COUNTY DEPARTMENT AGENDA REQUEST

Department:	Commissioners	Presenter(s):	Carol Chandler
Meeting Date:	Thursday, June 23, 2011	Type of Request:	New Business

Wording for the Agenda:

Consideration of approval of minutes for the Board of Commissioners Budget Workshop Meeting held on May 23, 2011. Commissioner Brown was absent from this meeting.

Background/History/Details:

What action are you seeking from the Board of Commissioners?

Approval of minutes for the Board of Commissioners' Budget Workshop Meeting held on May 23, 2011.

If this item requires funding, please describe:

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

Minutes

Board of Commissioners
Budget Workshop
May 23, 2011
8:30 a.m.

Notice: A complete audio recording of this meeting can be heard by accessing Fayette County's Website at www.fayettecountyga.gov. Click on "Board of Commissioners", then "County Commission Meetings", and follow the instructions. The entire meeting or a single topic can be heard.

The Board of Commissioners of Fayette County, Georgia, met in a Budget Workshop on Monday, May 23, 2011, at 8:30 a.m. in the Commissioners' Conference Room, Suite 100 of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

Commissioners Present:	Herb Frady, Chairman Robert Horgan, Vice Chairman Lee Hearn Allen McCarty
Commissioner Absent:	Steve Brown
Staff Present:	Jack Krakeel, County Administrator Carol Chandler, Executive Assistant Karen Morley, Chief Deputy Clerk Chief Financial Officer Mary Holland Assistant Finance Director Toni Jo Howard Budget Officer Sergio Acevedo

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County Administrator Jack Krakeel remarked that Commissioner Brown was out of the State today and would not be attending today's budget meeting but would be present for budget workshop tomorrow.

Chairman Frady called the Budget Workshop meeting to order at 8:49 a.m.

STAFF OVERVIEW

County Administrator Jack Krakeel provided the Board with an overview of the proposed FY 2012 Budget. He thanked staff for a tremendous amount of work during the last three months in preparing the FY 2012 budget for the Board's consideration. He pointed out that, as everyone was well aware, revenues continue to decline and property taxes would more than likely decline another 3.8% again. He said in the last four fiscal years overall revenues have declined $5.1 million. He said it was staff's recommendation this year was to bring the Board a balanced budget which would require taking some funding from the current undesignated unreserved fund balance leaving a healthy $5 million plus in the undesignated unreserved as well as fully funding the other designated reserve accounts including the operating reserves

and the emergency reserve fund. He remarked that one of the things that was not done this year that has been done in past years was to recommend a contingency amount specific in the budget. He said the contingency account was merely a place holder. He noted that in prior budget years it was funded from the undesignated unreserved. He said any requests that would go outside of the normal parameters of the budget process could have funds allocated from undesignated unreserved fund balance rather than putting a fixed amount as a place holder in there. He said if revenues and projections for year end hold fast, the year should end with a positive number of a little over $700,000 that would go to undesignated unreserved fund balance, but we would pull a little over $3 million from that to balance this year's budget.

Mr. Krakeel further remarked that there were several critical issues that the Board would need to address this year one of which would be the Water System. He said the General Fund continues to be strong in terms of not having to recommend any kind of tax rate increase. He said the EMS Fund was a strong fund as well and a recommendation would actually be made to the Board to adjust the millage rate downward on the EMS Fund this year. He said the fund that was critical that would need to be addressed was the Fire Fund. He said the Fire Fund funds fire protection services in the unincorporated areas in the Towns of Tyrone, Brooks and Woolsey. He noted that the Fire Fund was highly residentially driven and with the declining property values, this fund has been impacted and is critically short.

Mr. Krakeel further remarked that Chief Finance Officer Mary Holland would provide the Board with an overview of the proposed FY 2012 budget. He remarked that no promotions or new positions have been recommended as per the Board's direction during the Retreat Meeting in February when the Board set its budget policy for the year.

Chief Finance Officer Mary Holland presented an overview of staff's proposed FY 2012 budget with the Board. A copy of her presentation together with her memorandum dated May 4, 2011 to the Board, identified as "Attachment No. 1", follow these minutes and are made an official part hereof. She said staff was presenting the Board with a balanced budget with a recommendation of funding in the amount of $86.9 million. She remarked that the General Fund for FY 2011 was going to end in a positive position in the amount of $743,000 and this was a result of the savings that was generated from refunding the Criminal Justice Center bonds. She said the County would save approximately $1 million in interest as a result of that refunding. She remarked that there would be a $447,000 negative position in the Fire Services Fund and a $551,000 positive position in the EMS Fund.

