

THE FRANKLIN COUNTY BOARD OF SUPERVISORS HELD A BUDGET WORK SESSION ON TUESDAY, FEBRUARY 25, 2020, AT 3:00 P.M., IN B75 MEETING ROOM LOCATED IN THE FRANKLIN COUNTY GOVERNMENT CENTER, 1255 FRANKLIN STREET, SUITE 104, ROCKY MOUNT, VIRGINIA.

THERE WERE PRESENT: Mike Carter
Tommy Cundiff
Leland Mitchell
Ronald Mitchell
Lorie Smith
Tim Tatum

ABSENT: Ronnie Thompson

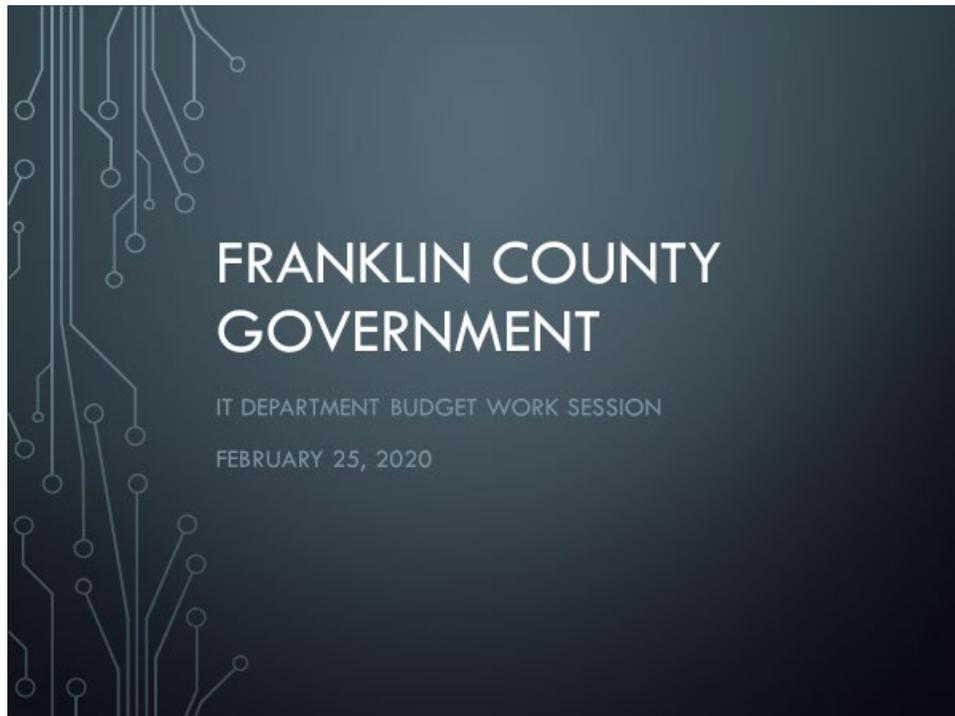
OTHERS PRESENT: Christopher Whitlow, Interim County Administrator
Madeline L. Sefcik, Clerk

Chairman Mitchell, called the meeting to order.

