STATE OF GEORGIA
COUNTY OF HENRY

The Henry County Board of Commissioners held a Called Board of Commissioners Meeting ***in-person*** on Tuesday, January 19, 2022 at the Henry County Administration Building (Community Room), 140 Henry Parkway, McDonough GA. HenryTV also streamed this live online at its website, as well as Charter/Spectrum Channel 180 and Facebook Live. Those present were:

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

Absent: Bruce Holmes, District V Commissioner

Also in attendance: Cheri Hobson-Matthews, County Manager; Nancy Rowan, County Attorney; Stephanie Braun, County Clerk

CALL TO ORDER

The Budget Workshop Meeting of the Henry County Board of Commissioners for Wednesday, January 19, 2022 was called to order at 5:02pm.

BUDGET BRIEFING (Discussion Only)

The following was a Budget Briefing for the Henry County Board of Commissioners (BOC) regarding FY2022 Mid-Year Budget.

Carlotta Harrell, Chair asked the presenter to come forward to the podium.

Ms. Bernita Campbell, Assistant Director, Budgets approached and stated she would discuss the FY2022 proposed Mid-Year Budget Adjustment. She began her presentation by describing the process and purpose. Completed annually by the Finance Department, the Mid-Year Budget's process is to provide a current analysis of the current fiscal year budget to determine any required adjustments based on updated revenue and expense projections. The process is a review by Finance of county revenues and expenses halfway through the fiscal year to determine if there are any required budgetary adjustments. These are items over and above the $190 million fiscal-year budget. The purpose is to determine budgetary adjustments needed for updated revenue assumptions for any known commitments such as new contracts or services, or any additional needs of the county. She reiterated these are items over and above our current fiscal year budget. Once approved, the mid-year amendment becomes the revised budget and our new financial measurement tool for the remainder of the fiscal year.

Ms. Campbell asked the Board to refer to the packet they received prior to the meeting as she goes through the major drivers for each category. She specifically asked that they refer to the Executive Summary as shown on the slide. She directed their attention to the Projected FY2022 General Fund Revenue Excess in the amount of $9 million primarily due to higher collections of LOST and property tax revenue. Next, she referred to lines three through five (3-5) for known countywide pending obligations. The first is a proposed pension change increase for public safety where the early retirement pension penalty is eliminated; the cost of this is $646,000. Second is a pension contribution update to change the required contribution to the recommended which cost $625,000. She also said capital improvement projects have been identified on the Capital Improvement List and is approximately $2.4 million to set aside.

Next, she directed them to the departmental requests which are what departments need to meet their goals and objectives for the remainder of the year. These are items that are beyond their originally approved budget for FY22.

She referred to the chart which divides the requests by Personnel and Operational. She begun(began?) with personnel and said she would not go line by line as they have already received this information but will discuss the major drivers for each category.

The first category is the Judicial System where the cost to upgrade from one part-time position to one full-time position is estimated at $25,000. Next is Public Safety where there are two major drivers. The first is under the Fire Department. In 2018, twenty-seven (27) employees were hired under a SAFER grant for three (3) years. At the fourth year, the county was expected to pick up the cost for these employees. The grant has now expired, and the cost of taking on this expense in the general fund is $2 million. Next is the Police Department. Based on a staffing study of officers to the current population of Henry County, it determined there is a need for seventeen (17) new officers as well as five (5) supervisory positions. The cost of bringing on these new positions is about $1.1 million. This brings the overall public safety personnel total to $3.1 million.

The next category is General Government to add a position to the Tech Services Department, estimated at $42,000.

She stated, the overall request under personnel for Mid-Year is approximately $3.2 million.

Ms. Campbell said operational requests will be reviewed next, not line-by-line, but focusing on the major drivers.

First category is Public Works for sidewalk and guardrail repairs at approximately $190,000. Under the Judicial System, there is a proposed request of approximately $93,000 primarily for additional office space for the district attorney as well as updated estimates for equipment related to new employees being added for the fourth judgeship. Next is Public Safety and she reiterated that they were trying to add seventeen (17) new officers. There are equipment costs associated with adding those officers, as well as other ancillary costs such as background and medical checks. This cost is estimated at $430,000.

