



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive – Room 111
Gallatin, Tennessee 37066-5410

Commissioners

First District
Moe Taylor
Terry Wright

Second District
Billy Geminden
Larry Hinton

Third District
Alan Driver
Steve Graves

Fourth District
Jerry Foster
Leslie Schell

Fifth District
Baker Ring
Danny Sullivan

Sixth District
Deanne Dewitt
Luke Tinsley

Seventh District
Loren S. Echols
Gene Rhodes

Eighth District
Merrol N. Hyde
Shellie Young Tucker

Ninth District
Jerry F. Becker
Chris Taylor

Tenth District
Paul R. Goode
Caroline S. Krueger

Eleventh District
Scott Langford
Jeremy Mansfield

Twelfth District
Michael Guthrie
Justin Nipper

The following minutes are included in this packet:

Budget Committee.....December 10

Committee on Committees.....December 17

Investment, Purchasing, 2002 Financial Management,

2012 Financial Management.....December 4

Legislative Committee.....December 10

Architect Selection Panel.....November 29



BUDGET COMMITTEE MINUTES
December 10, 2018

MEMBERS PRESENT
Jerry Foster, Vice-Chairman
Jerry Becker
Billy Geminden
Paul Goode
Justin Nipper
Leslie Schell
OTHERS PRESENT
David Lawing
Leah Dennen
Ben Allen

- I. CALL TO ORDER by Vice-Chairman Foster at 6:00pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation-Led by Commissioner Geminden.
 - B. Approval of Agenda- Vice-Chairman Foster added item IV.C. Motion to approve amended agenda by Commissioner Schell, second by Commissioner Goode, unanimous approval.
 - C. Recognition of Public-None
 - D. Approval of Minutes – November 5, 2018-Motion to approve by Commissioner Nipper, second by Commissioner Geminden, unanimous approval.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN- None
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Budgetary time-line for FY2020 budget-Motion to approve by Commissioner Goode, second by Commissioner Schell, unanimous approval.
 - B. Financial statement memo- This is for the committee's information only.
 - C. Hotel/Motel Tax Audit- Sumner County Finance Director, David Lawing, provided a handout to the committee. He mentioned that due to the reappraisal, the budgetary timeline may be significantly revised. Typically, the county does not account for appeals during a reappraisal cycle because it results in a revenue negative rate. Sumner County Mayor, Anthony Holt, stated he would speak to the cities regarding cost sharing, if it's within their boundaries. Motion to approve up to \$16,800 for a hotel/motel tax audit to be funded from unassigned fund balance and waive second reading by Commissioner Goode, second by Commissioner Nipper, unanimous approval.
- V. NEW BUSINESS
 - A. Education- Motion to group and approve items V.A.1 and 2 by Commissioner Goode, second by Commissioner Schell, unanimous approval.
 1. Budget Amendments (for approval)
 2. Budget Amendments (for information only)
 - B. Appropriations
 1. Sheriff's Office
 - a. \$4,615.77 reimbursement for state inmate medical- Motion to approve by Commissioner Goode, second by Commissioner Becker, unanimous approval.
 - b. \$18,250.45 inactive commissary accounts closed by new provider to be used to purchase inmate property baskets- Motion to approve by Commissioner Schell, second by Commissioner Goode, unanimous approval.
 2. Portland Library - \$2,054 TSLA technology grant- Motion to group and approve items V.B.2. through 4.c by Commissioner Schell, second by Commissioner Goode, unanimous approval.
 3. Westmoreland Library - \$756 TSLA technology grant
 4. Millersville Library
 - a. \$1,600 TSLA technology grant
 - b. \$250 Goodlettsville Chamber of Commerce donation for books
 - c. \$418.05 additional carryover of FY18 STEM grant
 5. Building and Codes – appropriation for temporary employee- Motion to approve first reading of \$2,152.15 to be funded from unassigned fund balance by Commissioner Goode, second by Commissioner Nipper, unanimous approval.

C. Transfers- Motion to group and approve items V.C.1 a. and b by Commissioner Goode, second by Commissioner Schell, unanimous approval.

