

May 4, 2021

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STATE OF GEORGIA COUNTY OF HENRY

The Henry County Board of Commissioners held an ***in-person*** Regular Board Meeting at 9:00 a.m. on Tuesday, May 4, 2021. This meeting was in the Administration Building (Community Room), 140 Henry Parkway, McDonough, GA. Henry TV has streamed this online at the county website, as well as streamed Charter/Spectrum Channel 180 and Facebook Live. This meeting was advertised in the *Henry Herald*. Those present on the teleconference were:

Carlotta Harrell, Chair
Johnny Wilson, District I Commissioner
Dee Clemmons, District II Commissioner
Greg Cannon, District III Commissioner
Vivian Thomas, District IV Commissioner
Bruce Holmes, District V Commissioner

Also in attendance: Cheri Hobson-Matthews, Patrick Jaugstetter, County Attorney; Stephanie Braun, County Clerk; and Nathifa Cunningham, Deputy County Clerk

INVOCATION

Don Ash, E-911/EMA Director led the invocation.

PLEDGE OF ALLEGIANCE

The Pledge was recited.

CALL TO ORDER

Carlotta Harrell, Chair, called the Regular Meeting of the Henry County Board of Commissioners for Tuesday, May 4, 2021 to order.

ANNOUNCEMENT

Chair Harrell announced the following item from Planning & Zoning was advertised, but has since been withdrawn from today's meeting:

AP-21-02 Robert Kolpak of McDonough, GA appeals the approval of a variance from development standards request for property located on Cotton Indian Creek Road in Land Lots 40 and 25 of the 11th District. The property consists of 1.64+/- acres, and the request is to reduce the front yard setback. District 4

PRESENTATION

FY2020 Annual Audit Report Update

Miller Edwards, CPA, Mauldin & Jenkins, made presentation and remarks on the yearly audit as well as recommendations for improvements. The overview (as presented) included updates on the Comprehensive Annual Financial Report (CAFR), Audit Opinion, Financial Statements Highlights, Other Audit Communications and Recommendations for Improvements. He noted that Henry County had a significant year in regards to Impact Fee funds, General Fund, and Assets/Revenues. Of note was the

disclosure that property taxes and sales taxes being huge revenue sources, while Public Safety holds the majority of expenditures within the County. Revenues are doing better than expenditures over this past year, which reflects a positive impact from the growth the County has been experiencing over the last few years.

Mr. Edwards continued his presentation and stated that as part of government auditing standards, the County's compliance with financial laws and regulations were examined and he presented some recommendations from that examination. He pointed out that the Student Emergency Financial Assistance (SEFA) Grant was not reported in a timely manner this year; it was recommended that this be monitored better, especially with the influx of activities with grants and the Coronavirus Aid, Relief and Economic Security (CARES) Act funding this past year.

Mr. Edwards then turned the Board's attention to the shortage of funds from the Tax Commissioner's office, which is being worked on and seems to be trending statewide, possibly due to complications from the state's system that the jurisdictions are following. This could warrant further training on this system to better understand it and Mr. Edwards pointed out that it is not just Henry County, but several other counties throughout the state with this same problem.

Mr. Edwards noted that the Law Library has one person performing several duties and needs improvement in that area; he gave a couple of suggestions to that effect. Regarding the Government Accounting Standards Board (GASB) 75 Report, he noted that the correct census information must be sent to the actuary to generate this; unfortunately, the information that was sent was incorrect and needed to be re-sent and thus, the audit report was held up on being issued. New standards have been implemented by the GASB, which is very complicated from a management standpoint. He offered to meet with anyone who had questions or concerns regarding this update.

Dee Clemmons, District II Commissioner noted that while the Public Safety was highlighted in the expenditures, there was no further breakdown. **Mr. Edwards** explained that his presentation today focused on the highlights and a further explanation can be provided, such as the HR, can be found in the General Government environment (ref. *General Fund Financial Statements*; \$18.6M). The insurance would be scattered across all the "pie" chart since every department has its own insurance cost and participation. If there are liabilities/lawsuits included, they are done so by department.

