

FRANKLIN COUNTY

TO: BOARD OF FRANKLIN COUNTY COMMISSIONERS	Reviewed:
FROM: Lisa J. Johnson	Ext. 3485
DEPARTMENT: Administration	
DATE: June 16, 2008	No.

ITEM:

The KAC has requested input from Counties regarding possible items for legislative discussion in the upcoming legislative session. The Commission has requested this be placed on their agenda for discussion.

Background:

Recommended Action:

None.

Attachments:

KAC form.

2009 LEGISLATIVE REQUEST FORM
KANSAS ASSOCIATION OF COUNTIES

Instructions : The purpose of this form is to provide a standard format for submitting issues for possible inclusion in the KAC 2009 Legislative Policy Statement. The KAC has a long-standing history of support for home rule. As such, please do not submit requests for statutory changes to authorize actions that could otherwise be accomplished by county home rule. **Again this year, it is the intent of the KAC to develop a very strategic and focussed legislative platform statement with three or less priorities.**

For each specific issue, please fill out a separate form. Do not merge issues into one form. Thank you.

This request form is to be filled out by members of the Associate and Affiliate groups of the Kansas Association of Counties (either individuals or the group as a whole) to be considered by the 2008 Policy Committee as they develop the KAC Legislative Policy Statement for the year 2009. If you have questions, please contact Judy Moler at the KAC office (785) 272-2585).

Deadline: 2009 Legislative Requests should be submitted to the Kansas Association of Counties office **no later** than Thursday, July 3, 2008.

Kansas Association of Counties
300 SW 8th, 3rd Floor
Topeka, Kansas 66603

Fax: 785-272-3585

Email: moler@kansascounties.org

Franklin County EMS

219 E. 14th
Ottawa KS 66067

Phone: (785)229-7300
Fax: (785)229-7310
Email: nrobbins@mail.franklincoks.org
Website: <http://www.Franklincoks.org>

June 11, 2008

The Franklin County commission approved locating a fully staffed ambulance station in Wellsville for a one-year period to evaluate the need for a full-time station. On January 10, 2008, Franklin County EMS placed a full time crew and ambulance at the fire station in Wellsville. During the 2009 budget hearings the Commission has requested information to evaluate the effectiveness of the Wellsville Station. To that end, I have evaluated the different costs associated with the station. These costs include rent to 2009, move ups from the Wellsville Station, fuel and other necessary supplies.

Beginning in January 2009 Wellsville is requesting \$300.00 per month in rent for the Wellsville Fire Building. This request is based on projected utility costs for the Wellsville Station based on increases from 2007 to 2008. Attached is a chart that shows the first quarter expenses for 2007 as compared to 2008 for the Wellsville Fire Station. The increase in utilities is due to phone usage for the ambulanced station. There has been a \$473.70 increase from 2007. It is expected that if the County were to continue to use Embarq the increase for the year would be approximately \$1900.00. However, in the past month we have obtained approval from MidWest Connections for a internet connection at the Wellsville Ambulance Station that will enable the station to utilize phone service through the internet at no cost. This is result in a zero cost for phones at the Wellsville Ambulance Station for the majority of 2008 and 2009. With that in mind, and based on the other utility figures provided by Wellsville to date, it does not appear that Wellsville is incurring substantial, if any, utility costs in having the ambulance station located at the Fire Department.