1. Inter-budgetary
 - a. Greater than \$2,500
 - b. \$2,500 or less

D. Tax Refunds

1. M&M Industries - \$42,201- Motion to approve by Commissioner Goode, second by Commissioner Geminden, unanimous approval.
2. Shannon Price - \$441.02 interest and penalty for 2015 taxes- Sumner County Law Director, Leah Dennen, stated the county has followed the statutory requirements. Motion to decline by Commissioner Goode, second by Commissioner Schell, unanimous approval.

VI. ADJOURNMENT- Motion to adjourn at 6:22pm by Commissioner Goode.

The MG Group, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

Tullahoma, Tennessee

December 4, 2018

David Lawing, Finance Director
Sumner County Government
355 Belvedere Drive, Rm 302
Gallatin, TN 37066

Dear Mr. Lawing:

Since 2010 we have performed over 350 compliance examinations of occupancy tax returns for 12 local governments in Tennessee. Under reported tax totaled \$1.2 million which is 2% of the total revenue recovered from these hotel/motels. Our fees were less than 30 % of the taxes recovered.

The following is a summary of some of the noncompliance issues that were disclosed during our examinations:

1. Underreporting of rental revenues on the return filed with the local government.
2. Over collections of occupancy tax from guests not reported and remitted to the local government from the following:
 - Charge of occupancy tax on non-taxable transactions (meals, wine, etc.)
 - Exemptions for long-term stays were correctly taken, however; the guests were not credited or refunded the tax collected.
3. Rental fees were charged for "No Shows" and the occupancy tax was not remitted to the local government as required by local statutes.
4. Exemptions taken on the return were not supported by records maintained by the entity and appeared to be overstated.
5. Exemptions taken for transactions not permitted to be exempt by local laws.
6. Operator's commissions were inappropriately taken on returns filed late.
7. Failure to file returns.
8. Failure to remit interest and penalty on late returns as required by local statutes.
9. Failure to maintain and/or submit records for examination as required by local statutes.
10. Mathematical errors on the returns.

Our fees are a fixed rate per hotel and billed as each hotel report is issued. We handle all aspects of the examination except collection. We leave penalty abatements to you for the actual invoicing of the additional tax due to you.

603 NW Atlantic Street, Tullahoma, Tennessee 37388

Phone (931) 393-3307

Fax (931) 563-5585

Before we began such an exam, we interview financial staff from the local government who enforce the tax and discuss their interpretations of the private act and how they handle any noncompliance. We request copies of all returns under examination and confirm that any missing returns were never filed.

We visit each hotel and observe the conditions, number of rooms, and make certain inquiries of the staff. We obtain operator information from the booking systems, folios, and other operator records necessary to support the returns that were filed. Any discrepancies noted are reported to the operator and to the county in a separate report. Once all hotel reports have been issued, a summary report is issued to the County only. An example summary report is provided for your review.

We appreciate the opportunity to offer our services to Sumner County. If you have any questions or need additional information, please contact me.

Sincerely

Melissa McGee

Melissa McGee, CPA, CMFO
Managing Partner

MG CPA Group
Tullahoma, Tennessee

melissa@MGGroupinc.net

The MG Group, P.C.

A Report to
The City of Anywhere,
Tennessee

Jim Smith, Finance Director

Examination of Hotel
Occupancy Taxes
October 2015 to October 2017

January 9, 2018



Tullahoma, Tennessee

Background

City of Anywhere, Tennessee uses independent certified public accountants to conduct compliance examinations of the City's 2.5% hotel occupancy tax. Fourteen hotels were examined for the period October 2015 through October 2017. The table below summarizes the amount received by City of Anywhere, Tennessee prior to this examination:

Hotels	\$1,119,573 Occupancy Tax	1,138 Rooms Available
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Objectives and Scope

The objectives of the examinations were to obtain reasonable assurance about whether the hotels complied in all material respects, with the specified requirements of the local statutes governing the privilege tax levied by City of Anywhere, Tennessee for the months of October 2015 through October 2017.

What we found

- The 14 accountant's reports issued expressed nine qualified opinions (64.29%), 4 unqualified opinions (28.57%), and one adverse opinion (7.14%).
- Our examination disclosed eight entities (58%) were in material noncompliance with the City of Anywhere's occupancy tax statutes for a total dollar amount of \$25,411.
- Our examination disclosed five entities (35.71%) were in immaterial noncompliance with the City of Anywhere's occupancy tax statutes for a total dollar amount of \$2,414.
- Total occupancy tax collections were under reported by \$23,836 or 2.09% of the amount reported for the period examined. Operator's commission was over-collected by \$88. In addition, additional interest and penalties were assessed during the examination totaling \$3,901 for the under reported collections. Additional taxes including interest and penalty due the city total \$27,825.

