

**JASPER COUNTY COUNCIL
FINANCE COMMITTEE
MARY GORDON ELLIS EXECUTIVE BUILDING
CONFERENCE ROOM
JANUARY 25, 2007
1:30 P.M.**

OFFICIALS PRESENT:

CHAIRMAN GLADYS JONES, COUNCILMAN GEORGE HOOD

STAFF PRESENT:

RONNIE MALPHRUS – DPY. ADM., ADM SERICES, JUDITH FRANK, CLERK TO COUNCIL

SOLICITOR'S OFFICE

MR. MALPHRUS SAID THAT HE SPOKE WITH SOLICITOR DUFFY'S OFFICE REGARDING THE BAD CHECK DIVISION HE WAS TO SET UP IN JASPER COUNTY. MR. MALPHRUS SAID THAT SOLICITOR DUFFY SAID THE GRANT FOR COMPUTERS WAS JUST APPROVED AND THT HE EXPECTED THINGS TO START IN THE BAD CHECK DIVISION IN ABOUT 1-2 MONTHS. MR. MALPHRUS SAID SOLICITOR DUFFY WAS GOING TO SEND ONE OF HIS ATTORNEYS OVER TO WORK ON THE FUNDS IN MRS. BOSTICK'S OFFICE. MR. DUFFY'S OFFICE IS ALREADY STARTED DOING ESCHEATMENT BONDS. CHAIRMAN JONES ASKED HOW MUCH OF HIS BUDGET HAS THE SOLICITOR REQUESTED SINCE THE COUNTY APPROPREATED ADDITIONAL FUNDS FOR THE BAD CHECK OFFICE AND IT HAS NOT STARTED YET. MR. MALPHRUS SAID THAT THE SOLICITOR'S OFFICE HAS BEEN GETTING HIS QUARTERLY APPROPRIATIONS BASED ON THE AMOUNT BUDGETED. VICE CHAIRMAN JONES ASKED MR. MALPHRUS TO UPDATE THE COMMITTEE AT THEIR NEXT MEETING REGARDING ANY PROGRESS WITH THE BAD CHECK OFFICE AND MRS. BOSTICK'S ACCOUNT.

SHERIFF'S TRAFFIC TEAM:

MR. MALPHRUS SAID THE TEAM ONLY STARTED IN DECEMBER AND DURING THE MONTH OF DECEMBER. THEY WROTE 351 TICKETS AND ISSUED 253 WARNINGS IN THE MONTH OF DECEMBER. THE FINAL TOTAL FOR THESE VIOLATIONS TOTALED \$57,573.00. MR. MALPHRUS SAID HE WAS GOING TO CHECK AND SEE HOW MUCH OF THAT MONEY ACTUALLY COMES TO THE COUNTY. MR. MALPHURS SAID HE WOULD CHECK AND SEE IF THE NEW SOFTWARE IN THE MAGISTRATE'S OFFICE COULD BREAK THAT INFORMATION OUT.

CHAIRMAN JONES SAID THAT SHE FELT SOME OF THE FUNDS GENERATED BY THE TRAFFIC TEAM COULD GO TOWARDS HIRING AN ADDITIONAL MEMBER OF THE TRAFFIC TEAM.

COUNCILMAN HOOD SAID HE FELT THE SHERIFF HAD ENOUGH MEN.

MR. MALPHRUS REPORT IS ATTACHED AND MADE PART OF THE MINUTES.

PALMETTO TAX POSTING:

MR. MALPHRUS SAID THAT MS. MOUZON, THE TAX COLLECTOR, GAVE HIM INFORMATION ABOUT THIS COMPANY. MR. MALPHRUS SAID THEY WOULD POST ALL THE DELINQUENT TAX NOTICES, TAKE PICTURES AND SIGN VERIFICATION THAT EACH ADDRESS HAD BEEN POSTED. MR. MALPHRUS SAID THEY CHARGE \$35.00 PER POSTING AND THIS FEE CAN BE ADDED TO THE COST OF THE SALE OF THE PROPERTY. MR. MALPHRUS SAID HE WOULD LIKE TO PLACE THIS ON THE AGENDA OF THE NEXT COUNCIL MEETING. CHAIRMAN JONES AND COUNCILMAN HOOD BOTH AGREED THAT IT SOUNDED LIKE A GOOD WAY TO HANDLE THE POSTING AND IT WILL BE PLACED ON THE NEXT AGENDA. MR. MALPHRUS SAID THIS COMPANY ALSO POSTED THE DELIQUENT MOBILE HOMES IN SPARTANBURG COUNTY AND HAD VERY GOOD RESULTS. CHAIRMAN JONES ASKED MR. MALPHRUS TO CHECK INTO THE LAWS REGARADING THE SELLING OF MOBILE HOMES FOR BACK TAXES. CHAIRMAN JONES

AND COUNCILMAN TUTEN AGREED THAT IF THE MOBILES HOMES WERE GOING TO BE SOLD FOR BACK TAXES, THEN ALL THE BACK TAXES SHOULD BE COLLECTED.