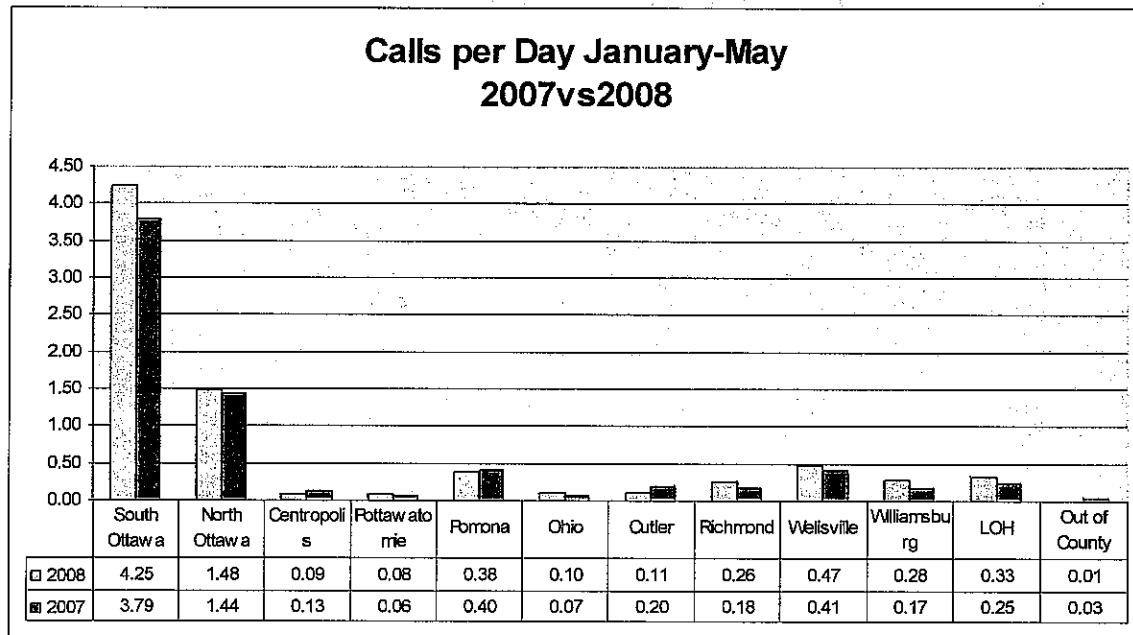
The next cost we are incurring due to the location in Wellsville are the costs associated with move-ups. Move ups occur when there are two units out in Ottawa. When this occurs the ambulance in Wellsville will move-up to I-35 and Tennessee Road and on occasion to Station 1 in Ottawa. I spoke with Ottawa Ford to determine the rough estimate of fuel usage for idling and was informed it was approximately 2 gallons per hour. Based on this information I have put together a chart that is attached to this document that shows the amount of money currently spent on move-ups. To date we have spent \$543.00 driving to move-up locations and \$292.50 on idling at the move-up locations. If this continues we will spend approximately \$2,500.00 this year on fuel for moves ups. This does not include the cost of staff time while they are on move ups and unable to perform any other functions. Budgeted for next year for the Wellsville station is \$8,000.00 for fuel.

In addition to move ups, the Wellsville ambulance is being brought back to Ottawa to respond to the second transfer that is going from RMH to the Kansas City Metro Area hospitals. The following chart shows the number of times this has occurred to date this year.

Wellsville Transfer's	
Month	# of transfers
January	4
February	6
March	1
April	2
May	6
June	1

The other cost we have noticed is station supplies. Items such as cleaning and laundry supplies have increased due to us maintaining a second station. Although this cost is a minimal cost, we added additional \$500.00 to the budget to cover the supplies.

Wellsville is comprised of Franklin and North Cutler Township. Franklin Township is producing 0.47 calls per day while the entire Cutler Township produces 0.11 calls per day. The study that the Kansas Board of EMS conducted last year stated a station needs to respond to at least one call per day to be a self-supportive station. The numbers of calls for the Wellsville Station in 2008 is consistent with the numbers of call for these townships in 2007 and does not show a significant increase in call volume for the area. The chart below shows the number of calls that have occurred throughout 2007-08. Based on the minimal increase in Wellsville's call volume it is my opinion it is not likely to produce the recommended one call a day in the foreseeable future that is necessary to sustain a self-supporting station.