There were no further questions. ***No action was taken.***

PROCLAMATION

Stephanie Braun, Clerk, Henry County read the following into the record:

***EMS WEEK PROCLAMATION
NATIONAL EMERGENCY MEDICAL SERVICES WEEK
"EMS STRONG"
May 16-22, 2021***

WHEREAS, emergency medical services are a vital public service; and

WHEREAS, the members of the Henry County Fire Department are ready to provide life-saving care to those in need 24 hours a day, 7 days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the Emergency Medical Services system consists of emergency physicians, nurses, medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of the Henry County Fire Department engage in thousands of hours of specialized training and continuing education to enhance their life-saving skills; and

WHEREAS, it is appropriate to recognize the value and accomplishments of emergency medical service providers by designing Emergency Medical Services Week; and

THEREFORE, the Henry County Board of Commissioners in recognition of this event to hereby proclaim the week of May 16-22, 2021 as Emergency Medical Services Week.

With the theme, "EMS Strong", I encourage the community to observe this week with appropriate programs, ceremonies and activities.

Signed, May 4, 2021

CONSENT AGENDA

Chair Harrell called for the Cheri Hobson-Matthews, County Manager, to read the Consent Agenda items into the record, as follows:

Consent Agenda for Tuesday, May 4, 2021:

Leisure Services

- A. Resolution awarding Bid #137-21 to Electro-Mech Scoreboard Co. for the purchase of eight (8) scoreboards at Warren Holder Park in the amount of \$21,184 and awarding RFQ to Benton Electric for the purchase of installation of eight (8) scoreboards in the amount of \$3,690 using funds from the Capital Improvement Plan (Presenter: Jonathon Penn, Cluster Lead - Leisure & Public Services)(Exhibit 1) *Resolution 21-147*

Stormwater

- A. Resolution of the Board of Commissioners approving the Henry County Water Authority utility relocation estimated cost for Reeves Road in the amount of \$4,532 (Presenter: Alex Mohajer, Stormwater Director)(Exhibit 2) *Resolution 21-148*
- B. Resolution of the Board of Commissioners approving the Henry County Water Authority utility relocation estimated cost for Upper Woolsey Road in the amount of \$2,190 (Presenter: Alex Mohajer, Stormwater Director)(Exhibit 3) *Resolution 21-149*

SPLOST

- A. Resolution approving the Henry County Water Authority utility installation estimated cost of \$91,107.31 for the Airport FBO/Terminal Building (SP4002) using SPLOST IV funds. (Presenter: Lynn Planchon, Project Manager)(Exhibit 4) *Resolution 21-150*
- B. Resolution awarding RFP #21-60 to Croft & Associates in the amount of \$98,500.00 for Architectural Design Services for a Corporate/Wedding Pavilion located at Nash Farm Park in

District 2 using SPLOST V funds. (Presenter: Lynn Planchon, Project Manager)(Exhibit 5)
Resolution 21-151

- C. Resolution approving the purchase of LED Sports Field Lighting from MUSCO Sports Lighting, LLC in the amount of \$279,882.00 for two Soccer/Lacrosse fields located in District 5 using SPLOST V funds. (Presenter: Lynn Planchon)(Exhibit 6) *Resolution 21-152*

Building & Plan Review

- A. Resolution approving a request for the creation of a new Street Light District for Highgrove Subdivision on Hampton Locust Grove Road. Commission District 2 (Presenter: Jeremy Gilbert, Plan Review Specialist)(Exhibit 7) *Resolution 21-153*

This ends the Consent Agenda

A motion and second to approve were made. The motion carried (6-0-0).

REGULAR AGENDA

FINANCIAL SERVICES

Public Hearing

FY 2021-2022 Budget (Presenters: Cheri Hobson-Matthews, County Manager; and David Smith, Financial Services Director) (Exhibit 8)

Ms. Hobson-Matthews announced this as the first of two (2) required Public Hearings regarding the FY21-22 Budget. Several Workshop Meetings were held prior to today with recommendations and feedback given and received. The Board is not required to take any action today as this is the first Public Hearing; final action will be made by the Board of Commissioners (BOC) on May 18, 2021, at 6:30 p.m. A Public Hearing was scheduled for 9:00 a.m. on Tuesday, May 18, 2021; however, that meeting is not required and will therefore be canceled. The second required Public Hearing and formal adoption of the Budget will be held at the 6:30 p.m. meeting on May 18th.

