Discussion was held on the title changes requested by Personnel changing Directors to Managers

JP J. Harrison made motion to take the Personnel title changes only out of the 2013 Budget and send the title changes back to Personnel Committee for discussion, seconded JP Moore.

Motion passed by unanimous show of hands vote.

JP Allen stated that this year we are going simply by revenue projected to be received, and that there will be money to turn back funds at the end of the year.

Sarah Daniels reported that based on what has been received as of November 30, 2012 we will be looking at \$16 million in reserves at the end of year, and that includes a \$600,000 estimate of returned appropriations. She added that considers that the \$1.8 million is made in Capital transfers, and that she did not see the need for that transfer. She added that they are looking more at \$18 million in reserves.

JP J. Harrison made motion to approve the 2013 Budget as amended and forward to the December 11, 2012 Committee of Thirteen agenda, seconded by JP Moore.

Motion passed by unanimous show of hands vote.

Sales Tax Numbers

Sarah Daniels reported that November sales tax receipts were up 7.32% for the month, showing an increase of 10.68% for the year with a net gain of 419,354 for 2012. She added that they remain on target to collect about \$6.6 million for the year.

Jail Collections

Sarah Daniels reported that \$57,984 was collected in the month of November, and that \$775,244 has been collected for the year. She added that collections have succeeded the projected \$750,000.

Fuel Analysis

Accounting Manager Mike Crandall reported that the Road Department is at 128% of their budget, and the Sheriff's Department is at 92% of their budget. He stated that average unleaded fuel costs have increased 1% to \$3.03 per gallon and that diesel has increased 1% to \$3.32 per gallon. He stated that year-to-date; \$79,948 has been transferred back to the Road Department.

Fund Summary

Sarah Daniels reported on the Monthly Fund Summary, stating that we should be at 92% and that the General Fund is at 84.90% and the overall budget is at 78.35%.

Other Business

Sarah Daniels stated that Legislative Audit has revised their financial management system that's required for counties use to do all of their accounting, and that the counties current system is 10 years old and will not accommodate the revised system coding that requires 12 characters.

Sarah Daniels stated that this appropriation ordinance request is to purchase a new financial management system for the Accounting/HR and Treasurer's Department.

Discussion was held on the need for the new financial management system for the Accounting/HR and Treasurer Departments and the appropriation ordinance request for the purchase.

Sarah stated that she is requesting an appropriation ordinance to be forwarded to the Committee of Thirteen contingent on what comes in on the RFP bid process.

JP Moore made motion to approve that the Accounting Department to go forward with the bidding process for the updated accounting software and forward and prepare an appropriation ordinance request not to exceed \$120,000 from the General Fund 010, and \$62,000 from Department 04, Treasurer, Fund 045 to the December 11, 2012 Committee of Thirteen agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

Appropriation Ordinance Request – Duncan Circuit Court, Div V, Dept. 10, Fund 010

Sarah Daniels stated this appropriation ordinance request is for a transfer of funds and does not require any additional money for Duncan Circuit Court, Division V, and is to purchase a new printer.

JP J. Harrison made motion to approve and forward the appropriation ordinance request to the December 11, 2012 Committee of Thirteen agenda, seconded by JP Curry.

Motion passed by unanimous show of hands vote.

Appropriation Ordinance Request – Road Department, Dept. 44, Fund 020

Sarah Daniels stated this appropriation ordinance request is to account for the transfers approved through out the year from the General Fund 010, to the Road Department, Fund 020.

JP Wincott made motion to approve and forward the appropriation ordinance request to the December 11, 2012 Committee of Thirteen agenda, seconded by JP Curry.

Other Business

JP Wincott announced that he had recently moved out of District 2 and that the County Attorney George Spence is researching the law to determine the appropriate action to take, for filling the vacancy.

Announcements

JP Moore announced that the next Committee of Thirteen will be held December 11, 2012 at 6:00 p.m.

Deputy Janet Reaves announced that a Legislative Committee meeting will be held December 10, 2012 at 5:30 p.m.

JP Allen announced that the next Finance Committee meeting will be held January 3, 2012 at 5:30 p.m.

Meeting adjourned at 7:10 p.m.