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CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

BOARD OF COMMISSIONERS

MEMORANDUM

TO: Finance/Audit Committee Members (Commissioners Council, Faircloth and Keefe)

FROM: Candice H. White, Clerk to the Board

DATE: July 28, 2017

SUBJECT: Finance/Audit Committee Regular Meeting – Thursday, August 3, 2017

There will be a regular meeting of the Finance/Audit Committee on Thursday, August 3, 2017 at 9:30 AM in Room 564 of the Cumberland County Courthouse.

AGENDA

1. Approval of Minutes – Finance /Audit Committee
 - A. June 8, 2017 Special Meeting of Finance Committee **(Pg. 2)**
 - B. June 12, 2017 Emergency Meeting of Audit Committee **(Pg. 11)**
2. Update on Debt Financing
 - A. Savings Results from the Refunding of 2009A Certificates of Participation and 2011B Limited Obligation Bonds **(Pg. 13)**
 - B. Capital Improvements Plan Financing Update **(Pg. 14)**
3. Consideration of Engaging Outside Legal Counsel for DSS Independent Contractor for Children's Services **(Pg. 18)**
4. Consideration of Request for Proposals (RFP) for Employee Benefits/Insurance Broker & Consultant Services **(Pg. 24)**
5. Consideration of Amendment to Kelly Hills Rate Structure **(Pg. 41)**
6. Monthly Financial Report **(Pg. 45)**
7. Update from Internal Audit on the Health Department Notification Process **(NO MATERIALS)**
8. Closed Session for Attorney Client Matter(s) Pursuant to NCGS 143-318.11(a)(3) (If Needed) **(NO MATERIALS)**
9. Other Items of Business **(NO MATERIALS)**

cc: Board of Commissioners; County Administration; Vicki Evans, Finance Director; Tammy Gillis, Director of Internal Audit and Wellness Services; County Legal; County Department Head(s); Sunshine List

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CUMBERLAND COUNTY FINANCE COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
JUNE 8, 2017 – 4:00 PM
SPECIAL MEETING MINUTES

MEMBERS PRESENT: Commissioner Marshall Faircloth, Chairman
Commissioner Jeannette Council
Commissioner Jimmy Keefe (arrived at 4:10 p.m.)

OTHER COMMISSIONERS
PRESENT: Commissioner Glenn Adams
Commissioner Michael Boose
Commissioner Charles Evans
Commissioner Larry Lancaster

OTHERS: Amy Cannon, County Manager
Melissa Cardinali, Assistant County Manager
Sally Shutt, Assistant County Manager
Phyllis Jones, Assistant County Attorney
Ronnie Mitchell, Sheriff’s Office Legal Counsel
Vicki Evans, Finance Director
Deborah Shaw, Budget Analyst
Ivonne Mendez, Financial Specialist
Tammy Gillis, Director of Internal Audit and Wellness Services
Nedra Rodriguez, Workforce Development Director
Kimberly Cribb, Budget Analyst
Jeffrey Brown, Engineering and Infrastructure Director
Jerod Roberts, Solid Waste Director
Candice H. White, Clerk to the Board
Press

Commissioner Faircloth called the meeting to order.

1. APPROVAL OF MINUTES – MAY 4, 2017 REGULAR MEETING

MOTION: Commissioner Council moved to approve the May 4, 2017 regular meeting minutes.
SECOND: Commissioner Faircloth
VOTE: UNANIMOUS (2-0)

2. CONSIDERATION 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

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approval. The Audit/Finance Committee approved a January - June 2017 audit plan at the March 2, 2017 Finance Committee meeting.

A summary of audits/projects completed during the January – June time period and a plan for the July - December 2017 time period are being submitted at this time. In November a plan for the second half of fiscal year 2018 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 2017 Internal Audit Plan.

Cumberland County Internal Audit
 Audit Tasks Completed
 January – June 2017

Audit/Project	Department
Physical inventories	Central Maintenance Facility (CMF) Solid Waste garage Employee Pharmacy Health Department Pharmacy Health Department supply room
Balance inventory accounts	Central Maintenance Facility (CMF) Solid Waste
Cash counts	Sample of 15 petty cash or change funds
Review of procedures for Inmate Trust Fund And Inmate Welfare Fund	Detention Center Finance Division
Sales tax distribution expenses	Board of Education (to be completed by end of June)
Expenditure of County funds	Sample of 6 community agencies & 3 volunteer fire departments (to be completed by end of June)
Special Review	Health Department (in progress; not on original plan)

Cumberland County Internal Audit
 Audit Plan
 July – December 2017

Audit/Project	Department
Physical inventories	Central Maintenance Facility (CMF) Solid Waste garage

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	Employee Pharmacy Health Department Pharmacy Health Department supply room
Inventory account reconciliations	CMF Solid Waste Employee Pharmacy
Bank accounts	Sheriff – Detention Center Social Services
Cash counts	Sample of depts. with petty cash or change funds
Expenditure of County funds	Sample of community agencies & volunteer fire departments
Schedule of Federal & State Expenditures	For FY 2016-17 audit
Single Audit with Cherry Bekaert, CPA firm	For FY 2016-17 audit (Aug 2017 –Oct 2017)
Review of CMF Inventory system	Central Maintenance Facility (CMF)
Purchase Card Review	Finance

Tammy Gillis, Director of Internal Audit and Wellness Services, reviewed the background information, internal audit tasks completed for January-June 2017 and the internal audit plan for July-December 2017.

MOTION: Commissioner Faircloth moved to accept the summary of completed January – June time period audits/projects report and approve the July - December 2017 Internal Audit Plan.

SECOND: Commissioner Council

VOTE: UNANIMOUS (2-0)

3. CONSIDERATION OF APPROVAL OF ENGINEERING SERVICES CONTRACT FOR SOLID WASTE MANAGEMENT

BACKGROUND:

The Solid Waste Management Department has been utilizing the engineering services of CDM Smith for the last 20+ years. The Solid Waste Manager Director along with the Engineering & Infrastructure Director felt that it would be in the County’s best interest to develop a Request for Qualifications (RFQ) for solid waste engineering services for FY 2018. After development of

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the RFQ, the Purchasing Division of the Cumberland County Finance Department advertised the RFQ in late December 2016 with submittals being due on February 3, 2017.

Seven consulting firms submitted their qualifications for review. The qualification packets were reviewed and rated by staff from Solid Waste Management along with Engineering & Infrastructure. Of the seven firms, only one firm had a local presence in Cumberland County. However, most personnel that would be utilized for the services needed by Solid Waste Management are in Virginia. Interviews were conducted with the four highest rated firms in mid-March with staff from both Solid Waste Management and Engineering & Infrastructure. Following the interview process, staff selected the most qualified firm and began discussions about scope of services and fees.

County staff has selected SCS Engineers as the most qualified firm to utilize for engineering services related to the Solid Waste Department. SCS Engineers is a national leader in the solid waste industry and has offices throughout the United States. Cumberland County will be served primarily out of the Raleigh and Charlotte offices. SCS Engineers provides similar services to other counties in North Carolina as well as across the country.

The Finance Committee is being asked to approve the Master Services Agreement between SCS Engineers and Cumberland County for professional services related to solid waste. As services are needed, the County would complete a work order outlining the scope of services to be completed by SCS Engineers. The Solid Waste Director has already developed a work order outlining services that SCS Engineers would need to provide Cumberland County for FY 18. This document is also attached. The proposed fees for the scope of services outlined in Work Order #1 is \$188,100. If additional tasks are identified throughout the year which would require the services of SCS Engineers, then the County would define the scope of services and request a price proposal from SCS Engineers.

RECOMMENDATION/PROPOSED ACTION:

The Solid Waste Management Director, Engineering & Infrastructure Director and County Management recommend that the Finance Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their June 19th meeting.

1. Approve the Master Services Agreement between SCS Engineers and Cumberland County for professional services related to Solid Waste.
2. Approve Work Order #1 in the amount of \$188,100 for the services outlined in the document.

Jeffrey Brown, Engineering and Infrastructure Director, reviewed the background information recorded above and responded to questions. Mr. Brown stated compared to the cost of services the County had been getting from CDM Smith, the price for services reflected in Work Order #1 is cheaper than what had been paid in the past to CDM Smith.

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- MOTION: Commissioner Council moved to approve the Master Services Agreement between SCS Engineers and Cumberland County for professional services related to Solid Waste and approve Work Order #1 in the amount of \$188,100 for the services outlined in the document.
- SECOND: Commissioner Fairecloth
- VOTE: UNANIMOUS (3-0)

4. CONSIDERATION OF AMENDMENT TO CONTRACT FOR WORKFORCE SERVICES AND AWARD OF ADDITIONAL FUNDING

BACKGROUND:

Cumberland County receives annual funding from the state to provide workforce development services through the Workforce Innovation & Opportunity Act (WIOA). These services are contracted to Rescare Workforce Services who participates as an integrated team-member at the Cumberland County NCWorks Career Center. The Workforce Development Board has reviewed and approved a request for additional funding from Rescare Workforce Services for the remainder of the contract period which ends November 30, 2017. The total amount of additional federal drawdown funds requested is \$1,154,518 and is broken down further into smaller amounts as follows: \$397,140 for Adult services, \$499,682 for Dislocated Worker services, \$193,272 for Out-of-School Youth services, and \$64,424 for In-School Youth services. These funds are necessary to continue the existing services provided by Rescare Workforce Services through the end of the contract period.

RECOMMENDATION/PROPOSED ACTION:

The Workforce Development Board and staff recommend approval of an additional \$1,154,518 to Rescare Workforce Services for all four program areas (i.e., Adult, Dislocated Worker, In-School Youth, and Out-of-School) and to authorize the County Manager to execute the contract amendment.

Nedra Rodriguez, Workforce Development Director, reviewed the background information recorded above and stated the amendment is an extension to the existing contract awarded by the Board of Commissioners on November 2, 2016. Ms. Rodriguez stated the original contract was for one year with an option to extend the contract for two one-year periods. Ms. Rodriguez stated this funding will enable Workforce Development to continue services effective July 1, 2017 through November 30, 2017 and the \$1,154,518 represents five months of the estimated allocation that will be received. Ms. Rodriguez stated once the fiscal year ends and the carry-forward is determined, then additional funding will be added for services either with Rescare Workforce Services or another entity identified through the Request for Proposal process.

- MOTION: Commissioner Council moved to approve an additional \$1,154,518 to Rescare Workforce Services for all four program areas (i.e., Adult, Dislocated Worker, In-School Youth and Out-of-School) and to authorize the County Manager to execute the contract amendment.