FIRE DEPARTMENT UTILITY REPORT 2007 2008

KANSAS CITY POWER & LIGHT CO

JANUARY	\$ 83.52	\$ 88.56	Difference	\$ 5.04
FEBRUARY	\$ 140.47	\$ 134.69		\$ (5.78)
MARCH	\$ 113.86	\$ 138.53		\$ 24.67
1ST QUARTER TOTALS	\$ 337.85	\$ 361.78	7.00% INCREASE	\$ 23.93

KANSAS GAS SERVICE

JANUARY	\$ 209.30	\$ 269.00		\$ 59.70
FEBRUARY	\$ 321.85	\$ 260.55		\$ (61.30)
MARCH	\$ 348.81	\$ 303.47		\$ (45.34)
1ST QUARTER TOTALS	\$ 879.96	\$ 833.02	-5.60% DECREASE	\$ (46.94)

EMBARQ

JANUARY	\$ 106.28	\$ 251.70		\$ 145.42
FEBRUARY	\$ 126.64	\$ 286.88		\$ 160.24
MARCH	\$ 119.42	\$ 287.46		\$ 168.04
1ST QUARTER TOTALS	\$ 352.34	\$ 826.04	134.50% INCREASE	\$ 473.70

UTILITY EXPENSES

1ST QUARTER 2007 VS 2008	\$ 450.69	135.90% INCREASE	OVERALL INCREASE
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FRANKLIN COUNTY

TO: BOARD OF FRANKLIN COUNTY COMMISSIONERS	Reviewed:
FROM: Lisa J. Johnson	Ext. 3485
DEPARTMENT: Administration	
DATE: June 16, 2008	No.

ITEM:

Auditing proposals per the Commission's RFP.

Background:

The Commission voted to send out an RFP for the County's auditing services for 2008. The deadline for proposals was June 1, 2008. Two proposals have been received and are attached for the Commission's review as well as a list of all firms that received the RFP. In addition to the two proposals the audit proposal accepted by the Commission in 2007 contained an option for an additional two years. This is attached as well.

Recommended Action:

Set up interviews with the prospective firms to discuss their proposals.

Attachments:

Auditing proposals.



BOARD OF FRANKLIN COUNTY COMMISSIONERS

Karen S. Farrell, Chairman, 1st District

John E. Taylor, 2nd District

Roy C. Dunn, 3rd District

Donald C. Hay, 4th District

Donald R. Stottlemire, 5th District



Lisa J. Johnson
Franklin County Counselor/
Interim Administrator
1428 S. Main, Suite 2
Ottawa, Kansas 66067
(785) 229-3485

April 23, 2008

Dear Sir or Madam:

The Franklin County Commission is seeking proposals for professional services to perform an audit for Franklin County financial statements for the year ending December 31, 2008.

Attached is the RFP outlining the expectations of Franklin County as approved by the Board of Franklin County Commissioners. We look forward to your response and proposal for the 2008 Franklin County Auditing Services.

Please do not hesitate to contact me with any questions or for any additional information regarding the above matter.

Sincerely,

Lisa J. Johnson
Franklin County
County Counselor/Interim Administrator

cc: County Commission

Company

Agler & Gaeddert Chartered
Allen, Gibbs, & Houlik
Berberich Trahan & Company
BKD, LLP
Cochran Head Vick & Company, P.A.
Diehl Banwart Bolton Jarred
Lowenthal Singleton Webb & Wilson Professional Association
Marks, Nelson, Vohland & Company, LLC
Mayer Hoffman McCann, PC William L. Hancock
McGladrey & Pullen LLP
Mize, Houser & Company
Robert Stephen Wagner, CPA
Schlotterbeck & Burns
Summers, Spencer & Callison
Swindoll, Janzen, Hawk & Loyd LLC
TPP Certified Public Accountants, LLC
Weber, Dorton, Beckstrom & Company

Address

234 S. Main
301 N. Main, Suite 1700
3630 SW Burlingame Road
120 West 12th St, Suite 1200
1333 Meadowlark Lane, Suite 204
7 ½ E. Wall Street
900 Massachusetts St, Suite 301
7701 College Blvd, Suite 150
11440 Tomahawk Creek Parkway
4801 Main St, Suite 400
7101 College Blvd., Suite 1510
307 S. 5th Street
702 W. Main St.
6900 College Blvd., Suite 520
123 S. Main
10801 Maslin Blvd., Suite 700
7420 Quivira Road

Purpose:

Franklin County Kansas is accepting competitive proposals from qualified individuals, firms, partnerships and corporations for the purpose of performing professional auditing services.

