

*David Ash – Chip Schutte – David Weiss - Sharon Keeler – Chuck Bishop*

**AGENDA**

Joint Administrative Services Board

Monday April 22, 2019 10:00 a.m.

Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (February 25 Minutes Attached).**
3. **Flex Benefits update.** Participants have been informed of the change from continuous carryover of balances under \$500 back to the 90-day runout.
4. **Vendor Trends.** Emily Johnson will present a countywide analysis of vendor trends.
5. **Next Meeting May 20 (if needed).**

Joint Administrative Services Board  
February 25, 2019      Regular Meeting      10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, February 25, 2019, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

**Members Present:** David Ash, Chuck Bishop, Sharon Keeler, Chip Schutte, David Weiss

**Members Absent:** None

**Staff Present:** Tom Judge, Brianna Taylor

**Others Present:** None

**1. Call to Order - Determination of Quorum**

At 10:02 am, Chairman Chip Schutte called the meeting to order having determined that a quorum was present.

**2. Approval of Minutes**

**Chuck Bishop, seconded by David Ash, moved to approve the January 28, 2019 minutes as presented. The motion carried by the following voice vote:**

David Ash	-	Aye
Chuck Bishop	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Aye
David Weiss	-	Aye

**3. Health Insurance Renewal**

Tom Judge explained:

- No changes to the plan
- Overall premium increase is 3.4%
- April 1<sup>st</sup> is the deadline for the renewal
- The overall renewal analysis shows that we have 294 individuals, current premium is \$3.6 million and the new renewal premium is \$3.8 million.

- FY 20 Monthly Health Benefit Rates for the Employee and the Employer based on the 3.4% premium increase
  - o The percentages stay the same for the plans except for the KA 250 Plan
    - Premium is increasing at a faster rate than the other plans
    - Employer contributes the same amount to each plan meaning employees in the KA 250 plan have a higher percentage than the prior year.

**David Ash, seconded by Chuck Bishop, moved to approve the FY2020 Monthly Health Benefit Rates. The motion carried by the following voice vote:**

David Ash	- Aye
Chuck Bishop	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Aye
David Weiss	- Aye

Chuck Bishop expressed concern on health insurance; and, in the near future, he would like to see if a consultant could come in and do a study, or whatever the process may be, to ensure that we are getting a great deal for employees and employer. With the insurance premium being one of the main drivers of the budget process, it has a real impact on all of our employees. Even with increases in salary, there have been cases that employees end up losing because of health insurance.

Tom Judge stated that the health insurance premium does drive dynamics and personnel.

David Ash stated that it would be interesting to see the impact to see the outcome as a whole.

Vice Chairman David Weiss stated that he supports getting more information.

Tom Judge stated that he could amend the JAS FY2020 budget to add \$2,000 in professional services in order to bring in someone who knows the local market to do an analysis to determine what could be done to get a better deal. He will bring this to the Board of Supervisors FY2020 Budget Finance Committee as a suggestion from the JAS Board.

Chuck Bishop stated that he would help be part of any solution.

### **Vendor Payment Reports**

Tom Judge stated that Joint Administrative Services had an error on a vendor payment report; therefore, it is now going through and checking all vendor payment reports that have been done since July 2018 checking to see if there are any errors. He will bring all reports (correct and incorrect) to both the School Board and the Board of Supervisors in their March meetings. Tom Judge explained that the error resulted in attempting to format the reports quickly and formatting shifts caused the errors.

Chuck Bishop stated that he has reviewed reports and highlighted where errors look like they occurred and will give them to Tom Judge.

Vice Chairman David Weiss informed Chairman Chip Schutte that in the past each Supervisor used to alternate monthly looking through those reports.

Chairman Chip Schutte stated that it would be a time consumer; but, if that is what needs to be done, that is what will have to be done.

Tom Judge stated that he would like to just be able to print the report directly from Munis and then hand it to the Boards; but, it's not clean and has codes and other fields in it that are not needed and then the description gets cut off, which is an important piece. He is working on trying to reduce the number of formatting steps required, producing the best report; this may make the reports appear differently.