**COMMITTEE ON COMMITTEES
MINUTES
DECEMBER 17, 2018**

Present:

Paul R. Goode, Chairman
Loren S. Echols, Vice-Chairman
Jerry Becker
Deanne Dewitt
Shellie Young Tucker

Also Present:

Ben Allen, Staff Attorney
Leah Dennen, County Attorney
Anthony Holt, County Executive-Absent
Justin Nipper, Commissioner

The regular meeting of the Committee on Committees was brought to order with an invocation by Chairman Goode on Monday, December 17, 2018, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Goode declared a quorum to conduct business.

Agenda. Comm. Echols moved, seconded by Comm. Becker, to approve the agenda. The motion carried unanimously.

Approval of Minutes of November 19, 2018. Upon motion of Comm. Echols, and duly seconded by Comm. Becker, the Committee approved unanimously the minutes of November 19, 2018.

Public Recognition. None

Report of the Chairman. Chairman Goode has no report.

Report of the County Executive. County Executive Anthony Holt had no report.

8. Old Business. None

9. New Business.

Emergency 911 Communications Board.

Chairman Goode announced the following appointments on the Emergency 911 Communications Board:

- Ben Harris, 4-year term, County Commission - deferred until next month
- Paul D. Freels, 4-year term, citizen – Ben Harris appointed
- Michael Guthrie, 4-year term, County Commission – re-appointed

Upon motion of Comm. Becker to approve the appointment of Ben Harris as a citizen member of the E-911 Board, seconded by Comm. Echols, the Committee voted unanimously to approve the appointment of Mr. Harris.

Comm. Echols moved, seconded by Comm. Becker, to approve the re-appointment of Commissioner Guthrie to the E-911 Board. The Committee voted unanimously to approve the appointment of Mr. Guthrie.

Appointments Next Month. Chairman Goode announced next month's appointments as follows:

Agricultural Extension Service Committee

- Priscilla Curtis, Farm Woman 2-year term
- Dwight Dixon, Farmer, 2-year term
- Moe Taylor, County Commission

Regional Planning Commission

- Jim Williams, citizen, Zone 1, 4-year term
- Mike Honeycutt, citizen, Zone 4, 4-year term
- Jerry Kirby, citizen, Zone 2, 4-year term

Public Records Commission (Archives Board)

- Baker Ring, 2-year term

10. Adjournment. Upon motion of Comm. Becker, and duly seconded, the Committee adjourned at 6:35 p.m.



MINUTES FOR THE SPECIAL CALLED MEETING
OF THE 2012 FINANCIAL
MANAGEMENT COMMITTEE
December 4, 2018

MEMBERS PRESENT
Jerry Becker, Chairman
Danny Sullivan, Vice Chairman
Judy Hardin
Anthony Holt
Del Phillips
Chris Taylor
OTHERS PRESENT
David Lawing
Leah Dennen
Ben Allen
Bill Kemp
Dennis Cary

- I. CALL TO ORDER by Chairman Becker at 5:30pm in the Commission Chambers of the Sumner County Administration Building in Gallatin, TN.
- A. Invocation- Led by Commissioner Taylor.
 - B. Approval of Agenda-Motion to approve by Commissioner Sullivan, second by Commissioner Taylor, unanimous approval.
 - C. Recognition of Public- None

II. NEW BUSINESS

- I. Munis issues along with IT considerations- Sumner County Clerk, Bill Kemp, explained that going back to the Plante Moran assessment report, it states a goal for Munis is to be user friendly and significantly reduce process time. He pointed out that some elected officials, including himself, find this untrue. He explained that Munis causes the departments more time and increases the amount of work. He explained since having an IT department, many of the steps required by Munis have been eliminated.