Ms. Hobson-Matthews advised that the hearing is required by law for the Budget adoption. She presented recommendations resulting from the Budget Workshop Meetings and the Board's requests/recommendations. Mr. Smith will present the Capital portion of the Budget. She recapped the Budget at \$189,644,918 with no use of Fund Balance. The Budget is based upon the current millage rate of 12.733 mills as directed during the last Budget Workshop Meeting, with the possibility of adding 1 mill to add \$8 million and fill some Public Safety requests; some of those requests were not honored but can be looked at in the near future. This Budget also includes position for the 4th Judgeship and filling several vacancies within the Judicial Center; employee benefit and service level maintenance as well. Declines in revenues included ambulance billing (about \$700,000), charges for services (use of facilities, rental fees, etc. in the amount of approximately \$1M); and grants (approximately \$300,000). There were increases in some revenues, such as CARES funding for Public Safety, PPE purchases and safety outfitting within the building and other county government buildings. The Small Business and Non-Profit program was also created and utilized to help those businesses and non-profits engaged in helping citizens in need throughout the County. There were some vacant positions which were placed on hold and deemed as not priority, reduction in travel/training impact, and operating expenses managed better based on the services committed to provide to Henry County residents.

Ms. Hobson-Matthews further remarked on the assumptions within the Budget, including the increase of approximately 4% in local tax and 6% sales tax. This has been beneficial for those who have been working from home (within the county) and therefore, spending more money within the County. The County Manager remarked on how to set up the funding now to pay for the Judicial Center without the use of Fund Balance and to make those funds available in the coming three (3) years as this project goes forward. The County Manager also provided a breakdown of increased expenditures needed for added/enhanced services within the County.

Ms. Hobson-Matthews then remarked that included in the Budget for approval would be addition of Code Enforcement officers, Animal Control officers, Operations Specialist for E911, Commercial Building Inspectors for the Building & Plan Review, Paralegal for the District Attorney's office, fourteen (14) Officer-3 positions, Crime Analyst, Records Specialist, Investigator-I, Property & Evidence Technician and Open Records Specialist for the Police Department; six (6) Deputy Sheriffs (sworn) and 6 Detention Officers for the Sheriff's Office, at a total cost of \$1.991 million dollars. These are in addition to the position for the 4th Judgeship. The County Manager then detailed additional funding within certain departments and read them off for the Board.

Ms. Hobson-Matthews then presented the FY21-22 Budget request summary, looking to project \$189,644,918; with the mid-year Budget set at \$176,727,000. She noted departmental requests (lines 13-19 *FY21-22 Annual Budget Request Summary*) and she pointed out Public Works, Judicial System, Cultural & Recreational Services (no increase), Public Safety, Housing & Development, General Government (sees a reduction) and Health & Welfare. In addressing the District II Commissioner's question of what percentage of the Budget goes to specific departments, Ms. Hobson-Matthews noted that the largest amount goes to other financing uses (i.e., Debt Services) and to Public Safety (24%), followed by the 4th Judgeship, Housing & Development and Public Works (7%).

Commissioner Clemmons did not see any additional services or personnel included for the Coroner's Office; **Ms. Hobson-Matthews** responded that was not included in this Budget and currently the Coroner's Office has two (2) part-time positions; it was determined not to eliminate them or to transition them to full-time position. The District II Commissioner asked for a reconsideration of this as there has been significant increase in that department to the point of opening up a building for operations. The Coroner's Office does not have any outside funding and was recently relocated to a new facility and a new vehicle. The Commissioner asked if the Coroner could present his reasons to the Board why he would need another position, offering the Board a chance to hear his remarks and deliberate based upon them. **Chair Harrell** also requested that when comparing the need for full-time versus the two (2) part-time, to find out what volume he would need to justify a full-time position (with benefits). She would also like to consider looking at a Medical Examiner in lieu of the Coroner going forward.