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SECOND: Commissioner Faircloth
 VOTE: UNANIMOUS (3-0)

5. CONSIDERATION OF APPROVAL FOR HEALTH CARE DELIVERY SERVICES AT THE CUMBERLAND COUNTY DETENTION CENTER

BACKGROUND:

During the March 20, 2017 Board of Commissioners’ meeting, approval was given to issue a request for proposal (RFP) for the Cumberland County Detention Center’s healthcare delivery services. The RFP was issued on May 10. The original deadline of May 18 was extended to May 24 to allow time for applicants to consider additional information that was brought about by questions and answers generated within the allowed timeframe. Upon receipt, purchasing staff reviewed the proposals, obtained legal advice from the School of Government regarding bid bond exclusion, then compiled the following information:

Proposal Check Sheet
 RFP No: 17-25-DC- Detention Center Healthcare Services
 Due Date: 5/24/2017 Time: 3:00 PM

Bidders Name	Received by Due Date/Time	Sealed/and Properly Marked	Bid Bond Included	Total Amount
Cape Fear Valley Health System	✓	✓		\$ 5,679,772.40
Correct Care Solutions	✓	✓	✓	\$ 3,998,620.00
Rapha Health Systems	✓			\$ 5,793,468.00
Southern Health Partners Inc	✓	✓	✓	\$ 2,451,300.00
Cumberland County Health Dept	✓	NA	NA	\$ 6,645,240.00

Based on the initial requirements shown on the proposal check sheet, two bidders were compliant in all areas. The RFP review team independently reviewed the responsive bids from Correct Care Solutions and Southern Health Partners as well as the response submitted by Cape Fear Valley Health System. The team then met to collectively assess the bids. Together, the team unanimously selected Southern Health Partners as the lowest responsive and responsible bidder based on the following criteria: price; past performance and experience; and, technical and management. The Sheriff agrees with the recommendation of the review team.

The RFP allowed for: cost share options outside of the annualized pricing; additional charges for increases in the average daily population (ADP) above the base level; pricing amounts over five years (to include annual inflationary increases); and, required a full and complete staffing plan. Mental health service provision was provided in a separate amount. The review team has considered the following to arrive at a first-year proposed contract amount:

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Base cost (including mental health service provision)	\$ 2,451,300
Estimated County cost share	300,000
Electronic medical record cost	40,146
Estimated County cost for certain IT expenses	32,000
Estimated charges for increases in ADP above base level	23,850
Advanced care costs - DPS, Central Prison, etc.	200,000
Proposed first year contract amount	<u>\$ 3,047,296</u>

This contract total does not reflect the additional County recurring cost of \$6,500 to provide secure wireless internet access within the detention center. That amount will be reflected in the Detention Center's budget.

RECOMMENDATION/PROPOSED ACTIONS:

County Management, County Legal, and the Sheriff's Office recommend that the Finance Committee approve the following regarding the Cumberland County Detention Center healthcare delivery services and forward to the Board of Commissioners' meeting for its consideration at the June 19, 2017 meeting:

1. Accept the bids for healthcare delivery services at the Cumberland County Detention Center.
2. Award the healthcare delivery services at the Cumberland County Detention Center contract to the lowest responsive bidder, Southern Health Partners, Inc., in an amount not to exceed \$3,047,296 for the first year, with a two percent increase for each additional year (on the base cost and ADP above base level), to be effective July 1, 2017, contingent upon successful contract negotiation.

Vicki Evans, Finance Director, reviewed the background information recorded above. Ms. Evans stated in Southern Health Partners, Inc.'s proposal, they proposed a cost share option outside of annualized pricing in which they will pay for the first \$100,000, the second \$100,000 would be split 50/50 and the County would pay for an amount above \$200,000 at 100% which is estimated at \$300,000. Ms. Evans stated the medical record cost of \$40,146 is a one-time cost so Southern Health Partners, Inc. can get their EMR established; however, there will be recurring costs to maintain that system in the future. Ms. Evans stated the estimated charges for increases in ADP above the base level will be \$23,000 if the County goes over the ADP for six months out of the year, and advanced care costs estimated at \$200,000 is slightly more than where the County is at this point in the fiscal year.

Commissioner Keefe inquired regarding the base level. Ms. Evans stated it was 778 in the RFP for fiscal year 2018 with an incremental increase for each year so each of the responders provided a dollar amount for each year based on 778. Ronnie Mitchell, Sheriff's Office Legal Counsel, stated the current capacity is 860 but a more realistic view if 816. Chairman Adams asked whether accreditation was included. Ms. Cannon responded in the affirmative. Commissioner Council asked whether the Chief Jailer signed off. Ms. Cannon responded Major Adams was part of the review team. Major Adams stated after going through all of the proposals, Southern Health Partners, Inc. was the best company for the Detention Center.

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In response to a question posed by Commissioner Evans, Mr. Mitchell explained one of the requisites asked in the RFP was the expression of willingness to hire employees currently working who have a good work record and good work ethic. Mr. Mitchell stated Southern Health Partners, Inc. flatly stated they would recruit, vet and interview current employees.

MOTION: Commissioner Council moved to accept the bids for healthcare delivery services at the Cumberland County Detention Center and award the healthcare delivery services at the Cumberland County Detention Center contract to the lowest responsive bidder, Southern Health Partners, Inc., in an amount not to exceed \$3,047,296 for the first year, with a two percent increase for each additional year (on the base cost and ADP above base level), to be effective July 1, 2017, contingent upon successful contract negotiation.

DISCUSSION: Commissioner Faircloth asked whether this took care of jail health. Ms. Cannon stated every effort was made to be comprehensive and this amount is for the full array of health and mental health services in the Detention Center. Commissioner Keefe inquired regarding the effective date. Ronnie Mitchell, Sheriff's Office Legal Counsel, stated the goal is July 1, 2017. Mr. Mitchell stated companies were asked to tender a proposed contract as part of the RFP and he has begun drafting a contract that the County will probably find more acceptable.

SECOND: Commissioner Keefe
VOTE: UNANIMOUS (3-0)

6. CONSIDERATION OF ANNUAL TRANSFER TO THE HEALTH INSURANCE FUND FOR INCURRED BUT NOT REPORTED CLAIMS (IBNR)

BACKGROUND:

By June 30 of each fiscal year *the County must estimate the dollar amounts of claims for services that have been rendered but not yet billed to BCBS for the fiscal year, known as IBNR-incurred but not reported.* The estimate of fiscal year 2017 IBNR is projected to be close to the same amount as the IBNR amount of fiscal year 2016 because the average claims amount of fiscal year 2017 has not increased. The projected fiscal year 2017 IBNR amount totals \$2,200,000 which requires a budget revision. The fiscal year 2016 IBNR amount was \$2,430,000.

In anticipation of the annual IBNR cost, \$2,500,000 was designated within the FY16 year-end fund balance designations of the general fund, designated for special purposes. A budget revision has been prepared to request the transfer of general fund fund balance totaling \$2,200,000 into the health insurance fund.

RECOMMENDATION/PROPOSED ACTION:

Management recommends the Finance Committee approve and forward to the Board of Commissioners the following action: Approve the fund balance transfer by approval of Budget

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Ordinance Amendment B171061 to transfer \$2,200,000 out of the general fund and into the health insurance fund.

Ms. Evans reviewed the background information recorded above. Commissioner Keefe asked how close the projection was to the real number. Ms. Evans stated the number for the IBNR projection is provided by Mark III and Mark III has to prove their number to the auditors during the County's annual audit each year. Commissioner Faircloth asked whether the real numbers are tracked. Ms. Evans stated that is accomplished by looking at 2017 claims payments and a reversal of IBNR numbers occurs in 2018.

MOTION: Commissioner Keefe moved to approve and forward to the Board of Commissioners the following action: Approve the fund balance transfer by approval of Budget Ordinance Amendment B171061 to transfer \$2,200,000 out of the general fund and into the health insurance fund.

SECOND: Commissioner Council

VOTE: UNANIMOUS (3-0)

7. OTHER ITEMS OF BUSINESS

There being no further business, the meeting adjourned at 4:35 p.m.

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CUMBERLAND COUNTY FINANCE/AUDIT COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
JUNE 12, 2017 – 2:00 PM
EMERGENCY MEETING MINUTES

MEMBERS PRESENT: Commissioner Marshall Faircloth, Chairman
Commissioner Jeannette Council
Commissioner Jimmy Keefe

OTHER COMMISSIONERS
PRESENT: Commissioner Glenn Adams
Commissioner Michael Boose
Commissioner Charles Evans
Commissioner Larry Lancaster

OTHERS: Amy Cannon, County Manager
Melissa Cardinali, Assistant County Manager
Sally Shutt, Assistant County Manager
Rick Moorefield, County Attorney
Tammy Gillis, Director of Internal Audit and Wellness Services
Renee Gleaton, Internal Audit
Buck Wilson, Public Health Director
Rodney Jenkins, Public Health Assistant Director
Candice H. White, Clerk to the Board
Press

1. CALL TO ORDER

Commissioner Faircloth called the meeting to order and explained the definition of and notice procedures for an emergency meeting. Amy Cannon, stated she requested the meeting in order to provide information about an Internal Audit review.

2. CLOSED SESSION FOR ATTORNEY CLIENT MATTER(S) PURSUANT TO NCGS 143-318.11(A)(3)

MOTION: Commissioner Keefe moved to go into closed session for Attorney Client Matter(s) pursuant to NCGS 143-318.11(a)(3).

SECOND: Commissioner Council

VOTE: UNANIMOUS (3-0)

MOTION: Commissioner Council moved to reconvene in open session.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (3-0)

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Commissioner Faircloth stated as Chair of the Finance Committee, he is sitting today as the Chair of the Audit Committee. Commissioner Faircloth explained the role of the Board of Commissioners is not to oversee the Health Department per se, but to have authority over the budget of the Health Department and appoint members to the Board of Health. Commissioner Faircloth stated an emergency meeting was called because of the lack of time according to the statutes to call a special meeting and, although there was not an emergency, there was a special reason to convene today to hear the report of the County Attorney and Internal Auditor in closed session.