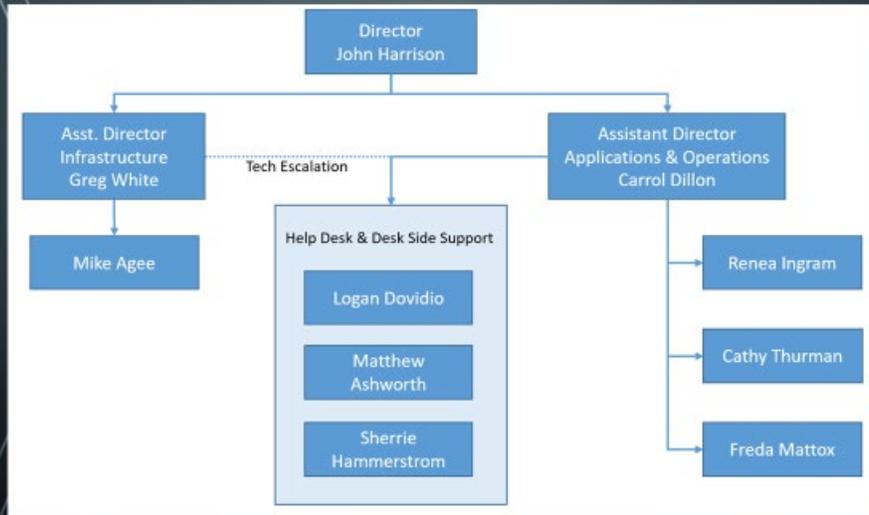
Mr. Whitlow, Interim County Administrator opened the meeting and welcomed those who were in attendance.

INFORMATION TECHNOLOGY

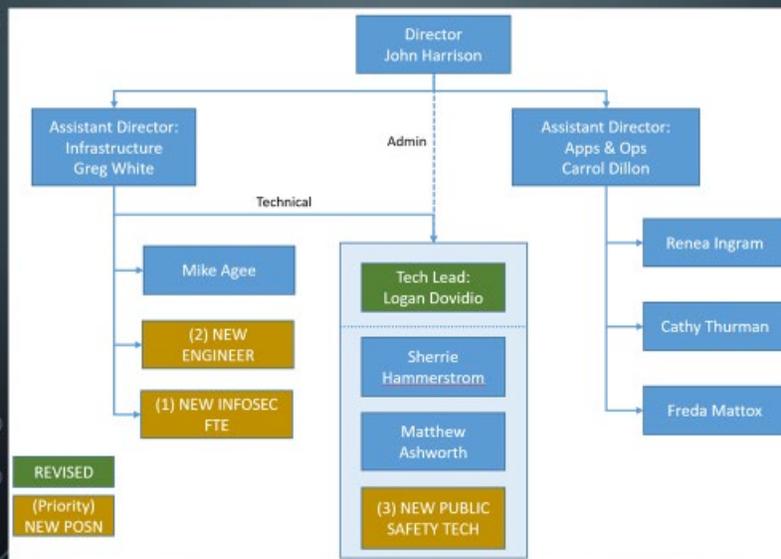
IT Director, John Harrison presented the below PowerPoint.



IT Structure Today



IT Structure Tomorrow?



IT Strategic Plan:

Vision:

The Information Technology Department of Franklin County provides technology solutions to enable the business of local government to be more effective and efficient in serving citizens in a timely and courteous manner, while embracing the County's Customer Service Philosophy and Customer Service Core Values.

Mission:

The Department of Information Technology will ensure the citizens, Board of County Supervisors, County Executive and County Agencies receive an excellent return on investment in technology utilization and maintain confidence in the integrity of the information with which we are entrusted.

IT Strategic Plan: (Goals)

- 1) Improve and maintain the sustainability and survivability of the County's IT operations.
- 2) Increase citizen customer interactions through technology.
- 3) Make IT revenues and expenditures predictable.
- 4) Develop IT staffing knowledge & skills to support technology according to service level agreements.
- 5) Increase regional collaboration and cooperation.
- 6) Improve the delivery of technology, applications and software solutions.
- 7) Serve as the primary technology consultant to Agencies.
- 8) Improve enterprise-wide training and IT awareness.
- 9) Improve internal customer satisfaction.
- 10) Secure County Data & Information.