There are additional requests under public safety from the Fire Department for approximately $235,000. This is additional gasoline dollars needed for their increased cost in call volume, as well as increased administrative costs associated with ambulance billing. Their overall request is $235,000.

Next is the General Government category and the main driver is coming from the Facilities Maintenance department of approximately $172,000 for increased material cost. There is also $50,000 for website design from Communications as well as contract cost for vehicle cameras that have been places in county vehicles.

She said, the overall General Government request is $326,000.

The final category is under Other Financial Uses. This is a transfer from the General Fund to the NSP3 Fund of approximately $855,000 to cover the general contractor cost and is a grant-funded program. She said they don't expect enough revenue to come in to cover this cost so there needs to be a transfer from the general fund.

This brings the overall operational request to $2.2 million.

She said when you combine Personnel and Operational, you will have approximately $5.4 million of departmental requests at the Mid-Year. If all these items are approved, that would take the budget from $189.6 million to $198.6 million.

She directed them to a graphical representation of how the various departments compare regarding the various requests. Public Safety makes up about 71%, followed by Other Financing Uses of 16%, General Government at 7%, Public Works at 4%, and Judicial System at 2%.

Ms. Campbell stated this concludes her presentation and asked the Board if there were any questions.

Chair Harrell stated she would like to open the discussion for any questions or comments from the Board acknowledged **Dee Clemmons, District II Commissioner.**

Commissioner Clemmons said she would like clarity and referred to line item 42 regarding Professional Contracted Services under General Government and line 63 regarding Samsara Annual Fee. **Chair Harrell** echoed her comment and the District II commissioner repeated she is referring to 42, 63, and 66.

Ms. Campbell stated she could provide copies of the invoice if preferred or can give a brief explanation if that would suffice. **Commissioner Clemmons** responded no they are not voting on this tonight and she just needs the information. The District II commissioner then referred to line 61 regarding website and maintenance fees and asked if it was an increase of $50,000. **Ms. Campbell** said no this is the estimated cost to perform the website design. **Commissioner Clemmons** asked Chair Harrell if this is under the threshold or will be bid out.

Cheri Matthews, County Manager responded no that the $50,000 will be bid out. She clarified that the department believes this would be the cost. She reiterated it has not been bid out but if it is above, it will be brought back to the Board. **Ms. Matthews** then referred to the Risk Management Samsara line item the District II commissioner previously commented on and clarified this is a contract already in place. She said, there are currently video cameras in recurring accident vehicles so that the behavior of the driver can be observed and to provide warnings. She reiterated this is a contract but as more vehicles are added the cost goes up.

Chair Harrell asked **Commissioner Clemmons** if she had other questions. The District II Commissioner asked if all the items listed were for additional funds needed. **Ms. Matthews** responded yes and they are not new contracts at all. **Commissioner Clemmons** had no other comments or questions.

Chair Harrell acknowledged **Johnny Wilson, District I Commissioner. Commissioner Wilson** asked about the slide referring to the pension change and asked if this is a one-time cost. **Ms. Campbell** responded yes this is the estimated cost for eliminating the early retirement pension penalty. The **District I Commissioner** asked if this would be recurring. **Ms. Campbell** responded no.

Commissioner Wilson asked for a breakdown of the one-time and recurring expenses from the $9 million. He sees several personnel changes under Judicial and Public Safety and those would be recurring but asked what of the $9 million will be recurring expenses. **Ms. Campbell** responded that everything listed is recurring cost except for lines 3-5 and reiterated that departmental request would be recurring expenses. The **District I Commissioner** thanked Ms. Campbell for her response.

Chair Harrell acknowledged **Vivian Thomas, District IV Commissioner. Commissioner Thomas** said she had a few questions, and it will take a few moments to go through all the items that were read as the board did not see this in advance. The District IV Commissioner also said she planned to review the attachments in the agenda software they use and asked if Ms. Campbell plans to attach it there. **Ms. Campbell** said she thought this was provided earlier and would follow up with **Stephanie Braun, County Clerk**.

Chair Harrell asked Ms. Braun if this was sent out earlier. **Ms. Braun** responded yes that is correct. **Commissioner Thomas** stated she is on the software but does not see it and is why she asked. The District IV Commissioner referred to number two (2) under Public Works and asked if it was identified what those repairs would be and if there are certain areas for the repairs. **Ms. Campbell** responded they will get a detailed list from the DOT department and will provide to her. **Commissioner Thomas** asked if they do not know where it is, and they just need additional money. **Ms. Campbell** responded that they provided the list, but she does not have it available at the present time.