Mr. Krakeel commented that the current CIP Fund which is funded to approximately $14 million may need to be looked at in terms of the composition of the projects included in that fund. A copy of staff's handout for the recommended FY2012 five year CIP, identified as "Attachment No. 2", follows these minutes and is made an official part hereof. He said the Board might want to reallocate some of the capital project dollars to other capital projects and reprioritize that.

Ms. Holland further remarked that the total FY 2012 recommended proposed budget for Maintenance and Operations was $75 million and was an increase of $1.8 million or 2.5% over FY 2011. She said the General Fund increase is $829,000 or 1.8%, the Fire Fund was a 2.1% increase, the EMS Fund was also a 2.1% increase, and E-911 was a 2.2% increase. She pointed out that the Water System along with Solid Waste has an increase of 4.8%as a result of refunding of existing bonds for Lake McIntosh and borrowing the existing $16 million and this was the main reason for the increase. She noted that there were also some increased monitoring costs for the landfill facility under the Solid Waste operations. She said staff's recommendation for the Capital Improvements Program was $11.9 million. She noted that this change was due to the Water System MIEX project in the amount of $9 million. She said there were also some recreation park enhancements for $630,000, the Strategic Technology Plan in the amount of $587,000 and the criminal justice center bond refunding commitment for completion of the third floor resulting in a project to accumulate $500,000 over the next couple of years in order to build up that reserve. She said staff was also making some recommendations for vehicle and

equipment replacements in the amount of $556,000. A copy of the recommended vehicle replacement schedule for FY2012, identified as "Attachment No. 3", follows these minutes and is made an official part hereof.

Ms. Holland further remarked that there were other special revenue funds totaling $1.2 million for an increase of 3%. She pointed out that County Administrator Jack Krakeel had mentioned earlier in this meeting, this budget does not include any funding for the six new full time positions requested, four temporary positions requested and seven promotions requested. She said the combination of all of those positions total $460,477. Ms. Holland also commented on the Property Tax Digest, the Public Works budget, Fire Fund, and EMS property tax revenues. County Administrator Jack Krakeel discussed some of the critical issues in this year's budget.

At 10:20 a.m. the Board took a short break.

Chairman Frady called the meeting back to order at 10:35 a.m.

County Administrator Jack Krakeel remarked that these Budget Workshop meetings were only informational and not a voting session. He said a formal presentation would be made to the Board during the Budget Hearings on June 9 and June 23 at the regular Commission Meetings.

WATER SYSTEM

County Administrator Jack Krakeel remarked that the Water System budget included the MIEX system that was approved at the March 24th Commission meeting and staff had worked diligently at looking at the overall funding requirements and establishing a strategy for developing methodology for funding this project as well as what would be required in terms of an increase in water rates to support the additional debt service that would be required to support the two GEFA loans. He also noted that the Water System's proposed budget reflected a 2.4% increase over last year's expenditures. Ms. Holland remarked that Mr. Parrott also has a promotion request included in his budget.

Water System Director Tony Parrott discussed the Water System budget with the Board including the need for a new Magnetic Ion Exchange (MIEX) process in order to be in compliance with new federal regulations by 2012. He said he also had a request for a promotion for two operators. He noted that they are both Class III water treatment plant operators who have passed their certification. Mr. Krakeel pointed out that the impact of the promotions was $8,000 total for both positions including benefits. Mr. Horgan asked if either of these employees were affected by the Pay for Performance increase and Ms. Holland said she could verify that with the Board.

COMMISSIONERS OFFICE

Executive Assistant Carol Chandler discussed the Commissioners' Office Budget with the Board including a promotion request. Ms. Holland clarified the request was for a promotion for an Administrative Secretary to Chief Deputy Clerk and the impact of that was $7,246. Ms. Chandler said she had also requested an upgrade to the recording software which is the FTR Gold that is used to record Board meetings.

DISTRICT ATTORNEY/VICTIMS ASSISTANCE

County Administrator Jack Krakeel briefed the Board on this budget request and remarked that the request was for an increase in the amount of $61,540 which staff did not recommend.

The board took a short recess at 11:18 a.m. waiting on the District Attorney to arrive.

Chairman Frady called the meeting back to order at 11:30 a.m.

Attorney Scott Ballard and Susan Harper discussed this budget with the Board. He asked for consideration for his staff to be included in the County's Pay for Performance money. He said his staff had not had raises from either the State or the Counties for four years and morale was very low and he was also concerned with retention. He presented a check in the amount of $9,600 to Ms. Holland for the Pretrial Diversion Program. Ms. Harper commented that the expenses for running the office amounted to $43,000 alone. She said the 3% that was being requested would be for pay for performance and Mr. Krakeel questioned the exact amount being requested and said he would not recommend going above 2% since that was the figure provided to the County workforce last December under Pay for Performance. He said this would then equate to $22,000 versus $61,000.