Vivian Thomas, District IV Commissioner referenced the E911 employees and asked if they will also have benefits and retirements under the Public Safety umbrella; **Ms. Hobson-Matthews** responded affirmatively. The District IV Commissioner also asked about the pay scale; Ms. Hobson-Matthews responded that a change to the vesting schedule has been recommended. Right now, it takes 10 years to vest in full benefits through the county and the recommendation is to reduce that from 10 to 5 years, to attract better recruitment. This is included in the Budget and once approved it can be paid and then changed. The Commissioner then asked if the additional Judgeship includes temporary housing and space; the County Manager responded that it does not and there have been major construction amendments to the current facility to house additional staff.

Commissioner Thomas then remarked on rewarding officers based upon education levels and asked if this Budget reflects that incentive; **Ms. Hobson-Matthews** responded it does not and recalled that the recommendation was to allow going through Phase 2 of the Class & Comp Study which will look

at education and special services within the respective departments. It is unknown what the dollar amount will be since this is new to Henry County versus going back and awarding employees who have attained a Masters Degree, Bachelors Degree, Associates Degree or Ph.D. The Human Resources staff will bring back proposal countywide to the Board. The District IV Commissioner asked what the timeframe for that is, as there are officers waiting and should be rewarded for having beyond the high school diploma and then move to administration later on. The County Manager pointed out that there are other incentives for the officers such as taking home vehicles and one of the best insurance plans around, as well as comparable if not better salaries. One needed area of improvement is E911 Dispatchers for salary commensurate with the work being performed. She further pointed out that she provided housing component and educational component to the Board. The educational component would depend on how much the County wants to invest, as it varies statewide (retro paying which can be costly). Other consideration would be paying a stipend or voucher (or other incentives) to Public Safety officers who wish to go back to school. This will be further discussed with HR and something will be presented to the Board. She further noted that Public Safety includes the Police Department, Animal Control, Code Enforcement, Sheriff's Office and Fire Department and asked if all the departments are included in this request or if it is just the Police Department. Commissioner Thomas asked that this be brought back and that they are not looking at all the departments within Public Safety, but there are certain employees within that department who are risking their lives every day and should be considered at a higher degree than others. The Commissioner suggested a Workshop to delve into the details of this and better present at a later meeting to move forward.

Commissioner Thomas then noted the \$200,000 in the Board of Ethics and would like to see that reduced to meet other needs. The District Attorney has several positions he has needed in support of the 4th Judgeship; one paralegal is not enough. **Ms. Hobson-Matthews** reminded the Commissioner that the paralegal position is in addition to the 4th Judgeship positions - meaning, the District Attorney actually would get an Attorney-4, Attorney-3 (trial prosecutor), Court Investigator-3, Paralegal (appeals and asset forfeiture) and Legal Assistant-2. The District IV Commissioner still voiced her concern over \$200,000 for the Board of Ethics as she feels that needs to be reduced.

Chair Harrell asked for a status of step increases for Public Safety and if it is in place, not just for the Police Department but to also include Sheriff's Office and E911; **Ms. Hobson-Matthews** responded that prior to the Class & Comp Study being approved, Public Safety had an entire reset which created the basis for the "up and over" system. HR is also working on "special pay" and she provided a few details on how that was defined.

Bruce Holmes, District V Commissioner asked if enough revenue was collected to fund this year's Budget why there was talk of a 1 mill increase; **Ms. Hobson-Matthews** responded that enough revenue was collected to fund this Budget but added that this is not everything that was asked. The request came in at about \$27 million dollars over what was expected to be collected. With about \$190 million dollars of expected revenue and about \$197 million dollars in needs, it was suggested funding the \$7 million dollars by the use of the 1 mill increase and take care of those needs within the respective departments. High priority needs were addressed and included in this Budget, but not all the needs were met in this particular Budget. If more revenue is collected than anticipated, then a mid-year adjustment will be made in those departments and brought back to the Board. The District V Commissioner asked what the Budget is right now without the 1 mill increase; **Ms. Hobson-Matthews** responded \$176,727,202 (which was amended for current FY21). The Budget presented for adoption is \$189,644,918 and it is expected to be covered by the revenue collection (projected to be about \$190 million dollars).