The Franklin County maintains 45 individual governmental funds with a total budget of over \$20 million.

Franklin County Kansas desires to engage a Certified Public Accounting Firm to conduct an examination and audit of the accounts as provided by K.S.A. 75-1122 through K.S.A. 78-1124.

Vendors providing such services must meet the requirements, as specified herein.

Schedule:

The project timetable set out herein represents the County's best estimate of the schedule that will be followed. If a component of the schedule, such as the opening date, is delayed, the rest of the schedule may be shifted by the same number of days.

Issue RFP:	April 25, 2008
Proposals Due: 2:00 pm (CDT)	June 1, 2008

The contract will be in effect for an initial period of up to three (3) years. The Commission has requested that vendors provide alternative bids for one, two, and three year options for the auditing contract. Provided neither Franklin County nor the vendor has terms in the contract which they require to be changed, this contract may extend for three (3) additional fiscal years.

Award:

The contract shall be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the County.

The County Commission retains the sole and complete discretion to select the successful proposer. The decision of the County Commission will be final.

Scope of Work:

The overall objective(s) of this proposal is to obtain a firm that will examine the financial records and supplement information for all funds administered by the County Government for the year ending, December 31, 2008 and subsequent years for a maximum of three (3) years.

The engagement proposal shall include and address the following items:

1. General Audit
 - a. An examination of financial records of the County's various accounting systems shall be performed. An opinion shall cover all combined and combining financial statements and individual funds and account group statements, to be signed by June 11.

- b. The examination shall be made in accordance with general accepted auditing standards, the Kansas Municipal Audit Guide, 1997 Revision and any other applicable federal and state regulations and, accordingly, shall include such tests of the accounting records and such other auditing procedures as considered necessary in the circumstances.
- c. The audit firm shall prepare the single audit for the County, to be completed by June 11th of each Year of the contract.

Proposal Format and Submittal:

PROPOSALS WILL NOT BE CONSIDERED UNLESS AN OFFICER AUTHORIZED TO BIND THE OFFERING COMPANY SIGNS THE SIGNATURE PAGE. ALL PROPOSALS MUST BE SEALED AND PLAINLY MARKED ON THE OUTSIDE OF EACH SEALED ENVELOPE:

Proposal – RFP “Professional Auditing Services”

Seven (7) Copies and One (1) original of your proposal and supplementary material should be submitted to:

**Franklin County Administrative Offices
1428 S. Main Street, Suite 2
Ottawa, Kansas 66067**

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN THE TIME LISTED IN THE RFP CALENDAR OF EVENTS. LATE PROPOSALS WILL NOT BE CONSIDERED.

Proposals must include the complete name and address of their firm and the name, mailing address, and telephone number of the person the County should contact regarding the proposal.

Proposals must confirm that the firm will comply with all of the provisions in this RFP. Proposals must be signed by a company officer empowered to bind the company.

Franklin County Kansas
PROPOSAL FORM

Professional Auditing Services

AUTHORIZED SIGNATURE

By submission of this proposal, the undersigned certifies that it has the full authority of the Offeror to execute the proposal and to execute any resulting contract awarded as the result of, or on the basis of, the proposal.

I hereby certify that the attached proposal has been prepared in compliance with the specifications and that the quotations are valid for a period of _____ days.

Authorized Representative: _____

Signature: _____

Title: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

FRANKLIN COUNTY PURCHASING POLICY

1. PURCHASES UP TO \$500

Require no Purchase Order. Department head authorizes purchase and submits original invoices promptly to County Clerk's Office. Splitting purchases to circumvent this or any of the following is not allowed. All purchases of items on the list supplied by the Purchasing Department must be purchased from the Purchasing Department.

2. PURCHASES FROM \$500 TO \$1,500

Requires the user department to obtain three (3) telephone bids including vendor name, date and amount. Approved by department head and bids attached to invoice and promptly submitted to County Clerk's Office.