#### 4. Adjournment

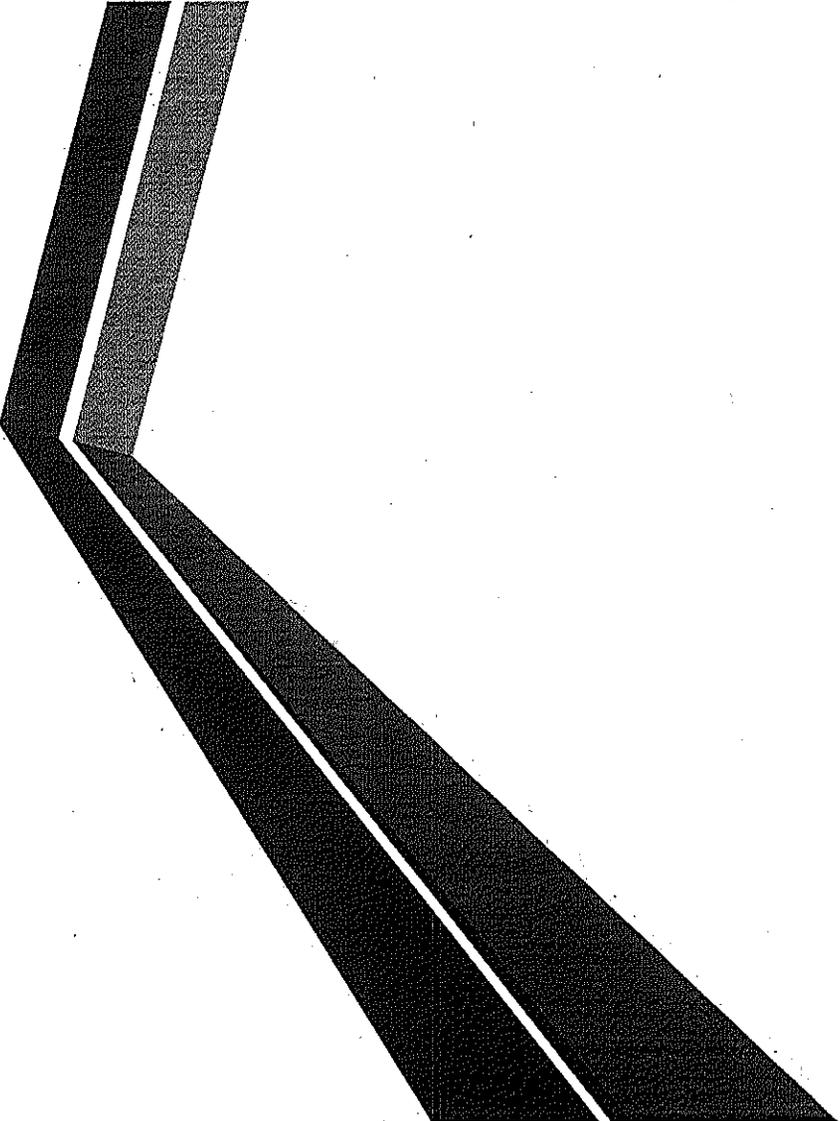
At 10:24 am, Chairman Chip Schutte adjourned the meeting.

#### 5. Next Meeting

March 25, 2019

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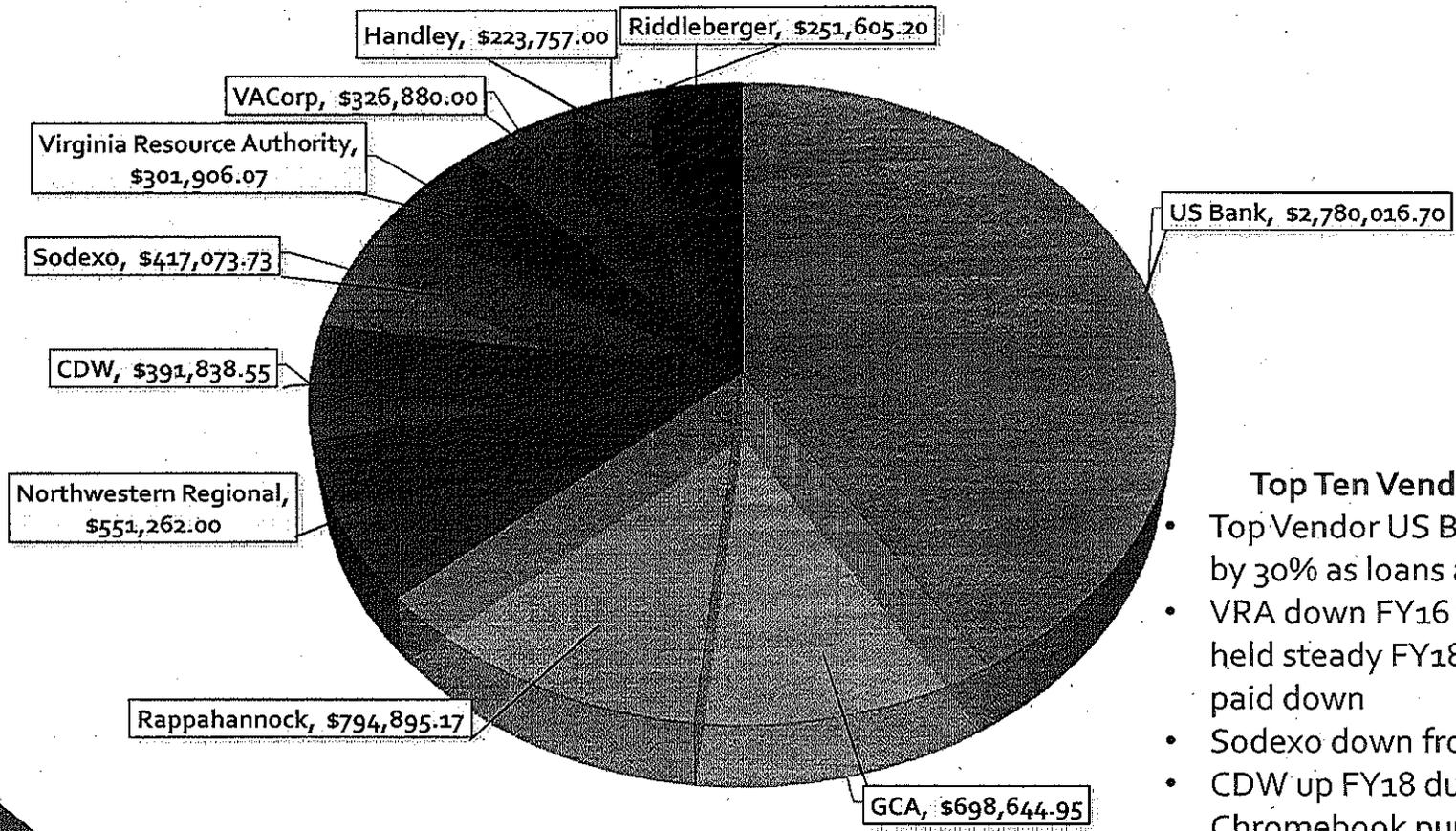
Minutes Recorded and Transcribed by Brianna R. Taylor