SHERIFF'S OFFICE

County Administrator Jack Krakeel briefly commented on the Sheriff's budget before breaking for lunch.

The Board adjourned the meeting at 12:03 p.m. for lunch.

SHERIFF'S OFFICE

Chairman Frady called the meeting back to order at 1:05 p.m.

Sheriff Wayne Hannah, Captain Brian Woodie, Major Charlie Cowart and Major Linda Jones were present to discuss the Sheriff's Office budget.

Sheriff Hannah discussed several portions of his budget with the Board including the field operations budget regarding dog food and tires, printing and binding as well as postage, increased healthcare expense for prisoner medical, and cost of fuel. He said he would be glad to answer any questions from the Board.

County Administrator Jack Krakeel said it was his recommendation to the Board that they look at the Sheriff's overall budget. He noted that the Sheriff does have statutory authority over his budget and the Sheriff could determine how the revenues were spent. He said the Sheriff was in a much better position to determine each line item account and this was the reason he had taken the approach with the Sheriff and recommended the 2.5% operating budget increase.

Sheriff Hannah also discussed overtime and comp time with the Board. Captain Woodie also remarked that this category continues to be more expensive every year. Sheriff Hannah said he and his staff had cut the budget everywhere they could. He asked for the Board's consideration in this budget and Chairman Frady thanked them for their presentation.

At this time, County Administrator Jack Krakeel asked the Finance Department staff to give a brief recap of the impact of this morning's budget discussions.

PUBLIC WORKS

Chief Financial Officer Mary Holland briefly discussed the Public Works budget request. She noted that there were a couple of promotion requests as well as some new positions requests. She said Director of Public Works was requesting consideration for a promotion for a Transportation Engineer to Director of Engineering, a promotion for the Sign

Technician to Traffic Operations Supervisor. She noted that the request for new positions included two temp workers for the mowing crew, two temp workers for the asphalt crew, one Equipment Operator I, and one Road Maintenance Worker.

Public Works Director Phil Mallon discussed his budget requests with the Board. He also discussed a request from the Engineering Department for a promotion from Transportation Engineer to Director of Engineering. He said this individual would supervise three employees, responsible for budget goal setting, productivity and ensuring department compliance with County policy and operational procedures. He noted that currently the Engineering Department did not have a defined director and this was currently shared by two people. He said secondly the Transportation Engineer had already assumed all of the responsibilities of the Director of Engineering. He said he felt very confident in recommending this individual for the Director's position.

Commissioner Hearn expressed concern about all of the SPLOST work currently going on but questioned this position when the SPLOST work was completed in three or four years. He also expressed concern with the number of people being supervised. He said usually a department head has more than one person in the office and two people in the field. He felt the supervisory side of this position was not justified for a department director. He said in terms of supervising a SPLOST program, there would be justification for a department head. He expressed disappointment in how the County's right of way had proceeded so slowly.

Commissioner McCarty asked if the individual moves up to this requested position, will there be a replacement for the Transportation Director position. Mr. Mallon replied no, and said he would be recommend elimination of the Transportation Engineer position.

Mr. Krakeel asked if the right of way coordinator's position was absolutely essential to the operation of the program in lieu of the fact that the County has people who are hired on a parcel by parcel basis to acquire right of way. Mr. Mallon and Commissioner Hearn both replied yes, it was essential.

ROAD DEPARTMENT

Director of the Road Department Andy Adams discussed this budget with the Board and noted there were three issues that he would like to discuss. He discussed the Traffic Operations Supervisor position which is a new position that did not currently exist. He noted that this position would be a senior position one step above the Sign Technician. He noted with all of the new Federal requirements related to the new reflectivity of signs and all of the implications that will have as well as pavement markings, there needed to be somebody who could interpret the requirements and develop a plan as to how they would affect Fayette County and then develop a program to get it done.

Mr. Krakeel asked for clarification on the request to develop a job description but not implement the position either until January 1st of the current fiscal year or later next year in the fiscal year 2013 budget. Mr. Adams said he had already started on the job description but this request would be in the fiscal year 2013 budget. Commissioner Hearn said he would want to see some careful justification on this job before he would approve a position for a Traffic Operations Supervisor.

Mr. Adams said the next request was for temporary seasonal help on the mowing crew and the asphalt crew for the entire next budget year. He said the current approval would expire on June 30th. He said the total cost for this would be approximately $80,848. Commissioner Hearn said he would challenge Mr. Adams to use a temp agency and would exempt the County from Workers Compensation.