Commissioner Faircloth stated the newspaper and other media have reported that the Breast and Cervical Cancer Control Program (BCCCP) has been under question. Commissioner Faircloth stated from the standpoint of the Board of County Commissioners through its Audit Committee and through its Internal Audit staff, which is a function of County Management, the review of the BCCCP is complete. Commissioner Faircloth stated all patients names sent by the state as having possible exceptions or some error in the records thereby needing further review, have been reviewed by Internal Audit staff and received notifications of results for normal and abnormal mammograms and Pap smears. Commissioner Faircloth stated of those notified, eight patients received notifications from the Health Department not within state guidelines for timeliness. Commissioner Faircloth stated the notification requirement for breast exams is 60 days and one was notified but not within 60 days, and seven of the pap smears, which were required to be notified in 90 days, were notified beyond the 90 days. Commissioner Faircloth stated the Board of Commissioners and Audit Committee have asked Internal Audit staff to continue its review of other related clinics.

Commissioner Faircloth stated the Board of Commissioners has been accused in the press of not providing oversight to the Board of Health; however, the Board of Commissioners' statutory authority is to appoint a Board of Health that does have oversight authority and to oversee the budget of the Health Department.

Commissioner Faircloth pointed out that earlier in the year an audit of the BCCCP by the North Carolina Department of Health and Human Services (NCDHHS) showed no deficiencies. Commissioner Faircloth further stated the Cumberland County Health Department received reaccreditation in May 2017.

3. ADJOURNMENT

MOTION: Commissioner Keefe moved to adjourn.

SECOND: Chairman Council

VOTE: UNANIMOUS (3-0)

There being no further business, the meeting adjourned at 3:40 p.m.

VICKI EVANS
Finance Director



ROBERT TUCKER
Accounting Supervisor

IVONNE MENDEZ
Accounting Supervisor

ITEM NO. 2.A.

FINANCE OFFICE

4th Floor, Room No. 451, Courthouse • PO Box 1829 • Fayetteville, North Carolina 28302-1829

**MEMO FOR THE AGENDA OF THE AUGUST 3, 2017
MEETING OF THE FINANCE COMMITTEE**

TO: FINANCE COMMITTEE
FROM: VICKI EVANS, FINANCE DIRECTOR
DATE: JULY 25, 2017
SUBJECT: SAVINGS RESULTS FROM THE REFUNDING OF 2009A
CERTIFICATES OF PARTICIPATION (COPs) AND 2011B
LIMITED OBLIGATION BONDS (LOBs)

Presenter(s): Melissa Cardinali, Assistant County Manager

Estimate of Committee Time Needed: 5 Minutes

BACKGROUND

In June, the advance refunding analysis of the Series 2009A COPs and 2011B LOBs showed that based on the market at that time, the County had the potential to generate over \$1.5 million in interest rate savings by refunding the 2009A COPs and 2011B LOBs in the public market. The public sale took place on July 19 and achieved better-than expected results of a total net present value savings of just over \$2 million. That savings equates to an average annual interest savings over the next twelve years of approximately \$166,000.

RECOMMENDATION/PROPOSED ACTION

No action needed – for information purposes only.

VICKI EVANS
Finance Director



ROBERT TUCKER
Accounting Supervisor

IVONNE MENDEZ
Accounting Supervisor

ITEM NO. 2.B.

FINANCE OFFICE

4th Floor, Room No. 451, Courthouse • PO Box 1829 • Fayetteville, North Carolina 28302-1829

**MEMO FOR THE AGENDA OF THE AUGUST 3, 2017
MEETING OF THE FINANCE COMMITTEE**

TO: FINANCE COMMITTEE
FROM: VICKI EVANS, FINANCE DIRECTOR
DATE: JULY 25, 2017
SUBJECT: CAPITAL IMPROVEMENTS PLAN FINANCING UPDATE

Presenter(s): Melissa Cardinali, Assistant County Manager

Estimate of Committee Time Needed: 10 Minutes

BACKGROUND

An update regarding financing of the capital improvements plan last occurred during the finance committee meeting held on April 6. The financing calendar provided at that time was revised to accommodate a meeting with the staff of the Local Government Commission (LGC) that took place during June.

LGC approval and a banking RFP are required in year one and upon project completion. Funds will be drawn from the bank as invoices become due. Upon completion of the projects within the three years, the total amount utilized will be financed and re-payment will begin in the fourth year (fiscal year 2021).

The revised financing calendar is attached. To summarize:

- August 7 - Board approves findings resolution and authorization for LGC filing and calls for a public hearing
- August 21 – Board adoption of the approving resolution and the public hearing
- September 12 - LGC approval

The amount to be financed in the fiscal year 2018 transaction will not exceed \$11,220,000. The purpose is to finance capital improvements of roofs, parking lots and external buildings of various governmental properties and the Crown Complex as outlined on the attached schedule.

In addition, a portion of the funds will be used to replace the Coliseum's ice floor and a center-hung scoreboard along with enhanced LED lighting. Neither of those projects were originally included in the proposed financing but were added to the CIP in the spring of 2017. Therefore, approval of a budget revision totaling \$2,750,000 is requested to cover the estimated cost of those items.

RECOMMENDATION/PROPOSED ACTION

Management recommends the Finance Committee approve and forward to the Board of Commissioners the following action:

Approve **Budget Ordinance Amendment B180746** to increase the Crown Capital Project Budget by \$2,750,000 with a revenue source of installment financing proceeds.

Please note: This amendment requires no additional County funds.

Attachments: Revised Financing Schedule
Capital Improvements Needs Schedule

CIP Projects - To Be Financed in FY18

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>Total of Projects Financed FY18</u>
<u>General Fund Projects</u>				
Parking lot repair / resurfacing	\$ 1,147,130	\$ 341,330	\$ 92,800	\$ 1,581,260
Building exterior improvements	1,251,640	96,512	416,440	1,764,592
Roof repair / replacement	312,461	1,652,615	71,288	2,036,364
Subtotal General Fund	<u>\$ 2,711,231</u>	<u>\$ 2,090,457</u>	<u>\$ 580,528</u>	<u>\$ 5,382,216</u>
<u>Crown Complex Projects</u>				
Parking lot repair / resurfacing	\$ 570,952	\$ 641,480	\$ 481,381	\$ 1,693,813
Building exterior improvements	-	165,300	153,700	319,000
Roof repair / replacement	1,483,060	141,288	284,200	1,908,548
Center hung scoreboard	1,500,000	-	-	1,500,000
Coliseum ice floor	1,250,000	-	-	1,250,000
Subtotal Crown Complex	<u>\$ 4,804,012</u>	<u>\$ 948,068</u>	<u>\$ 919,281</u>	<u>\$ 4,658,548</u>
Total Projects - Financing	<u>\$ 7,515,243</u>	<u>\$ 3,038,525</u>	<u>\$ 1,499,809</u>	<u>\$ 10,040,764</u>

COUNTY OF CUMBERLAND, NORTH CAROLINA
2017 GENERAL GOVERNMENT DRAW PROGRAM



REVISED FINANCING SCHEDULE

<u>DATE</u>	<u>EVENT</u>	<u>PARTICIPANTS</u>
April 7	Send Complete Financing Package Information to LGC	FA
June 9	Follow Up in Person Meeting with LGC – 10:30am LGC Offices	All
July 19	Update Financing Proposals	FA/County
July 28	Send Joint Legislative Committee Letter (on or before)	County/BC
August 1	County Commission Items Due for August 7th Meeting	County/BC
August 3	Meeting with Finance Committee	County
August 4	Award Financing Proposal Subject to Approvals	County/FA
August 7	Distribute First Draft of Documents	BC/PC
August 7	County Adopts Findings Resolution and Authorize LGC Filing; County Calls for Public Hearing	County/BC
August 8	Publish Notice of Public Hearing (on or before)	County/BC
August TBD	Document Review Meeting	All
August 11	Submit Application to LGC	County
August 15	County Commission Items Due for August 21st Meeting	County/BC
August 21 Hearing	County Adopts Approving Resolution and Holds Public County/BC	
	BC/PC	
September 12	LGC Approval (Executive Committee)	LGC
September 13	Discuss Closing Requirements	All
September 20 (est)	Closing	All

Participants:

County	County of Cumberland, NC	BANK	Bank Provider – TBD
FA	Financial Advisor - DEC Associates Inc.	PC	Bank Counsel – TBD
BC	Bond Counsel - McGuire Woods/Charleston Gp.	LGC	Local Government
Commission V3			

BRENDA REID JACKSON
Director

ASSISTANT DIRECTORS

Bobbie Redding
Legal Services

Crystal Black
Adult Services

Sandy Connor
Children's Services



ITEM NO. 3

SECTION CHIEFS

Sharon McLeod
Children's Services

Vivian Tookes
Economic Services

Vacant
Adult Services

John Nalbene
Business Operations

CUMBERLAND
COUNTY
NORTH CAROLINA

DEPARTMENT OF SOCIAL SERVICES

MEMO FOR THE AGENDA OF THE AUGUST 3, 2017
MEETING OF THE FINANCE COMMITTEE

TO: Finance Committee Members

FROM: Brenda Reid Jackson, CCDSS Director

DATE: July 24, 2017

SUBJECT: CONSIDERATION OF ENGAGING OUTSIDE LEGAL COUNSEL FOR DSS
INDEPENDENT CONTRACTOR FOR CHILDREN'S SERVICES

BACKGROUND:

Due to the increased number of children in foster care, the number of cases held by the DSS Attorneys exceed twice the amount of cases recommended by the American Bar Association at 100 plus cases per attorney. In the past, this has caused a delay in the drafting of Termination of Parental Rights (TPR) petitions. This delay keeps the children in foster care longer, slows the process toward permanency for these children and increases the cost to the county. Margaret Russ is responsible for drafting many of the TPR petitions. Having one person draft these petitions provides a consistency which the judges and other attorneys appreciate as well as providing the DSS attorneys with the information they need to move the cases through the court. Ms. Russ is also responsible for cases involving the RIL – Responsible Individuals List, coordinates cases between DSS and Fort Bragg and is the liaison with the District Attorney office.

RECOMMENDATION/PROPOSED ACTION:

The Department of Social Services respectfully requests approval to contract with Margaret Russ in FY 17-18 in the amount of \$104,000 per year.

BRJ/dmk

Cc: Cumberland County Board of Social Services
CCDSS Management Team
File

We stand united to strengthen individuals and families and to protect children and vulnerable adults...