3. PURCHASES FROM \$1,500 TO \$5,000

A. Tangible property-Requires three (3) or more written bids, submitted to County Commissioners for approval before purchase.

B. Personal Service-Submit proposal to County Commissioners prior to bidding process.

4. PURCHASES OVER \$5,000

Requires the preparation of an Invitation to Bid or request for Proposal. The Bid/RFP must be advertised in the official County newspaper. Specifications will be prepared by department head and approved by County Commissioners. All bids will be sealed and delivered to the County Clerk by the bidder.

5. EMERGENCY PURCHASES

Provides for the department head to contract the Chairman or Vice Chairman or other Commissioner successively to approve procurement of goods or services without the competitive process in extraordinary circumstances.

6. CHANGE ORDERS

Change Orders are changes in terms and conditions associated with unforeseen problems not addressed in the bidding or contract documents or changes that are commended after a contract award. **The County Commissioners will approve all change orders.**

7. EXEMPTIONS

A. Temporary Notes

B. Sale of Bonds

C. Fixed Expenses

D. Investments

E. All contracts, leases and service agreements in which Franklin County or a department head is a party thereto.

F. County Commission approved exemptions

G. Grants

8. UNAUTHORIZED PURCHASES

The purchase of goods or services, including those by lease, lease/purchase and rental, must be made in accordance with this Purchasing Policy and procedures. Any purchase or attempted purchase of goods or services which does not comply with these procedures shall be considered unauthorized. Unauthorized purchases shall be rejected and returned. Whenever funds have been expended or payment cannot be avoided on unauthorized purchase, the matter shall be submitted to the County Commission for action, which may include budget reductions or appropriate employee disciplinary procedures in accordance with the County Personnel Policies.

Adopted by Franklin County Commissioners on March 8, 1999.

FRANKLIN COUNTY

TO: BOARD OF FRANKLIN COUNTY COMMISSIONERS	Reviewed:
FROM: Lisa J. Johnson	Ext. 3485
DEPARTMENT: Administration	
DATE: June 16, 2008	No.

ITEM:

Alternate work week schedules for County offices.

Background:

There has been recent discussion by the Commission regarding the possibility of allowing employees the option of working alternative work schedules of four ten hour days rather than the traditional five day work week. This has been suggested as a way to allow employees to save on the cost of fuel to be at work and other costs. This is currently a topic of discussion in several counties and cities throughout Kansas and the rest of the Country. The Commission requested this be placed on their agenda for discussion.

Recommended Action:

None.

Attachments:

Johnson, Lisa

From: kacm-bounces@list.ink.org on behalf of Michael Webb [MWebb@edwardsvilleks.org]
Sent: Friday, June 13, 2008 8:23 AM
To: kacm@ink.org
Subject: [Kacm] 4 day work week

I know several people have inquired about 4 day work weeks. This was in the ICMA News this morning. Michael

Some Oakland County employees could begin signing up for a four-day work week as early as next week under a plan approved this morning by the Board of Commissioners.

County Executive L. Brooks Patterson proposed the idea last month as a way for county employees to cut their commuting costs by 20%.

“I think it’s an idea whose time has come,” Patterson said after commissioners voted unanimously this morning to approve the pilot program.

Under the plan, county employees can volunteer to work four, 10-hour days instead of the traditional five, eight-hour days. By commuting one less day each week, the employee would save 20% on gas, which now tops \$4 a gallon.

Patterson said he had anticipated the board's approval and much of the paperwork has already begun. The plan would likely be offered to non-union employees first because they wouldn't require any negotiation with the contract. Some employees, such as sheriff deputies and others who staff round-the-clock positions, would not be eligible.

Oakland County has 4,000 employees, and Patterson said he expects to see between 1,000 and 1,500 take advantage of the program, which is voluntary.