Mr. Krakeel said he was hearing a consensus of the Board which would give Mr. Adams the go ahead to prepare the necessary proposals to bring back to the Board for consideration. Ms. Holland said staff would also need to know the monetary impact so that could be incorporated in the budget.

Mr. Adams said his last request was in regard to assembling another crew. He said this crew would consist of an Equipment Operator I and a Road Maintenance Worker. He said they would perform various tasks through the County including clearing and maintaining right of way. He said they would perform a certain amount of grass cutting, trimming limbs hanging over the edge of the right of way, trash on the side of the road and just a general maintenance group that would help keep the County looking better. He said he currently had one person who does this job and he uses jail inmates to assist him. Mr. Hearn asked what this crew would do during the winter months, and Mr. Adams replied the crew would be doing the same work year round.

At this time there was some discussion regarding the paving of some of the dirt roads in the County, and Ms. Holland asked for clarification from the Board as to the projects in the five year C.I.P. Commissioner Hearn asked how much money was in the bank set aside for these projects including Trickum Creek, Buckeye, Kelley Road, Swanson Road and Snead Road. Ms. Holland replied there was $1.4 million in the bank. Mr. Krakeel said the Board would be having public hearings on the second and four Thursday in June and on June 23 the Board would be voting on the budget and the funding for Snead Road built to County standards as directed by the Board was included in the fiscal 2012 budget.

At this time Director of Roads Andy Adams discussed the heavy equipment replacement list. He pointed out that the first three vehicles on the list were critical. He discussed the transport trailer and the two rollers on the asphalt paving operation. He noted that the asphalt rollers were two different sizes and were literally worn out.

Commissioner Hearn suggested trying to find slightly used rollers instead of buying new ones and this would save quite a bit of money.

Ms. Holland said staff would need direction from the Board as to how to proceed. Chairman Frady suggested researching equipment to try and locate some less expensive equipment.

Mr. Krakeel clarified that there would be three capital projects with the aggregate amount of that being $250,000 at this juncture for budgeting purposes.

Director of Roads Andy Adams remarked that he also had a request for some new equipment that was not shown on the replacement list. He discussed a second setup similar to what the department currently has. He said the Koboda M9540 with a side rear mower has just been put into operation attached to a John Deer tractor. He said a second setup would give his department the ability to have one of these tractors in the Southern part of the County and one in the Northern part of the County. He said this was an effort to try and cut more grass than what was being done currently.

Commissioner Hearn felt the Building and Grounds Maintenance crew should continue to be used in terms of sharing equipment.

County Administrator Jack Krakeel called for a short break at 3:25 p.m.

Chairman Frady called the meeting back to order at 3:35 p.m..

STORMWATER MANAGEMENT

Director of Stormwater Management Vanessa Birrell discussed this budget with the Board. She reviewed a memorandum dated May 17th that she had sent to County Administrator Jack Krakeel. A copy of the memorandum, identified as "Attachment No. 4", follows these minutes and is made an official part hereof. She discussed the recommendations coming from the Stormwater Advisory Committee and said her budget was based on those recommendations. She said the functional requirements needed to meet the committee's suggested goals are a mixture of administrative activities, engineering, environmental compliance, public education, operations and maintenance and system improvements. She noted that there were a lot of pipes that staff could not inspect because they were hard to get to. She said staff had inspected approximately 30% of the infrastructure, and based on that inspection and the current complaint driven process there was approximately 36,000 feet of pipes in poor condition that need to be replaced. She remarked that the total expense for the Stormwater Management Program would be $1,407,189 and would include staffing to remain at its current level.

County Administrator Jack Krakeel felt the Board needed to give a definitive answer on a go forward basis on intentions with respect to stormwater utilities so that staff has clear direction on how to move forward in fiscal years in dealing with this issue. He said this would be a public policy decision for the Board.

Commissioner Horgan said he was definitely in favor of continuing on with research for a stormwater utility. He said it was critical to take care of the County's infrastructure. Mr. Krakeel said staff was at the point now where most of the necessary research has been completed and it was necessary for the Board to make a policy decision. He asked if there was a consensus of the Board that staff move forward and bring back a formal recommendation with respect to the establishment of a stormwater utility and there was a consensus. He said staff would also bring back a recommended rate structure. Ms. Birrell said staff would discuss this further at the Board's July Workshop meeting.

County Administrator Jack Krakeel remarked that there was nothing further to be discussed today and he thanked staff for all of their hard work. He said the Board would continue with the budget discussions tomorrow morning beginning at 8:30 a.m.

Hearing no further business to come before the Board, Chairman Frady adjourned the meeting at 4:40 p.m.

Karen Morley, Chief Deputy Clerk

Herbert E. Frady, Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 23rd day of June, 2011.

Karen Morley, Chief Deputy Clerk