IT METRICS -- [IT Performance Dashboard](#)

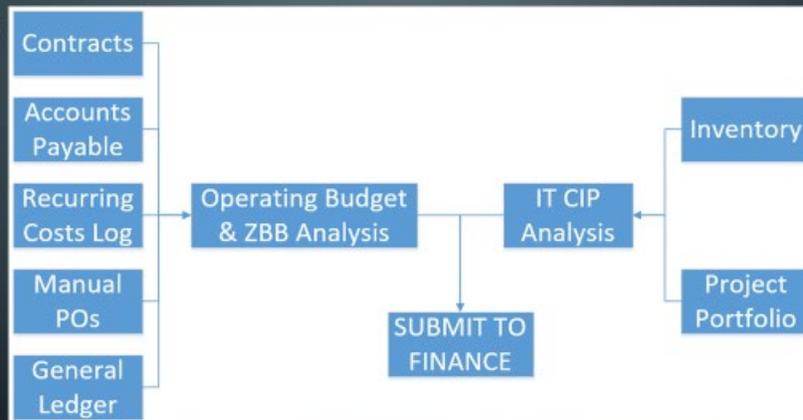
Various Other Data:

- Support Calls = 2525 (FY19)
2471 (FY20...so far)
- Computers = 620
- Servers = 142
- Network HW = 55
- “Large” Projects = 34 (& growing)
- Vendors = 16+
- Partners = 11+

IT Metrics: [Security Related](#)

- MS-ISAC publishes ~40 bulletins on current threats daily
- Old website had 30-50 attempted attacks daily
- Email Threats blocked daily (over 2 week sample)
 - Malware ranges from 1 to 14 per day
 - PHISHes range from 118 to 320 per day
 - ~30% of all inbound email is blocked as SPAM
- DHS/CISA Perimeter Scans Reported weekly
 - Average of 474 critical vulnerabilities
 - Average of 158 high vulnerabilities
 - Average of 196 medium vulnerabilities
 - Average of 228 low vulnerabilities
 - ~18 months to mitigate and get to ZERO Critical/High issues
- CIS “Albert” Inbound/Outbound Traffic Monitoring
 - ~20-25 alerts daily requiring investigation

Budget: (Process Workflow)



Budgets for FY21:

- Operating Budget & Zero Base Analysis
 - FY21 Total = \$1,370,682 (see handout)
 - Recurring Expenses = \$631,445
- CIP Budgets = \$1,047,710 (total)
 - Microsoft Expenses = \$227,000 (next slide)
 - Minus Barracuda & Ironport = ~\$10-15K
- Professional Services (data, voice, MS, AV)
 - 2019 = \$80,000
 - 2020 = \$80,000 (so far...)
- Savings (so far)**

Microsoft (what do we get?):

Product	Features	Cost
Office Suite + Windows OS	Document Management:	\$ 8,895.00
	Word	
	Excel	
	Power Point	
	OneDrive	
	Collaboration Tools:	
	SharePoint	
	Skype for Business	
	Teams	
	Planner	
Information Distribution:	Stream	
	Forms	
	PowerAutomate Workflow	
Software Assurance	Access to ALL Windows & Office Upgrades & Enhancements	\$ 24,710.00
Outlook	Email	\$104,000.00
	Archive	
	Reminders	
	Meeting Event Set up	
Servers	Security	\$ 53,458.60
	Operating System Licensing for ALL Windows Servers	
SQL Databases	Management Tools	\$ 16,502.16
	Licensing for all SQL Databases used by numerous applications including Energov, Munis, CAD, etc.	
Year 2 "True Up"	Additional (50) Windows OS & SQL Licenses (4)	\$ 18,491.98

Needs:

- Additional Staffing!
- Resources to Respond to State Mandates (e.g. Election Security)

Next Steps: Continue to...

- Find Cost Reductions & Efficiencies
- Develop Staff (e.g. training, role growth)
- Develop CyberSecurity Framework
- Redesign the Entire Network
- Develop Standards, Documentation, Processes/Workflows

Supervisor Mitchell asked for clarification on the area of consulting fees.

Supervisor Smith commended Mr. Harrison for his zero-based budgeting.

TREASURER

Ms. Susan Wray, Treasurer, spoke to the Board and presented her Budget requests. She is not asking for any additional positions, but she is asking for an increase in her budget overall for professional services, machinery and equipment.