Shelly Hawkins
Human Resources Technician
1428 S. Main Street, Suite 2
Ottawa, KS 66067

Franklin County

Memo

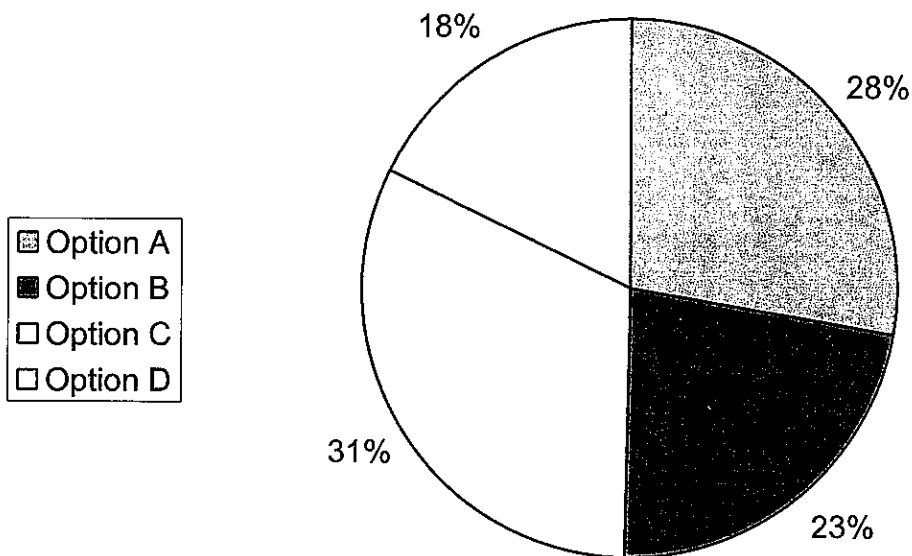
To: Franklin County Board of Commissioners
From: Shelly Hawkins
CC:
Date: June 12, 2008
Re: 2009 Benefit Survey Results

All benefit eligible employees were given a survey in their May pay advisements that asked them to select their preference among 4 possible options to our health benefits.

Attached you will find the results of the 2009 Benefit Survey as determined by the 123 responses we received from 218 benefit eligible Franklin County employees. The top two options selected were options C & A. Option C which includes changes to Base/Buy Up deductibles, Buy Up Office Visit Copays, and Base/Buy Up RX Copay prescription drug received 39 votes. Option A which would keep the current plan designs for the Base and Buy Up plans the same received 34 votes.

Also, given are the percentages based on the 108 responses we received to questions regarding the County's Employee Assistance Program (EAP).

2009 Benefit Survey



**Figures based on results from approximately 56% of benefit eligible employees.*

Option A Same Plan Design - no changes to current plans

Base: \$500/\$1000 Deductible; \$25 Office Visit Copay; 10/20/40 RX Copay prescription drug
 Buy Up: \$200/\$400 Deductible; \$15 Office Visit Copay; 10/20/40 RX Copay prescription drug

Option B Changes to current plans - (Buy Up) Office Visit Copay & (Base/Buy Up) RX Copay prescription drug

Base: \$500/\$1000 Deductible; \$25 Office Visit Copay; 15/30/45 RX Copay prescription drug
 Buy Up: \$200/\$400 Deductible; \$25 Office Visit Copay; 15/30/45 RX Copay prescription drug

Option C Changes to current plans - (Base/Buy Up) Deductibles; (Buy Up) Office Visit Copay, and (Base/Buy Up) RX Copay prescription drug

Base: \$1000/\$2000 Deductible; \$25 Office Visit Copay; 15/30/45 RX Copay prescription drug
 Buy Up: \$500/\$1000 Deductible; \$25 Office Visit Copay; 15/30/45 RX Copay prescription drug

Option D Changes to current plans - One plan only, the BASE

Base: \$500/\$1000 Deductible; \$25 Office Visit Copay; 10/20/40 RX Copay prescription drug

Employee Assistance Program (EAP)

14%	Yes	86%	No	Have you, and/or your dependents, used or will you use the Employee Assistance Program?
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9%	Yes	91%	No	Would you or your dependents use the service if you were paying for it?
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No Response: 19