BRENDA REID JACKSON

Director

ASSISTANT DIRECTORS

Bobbie Redding
Legal Services

Crystal Black
Adult Services

Vacant
Children's Services

Vacant
Economic Services

Vacant
Business Operations



**CUMBERLAND
COUNTY**

NORTH CAROLINA

DEPARTMENT OF SOCIAL SERVICES

SECTION CHIEFS

Mary McCoy
Children's Services

Vivian Tookes
Economic Services

Vacant
Adult Services

John Nalbhone
Business Operations

MEMORANDUM

TO: Brenda Reid Jackson, Director

FROM: Jasmen Lima, Accounting Technician II *JML*

THRU: John Nalbhone, Interim Assistant Director *JN*
Dawn Keeler, Accountant I *DK*

RE: Contract for review/signature

DATE: June 22, 2017

Name of Contract: Margaret R. Russ, Attorney at Law, P.A.
Contract Amt.: \$104,000.00
Budgeted Amt: \$104,000.00
Prior Year Contract Amount: \$104,000.00
Term of Contract: July 1, 2017 to June 30, 2018
Contact Person: Bobbie Redding

Service Description:

This is a Legal Services contract for one licensed attorney to provide assistance and expertise to the CCDSS legal department.

We stand united to strengthen individuals and families and to protect children and vulnerable adults...

Contract _____ Fiscal Year Begins July 1, 2017 Ends June 30, 2018

This contract is hereby entered into by and between the Cumberland County Department of Social Services (the "County") and Margaret R. Russ, Attorney at Law, P.A. (the "Contractor") (referred to collectively as the "Parties"). Contractor's federal tax identification number is on file with the Cumberland County Finance Department.

1. Contract Documents: This Contract consists of the following documents:

- (1) This contract
- (2) The General Terms and Conditions (Attachment A)
- (3) The Scope of Work, description of services, and rate (Attachment B)
- (4) Federal Certification Regarding Drug-Free Workplace & Certification Regarding Nondiscrimination (Attachment C)
- (5) Conflict of Interest (Attachment D)
- (6) No Overdue Taxes (Attachment E)
- (7) Federal Certification Regarding Environmental Tobacco Smoke (Attachment F)
- (8) Federal Certification Regarding Lobbying (Attachment G)
- (9) Federal Certification Regarding Debarment (Attachment H)
- (10) *If applicable*, HIPAA Business Associate Addendum (checklist and forms)
- (11) Certification of Transportation (Attachment J) – *Not applicable*
- (12) *If applicable*, IRS federal tax exempt letter or 501 (c)(Attachment K) <http://www.irs.gov/pub/irs-fill/k1023.pdf>
- (13) Certain Reporting and Auditing Requirements (Attachment L) - *Not applicable*
- (14) Contract Determination Questionnaire (required)
- (15) State Certification (Attachment M)
- (16) Iran Divestment

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

2. Precedence Among Contract Documents: In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

3. Effective Period: This contract shall be effective on July 1, 2017 and shall terminate on June 30, 2018. This contract must be twelve months or less.

4. Contractor's Duties: The Contractor shall provide the services and in accordance with the approved rate as described in Attachment B, Scope of Work.

5. County's Duties: The County shall pay the Contractor in the manner and in the amounts specified in the Contract Documents. The total amount paid by the County to the Contractor under this contract shall not exceed \$104,000.00. This amount consists of \$41,600.00 in Federal funds (CFDA # _____), \$9,360.00 in State Funds, \$53,040.00 in County funds, \$0.00 TANF/MOE.

a. There are no matching requirements from the Contractor.

b. The Contractor's matching requirement is \$ _____, which shall consist of:

- | | |
|---|--|
| <input type="checkbox"/> In-kind | <input type="checkbox"/> Cash |
| <input type="checkbox"/> Cash and In-kind | <input type="checkbox"/> Cash and/or In-kind |

The contributions from the Contractor shall be sourced from non-federal funds.
The total contract amount including any Contractor match shall not exceed \$104,000.00

6. Reversion of Funds: Any unexpended grant funds shall revert to the Cumberland County Department of Social Services/Human Services upon termination of this contract.

7. **Reporting Requirements:** Contractor shall comply with audit requirements as described in N.C.G.S. § 143C-6-22 & 23 and OMB Circular- CFR Title 2 Grants and Agreements, Part 200, and shall disclose all information required by 42 USC 455.104, or 42 USC 455.105, or 42 USC 455.106.
8. **Payment Provisions:** Payment shall be made in accordance with the Contract Documents as described in the Scope of Work, Attachment B.
9. **Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the County:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Name & Title: Jasmen Lima, Accounting Technician II County: Cumberland Mailing Address: P.O. Box 878 City, State, Zip: Fayetteville, NC 28302 Telephone: (910) 677-2917 Fax: (910) 677-2886 Email: jasmenlima@ccdsnc.com	Name & Title: County: Cumberland Street Address: 1225 Ramsey Street City, State, Zip: Fayetteville, NC 28301

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Name & Title: Margaret R. Russ, Attorney at Law, P.A. Company Name: Mailing Address: 230 Pinecrest Drive Apt. 12 City State Zip: Fayetteville, NC 28305-4945 Telephone: (910) 309-7171 Fax: Email: buntieruss4@aol.com	Name & Title: Company Name: Street Address: City State Zip:

10. Supplementation of Expenditure of Public Funds: The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

11. Disbursements: As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

- (a) Implement adequate internal controls over disbursements;
- (b) Pre-audit all vouchers presented for payment to determine:
 - Validity and accuracy of payment
 - Payment due date
 - Adequacy of documentation supporting payment
 - Legality of disbursement
- (c) Assure adequate control of signature stamps/plates;
- (d) Assure adequate control of negotiable instruments; and
- (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

12. Outsourcing to Other Countries:

The Contractor certifies that it has identified to the County all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the County

13. Federal Certifications:

Individuals and Organizations receiving federal funds must ensure compliance with certain certifications required by federal laws and regulations. The contractor is hereby complying with Certifications regarding Nondiscrimination, Drug-Free Workplace Requirements, Environmental Tobacco Smoke, Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and Lobbying. These assurances and certifications are to be signed by the contractor's authorized representative.

14. Signature Warranty: The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

AMY H. CANNON
County Manager

SALLY S. SHUTT
Assistant County Manager



MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager



ITEM NO. 4

OFFICE OF THE COUNTY MANAGER

**MEMO FOR THE AGENDA OF THE AUGUST 3, 2017
MEETING OF THE FINANCE COMMITTEE**

TO: FINANCE COMMITTEE
FROM: MELISSA C. CARDINALI, ASSISTANT COUNTY MANAGER
DATE: JULY 27, 2017
SUBJECT: CONSIDERATION OF REQUEST FOR PROPOSALS (RFP) FOR
EMPLOYEE BENEFITS/INSURANCE BROKER & CONSULTANT
SERVICES

Presenter: Melissa C. Cardinali, Assistant County Manager

Estimate of Committee Time Needed: 10 Minutes

BACKGROUND:

One of the most significant expenditure categories for the County is the area of employee health. With a combined budget of over \$27 million for health insurance, employee pharmacy, employee clinic and wellness programs; employee health costs are a sizeable share of annual County costs.

To ensure the County is properly addressing the needs of employees while balancing the cost of these needs, the County has historically utilized the services of an independent broker / consultant. The County has maintained a positive relationship with Mark III Employee Benefits for the past two decades.

Despite the relationship with the current broker/consultant, it is good practice to reach out to other firms providing these services and affirm the County is receiving the maximum benefit for the dollars invested in employee health.

Therefore, Management and Finance seeks to issue an RFP for employee benefits/insurance broker and consultant services. The RFP will be issued the week of August 8. Responses to the RFP will be reviewed by a committee consisting of

Management, Finance and Benefits, Human Resources and the Internal Audit/ Wellness Director. It is anticipated a recommendation will be brought forward to the Finance Committee at its meeting on October 5, 2017.

RECOMMENDATION/PROPOSED ACTION:

Management recommends approval to move forward with the RFP process for employee benefits/insurance broker and consultant services.



NOTICE OF REQUEST FOR PROPOSALS
CUMBERLAND COUNTY, NORTH CAROLINA
FOR
EMPLOYEE BENEFITS/INSURANCE BROKER
& CONSULTANT SERVICES

ISSUE DATE: AUGUST 8, 2017

PROPOSAL NUMBER: 18-3-CTY

Cumberland County is seeking proposals from qualified brokers/ consultants to assist with strategically planning, designing and negotiating the best coverage and cost for employee benefits programs that include but not limited to: group medical, life and dental, supplemental employee insurance, flexible spending accounts, and ACA compliance.

All submittals must be received at the location listed below by 3:00 PM on August 31, 2017

Cumberland County
Purchasing Division- Attention Amanda Bullard/Purchasing Manager
117 Dick St.
4th Floor Room 451
Fayetteville, NC 28301

IMPORTANT NOTE: All proposals must be sent in hard copy. Submit one (1) original and seven (7) copies of the proposal. Indicate firm on the front of each sealed proposal envelope. Electronically submitted (email/fax) proposals will not be accepted.

Direct all inquiries concerning this RFP by email to:

Amanda Bullard/Purchasing Manager
CumberlandPurchasing@co.cumberland.nc.us

Questions concerning the RFP requirements must be submitted in writing.
They may be e-mailed (Questions will not be answered by phone).

Questions must be submitted no later than 3:00 PM on August 16, 2017. All questions submitted in writing will be answered in the form of an addendum to this Request for Proposals.

Notice to Bidders

- 1) Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the broker and its staff. The award of a contract to one broker does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to the County.
- 2) Brokers are cautioned that this is a request for offers, not a request to contract and the County reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the County. The County retains the right, in its sole discretion, at any time to reject any or all proposals, in whole or in part, and to cancel or cancel and reissue this RFP, before or after receipt and opening of proposals in response thereto, or take any other actions.
- 3) Any costs incurred by broker in preparing or submitting offers are the broker's sole responsibility; Cumberland County will not reimburse any broker for any costs incurred prior to award.
- 4) No contact with County Departments will be allowed during the proposal process. Any proposers contacting a department(s) directly may subject their proposal to rejection.
- 5) Proposals should only be submitted from companies with at least five (5) continuous years of experience.
- 6) Information that is not defined as proprietary by North Carolina General Statute 132-1.2 must not be marked as such.
- 7) Any options that would be an additional cost must be clearly stated.