# Vendor Trends

FY2018, FY2017, and FY2016 Comparison

### TOP TEN FY18 VENDORS OVERALL



#### Top Ten Vendor Trends

- Top Vendor US Bank down FY17 by 30% as loans are paid down.
- VRA down FY16 to FY17 and held steady FY18 as loans are paid down
- Sodexo down from FY17 by 7%
- CDW up FY18 due to large Chromebook purchase.

## Top 10 Overall Vendors Total Dollars

Top Ten Vendors	FY16 Dollars Spent	Rank	FY17 Dollars Spent	Rank	FY18 Dollars Spent	Rank
US Bank	\$ 3,654,872.80	1	\$ 3,623,039.03	1	\$ 2,780,016.70	1
Rappahannock	\$ 778,154.89	2	\$ 799,723.68	2	\$ 794,895.17	2
GCA	\$ 673,697.98	3	\$ 694,615.84	3	\$ 698,644.95	3
Northwestern Regional	\$ 520,768.00	4	\$ 489,071.00	4	\$ 551,262.00	4
Sodexo	\$ 443,808.93	5	\$ 445,689.57	5	\$ 417,073.73	5
CDW	\$ 25,118.38	10	\$ 131,114.58	10	\$ 391,838.55	6
VACorp	\$ 278,659.00	7	\$ 290,683.00	8	\$ 326,880.00	7
Virginia Resource Authority	\$ 395,906.11	6	\$ 301,906.07	7	\$ 301,906.07	8
Riddleberger	\$ 266,932.21	8	\$ 411,002.32	6	\$ 251,605.20	9
Handley	\$ 190,000.00	9	\$ 206,513.00	9	\$ 223,757.00	10
Total	\$ 7,227,918.30		\$ 7,393,358.09		\$ 6,737,879.37	