Commissioner Thomas referred to item number nine (9) and asked if it has been identified when we would get the rental space for the District Attorney. **Ms. Campbell** said she believes they have identified a specific location but does not know the address and called on Hutch Purvis, Facilities Maintenance Director to provide information. David Smith, Finance Director approached. **Ms. Campbell** relayed that the location was identified, they are working on a lease agreement and this is the estimated cost of renting that space. **Commissioner Thomas** said she is going to assume that cost came from them and that will be enough for that space. Ms. Campbell responded yes, the $68,000 is a preliminary estimated cost for the remainder of the fiscal year.

Commissioner Thomas referred to item number thirty-five (35) regarding the Coroner's totals for Overtime, Education & Training, General Supplies & Materials and Other Supplies. She asked what was his budget that he now must have these additional things. **Ms. Campbell** responded that those items are under the EMA Department. She believes a lot of items were covered by E-911 and now that we have separate directors, we are trying to split it and allocate the cost where it should be. She said this is an estimated cost for the remainder of the year.

Chair Harrell asked if the increased cost was due to COVID. *After a brief inaudible moment,* **Ms. Matthews** said a lot of charges to E-911 were EMA expenses and those accounts were reconciled and, is why you are seeing a separation of EMA or at least the increases with EMA. She said those staff members are working beyond a forty (40) hour week to set up Covid testing sites and all the other activities they are participating in. **Commissioner Thomas** asked if that is so, can some of the funds that is available for COVID be used to cover the cost. **Ms. Matthews** said that they can, but it is a recurring cost. She said it is beyond COVID, for instance when there is threat of inclement weather and staff were operating our emergency centers beginning at 4:00 am while coordinating with the National Weather Service. She said while some expenses can be charged to COVID there are other instances where they can not and provided an example. **Commissioner Thomas** said she is looking for opportunities to keep our budget to as close to what is projected and opportunities to shift those cost. If it is related to COVID then it should be shifted to those dollars and is what she is hoping will happen.

Commissioner Thomas referred to items 56, 57 and 58 under Facilities Maintenance. She commented on expected overtime in the amount of $20,000 and asked if this was a trend. **Ms. Campbell**

responded yes, and this was based on previous Actuals. **Ms. Matthews** remarked that this cost also comes when commissioners have events that are not during the normal work hours. If it is not something Mr. Purvis can plan for, when we set the budget, he must adjust it at Mid-Year. **Commissioner Thomas** then asked what the fees of $26,000 are for. **Ms. Matthews** said they are Stormwater fees. She said, whenever a project is built, we must pay fees and she provided examples. Commissioner Thomas remarked that the county is paying the county stormwater fees. **Ms. Matthews** responded yes, but all projects are not in county and if it is the city, we pay the respective city. **Commissioner Thomas** had no further questions or comments.

Chair Harrell asked if there were any additional questions. **Ms. Matthews** asked Ms. Campbell to tell the Board what the next steps are as this is a workshop. **Ms. Campbell** said they will be bringing this back for a full Board vote during the first meeting in February. Based on what the Board approves, the budget will be amended and that will become our new revised budget for FY2022.

Chair Harrell requested that if the Board had additional questions, concerns or need additional information to contact the Finance Department so when this comes back before the Board some action can be taken.

Commissioner Clemmons stated she wants it to be on record that the documentation that was presented to the Board, every line item needs to be broken down. She provided the example of if DOT says Repairs and Maintenance of $40,000 to be specific about what this is. If it is general or whatever it is to be specific on what we are buying. She said if you put a number for $16,000 then what is that for. She reiterated if there is something specific needed, state this and not have large numbers with no detail.

Chair Harrell remarked that Commissioner Thomas mentioned under DOT or Facilities, whoever is going to do sidewalk guard rails, to identify what those locations are.

Chair Harrell stated that if there were no other questions or comments the meeting will adjourn.

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 5:25 p.m.***

Carlotta Harrell, Chair

Stephanie Braun, County Clerk