General Proposal Instructions

- 1) All proposals must be received no later than the date and time listed on the cover sheet of this proposal in sealed envelopes. The Purchasing Office is not responsible for delays in the delivery of mail by the U.S. Postal Services or private couriers or those rejected by the County email filtering system. It is the sole responsibility of the proposer to ensure that the bid reaches the Purchasing Office by the designed time and hour. Proposals received after the specified date and time will be rejected.
- 2) Envelopes must be clearly marked with the proposal number and delivered date on the outside of the envelope.
- 3) Eight (8) hard copies of the proposal must be received from each proposer (one (1) original, seven (7) copies). Electronic proposals (fax, e-mail, etc.) will not be considered.
- 4) Each proposal must be signed and dated by an official authorized to bind the firm.
- 5) Proposals must be submitted in accordance with the requirements of the RFP. **All questions/request for information in Section 4 of this RFP must be addressed, answered, indexed properly and listed in the same order as listed in RFP.** In addition, all required forms and checklist identified must be included with submission. Failure to include any required information may cause rejection of the proposal.

1. Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified insurance broker/benefits consulting firm to assist the County with strategically planning, designing and negotiating the best coverage and cost for employee benefits programs that include but not limited to: group medical, life and dental, supplemental employee insurance, flexible spending accounts, and ACA compliance.

The County seeks a benefit plan that can be adjusted annually based on experience as well as one that can easily adapt to changes in market conditions and regulations. Therefore, the County is interested in a firm with a demonstrated record of taking a creative, innovative approach to maneuver through the health reform changes and the rising costs of healthcare and employee benefits while maintaining fiscal responsibility and providing an unbiased perspective to the process.

As of June 2017, the County has approximately 2,300 employees of which 2,017 are full-time employees. Of the County's employees, 68% are female and 32% are male. The County also has approximately 850 retirees receiving healthcare benefits.

Cumberland County is constantly competing to recruit and retain the best employees possible. Our leadership is looking to ensure we have financially competitive and affordable benefit programs to offer our employees.

Cumberland County offers its employees self-funded medical (PPO and HSA) administered by Blue Cross and Blue Shield of North Carolina, dental, vision, term/whole life insurance, short/long term disability, flexible spending plan and supplemental insurance such as cancer, and AD&D insurance. The County also operates an employee pharmacy, wellness center clinic, and wellness program.

The County's fiscal year begins July 1. The County's health plan year is July 1 to June 30. The budget planning process for the next fiscal year begins in the preceding December. Projected benefit costs provided by the broker in a timely manner are imperative in the budgeting process. Providing quarterly (minimally) updates to management and the Board regarding current trends are expected.

2. Contract

This request for proposals and the proposer's response will be part of the final contract terms and conditions between the proposer and the County, unless otherwise negotiated.

The proposer must be willing to sign a contract within 10 days of contract award date and be ready to begin services within 30 days from the contract award date or by November 1, 2017. In addition to providing benefit assistance, the proposer will begin to assist the County with budget preparation and open enrollment for the benefits plan year beginning July 2018.

Employees participate in an annual open enrollment period in April.

The term of the contract will be effective upon full execution of the agreement for an initial term commencing upon award of the contract and ending one year from date of award. Thereafter, the County reserves the right, at its sole option, to renew the contract for additional one-year terms or terminate the contract.

The contract will be subject to termination for cause or convenience by the County with written notice thirty (30) days prior to the effective date. The contractor will give the County written notice of its intention to terminate the contract, or not to renew the contract, at least sixty (60) days prior to the proposed termination date or renewal date of the contract.

3. Scope of Work

As the County's benefit broker, you would need to be knowledgeable and able to manage or to contract with a Third Party to administer Cumberland County's self-funded health insurance (PPO, HSA). Currently, the County has \$150,000 stop-loss reinsurance on our medical insurance.

Cumberland County requires a North Carolina licensed Broker that is independent and is not affiliated with any insurance company, third party administrative agency or provider network. The proposer must have experience (at least 5 years) in providing brokerage services in the public sector and in a County environment with a minimum of 500 benefited employees.

Cumberland County also requires the following:

- A) Audit resulting contract(s) for accuracy of coverage, terms and conditions.
- B) Assistance with annual benefits renewals, including negotiation of changes in contracts including stop/loss.
- C) When employee benefits are marketed, prepare bid specifications, identify appropriate markets, analyze proposals, make recommendations, and assist in the negotiation of (preferably multi-year) contracts.
- D) Annual reviews of selected employee benefit package for quality of benefits provided, cost effectiveness, competitiveness and plan administration.
- E) Monitor ongoing contracts, including provider plan administration, plan performance, provider compliance with contract, and incurred claims.
- F) Assist with compliance of Affordable Care Act including consulting and reporting services.
- G) Be available to meet with the Benefits staff and County Management as needed.
- H) Assist in the design of employee benefit communications. Participate in Benefit Fairs and annual enrollment process.
- I) Provide a key contact person to be available to answer questions and resolve issues that arise during the year regarding employee benefits, contract administration, and service provisions.
- J) Evaluate various insurance products submitted by carriers, agents and brokers; provide comparisons and make recommendations if requested
- K) Perform other related consultation services as needed or requested.
- L) Assist in projecting year-end cost and provide an estimate of incurred but not reported claims for budgeting and audit purposes.

- M) Assist with the coordination of the County's Employee Wellness Program with incentives and measurable objectives.
- N) Provide information with the understanding that the County operates an employee pharmacy, wellness clinic, and wellness program and make the County aware of any impact this may have on employee benefit changes.
- O) Assist with the coordination of the County's Health Risk Assessment with incentives and measurable objectives.
- P) Assist and advise the County in annual renewal negotiations with benefit plan providers on matters including, but not limited to, premium rates, benefit levels, performance standards and guarantees, contractual terms and conditions, quality assurance standards, utilization and performance reports, statistical and/or financial reports, and plan specific data such as medical conditions, prescription drugs, high cost procedures, in patient data, etc.
- Q) Provide timely notification of and assistance with understanding and implementing new, updated or revised benefits, laws, regulations and programs including alerting the County regarding any employee communication deadlines or communication issues, and provide sample documents that may be used to notify employees and/or retirees of any of these changes.
- R) Provide timely notification of and assistance with understanding and implementing new, updated or revised benefits, laws, regulations and programs as they relate to plan documents or contracts.
- S) Provide information on employee benefit issues, trends and proposed or new legislation especially in regard to the Affordable Care Act (ACA).

4. Proposal Requirements

The proposal response must clearly demonstrate the required qualifications, expertise, competence and capability of the vendor. Provide a concise description of your firm's ability to provide the services required in the *Scope* of this document. Costs incurred by firms responding to this RFP are solely their responsibility.

Cumberland County requires the successful proposer to procure and maintain during the life of the contract the following insurance coverage:

Professional Liability Insurance

Contractor shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the contractor's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the contractor's services as defined in this contract. Coverage shall be written subject to limits of not less than \$1,000,000 per loss.

Fidelity Coverage (Employee Dishonesty)

Contractor shall maintain Fidelity Coverage providing employee dishonesty, forgery or

alteration, theft, disappearance, destruction, and computer fraud coverage covering Contractors, employees, officials, and agents for Fidelity in the amount of \$1,000,000. This requirement may be met with Commercial Crime insurance or a Fidelity Bond.

Commercial General Liability

Contractor shall maintain Commercial General Liability and if necessary Commercial Umbrella Liability insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.

County of Cumberland, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor, premises owned, leased or used by the contractor; and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to Cumberland County, its officers, officials, agents and employees.

Workers' Compensation and Employer's Liability

Contractor shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance. The Employer's Liability shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease and \$500,000 policy limit.

Business Auto Liability

Contractor shall maintain Business Auto Liability and if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident.

Evidence of Insurance

The Contractor shall furnish Cumberland County with a certificate of insurance, executed by a duly authorized representative of each insurer showing compliance with the insurance requirements prior to commencing the work and upon renewal or replacement of each certified coverage throughout the term of this contract. Evidence of additional insured status shall be noted on the certificate of insurance.

Contractor shall maintain cyber liability to cover any breach involving data belonging to Cumberland County. Contractor will notify Cumberland County immediately of any suspected or actual breach of data in the custody or control of Contractor or any of its third party service providers. Contractor will defend, indemnify and hold harmless Cumberland County from and against any liability, loss, claim, damage, cost or expense (including reasonable attorney's fees) arising out of or in connection with Contractor's or its third party service providers) failure to implement and maintain appropriate security measures.

Indemnity

Contractor shall indemnify and hold Cumberland County, its officers, official agents and employees, harmless against any and all claims, demands, causes of action or other liability

including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by Contractor hereunder, resulting from the negligence of or the willful act or omission of Contractor, his agents, employees, and subcontractors.

Additionally, include the answers to the following questions (address by number):

- 1) Describe your organizational structure (i.e. publicly held corporation, partnership, etc.) How many employees are there in your company?
- 2) Describe your company's organization, philosophy, and management structure.
- 3) Describe the organizational structure of the brokers who would provide services to the County (i.e. individual broker, individual broker with supporting back up, team of brokers). Include a brief professional history for each individual and how they are qualified to provide services to the County.
 - a. Who would be working directly with Cumberland County administrative issues, questions, or problem solving?
 - b. Provide the roles and qualifications of each person.
- 4) Describe your contractual relationships, including subcontractors and joint ventures with organizations necessary to your proposal's implementation in regards to medical, dental, disability, life, supplemental, etc.
- 5) How long has your organization been providing broker and benefit consulting services?
- 6) How many clients does your organization presently have? Typically, how many clients does each broker manage?
- 7) How many public-sector clients do you manage? Provide a list of all North Carolina local government clients, preferably county, to which your firm has provided employee benefits consulting services within the past five (5) years.
- 8) Describe your involvement in claims and billing advocacy?
 - a. What is your average response time to questions posed from your clients?
 - b. How do you handle follow up to outstanding items?
 - c. What is your preferred method of communicating with your clients (i.e. voicemail, e-mail, and fax)?
- 9) Provide a detailed description of your expertise in providing benefits communication and enrollment programs. Do you provide the same services for core benefit programs as you would for the voluntary benefits you offer? **This description must include your recommendation for benefits communication and/or enrollment process.**
- 10) Proposers shall submit as a part of their proposal a preliminary implementation plan for a plan year beginning July 1 through June 30th for the requirements listed in Section 3 Scope of Work. The plan must consist of a sequential listing of all steps necessary to provide the requested services and which party is responsible. **This information must be on a separate sheet, titled Plan of Services.**

- 11) Describe how the enrollment will be organized and managed. Describe the resources necessary to accomplish the purpose of the benefits enrollment, including but not limited to local insurer support staff, timeframes, negotiation of rates and vendor selection.
- 12) The individuals performing the enrollment must conduct themselves in an informational manner effectively communicating all aspects of the benefits to properly inform and educate employees.
 - a. Describe the enrollers who would be meeting with the employees.
 - b. Do they have experience with public sector enrollments?
- 13) The County prefers a Broker who can help show employees what we provide for them in the area of benefits, so they can better appreciate those benefits offered to them. What communication and/or enrollment services make your company's proposal uniquely attractive in this regard?
- 14) Describe the communication pieces your company provides to assist in the enrollment process. Specifically, we are interested in providing each employee a benefits statement, an election form indicating employee deduction, benefits booklet, customized benefits website, educational videos, etc.
- 15) Include a sample communication plan and samples of the communication material you will provide for employees.
- 16) Proposers are required to provide in their proposals a description of the proposer's internet based uses and any recommendations for electronic enrollment services including recommendations concerning appropriate uses of internet based enrollment or enrollment support activities. Describe your firm's experience with Munis Employee Self Service.
- 17) Describe your enrollment system including any costs associated with supporting your system.
 - a. Provide details regarding managing and maintaining electronic enrollment services.
 - b. How do you maintain data security and confidentiality?
 - c. What other fees are charged for those services?
- 18) What steps does your organization take to ensure each broker is educated on current market trends and legislative developments? How is this information communicated to your clients?
- 19) Describe how you propose to build an understanding of the direction and priorities of the County and how you would utilize this information to anticipate our needs in relation to benefits.
- 20) Describe the process of how your organization would assist the County in selecting a new insurance vendor.
- 21) What makes your organization unique from other organizations that may submit proposals for the County's consideration?