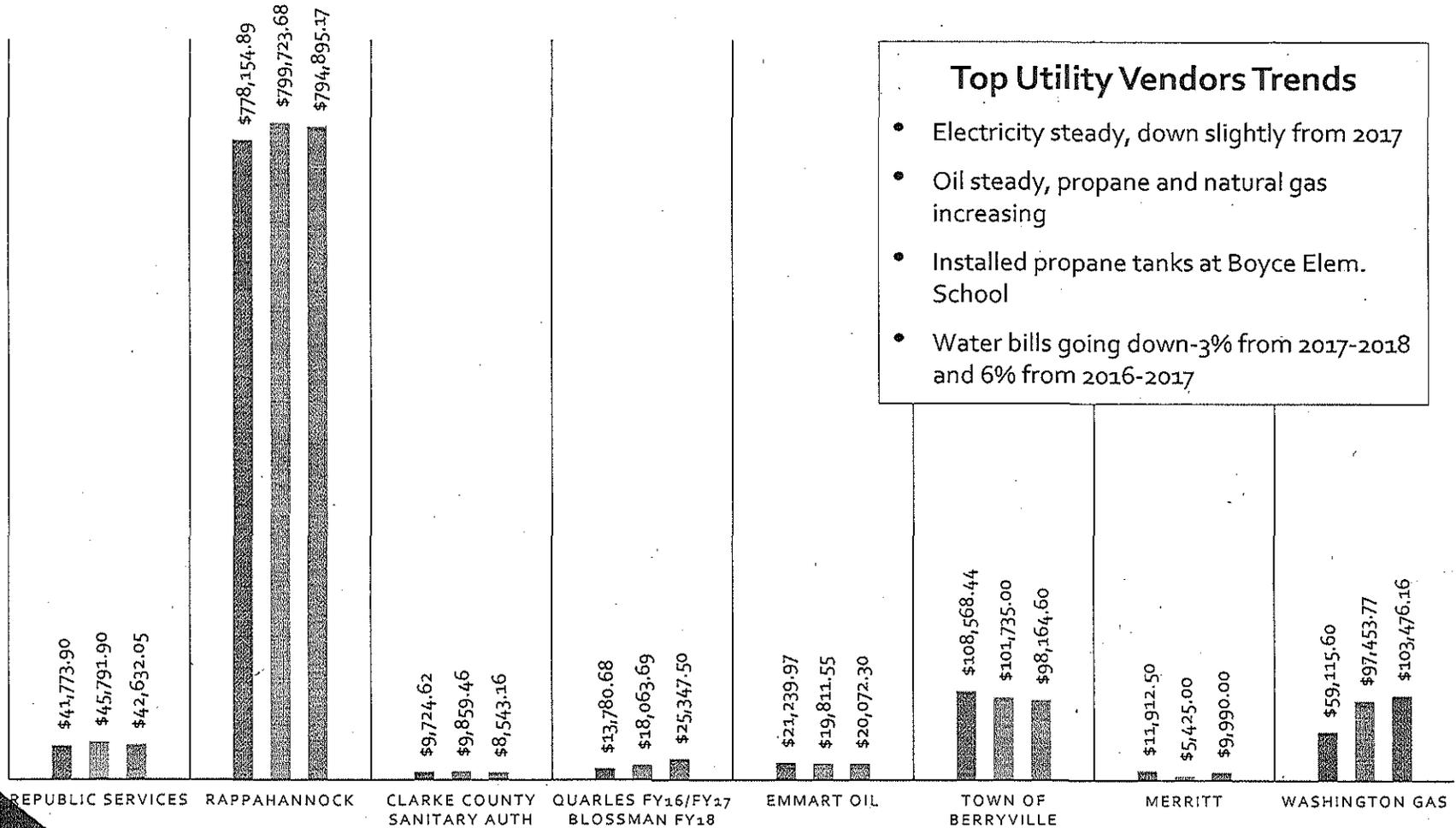
## Local Dollars

Fiscal Year	Local Dollars Spent Total	Non-Local Dollars Spent Total
2016	\$ 1,841,104.62	\$ 36,564,830.65
2017	\$ 1,778,489.61	\$ 40,734,908.87
2018	\$ 1,746,966.79	\$ 38,847,126.23

(\*Marks local vendors throughout slides

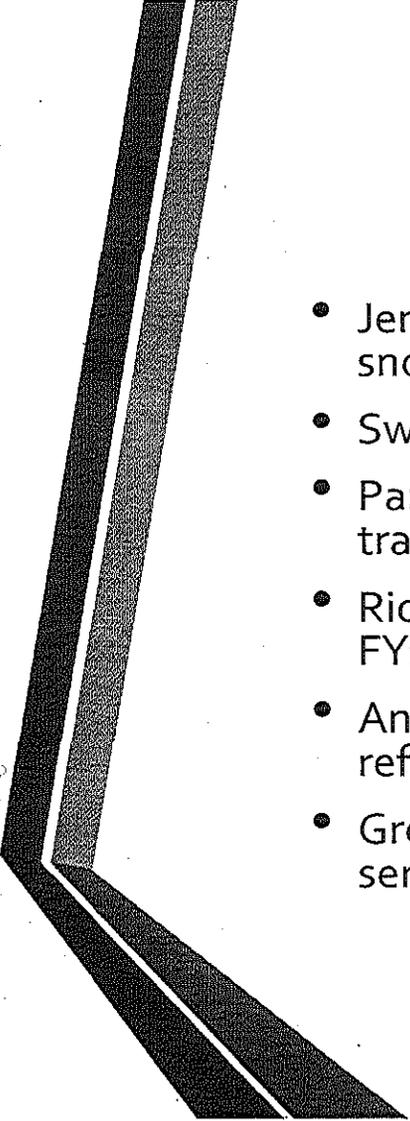
## TOP UTILITY VENDORS BY FISCAL YEAR

■ FY16 Total   ■ FY17 Total   ■ FY18 Total



# Top Utility Vendors

Top Utility Total by dollars	FY16 Total	FY17 Total	FY18 Total
Rappahannock	\$ 778,154.89	\$ 799,723.68	\$ 794,895.17
Washington Gas	\$ 59,115.60	\$ 97,453.77	\$ 103,476.16
<b>*Town of Berryville</b>	\$ 108,568.44	\$ 101,735.00	\$ 98,164.60
Republic Services	\$ 41,773.90	\$ 45,791.90	\$ 42,632.05
<b>*Quarles FY16/FY17</b>			
<b>Blossman FY18</b>	\$ 13,780.68	\$ 18,063.69	\$ 25,347.50
Emmart Oil	\$ 21,239.97	\$ 19,811.55	\$ 20,072.30
Merritt	\$ 11,912.50	\$ 5,425.00	\$ 9,990.00
CCSA	\$ 9,724.62	\$ 9,859.46	\$ 8,543.16