Sumner County IT Director, Dennis Cary, explained the biggest challenge for Sumner County is that each department has a standalone network. He explained the current VPN not only makes connectivity slower but also makes our network vulnerable to attacks. He said, "each department that's not connected to our network has their own employees and network. We give them access to our network through a VPN account. If they are terminated, they still have access until the IT department is notified, which is sometimes three to five days. The departments that are not on our network are not forced to maintain any anti-virus software, and in some cases, these departments do not have a firewall. A firewall prevents anyone outside that department to access personnel data, possibly even public data that the county is maintaining. Davidson and Rutherford Counties have single networks and have for several years. Single networks allow manageable security of the network, policy enforcement, and to be able to keep hackers from accessing the network. A single point network reduces the cost through combined purchases and reduction of duplicated services. When I came to Sumner County, the administration building had eight different connections, and I have no idea how many the courthouse has and holds true for other buildings. Each one has their own cost but could be reduced with a single connection. Within the next six to eight months, I plan to remove VPN connectivity. To maintain reduced costs, the IT department will do both dedicated connections between some sites, and some will be a site to site connection. So far, risk management, planning and stormwater, veterans' services, EMS, EMA, and the county executive's office are all part of a single network. Chairman Becker asked me to put together a complaint list of Munis from the departments. The biggest issue the departments have is authentication problems, which is having to login multiple times. I am in the process of eliminating VPN connections, which will fix this issue completely. To bring all departments that I have so far on a single network, there has been zero cost, but to bring two of the libraries on the network is \$600 each and a \$500 annual maintenance fee. Another complaint from the departments is lack of training. When a person is hired, they are typically trained by the person that was before them, and that person was probably never trained either. So, the process of doing anything through Munis, they have to call the finance department and ask how, and sometimes when they do, they are given the incorrect information, so they have to go back and do it all over again. Another complaint is user documentation. When Munis was initiated, user documentation was provided, and there hasn't been any other information that has been provided to date. I have seen one piece of Munis documentation, that is how to create a purchase order, and it was outdated as well. The final issue that has been reported to me from the departments was how to create a purchase order. When a purchase order is created, any supporting documentation must be attached. I received a call late yesterday from the sheriff's department stating that if something had been bid, supporting documentation, including the bid, must be attached and each time payment is requested, all supporting documentation must be attached again."

Finance Director Lawing interjected stating that is not the case. He explained the bid is required to be attached when the purchase order is requested but not required again. IT Director Cary stated when he spoke with Katharine Bickerton this afternoon, she confirmed that the bid must be attached every single time. Finance Director Lawing stated this is not true. IT Director Cary explained vendor files were also an issue. He explained when searching for a vendor, there are several with the same name, and it is difficult to choose the correct one.

Commissioner Taylor pointed out that he thinks it would be beneficial to have an assessment done on the Munis system to see what is working properly and what is not. He explained once everything is up and running properly, have someone who is familiar with Munis explain the different ways to do things in Munis to make it easier for their department. Commissioner Taylor explained as budget time approaches, we need to look hard at network costs, consultant, training, and maybe purchasing additional training from Munis. IT Director Cary stated he thinks it would be better to wait another year before an assessment is done because he needs more time to complete what he has going on now. IT Director Cary pointed out he will be asking for more employees as budget time approaches. IT Director Cary also explained while pulling planning and stormwater on their network, IT had to provide antivirus because planning did not have the money in their budget. IT Director Cary said, "in the future, we will need an IT budget that is a combination of all departments that will provide us with the ability to go out and get that software the departments need and little issues that pop up."

County Executive Holt asked IT Director Cary how secure the county's network is today from when he first started. IT Director Cary said, "I would say 20% in the beginning, we had a lot of issues and I hate to admit it, but there was a point in time we did not have backups of our current system. Over time we have replaced those systems; as of right now, I would say this building is 85% secure because some of those networks are still quite questionable." Commissioner Chris Taylor made a motion to delay the changes made to the purchasing policy until the network issues can be addressed, second by Commissioner Sullivan, unanimous approval. Road Superintendent Hardin stated she believes we should get all the current issues resolved before proceeding with anything new.

County Clerk Kemp reiterated that the policy does not keep the end user mind. He stated the sixteen pages the document has used the word "must" sixty-seven times. He stated seven of those times tells what a vendor must do and sixty of those times says what a department level person must do before they can get a purchase order or do a p-card transaction. County Clerk Kemp stated the policy is not user friendly, and whoever is on the policy subcommittee, as set up in section 11-part a, probably needs to review it. He stated he and other elected officials have questions about what is in the current document and provided the attached handout to the committee.