Supervisor Mitchell asked how much a year the County is collecting by charging the 2.5% credit card fee to the Citizens in Franklin County and asked if this is was the source of the number one complaint heard from the public. Ms. Wray answered in the affirmative.

Supervisor Smith asked for clarification on the \$10,000 additional in her budget she is requesting.

COMMISSIONER OF THE REVENUE

Ms. Margaret Torrence, Commissioner of the Revenue, presented her budget requests to the Board. She explained she is needing more money in advertisement. She also is asking for more money to continue her employee's training and education.

Supervisor Carter asked if the printer she has is serviced by the group she has the lease from. The answer was yes, service and equipment are included in the lease she has for her printer.

Commissioner Torrence expressed her want for a new system to help with the reassessments each four years. This program would help each neighborhood be assessed at a quicker rate, but this software may cost \$600,000.

Commissioner Torrence reminded the Board she is also asking for an auditor position in her department.

CLERK OF CIRCUIT COURT

Ms. Teresa Brown, Clerk of Circuit Court, explained to the Board the need for an additional person in her office. Ms. Brown also explained the way her office operates and the responsibilities each of the members on her staff have every day.

FINANCE

Mr. Carter, Director of Finance presented the below presentation.



Finance Department

FY 2020-21

Budget Work Session

February 25, 2020

- Budget Planning – Operational and Capital
- Comprehensive Annual Financial Report
- GFOA Budget Book
- Debt Management
- Risk Management
 - Safety Team
- Procurement
- Purchasing Card Program
- Grants Administration



Department Overview

- Human Resources
- Payroll/Retirement
- Accounts Payable
- Children's Services Act

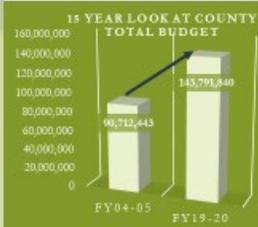


Department Overview (cont.)

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The Problem

- Net Budget has grown over 58% since FY 2004-05



Increase of \$53,079,397

- GASB has doubled the number of accounting statements since 2004-05
- New regulations are issued constantly: OSHA, Worker's Compensation, EEO, Affordable Care Act

- Staffing level has not kept up with growth
- Understaffed compared to peer localities
- Currently at risk of compliance failure

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Staffing Concerns

Locality	Finance Staff	Human Resources Staff
Franklin County	4.5	1
Henry County	7	1
Pittsylvania County	7	1
Bedford County	7	4

- Henry County has 3 Purchasing staff in a separate department
- Pittsylvania County has 2 Purchasing staff within the Finance Department

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- In FY 2019 Human Resources:
 - Received 709 applications
 - Processed 146 new hires, 80 terminations, and 34 promotions/transfers
- Coordinated Safety Team
- Responsible for Worker's Compensation, OSHA, FMLA, COBRA, FLSA, ACA
- One employee for the entire County of over 500 FT and PT employees

**BUDGET
REQUEST
CONCERN**

**HUMAN
RESOURCES**

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- Procurement was separated from the Executive BOS Clerk position and transferred to the Finance Manager position
- Losing efficiency as departments are managing procurement process and contracts – no standardization of proposals or contract language
- Currently no way to track contracts and commitments – financial system enhancements needed

BUDGET REQUEST CONCERN PROCUREMENT

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New Position Requests



Position Request	Salary	Benefits	Other Costs	Total Cost
Human Resources Generalist	35,000	21,900	12,500	69,400
Procurement Specialist	35,000	21,900	12,500	69,400
Account Clerk II	30,000	20,954	12,500	63,454
Total	100,000	64,754	37,500	202,254

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Supervisor Mitchell asked if staff fears the threat of an active shooter in the government building? The answer was in the affirmative.

Supervisor Mitchell and Supervisor Smith wanted to emphasize the need to take care of our employees.