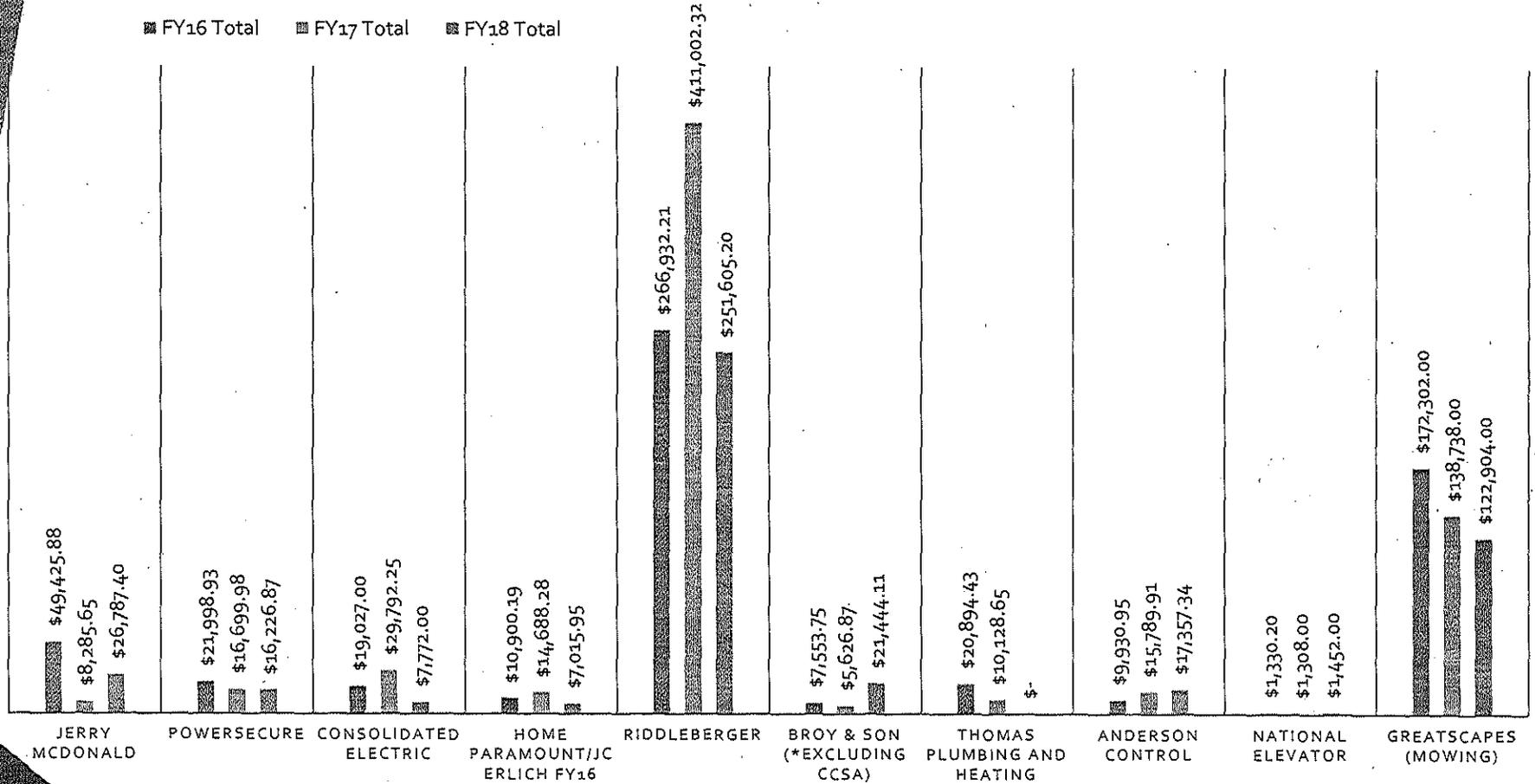


## Top Maintenance Vendor Trends

- Jerry McDonald FY18 includes Appalachian Trail Lot, FY16 large January snow removal and new soccer field.
- Switched vendors from Thomas Plumbing to Broy & Son.
- Paramount Pest Control costs down but less services provided such as grease traps are now being handled by Valley proteins.
- Riddleberger FY17 included several units that went out in multiple schools. FY18 no major repairs and small jobs brought in house when possible.
- Anderson Control going up each year but includes more services (i.e. refrigerator/freezer monitoring and JWMS fire inspection.)
- Greatscapes down each year mostly due to weather and less additional services.