ASSESSOR'S DATA:

MR. MALPHRUS DISCUSSED THE PROBLEMS OF THIS YEAR WITH THE ASSESSOR PROVIDING NUMBERS TO SET THE MILLAGE WITH BEFORE THE NUMBERS WERE VERIFIED. MR. MALPHRUS SAID HE AND MR. FULGHUM HAD BEEN DISCUSSING APPROVING THE BUDGET AND THEN SETTING THE MILLAGE ONCE THE NUMBERS HAVE BEEN VERIFIED. MR. MALPHRUS SAID THE ASSESSOR'S NUMBERS ARE NOT COMPLETE UNTIL THE END OF AUGUST. CHAIRMAN JONES SAID THE LACK OF ORGANIZATION IN THE ASSESSOR'S OFFICE IS WHAT CAUSED THE DELAY THIS YEAR AND IF MS. O'QUINN NEEDED ADDITIONAL HELP TO GET THINGS DONE ON TIME SHE SHOULD HAVE ASKED FOR IT. CHAIRMAN JONES SAID PURE MISMANAGEMENT IS WHAT CAUSED THE PROBLEMS IN THE ASSESSOR'S OFFICE.

CHAIRMAN JONES ASKED HOW THE COUNCIL COULD KNOW WHAT THE BUDGET COULD BE IF THEY DID NOT SET THE MILLAGE. MR. MALPHRUS SAID THE BUDGET COULD STAY THE SAME AND THE MILLAGE MAY GO UP, BUT PEOPLE WOULD NOT KNOW HOW IT WOULD EFFECT TAXES AND THE COUNCIL COULD USE THE PREVIOUS YEARS' NUMBERS. CHAIRMAN JONES SAID THE COUNCIL WOULD NEED FOR THE ADMINISTRATION TO COME BACK TO THE COUNCIL WITH THEIR RECOMMENDATIONS ON THIS MATTER.

ICMA 401A ACCOUNTS FOR COUNTY COUNCIL:

MR. MALPHRUS EXPLAINED THAT THE MONEY THAT WOULD HAVE BEEN SPENT BY THE COUNTY ON INSURANCE FOR THE COUNCIL MEMBERS IF THEY NEEDED IT COULD BE PUT INTO A 401A ACCOUNT WITH ICMA IF THEY CHOSE NOT TO HAVE THE COUNTY PROVIDED INSURANCE. MR. MALPHRUS SAID THAT COULD AMOUNT UP TO \$4,000.00. MR. MALPHRUS SAID THE COUNTY WOULD MAKE THE CONTRIBUTIONS TO THE FUND FOR THE COUNCIL MEMBERS IN LIEU OF INSURANCE. MR. MALPHRUS SAID THE COUNCIL WOULD HAVE TO PASS A RESOLUTION TO APPROVE THIS. CHAIRMAN JONES ASKED MR. MALPHRUS TO EXPLAIN THIS OPTION TO ALL OF THE COUNCIL MEMBERS SO THEY COULD DECIDE IF THEY WANTED TO DO THIS.

CHANGE PAYROLL PERIOD ENDING DATE:

MR. MALPHRUS SAID THAT IT WAS VERY HARD TO GET PAYROLL DONE DURING HOLIDAYS AND HE WAS SUGGESTING THAT THE PAYROLL ENDING DATE BE CHANGED TO FRIDAY. MR. MALPHRUS SAID TO DO THIS THEY WOULD HAVE TO HOLD ONE WEEK'S PAY BACK AND HE FELT THE EASIEST WAY TO DO THIS WOULD BE DURING A MONTH WHEN THE EMPLOYEES HAD THREE PAYS IN ONE MONTH. CHAIRMAN JONES AND COUNCILMAN HOOD ASKED MR. MALPHRUS TO WORK ON IT SO THAT IT WOULD BE EASY FOR THE EMPLOYEES. VICE CHAIRMAN JONES SAID TO MAKE SURE THE EMPLOYEES HAVE PLENTY OF NOTICE SO THEY CAN MAKE ARRANGEMENTS. MR. MALPHRUS SAID THE EMPLOYEES WILL BE UPSET NO MATTER HOW IT IS DONE.