Chair Harrell asked if Mr. Smith will cover everything that it will take for the department's needs operationally; **Ms. Hobson-Matthews** responded that they can go through each department's operations and expenditures but the Board should have received a copy in a spreadsheet last week; this

outlined all of the requests throughout the departments' operations and expenses above what they were previously approved. She provided a few examples of this for the Board.

Commissioner Thomas noted there were a number of things needed with the Sheriff's Office to bring the operations up to standards and asked if it is included in this Budget or if it will be revisited or determined. **Ms. Hobson-Matthews** responded that when the Sheriff took office there were a number of positions needed to run operations; they were created through vacancies which were carried for years within both the Sheriff's and administration components and they still exist. The positions that were given up to create these positions were not included in the Budget; in lieu of reinstatement, addition of officers was done to provide more help in the jail and in the courts. The Sheriff's Office currently has 30+ vacancies within the department and the County Manager would like to see those filled first prior to additional positions - or, to reclassify those positions to meet the department's needs beyond what is there. The District IV Commissioner asked about the money needed to take care of the physical building. **Ms. Hobson-Matthews** responded that Risk Management and Facilities Maintenance have both been negotiating with a company that is evaluating those facilities and hopefully there will be a report from those departments within the next week with a cost - which is not included in this Budget since it is not yet known. She would like to bring this to the Board and possibly use Fund Balance as a one-time emergency expense.

Chair Harrell asked if the Sheriff has everything he needs with regard to operational costs such as medical and food for the jail; **Ms. Hobson-Matthews** responded that within this Budget, the Sheriff has what was asked except for the officers' positions.

There were no further questions from the Board

David Smith, Director of Financial Services then approached to present the Capital component of the Budget. There was a total of \$19.7 million dollars in Capital projects included in this FY2022 Budget, including the 5-year Capital Improvements Plan which will have several significant projects which will bring the total to \$117.9 million dollars. A funding mechanism will need to be identified, with recommendations. Davenport has been working with Financial Services as an advisor to come up with financing the plan and its projects. He then went through what the Capital Improvements Plan means and what it does. SPLOST, E911, Stormwater, some pieces of the Parks & Recreation, the Judicial Center and a jail pod were removed and thus brought forth the 5-year Capital Improvements Plan going into FY2022 with Capital spending of about \$7 million dollars, which could have been funded from the Certificates of Participation from this year.

Mr. Smith then presented the additional \$19 million of requests from various departments that came in and added it to the \$6 million that they had to spend, bringing it to the \$25 million Capital Improvements Plan over a 5-year period. It listed the departments that made their requests and he found duplicates within some departments (highlighted on the presentation) - they were subsequently removed and reduced the total request amount to \$11 million. He then showed a slide on sources to be utilized for funding which included General Fund, though it would be limited to one-time emergency use and for Capital projects that are critically needed. Other uses include Impact Fees, SPLOST-V and Certificates of Participation. When presenting the Request by Function, 60% of those requests are made by Public Safety and he went through some details on that, such as replacing police vehicles. On Request by Type, nearly 50% of the requests are for the vehicles with 28% for building improvements. **Mr. Smith** then presented how the money is to be spent over the next 5 years and added the Judicial System.

Mr. Smith then presented his recommendations to the Board which includes "pay-as-you-go", taking money out of Fund Balance and through generating excess funds which equates to the stated total of the \$117 million dollars in the plan. He then presented the funding options, which was broken down

into the requests and the different options for funding along with what could be used for that request and what could not be used.

Chair Harrell asked about a new jail facility; **Mr. Smith** responded that the 5-year plan includes all of the requests made by the departments and the Judicial Center is also added to this plan. This does not include a new jail pod but it could be included in this plan, since it is needed; the Chair agreed it should be included. Mr. Smith further remarked that a new jail pod is considered in the overall cost as well as the Judicial Center going across the street.