2. Amendments to the 2012 Financial Management Act- Chairman Becker stated the current subcommittee is comprised of the county executive, finance director, director of schools, and the school department's finance director. Dr. Phillips pointed out that he believes it would be better for county officials to be on this committee since this would not affect the schools. County Executive Holt agreed. Finance Director Lawing stated the subcommittee in the 2012 Financial Management Act may need to be reworked to have different members. Finance Director Lawing suggested adding a member of the financial management committee to the subcommittee and removing the director of schools and the school department's finance director. County Executive Holt made a motion for the subcommittee to be comprised of the county executive, county finance director, chairman of the financial management committee, road superintendent, and one elected official chosen annually by the Sunner County Officials Association and for the committee to meet within 60 days, second by Dr. Phillips, unanimous approval.

County Executive Holt spoke briefly about the 2012 Financial Management Act. County Executive Holt and Finance Director Lawing stated purchasing needs to be moved back to the county. County Executive Holt pointed out that the act needs to be amended to say centralized accounting is optional but not required. Finance Director Lawing stated his recommendation would be to pull purchasing back to the county side and allow the schools to opt out of centralized accounting and make the final implementation date set by the financial management committee. County Executive Holt recommended moving purchasing to the county finance department. Motion to approve by Commissioner Taylor, second by Commissioner Sullivan, unanimous approval. Road Superintendent Hardin stated she doesn't understand why her department, or any other department, doesn't have a choice to opt out of the policy, but the school department does. Dr. Phillips briefly spoke to this.

**MINUTES
LEGISLATIVE COMMITTEE
BAKER RING, CHAIRMAN
DECEMBER 10, 2018**

Present:

Baker Ring, Chairman
Leslie Schell, Vice-Chairman
Loren S. Echols
Paul R. Goode
Steve Graves
Caroline Krueger
Scott Langford, Commission Chairman
Absent: Chris Taylor

Also Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Anthony Holt, County Executive
Josh Suddath, Planning Commissioner
Deanne Dewitt, Commissioner
Billy Geminden, Commissioner
Bill Kemp, County Clerk

Chairman Ring brought the called Legislative Committee meeting to order with an invocation by Comm. Schell on Monday, December 10, 2018, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Comm. Goode, seconded by Comm. Graves, the Committee voted unanimously to approve the agenda.

Minutes of November 5, 2018, for approval. Upon motion of Comm. Schell, seconded by Comm. Goode, the Committee voted unanimously to approve the minutes of November 5, 2018.

Recognition of the Public. None

Report of Chairman. Chairman Ring had no report.

Report of County Executive. County Executive Anthony Holt had no report.

8. Old Business.

9. New Business.

9a. Veterans Service Report (attached). No action taken.

9b. Kiosk Agreement with Volunteer State Bank - attached. Chairman Ring recognized County Clerk Bill Kemp who requested approval of a user's agreement with Volunteer State Bank to charge \$1 to house an automobile registration renewal kiosk at a White House location.

Comm. Schell moved, seconded by Comm. Goode, to approve the agreement and forward the matter to the full Commission. The motion was approved unanimously by the body.

9c. Meeting dates for Commissioner Year 2019. Upon motion of Comm. Langford, seconded by Comm. Schell, the Committee voted to approve unanimously the resolution designating the meetings dates for 2019.

9d. Magistrate reappointment. Upon motion of Comm. Goode, seconded by Comm. Echols, the Committee voted to approve unanimously the reappointments of magistrates.

9e. Anti-discrimination policy. Upon motion of Comm. Schell, seconded by Comm. Echols, the Committee voted to approve unanimously the anti-discrimination policy.

9f. Civility Code. Chairman Ring recognized Commissioner Deanne Dewitt who requested Committee approval to add a Civility Code to the Commission's policies. Upon motion of Comm. Goode, seconded by Comm. Schell, the Committee voted to approve unanimously the Sumner County Civility Code. Comm. Dewitt handed out a slightly altered Code that was accepted by the maker of the motion and the second.

9g. Surplus various items for the Sumner County Highway Department. Upon motion of Comm. Schell, seconded by Comm. Echols, the Committee voted to approve unanimously the Highway Commission property for surplus.

9h. Official Road List for Sumner County. Upon motion of Comm. Langford, seconded by Comm. Schell, the Committee voted to approve unanimously the Sumner County Road List.