TAX OFFICE NEW EMPLOYEE:

CHAIRMAN JONES ASKED MR. MALPHRUS IF SOMEONE HAS BEEN HIRED TO WORK IN THE TAX COLLECTOR'S OFFICE AND IF SO WHERE WAS THE PERSON GOING TO BE WORKING. MR. MALPHRUS SAID THE NEW PERSON HAS BEEN HIRED AND WILL START WORK ON MONDAY AND UNTIL MR. KITTY MOVES, SHE WILL BE WORKING ON THE TABLE OUTSIDE OF THE COUNCIL CHAMBERS.

ANNEX BUILDING:

CHAIRMAN JONES ASKED IF MR. SAGER WAS RECONFIGURING THE NEW ANNEX BUILDING. MR. MALPHRUS SAID THAT STEVE WAS RECONFIGURING SOME AREA BECAUSE

OF THE SPACE NEEDED BY THE ASSESSOR'S OFFICE AND THAT EVERYONE WHO WAS ORIGINALLY PLANNED TO BE IN THE NEW BUILDING WILL STILL BE THERE.

AUDIT:

MR. MALPHRUS SAID THE AUDIT WAS VERY GOOD THIS YEAR. THE BUDGET REFLECTED THAT THEY WERE UNDER ON EXPENSES BY \$1,089,000.00 AND UP ON REVENUE BY \$1,586,000.00. VICE CHAIRMAN JONES ASKED ABOUT A LIST OF ANY TRANSFERS OF \$5,000.00 OR LESS MADE BY THE ADMINISTRATOR. MR. MALPHRUS SAID THERE WAS NOTHING IN THE AUDIT THAT WOULD SHOW THAT. MR. MALPHRUS SAID THE ORIGINAL AMOUNT SPENT AND THE FINAL AMOUNT WOULD REFLECT ANY DIFFERENCES, BUT THE COST OF LIVING INCREASE AND THE BALANCE OF THE OLD PAY PLAN STUDY ADJUSTMENTS CHANGED EVERYONE'S LINE. ALSO, ANY TRANSFERS APPROVED BY COUNCIL WOULD ALSO BE INCLUDED IN THOSE FIGURES.

VICE CHAIRMAN JONES ASKED ABOUT EMS AND HE SAID IN THIS AUDIT THERE WERE SUBSTANTIAL TRANSFERS, BUT THIS YEAR THEY WERE DOING MUCH BETTER AND THAT THE ONLY TROUBLESOME AREA WAS VEHICLE MAINTENANCE.

MR. MALPHRUS SAID THE FUND BALANCE IS CURRENTLY \$7,172,000.00 AND THAT IS MAINLY CASH.

MR. MALPHRUS DISCUSSED THE CLERK OF COURT'S PROBLEM WITH THE TRUST ACCOUNTS AND HE SAID THE AUDITOR'S ALSO WOULD LIKE TO SEE A SEGREGATION OF DUTIES IN DEPARTMENT THAT HANDLE MONEY.

MR MALPHRUS SAID ON PAGE 75, ITEM 3 DISCUSSED AGENCY FUND CASH AND IT IS LISTED BECAUSE MR. MELLEN HANDLED IT IN A DIFFERENT WAY. MR. MELLEN DID NOT SHOW THE FUNDS BECAUSE THEY WERE BEING HELD FOR THE STATE AND THEY WERE NOT ACTUALLY COUNTY MONEY.

ITEM FOUR RELATES TO THE BANK SENDING PLEDGES OF COLLATERAL AGAINST THE DEPOSIT AND IT WASN'T COLLATORIALIZED THIS YEAR. MR. MALPHRUS SAID THIS NEEDS TO BE CHECKED PERIODICALLY BY THE TREASURER.

CHAIRMAN JONES ASKED IF EACH DEPARTMENT THAT COLLECTS FUNDS MAKE A DEPOSIT DAILY. MR. MALPHRUS SAID THAT PERAMITERS SHOULD BE SET SINCE SOME OFFICES ONLY TAKE IN \$10-15 ON SOME DAYS.

COUNCILMAN HOOD ASKED MR. MALPHRUS TO HAVE A REVENUE EXPENSE REPORT FOR THE NEXT MEETING.

COUNCILMAN HOOD SAID THAT SINCE THE COUNCIL WILL BE IN COLUMBIA WHEN THE FEBRUARY ADMINISTRATIVE UPDATE IS SCHEDULED, THAT UNLESS SOMETHING IS PRESSING THE COMMITTEE WOULD MEET IN MARCH.

THE MEETING ENDED AT 3:00 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

JUDITH M. FRANK, CCC
CLERK TO COUNCIL

GLADYS N. JONES
CHAIRMAN

DR. GEORGE M. HOOD
COUNCILMAN