- 22) Present your plan proposal to include plan cost per employee for medical, dental, vision, short term disability, life and AD&D.
- 23) Provide us sample reports of how your present data to the client. Is there a cost for customization or ad hoc reports?
- 24) How will you help with the management of insurance, including monthly (or quarterly) supervision and/or preparation of claims activity reports from carriers; executive summary reports; underwriting analysis for annual renewals; annual financial projections for budgeting purposes; and alternative funding analyses?
- 25) Do you have an in-house benefits attorney? If yes, provide his or her credentials and the number of years he or she has provided counsel on benefits issues. If no, do you use an external benefits attorney, and which firm do you use?
- 26) Will your firm notify Cumberland County of changes in federal, state and/or local laws that would affect us?
- 27) Explain what steps you have taken to become HIPAA compliant.
- 28) Clearly outline your proposed form of compensation on a separate compensation addendum (e.g., commission, annual retainer, and fee-for-service). Specify for healthcare versus other benefit options.
 - a. If you are proposing a fee, include your fee schedule/hourly rates.
 - b. If your form of compensation is commissions, provide a list of all eligible commissions or those you are able to receive and of those commissions, the commissions that you collect in a monetary amount and associated percentages.
 - c. If you charge fees for consulting and employee communication, indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.
- 29) Submit a completed W-9.
- 30) Provide copies of insurance policies applicable under this contract. County is to be named as additional insured under the comprehensive general liability.
- 31) Use the attached References sheet to provide a list of four (4) verifiable client references of similar scope and industry, all of whom are able to comment on your organization's relevant experience. This list must include at least three active client references that are similar in nature and size to Cumberland County. Include company name, contact name, telephone number, and size of company's workforce and length of time associated with your organization. It is the vendor's responsibility to provide valid reference information and the County reserves the right to use reference checks in its evaluation of proposals.

5. Criteria for Evaluation

Consideration will be given to factors such as experience, service reputation, service quality, and financial integrity. All proposals will be evaluated according to, but not necessarily limited to, the following:

- The proposal's Plan of Services for implementing the Scope of Work as

listed in Section 3 and responses to the Vendor Proposal Requirements as listed in Section 4.

- Experience – Extent and success of previous work provided to organizations similar in nature and size to those required herein. References provided verifying the required experience and level of service needed by County.
- The proposal itself as an example of the potential vendor’s work.
- Qualifications/experience of key personnel to be assigned to the project.
- All required forms completed and returned as part of the proposal package.
- Service Reputation – Ability to meet expectations, carry out a defined work plan and meet deadlines. Provide references.
- Service Quality – Ability to provide outstanding customer service, access the health insurance market, and effectively manage accounts.
- Financial Integrity – Demonstrate sound financial status, including a consistent trend of meeting all financial liabilities.
- Service Cost – Identify the commission based percentage that will be required to effectively deliver the defined scope of services.

6. Funding

This RFP is conditional upon the availability of federal, state, or local funds that are appropriated or allocated for payment of the proposed purchase. If, during any stage of this RFP process, funds are not allocated and available for the proposed purchase, the RFP process will be canceled. Cumberland County will notify all known vendors at the earliest possible time if this occurs.

7. Oral Presentations

During the evaluation process, Cumberland County may, at its discretion, request any one or all proposers to make an oral presentation for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, brokers are cautioned that the County is not required to request clarification; therefore, all proposals must be complete and reflect the most favorable terms available from the broker. Not all brokers may be asked to make such oral presentations. **The anticipated time frame for presentations is the third week of September, 2017.**

8. Final Selection

A recommendation will be made by the County Manager at the earliest possible time.

The right is reserved to accept the responses the County determines to be in the best interest of the County and its employees. The County reserves the right to reject any and/or all proposals.

9. Proposals Subject to Public Records Laws:

All Proposals, data, materials and documentation originated, prepared and submitted to the County pursuant to this RFP shall belong exclusively to the County and may become available to the public in accordance with the North Carolina Public Records Act as provided in N.C.G.S. §132-1 et. seq. County will make reasonable attempts to maintain, in accordance with the Public Records Laws and the Act, the confidentiality of any trade secrets or confidential information that meets the requirements of N.C.G.S. §132-1.2 of the Public Records Laws if such Potential Contractors properly and conspicuously identify the particular data or other materials which are Confidential Information in accordance with the Public Records Laws.

10. Negotiation and Execution of Contract

A Successful Potential Contractor under this RFP shall negotiate and execute a Contract containing such terms and conditions as shall be satisfactory to the County. The occurrence of negotiations with any Potential Contractor conveys no right or status on such Potential Contractor. By submitting a Proposal, each Potential Contractor acknowledges and agrees that the County may negotiate with one or more Potential Contractors, under such circumstances, at such times and in such a manner as it determines to be in the best interest of the County.

11. Governing Law

This Procurement and any Contract resulting from this RFP shall be governed by and constructed in accordance with the laws of the State of North Carolina. Any and all claims or disputes arising under or in connection with this RFP or the Contract shall be exclusively governed by the laws of the State of North Carolina, and venue shall be exclusively within Cumberland County, North Carolina.

12. Indemnity and Insurance

Contractors will indemnify and hold harmless the County, its officers, agents, and employees from and against all loss, cost, damages, expense and liability caused by accident or other occurrence resulting in bodily injury, including death and disease to any person, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products, or services rendered or purchased under the contract.

13. Transfer, Assignment, or Subcontract

The covenants and agreements contained within the awarded proposal are specifically binding and the County will not allow the awarded proposal to be transferred, assigned or subcontracted to any other party or parties without the express written consent from the County.

14. Certification of Independent Price Determination

By submission of this Proposal, the Potential Contractor certifies and, in the case of a joint Proposal, each party thereto certifies as to its own organization, that in connection with this Procurement:

- a. The price in this Proposal has been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other Potential Contractor or with any competitor.
- b. Unless otherwise required by law, the prices which have been quoted in this Proposal have not and will not be knowingly disclosed by the Potential Contractor prior to the Proposal opening, directly or indirectly, to any other Potential Contractor or to any competition.
- c. No attempt has been made or will be made by the Potential Contractor to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.

15. E-Verify Compliance

By submission of this Proposal, the Potential Contractor certifies that it and any subcontractors complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

16. Iran Divestment Compliance

Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.55-69. Contractor shall not utilize any subcontractor that is identified on the List.

17. Equal Opportunity Employer

County is an equal employment opportunity employer. The County is a federal contractor, and therefore the provisions and affirmative action obligations of 41 CFR §601.4(a), 41 CFR 60-741.5(a), and 41 CFR 60-250.4 are incorporated herein by reference, where applicable.

COMPANY NAME _____

REFERENCES

PROPOSALS MUST LIST FOUR (4) REFERENCES IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN SECTION 4.31.

- (1) CLIENT NAME _____
ADDRESS (Street) _____
ADDRESS (City, St, Zip) _____
CONTACT NAME _____
TELEPHONE/E-MAIL _____
- (2) CLIENT NAME _____
ADDRESS (Street) _____
ADDRESS (City, St, Zip) _____
CONTACT NAME _____
TELEPHONE/E-MAIL _____
- (3) CLIENT NAME _____
ADDRESS (Street) _____
ADDRESS (City, St, Zip) _____
CONTACT NAME _____
TELEPHONE/E-MAIL _____
- (4) CLIENT NAME _____
ADDRESS (Street) _____
ADDRESS (City, St, Zip) _____
CONTACT NAME _____
TELEPHONE/E-MAIL _____

EXECUTION OF PROPOSAL

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- _____ That the potential Contractor is a North Carolina licensed Broker that is independent and is not affiliated with any insurance company, third party administrative agency or provider network.
- _____ That the potential Contractor has at least 5 years in providing brokerage services in the public sector and in a County environment with a minimum of 500 benefited employees.
- _____ That this proposal was signed by an authorized representative of the firm.
- _____ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- _____ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- _____ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing Request for Proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within thirty (30) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

COMPANY NAME _____

ADDRESS _____

CITY, STATE & ZIP _____

PHONE _____ FAX _____

BY _____
(Signature and Title)

Type or Printed Name

Federal Identification Number

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

PROPOSAL CHECK LIST

(Completed checklist must be submitted with proposal)

- Proposal Submitted by 3 PM on August 31, 2017.
- Includes (1) original and (7) hard copies
- Envelope Properly Marked
- All Section 4 questions, information request are addressed, indexed properly and listed in the same order as listed in RFP
- Plan of Services is on a separate sheet and properly titled, as required in Section 4
- Compensation Addendum included and properly titled, as required in Section 4
- Insurance Policies are included and the general liability policy shows the County as additional insured, as required.
- Reference sheet completed, in compliance with the requirements of Section 4.31
- Company W9 form included
- Execution of Proposal is completed and signed by and authorized rep

COMPANY NAME _____



ITEM NO. 5

CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT

Engineering Division · Facilities Management Division · Landscaping & Grounds Division · Public Utilities Division

**MEMO FOR THE AGENDA OF THE AUGUST 3, 2017
MEETING OF THE FINANCE COMMITTEE**

TO: FINANCE COMMITTEE MEMBERS

FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR

THROUGH: AMY CANNON, COUNTY MANAGER

DATE: JULY 18, 2017

SUBJECT: CONSIDERATION OF AMENDMENT TO THE KELLY HILLS/SLOCOMB ROAD WATER & SEWER DISTRICT RATE STRUCTURE

Requested by: AMY HALL, PUBLIC UTILITIES SPECIALIST

Presenter(s): JEFFERY P. BROWN, PE, E & I DIRECTOR

Estimate of Committee Time Needed: 10 MINUTES

BACKGROUND:

In recent months, the Public Utilities Division has had an increase in the number of past due utility accounts. The Public Utilities Division mails out several letters to customers and then eventually takes the customer to Small Claims Court, in an attempt to get the customer to pay their bill. This process is lengthy and costly and the Public Utilities Division does not recoup any fees.