10. Certificates of Recognition. Chairman Ring introduced the certificates of recognition honoring the following:

- a. Beech High School Girls Soccer Team – State Champions
- b. Portland Mayor Kenneth Wilbur
- c. Linda Becker, School Nutrition Director- retirement

Comm. Langford moved, Comm. Schell seconded, to group and approve the certificates of recognition. The Committee voted unanimously in favor.

11. Zoning.

11a. Somerset Downs (second reading) see attached. Comm. Graves moved, seconded by Comm. Langford, to approve the Somerset Downs rezoning for docketing on the second reading. The motion carried unanimously.

12. Adjournment. Upon motion of Comm. Goode, and duly seconded by Comm. Schell, the Committee adjourned at 5:50 p.m.

**MINUTES
ARCHITECT SELECTION PANEL
LESLIE SCHELL, CHAIRMAN
NOVEMBER 29, 2018**

Present:
Leslie Schell, Chairman
Randal Coy, NoBox Development,
LLC and project manager
Shawn Fennell, Gallatin City Councilman
Kathryn Strong, Circuit Court Clerk
Mike Thomas, JPA and owner
representative
Judge Joe Thompson, 18th Circuit

Also Present:
Larry Hinton, Commissioner

The called meeting of the Architect Selection Panel was brought to order on Thursday, November 29, 2018, at 9:30 a.m. in the Sumner County Administration Building. Chairman Schell declared a quorum present to conduct business.

The notice read as follows:

**NOTICE OF A MEETING
OF THE ARCHITECT SELECTION PANEL**

A meeting of the **ARCHITECT SELECTION PANEL** is called for **Thursday, November 29, 2018, at 9:30 am.** (local time) at the Sumner County Administration Building, 355 North Belvedere Drive, Gallatin, Tennessee in Room 112. The purpose of this meeting is to interview, discuss and vote upon a selection of an architectural organization for the Judicial Complex Project.

The Architect Selection Panel heard presentations from the following three teams of designers, architects and engineers:

9:30 a.m.

Stevens & Wilkinson(S&W)/Earl Swennson Associates(ESA) Those present were the following:

Stevens & Wilkinson- T. Ashby Gressette, Principal
ESA- Wendell D. Brown, Principal
ESA- Mark Watson
ESA- Abby Weilmuenster
ESA- Kenneth W. Todd
S&W- Randall Holmes-

11:00 a.m.

Studio Scarab/TMPartners, PLLC/I.C. Thomason Those present were the following:

Studio Scarab -David Payne- Principal/Design/Quality Control
Studio Scarab- Lee H. Sims- Principal/Lead Designer
TMPartners- Richard McNeil- Principal-in-Charge
TMPartners- J.P. Cowan- Principal/Project Support
TMP Partners- Jeffrey Owens- Lead Design Consultant
TMPartners- Ron Randell-Project Manager/Construction Administrator
I.C. Thomason- Bennie Pandorf, PE- Mechanical Engineer

1:30 p.m.

Tuck-Hinton/CBRE/Heery/Barge Those present were the following:

Tuck-Hinton- Mary Roshilly (Principal-in-charge) and Steve Johnson
(Construction Administration)
CBRE/Heery – Doug Kleppin (Lead Designer)
Barge- Jeff Cundiff (Engineer)

Twenty minutes was allotted for questions and answers.

The Panel took a brief recess to clear the room. The Panel convened and Mike Thomas, President, Justice Planning Associates, Inc., provided a summary of the process. He said of the eight submissions, some did not hit the target. Three of the eight contenders were short-listed and references checked.

Mr. Thomas led discussion, beginning with a Panel analysis of the individual teams' chemistry, performance and design style. S&W/ESA received the highest marks from the Panel. Mr. Thomas recommended S&W/ESA, disclosing that he had worked with S&W previously.

Chairman Schell called for a suspension of the rules to allow County Commission Larry Hinton to speak. Upon motion of Judge Thompson, seconded by Mr. Fennell, the Panel voted unanimously to approve the suspension of the rules. Mr. Hinton joined in the discussion.

Upon further discussion, Mr. Fennell moved, seconded by Mrs. Strong, the Panel voted by unanimous voice vote to choose S&W/ESA to serve as the architectural and design organization for the Judicial Justice Complex.

10. Adjournment. Chairman Schell declared the Panel adjourned at 3:07 p.m.