Supervisor Tatum reminded the Board we have a different generation of workforce entering the field and we need to remember this as we move forward. Supervisor Smith thinks we need to consider what we can

do to address this issue and need to consider doing a market study on the salaries of the employees of the County.

Mr. Carter also presented on the budget of the Registrar.

Mr. Whitlow, Interim County Administrator discussed the need to send correspondence to Judge Perdue in order to get a Board of Equalization in place. He also brought up a letter to be sent in response to the Rocky Mount Rescue Station. Mr. Whitlow will also send a letter to Pittsylvania County letting them know we do not anticipate adding additional funding to the County of Pittsylvania.

Chairman Mitchell recessed for dinner.

Chairman Mitchell brought the meeting back to order.

The Board of Supervisors held a joint meeting with the Volunteer Fire Chiefs in the County.

Supervisor Tatum, Smith and Carter spoke of their thankfulness to the volunteers for their service in the County and Chairman Mitchell wants to extend the Board's sincere gratitude.

Morris Ledbetter, Assistant Chief of Ferrum and President for the Volunteer Fire Association spoke to the Board and let them know we have the best treatment they have ever had, but we still need more resources. Mr. Ledbetter spoke on the need to increase transparency. The Volunteer Fire Association is here to take care of the volunteer organizations and benefit the agencies. They would like to have a hand in the decisions being made that affect the volunteer fire chiefs and the members of their organization. They would like to work with the County to achieve a set of shared goals. He acknowledged Director Ferguson has been working with the organization and he appreciates that effort. Mr. Ledbetter believed this volunteer organization will strengthen the County's Public Safety organization. He thanked Supervisors Tatum and Mitchell for their budget proposal and thinks that is a step in the right direction. Mr. Ledbetter thinks if the volunteers can put forward the manpower, then the County should provide the equipment needed to provide the services. Mr. Ledbetter noted the looming need to address the potential cancer risks to firefighters and to do what the County can to assist.

Supervisor Tatum asked Mr. Ledbetter how much it costs a new member to be outfitted with all the proper gear. The answer was about \$3,500 per member whenever the department receives a new volunteer. Chief Powell spoke for Burnt Chimney's need of gear for their volunteers. He also expressed his department's desire to be a place for the younger generation to belong. The department notes grants are very helpful.

Recruitment and retention plan for the county. Property tax relief potential?

Chief Webb brought to the attention of the Board that the County can teach a firefighter course in a shorter amount of time than it takes to complete the state level class.

The Chief of Ferrum expressed his volunteers' fatigue from continuous fundraising.

The Chiefs also noted that each department must do annual testing of equipment and that this is a cost to the volunteers for ensuring security for those who will respond to fires using the equipment.

Smith Mountain Lake Fire Boat Chief spoke on his unique needs for boating repairs. He also stated that his department serves Pittsylvania County and Bedford County as well.

The Chiefs let the Board know that there needs to be a reassessment of the charges for a false alarm fee.

Supervisor Tatum asked Director Ferguson to forward the information regarding training to each of the Board Members. Chairman Mitchell made the comment that the best education is hands-on experience.

The Scruggs Chief wants to compliment Director Ferguson and appreciates the he can talk to the Director about his department's needs and issues. He would like to see a fire tax installed in the County with the proceeds coming to the various fire departments.

The Boones Mill Fire Chief wants to thank the Board of Supervisors for their support and the recent grant they received.

Chief of Rocky Mount Fire Department spoke on his budget needs.

(RESOLUTION #17-02-2020)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to approve the Special Event Permit submitted by Mr. Aaron Hodges with no conditions.

MOTION BY: Tim Tatum
SECONDED BY: Ronald Smith
VOTING ON THE MOTION WAS AS FOLLOWS:
AYES: Carter, Cundiff, L. Mitchell, R. Mitchell, Smith, Tatum
ABSENT: Thompson

Chairman Mitchell recessed the Board of Supervisor to March 3rd, 2020 at 3:00PM for a budget work session.