Currently customers do not pay any additional fees to Kelly Hills for being delinquent. Public Utilities is requesting a processing fee and administrative filing fee be added to the amount owed by the customer to help recoup the collection cost. Additionally, the fee will help stop the same customers from continuing to be late without consequences. The processing fee would cover the preparing, printing and mailing of the collections letters and the administrative filing fee would cover the preparation of the Small Claims documents.

The Public Utilities Division is also requesting to change the fee for the installation of an elder valve to the actual cost of installation plus ten percent (10%). The current fee is \$1,000.00 and does not cover any unforeseen issues that may occur during installation of the valve. PWC installs the elder valves at the County's request and then invoices the County for the cost of installation.

The cost of installation varies dependent on the depth of the sewer line, soil conditions, location of the elder valve, etc. Once the elder valve is installed and the customer brings their account up to date; the service is restored. However, there remains a possibility of the customer becoming delinquent in the future. If that occurs, the customer will be disconnected from the system. Therefore, the Public Utilities Division is requesting to add a \$25.00 disconnect fee to the rate structure for Kelly Hills to recover costs associated with this disconnection.

It should be noted that these proposed changes to the Kelly Hills / Slocomb Road Water and Sewer District rate structure will create uniformity between all the County water and sewer districts.

Kelly Hills Requested Rate Changes:

Add Processing Fee per Collection Action of \$30.00

Add Administrative Filing Fee per Collection Action of \$100.00

Change Elder Valve installation cost from \$1,000.00 to Actual Cost plus 10%

Add Disconnect Fee of \$25.00

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management recommend that the Finance Committee approve the rate structure for Kelly Hills and place the item on the agenda of the August 21, 2017 Kelly Hills/Slocomb Road Water and Sewer District meeting for approval.

Kelly Hills/Slocomb Road Sanitary Sewer Rate Schedule

MONTHLY RATE

The monthly rate shall be the sum of the Availability Fee and the Administration Fee.

AVAILABILITY FEE

Availability Fee – Non-connected customers (As referenced in the Cumberland County Water & Sewer Ordinance)	\$10.00
--	---------

ADMINISTRATION FEE

Administration Fee	\$2.00
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FLAT RATE SANITARY SEWER SERVICE

The monthly flat rate shall be the sum of the Flat Monthly Charge, Availability Fee and the Administration Fee.

Flat Monthly Charge	\$39.74
---------------------	---------

OTHER FEES

Deposit	\$100.00
---------	----------

Late Penalty	\$10.00
--------------	---------

Processing Fee per Collection Action	\$30.00
--------------------------------------	---------

Administrative Filing Fee per Collection Action	\$100.00
---	----------

Disconnect Fee (Administrative charge to discontinue service for non-payment)	\$25.00
--	---------

Reconnect Fee- Business hours (Administrative charge to re-establish service after discontinuance for non-payment)	\$25.00
---	---------

After-Hours Reconnect Fee (Available until 9:00 pm)	\$75.00
--	---------

*Returned Check Fee (Amount of check plus return fee - CASH, MONEY ORDER OR CERTIFIED CHECK ONLY)	\$25.00
--	---------

Court Costs	Actual
-------------	--------

Elder Valve	Actual plus 10%
-------------	-----------------

Kelly Hills/Slocomb Road Sanitary Sewer Rate Schedule

CONNECTION FEES AND CHARGES

1. Facility Investment Fee:

The Facility Investment Fee will be based on the customer's water meter size and will provide Kelly Hills/Slocomb Road Water and Sewer District with funds for long-term system replacement and upgrade.

<u>Size of Water Meter</u>	<u>Facility Investment Fee</u>
5/8"	\$720.00
1"	\$1,800.00
1-1/2"	\$3,600.00
2"	\$5,760.00

Facility Investment Fees for water meter sizes 3" or larger shall be determined by an engineering estimate.

2. Sewer Laterals:

An estimate shall be given to the applicant prior to installation and shall be paid by the applicant prior to any installation of laterals to be connected to the sewer system. All charges include labor, equipment and materials required for the installation of the specified pipe size or sizes.

3. Main Extension Charges:

An estimate shall be given to the applicant prior to installation and shall be paid by the applicant prior to extending the main in the sewer district. All charges include labor, equipment and materials required for the installation of the specified pipe size or sizes.

VICKI EVANS
Finance Director

ITEM NO. 6



ROBERT TUCKER
Accounting Supervisor

IVONNE MENDEZ
Accounting Supervisor

FINANCE OFFICE

4th Floor, Room No. 451, Courthouse • PO Box 1829 • Fayetteville, North Carolina 28302-1829

**MEMO FOR THE AGENDA OF THE AUGUST 3, 2017
MEETING OF THE FINANCE COMMITTEE**

TO: FINANCE COMMITTEE
FROM: VICKI EVANS, FINANCE DIRECTOR *VE*
DATE: JULY 25, 2017
SUBJECT: MONTHLY FINANCIAL REPORT – JUNE YTD FY17

Presenter(s): Melissa Cardinali, Assistant County Manager

Estimate of Committee Time Needed: 5 Minutes

BACKGROUND

The financial report is included as of June 2017.

Highlights of the general fund include:

- Revenues
 - Current real and personal property tax collections are strong but are slightly below the percentage of budget of the prior year.
 - Motor vehicle tax revenues are strong. The FY17 total for the line is lacking the 12th payment for the year in comparison to the total for FY16.
 - Sales tax is in-line with budget.
- Expenditures
 - Overall general fund expenditures are in-line with budget and prior year amounts.

Crown center expense summary/prepared food and beverage and motel tax

- Spectra is reporting income and operating expenses in amounts consistent with the same timeframe last fiscal year.
- Prepared food & beverage taxes and motel tax are strong and reflect final totals for the fiscal year.

RECOMMENDATION/PROPOSED ACTION

No action needed – for information purposes only.

Celebrating Our Past... Embracing Our Future

GENERAL FUND SUMMARY OF OBLIGATIONS

GENERAL FUND	FY2017							FY2016						
	Actual					Budget	% Obligated	Actual					Budget	% Obligated
	Jul-Mar	April	May	June	Total			Jul-Mar	April	May	June	Total		
General Administration	13,722,123	1,119,835	1,303,221	1,767,480	17,912,659	20,970,368	85.42%	12,977,936	1,846,505	1,316,718	1,713,503	17,854,662	19,956,574	89.47%
Buildings & Grounds	5,184,340	364,724	311,685	498,476	6,359,225	7,220,881	88.07%	6,178,784	788,912	449,108	767,507	8,184,311	8,910,238	91.85%
General Government														
Debt Service	18,944,940	0	3,331,470	1,124,259	23,400,669	24,127,231	96.99%	19,570,451	2,122,918	1,233,151	1,200,244	24,126,764	24,877,001	96.98%
General Government Other	4,333,414	227,241	1,635,126	153,296	6,349,077	9,769,383	64.99%	6,035,898	123,023	146,059	476,812	6,781,792	10,164,539	66.72%
Total General Government	23,278,354	227,241	4,966,596	1,277,555	29,749,746	33,896,614	87.77%	25,606,349	2,245,941	1,379,210	1,677,056	30,908,556	35,041,540	88.21%
Law Enforcement														
Sheriff	19,549,532	1,776,960	1,723,828	2,821,645	25,871,965	27,168,443	95.23%	18,624,766	2,469,912	1,715,632	2,321,638	25,131,948	26,175,440	96.01%
Jail	15,964,155	1,612,661	1,401,222	2,234,027	21,212,065	23,761,175	89.27%	16,586,982	2,264,748	1,506,557	2,002,290	22,360,577	23,404,959	95.54%
Total Law Enforcement	35,513,687	3,389,621	3,125,050	5,055,672	47,084,030	50,929,618	92.45%	35,211,748	4,734,660	3,222,189	4,323,928	47,492,525	49,580,399	95.79%
Public Safety	5,464,262	593,097	577,124	792,536	7,427,019	7,981,564	93.05%	5,221,822	722,786	612,117	724,551	7,281,276	7,930,518	91.81%
Health														
Health All Other	16,981,933	1,767,377	1,502,178	2,207,311	22,458,799	24,674,661	91.02%	15,640,112	2,214,948	1,574,034	1,723,752	21,152,846	22,935,709	92.23%
Total Health Department	16,981,933	1,767,377	1,502,178	2,207,311	22,458,799	24,674,661	91.02%	15,640,112	2,214,948	1,574,034	1,723,752	21,152,846	22,935,709	92.23%
Mental Health														
Mental Health Other (County)	3,042,137	30,671	55,521	24,212	3,152,541	3,197,187	98.60%	5,211,976	49,110	61,181	74,448	5,396,715	5,814,287	92.82%
Social Services														
Social Services	31,949,865	3,155,304	2,791,754	3,754,869	41,651,792	44,830,504	92.91%	29,404,291	4,156,529	3,069,468	3,600,994	40,231,282	43,609,293	92.25%
Other DSS Programs	19,505,994	2,625,668	2,640,781	4,198,113	28,970,556	29,865,335	97.00%	18,904,436	2,360,443	2,290,873	4,563,230	28,118,982	28,396,518	99.02%
Total Social Services	51,455,859	5,780,972	5,432,535	7,952,982	70,622,348	74,695,839	94.55%	48,308,727	6,516,972	5,360,341	8,164,224	68,350,264	72,005,811	94.92%
Other Human Services														
Child Support Enforcement	3,709,494	337,050	339,048	529,336	4,914,928	5,034,751	97.62%	3,497,014	476,736	328,627	439,528	4,741,905	4,869,649	97.38%
Other HS Programs	295,393	27,710	28,191	43,927	395,221	424,380	93.13%	271,942	40,444	30,653	39,138	382,177	405,519	94.24%
Total Human Services	4,004,887	364,760	367,239	573,263	5,310,149	5,459,131	97.27%	3,768,956	517,180	359,280	478,666	5,124,082	5,275,168	97.14%
Library														
Library	8,383,253	697,099	807,616	1,069,216	10,957,184	11,279,075	97.15%	8,090,608	960,800	712,245	866,950	10,630,603	10,896,141	97.56%
Library Other	143,506	21,926	4,354	12,541	182,327	429,018	42.50%	269,164	20,672	38,439	25,045	353,320	481,081	73.44%
Total Library	8,526,759	719,025	811,970	1,081,757	11,139,511	11,708,093	95.14%	8,359,772	981,472	750,684	891,995	10,983,923	11,377,222	96.54%
Culture & Recreation	399,559	5,227	4,465	13,603	422,854	435,612	97.07%	390,389	0	9,560	16,912	416,861	466,129	89.43%
Economic Development	3,788,361	378,395	337,795	567,478	5,072,029	6,049,238	83.85%	3,863,776	476,808	326,426	490,509	5,157,519	6,317,310	81.64%
Subtotal	171,362,261	14,710,274	18,739,858	21,788,113	226,710,910	247,218,806	91.70%	170,740,347	21,095,294	15,420,848	21,047,051	228,303,533	245,610,905	92.95%
Education														
County School Current Exp	59,046,948	6,560,772	6,560,772	6,286,278	78,454,770	79,604,271	98.56%	58,420,746	6,491,194	12,982,389	342,584	78,236,913	78,347,329	99.86%
Goodyear Incentive	274,494	0	0	0	274,494	243,613	0.00%	241,651	0	0	0	241,651	243,613	99.19%
Sales Tax Equalization	0	0	0	0	0	934,628	0.00%	0	0	0	0	0	845,128	0.00%
FTCC Current Expense	7,970,841	885,649	885,649	885,648	10,627,787	10,627,787	100.00%	7,578,387	842,043	1,684,086	0	10,104,516	10,104,516	100.00%
FTCC PEG	27,779	0	0	0	27,779	47,397	0.00%	0	0	13,986	28,219	0	47,397	0.00%
FTCC Capital Outlay	26,372	0	0	0	26,372	901,613	0.00%	0	0	32,766	0	0	901,613	0.00%
Total Education	67,346,434	7,446,421	7,446,421	7,171,926	89,411,202	92,359,309	96.81%	66,240,784	7,333,237	14,713,227	370,803	88,583,080	90,489,596	97.89%
Total General Fund	238,708,695	22,156,695	26,186,279	28,960,039	316,122,112	339,578,115	93.09%	236,981,131	28,428,531	30,134,075	21,417,854	316,961,584	336,100,501	94.31%