## TOP MAINTENANCE VENDORS

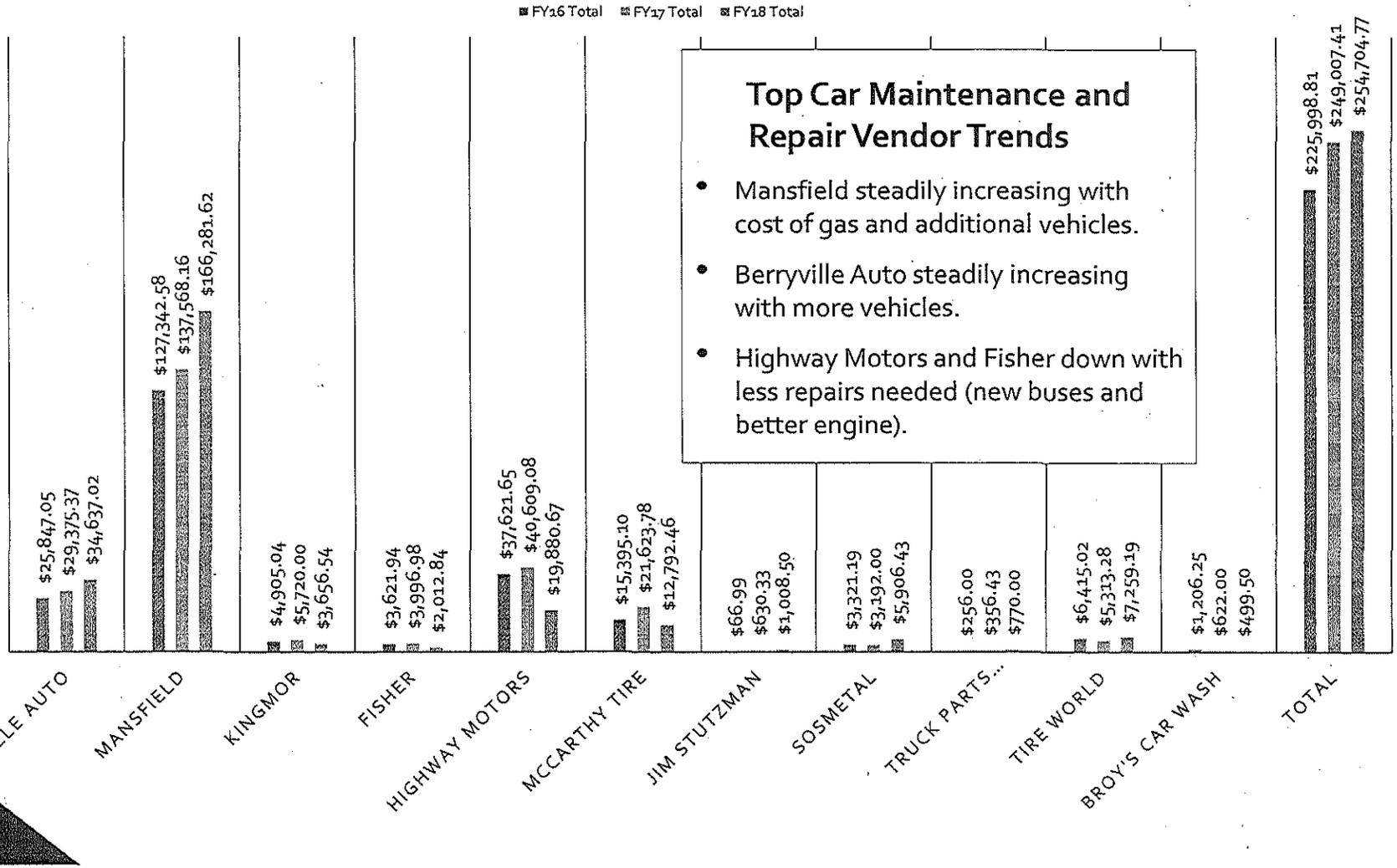
FY16 Total    
  FY17 Total    
  FY18 Total



# Top Maintenance Vendors

Maintenance Vendors	FY16 Total	FY17 Total	FY18 Total
Riddleberger	\$ 266,932.21	\$ 411,002.32	\$ 251,605.20
GreatScapes (Mowing)	\$ 172,302.00	\$ 138,738.00	\$ 122,904.00
*Jerry McDonald	\$ 49,425.88	\$ 8,285.65	\$ 26,787.40
*Broy & Son (*excluding CCSA)	\$ 7,553.75	\$ 5,626.87	\$ 21,444.11
Powersecure	\$ 21,998.93	\$ 16,699.98	\$ 16,226.87
*Anderson Control	\$ 9,930.95	\$ 15,789.91	\$ 17,357.34
Consolidated Electric	\$ 19,027.00	\$ 29,792.25	\$ 7,772.00
Home Paramount/JC Erlich FY16	\$ 10,900.19	\$ 14,688.28	\$ 7,015.95
National Elevator	\$ 1,330.20	\$ 1,308.00	\$ 1,452.00
*Thomas Plumbing and Heating	\$ 20,894.43	\$ 10,128.65	\$ -