Commissioner Thomas referred to the slide with the number of vehicles. She recalled that there was discussion of reducing the cost of vehicle repairs by going to leasing agreements on some of them and asked if that was done yet; **Mr. Smith** responded that a Fleet Replacement Plan and Leasing Plan are currently being discussed with a certain company but nothing has been contracted as of yet. This Plan includes the purchasing the vehicles from current funding. The District IV Commissioner asked if any projected savings can be identified once some of these will be converted to the lease options at some point in the future. Mr. Smith responded that he has discussed same with Fleet Services to identify savings in replacing the outdated vehicles with new ones and leasing options; however, in the Fire Department, some of the vehicles because of size must be purchased, but there is also a leasing plan in place. He will bring comparisons to the Board of leasing versus outright purchases.

Johnny Wilson, District I Commissioner asked for a breakdown for the vehicle replacements in the next 5 years for all departments countywide and how they will be funded, either through leasing or purchase. **Mr. Smith** responded that the purchase of vehicles over the next 5 years is included in this plan but will provide further details for the Commissioner.

Chair Harrell asked if this 5-year plan includes vehicles for Public Safety including those for the additional 14 officers newly hired; **Mr. Smith** responded that it does; but it does not include the Judicial Center.

Greg Cannon, District III Commissioner asked if this projection also includes Fire & Rescue vehicles for the new Fire Departments; **Mr. Smith** responded affirmatively.

There were no further questions. **Chair Harrell** called for anyone wishing to speak in the Public Hearing. **Ms. Braun** advised there were none. The Chair subsequently closed the Public Hearing.

Chair Harrell called for any comments from either Sheriff Scandrett or Chief Amerman. There were none. *No action was taken.*

APPROVAL OF MINUTES

Commissioner Thomas made a motion to approve the Minutes from *March 16, 2021*; **Commissioner Clemmons** seconded the motion. The motion carried (6-0-0).

COUNTY MANAGER COMMENTS

Ms. Hobson-Matthews provided an update for the Aquatic Center. She remarked that the County Attorney has been working with the City Attorney for Stockbridge; the City Attorney has approved a draft Intergovernmental Agreement (IGA) between Henry County and Stockbridge. That will be sent to the Board this afternoon and the County Manager recommended bringing the IGA and the property owner's information to the Board at the same time for deliberation and approval by the BOC. Staff is still awaiting receipt of the deed to the property and as soon as the necessary documentation is received, it will

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be shared with the Board. The property did indicate that he intends to donate the property to the county and documentation reflecting same will be sent to the Board.

Ms. Hobson-Matthews also shared that there are vendor outreach and surveys are being completed. Information regarding same is available on the County website. She provided some details on vendor responses to the survey for the Board. There will be a Vendor Outreach event on Wednesday, May 26, 2021 for reaffirming commitment of support for small businesses and provided access to resources and opportunities for procurement with Henry County.

Ms. Hobson-Matthews then turned to the Emergency Rental Assistance Program (ERAP) and asked Mr. Smith to provide a few details. The County Manager added that there are opportunities for eligible individuals on Wednesday, May 6, 2021 but did not know the particulars on date or location. **Mr. Smith** added that it will be at the Parks & Recreation facility on Lake Dow Road, from 12:00 noon to 6:00 p.m. and open to all Henry County residents. The opportunity will be for assistance with rent, utilities, internet, and proper documentation describing impact from the pandemic will be required for eligibility purposes. The Georgia Micro-Enterprise Network is handling this assistance. **Chair Harrell** asked that flyers be provided to each Commissioner so they may distribute within their own networks.

UPCOMING MEETINGS & EVENTS

A. Tuesday, 6:30 p.m., May 18, 2021 (Regular BOC Meeting)

ADJOURNMENT

There being no further business to come before the Henry County Board of Commissioners at this time **Chair Harrell** adjourned the meeting. ***Meeting adjourned at 10:28 a.m.***

Carlotta Harrell, Chair

Stephanie Braun, County Clerk