CUMBERLAND COUNTY REVENUE SUMMARY

PREPARED FOOD & BEVERAGE	200	FY2017						FY2016							
		Actual				Total	Budget	% Recognized	Actual				Total	Budget	% Recognized
		Jul-Mar	April	May	June				Jul-Mar	April	May	June			
Category 10: Ad Valorem Tax															
1225 Interest & Penalty - Food & Occupancy		36,430	3,319	1,339	6,986	48,074	50,000	96.15%	39,728	1,685	7,957	4,801	54,171	50,000	108.34%
Category 20: Other Taxes															
1015 Food & Beverage Tax		4,819,068	610,096	565,694	571,883	6,566,741	5,818,385	112.86%	4,703,796	572,999	574,365	544,843	6,396,003	5,507,413	116.13%
1120 Food & Beverage Tax - All Prior		63,071	454	0	1,466	64,991	50,000	129.98%	43,769	3,000	206	1,107	48,082	50,000	96.16%
Total		4,882,139	610,550	565,694	573,349	6,631,732	5,868,385	113.01%	4,747,565	575,999	574,571	545,950	6,444,085	5,557,413	115.95%
Category 70: Miscellaneous															
7002 Interest Income		0	8,163	1,778	1,987	11,928	350	3408.00%	5,917	0	0	0	5,917	350	1690.57%
7662 Returned Check		-	-	-	-	-	-	0.00%	-	-	-	-	-	-	0.00%
Total		-	8,163	1,778	1,987	11,928	350	3408.00%	5,917	-	-	-	5,917	350	1690.57%
Category 90: Other Financing Sources															
9901 Fund Balance Appropriated		-	-	-	-	-	1,664,067	0.00%	-	-	-	-	-	2,434,780	0.00%
Total Prepared Food & Beverage		4,918,569	622,032	568,811	582,322	6,691,734	7,582,802	113.06%	4,793,210	577,684	582,528	550,751	6,504,173	8,042,543	115.99%

CIVIC CENTER MOTEL TAX	601	FY2017						FY2016							
		Actual				Total	Budget	% Recognized	Actual				Total	Budget	% Recognized
		Jul-Mar	April	May	June				Jul-Mar	April	May	June			
Category 10: Ad Valorem Tax															
1225 Interest & Penalty - Food & Occupancy		-	-	-	-	-	-	0.00%	-	-	-	-	-	-	0.00%
Category 20: Other Taxes															
2600 Room Occupancy Tax - Auditorium		1,137,115	136,918	131,977	123,640	1,529,650	1,308,686	116.88%	992,479	128,612	135,754	113,511	1,370,356	1,190,340	115.12%
2605 Room Occupancy Tax - All Prior		-	-	-	-	-	-	0.00%	-	-	-	-	-	-	0.00%
Total		1,137,115	136,918	131,977	123,640	1,529,650	1,308,686	116.88%	992,479	128,612	135,754	113,511	1,370,356	1,190,340	115.12%
Category 70: Miscellaneous															
7002 Interest Income		-	2,529	577	757	3,863	-	0.00%	2,412	-	-	-	2,412	-	0.00%
Category 90: Other Financing Sources															
9901 Fund Balance Appropriated		-	-	-	-	-	-	0.00%	-	-	-	-	-	27,767	0.00%
Total Civic Center Motel Tax		1,137,115	139,447	132,554	124,397	1,533,513	1,308,686	117.18%	994,891	128,612	135,754	113,511	1,372,768	1,218,107	115.33%

CROWN CENTER EXPENSE SUMMARY (CUMBERLAND COUNTY)

	FY2017							FY2016							
	Actual					Budget	% Recognized	Actual					Budget	% Recognized	
	July-Mar	April	May	June	Total			July-Mar	April	May	June	Total			
Operating Expenses															
Other	44,846	(2,294)	3,105	52,088	97,745	279,917	34.92%	6,552	794	16,544	(795)	23,095	377,600	6.12%	
Capital Outlay	176,873	-	78,402	13,963	269,238	321,321	0.00%	-	-	-	-	-	-	0.00%	
Roof	-	-	-	-	-	-	0.00%	-	-	-	-	-	-	0.00%	
Engineer Fee	-	-	-	-	-	-	0.00%	-	-	-	-	-	-	0.00%	
Global Operating Fee	4,461,654	-	-	-	4,461,654	4,461,654	100.00%	4,236,567	-	-	(1,000,000)	3,236,567	4,236,567	76.40%	
Global Management Fee	81,282	8,131	8,129	(1)	97,541	97,542	100.00%	80,880	8,088	8,088	-	97,056	97,056	100.00%	
Global Incentive Payment	-	-	-	-	-	97,542	0.00%	-	-	-	-	-	97,056	0.00%	
Total Operating Expenses	4,764,655	5,837	89,636	66,050	4,926,178	5,257,976	93.69%	4,323,999	8,882	24,632	(1,000,795)	3,356,718	4,808,279	69.81%	
Non-Operating Expenses Debt Service - Coliseum															
Federal Bond Interest Subsidy	-	-	-	-	-	-	0.00%	-	-	-	-	-	-	0.00%	
Prin/Int BAB	19,523	-	18	217,505	237,046	237,046	100.00%	24,404	-	-	23,183	47,587	246,807	19.28%	
Prin/Int RZED	11,221	-	-	125,020	136,241	136,242	100.00%	14,026	-	-	13,324	27,350	141,852	19.28%	
Prin/Int 09B	2,775,238	-	-	490,887	3,266,125	3,266,125	100.00%	2,740,425	-	-	(1,576,700)	1,163,725	3,265,663	35.64%	
Prin/Int BTA CIP	-	-	-	-	-	356,138	0.00%	-	-	-	-	-	356,138	0.00%	
Total Nonoperating Expenses	2,805,982	-	18	833,412	3,639,412	3,995,551	91.09%	2,778,855	-	-	(1,540,193)	1,238,662	4,010,460	30.89%	

CROWN CENTER FINANCIAL SUMMARY (GLOBAL SPECTRUM)

	FY2017							FY2016						
	Actual					Budget	% Recognized	Actual					Budget	% Recognized
	July-Mar	April	May	June	Total			July-Mar	April	May	June	Total		
Event Income														
Direct Event Income	737,457	61,966	63,536	29,275	892,234	963,622	92.59%	637,976	53,238	104,048	48,310	843,572	963,085	87.59%
Ancillary Income	357,271	54,962	34,872	29,746	476,851	423,695	112.55%	447,034	44,467	40,640	11,020	543,161	412,453	131.69%
Event Operating Income	1,094,728	116,928	98,408	59,021	1,369,085	1,387,317	98.69%	1,085,010	97,705	144,688	59,330	1,386,733	1,375,538	100.81%
Signage and Suites Income	136,587	15,286	15,244	38,061	205,178	145,588	140.93%	137,828	15,137	18,020	17,944	188,929	114,867	164.48%
Miscellaneous Income	202,394	24,085	14,861	38,638	279,978	227,000	123.34%	186,909	14,910	13,879	42,052	257,750	140,000	184.11%
Total Event Income	1,433,709	156,299	128,513	135,720	1,854,241	1,759,905	105.36%	1,409,747	127,752	176,587	119,326	1,833,412	1,630,405	112.45%
Operating Expenses (Indirect)														
Indirect Expense	3,202,589	377,397	325,722	603,457	4,509,165	4,559,197	98.90%	3,165,069	440,387	373,067	540,853	4,519,376	4,551,727	99.29%
Total Operating Expenses	3,202,589	377,397	325,722	603,457	4,509,165	4,559,197	98.90%	3,165,069	440,387	373,067	540,853	4,519,376	4,551,727	99.29%
Event Inc over Operating Exp	(1,768,880)	(221,098)	(197,209)	(467,737)	(2,654,924)	(2,799,292)		(1,755,322)	(312,635)	(196,480)	(421,527)	(2,685,964)	(2,921,322)	