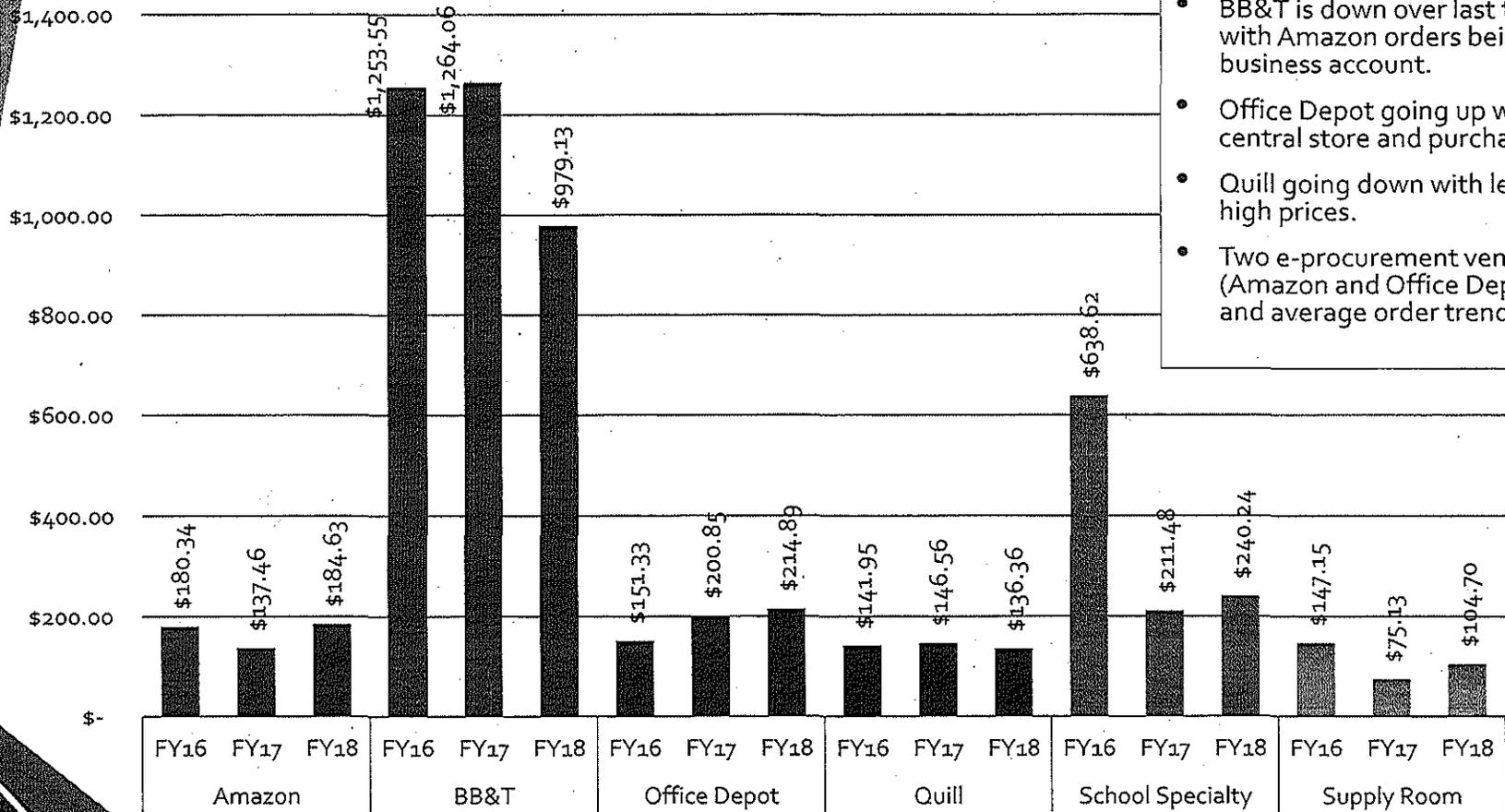
## TOP CAR MAINTENANCE AND REPAIR VENDORS



# Top Vehicle Car Maintenance and Repair Vendors

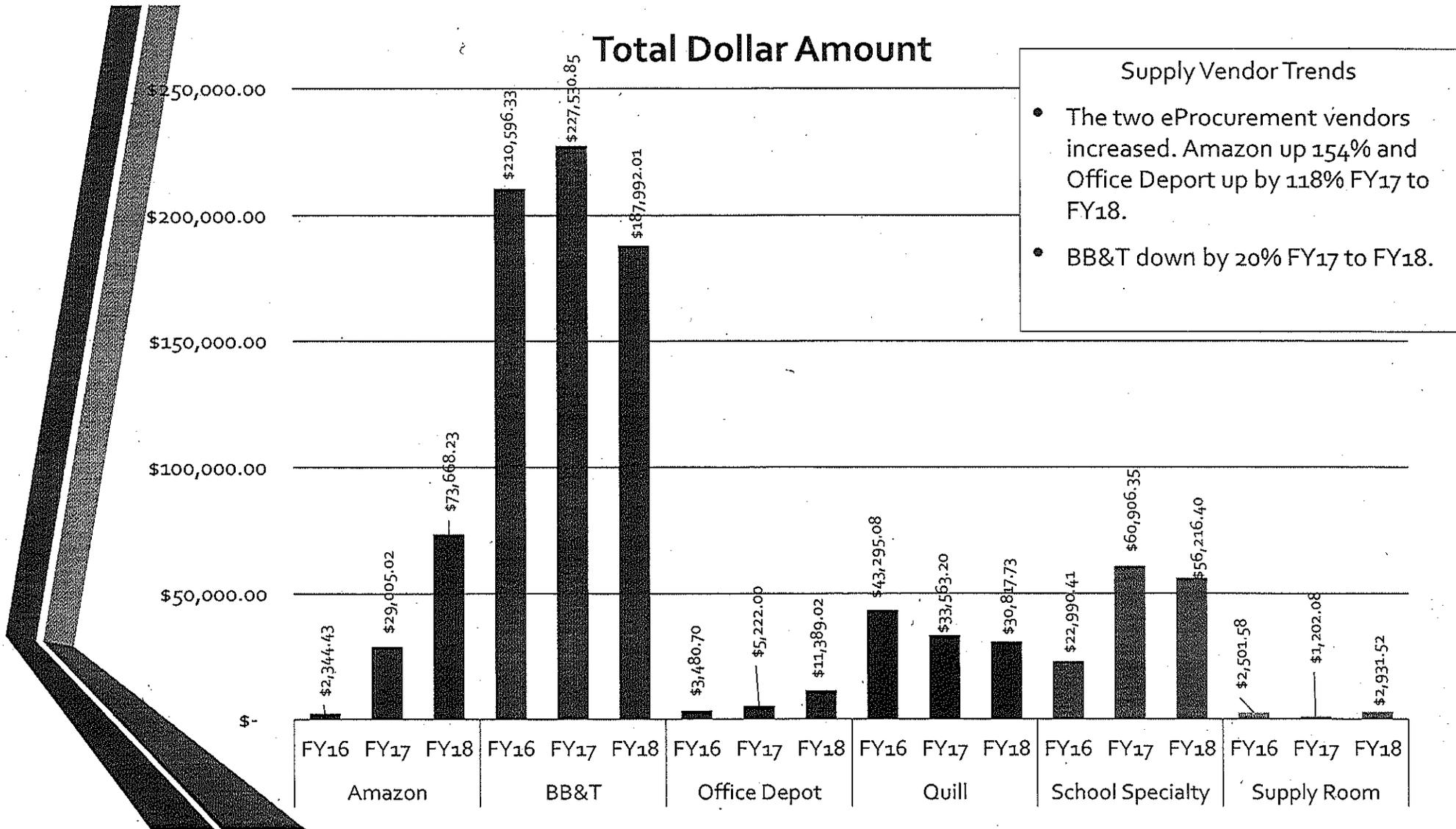
Vehicle Maintenance And Repair	FY16 Total	FY17 Total	FY18 Total
Mansfield	\$ 127,342.58	\$ 137,568.16	\$ 166,281.62
*Berryville Auto	\$ 25,847.05	\$ 29,375.37	\$ 34,637.02
Highway Motors	\$ 37,621.65	\$ 40,609.08	\$ 19,880.67
McCarthy Tire	\$ 15,395.10	\$ 21,623.78	\$ 12,792.46
Tire World	\$ 6,415.02	\$ 5,313.28	\$ 7,259.19
Sosmetal	\$ 3,321.19	\$ 3,192.00	\$ 5,906.43
Kingmor	\$ 4,905.04	\$ 5,720.00	\$ 3,656.54
*Fisher	\$ 3,621.94	\$ 3,996.98	\$ 2,012.84
Jim Stutzman	\$ 66.99	\$ 630.33	\$ 1,008.50
Truck Parts Unlimited	\$ 256.00	\$ 356.43	\$ 770.00
*Broy's Car Wash	\$ 1,206.25	\$ 622.00	\$ 499.50

## Average Order Per Vendor (Supplies)



### Supply Vendor Trends

- Overall supplies are on a downward trend, less needed.
- BB&T is down over last three years with Amazon orders being done on a business account.
- Office Depot going up with more central store and purchase orders.
- Quill going down with less use due to high prices.
- Two e-procurement vendors (Amazon and Office Depot) usage and average order trending upwards.



# Average Order

Vendor	Fiscal Year	Number of Transactions	Total Dollar amount	Average Order
Amazon	FY16	13	\$ 2,344.43	\$ 180.34
	FY17	211	\$ 29,005.02	\$ 137.46
	FY18	399	\$ 73,668.23	\$ 184.63
BB&T	FY16	14	\$ 210,596.33	\$ 1,253.55
	FY17	15	\$ 227,530.85	\$ 1,264.06
	FY18	16	\$ 187,992.01	\$ 979.13
Office Depot	FY16	23	\$ 3,480.70	\$ 151.33
	FY17	26	\$ 5,222.00	\$ 200.85
	FY18	53	\$ 11,389.02	\$ 214.89
Quill	FY16	305	\$ 43,295.08	\$ 141.95
	FY17	229	\$ 33,563.20	\$ 146.56
	FY18	226	\$ 30,817.73	\$ 136.36
School Specialty	FY16	36	\$ 22,990.41	\$ 638.62
	FY17	288	\$ 60,906.35	\$ 211.48
	FY18	234	\$ 56,216.40	\$ 240.24
Supply Room	FY16	17	\$ 2,501.58	\$ 147.15
	FY17	16	\$ 1,202.08	\$ 75.13
	FY18	28	\$ 2,931.52	\$ 104.70