

The Board of Commissioners of Fayette County, Georgia met in Official Session on Wednesday, October 2, 2002, at 3:30 p.m. in the public meeting room of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

COMMISSIONERS PRESENT: Greg Dunn, Chairman  
Linda Wells, Vice Chair  
Herb Frady  
Peter Pfeifer  
A.G. VanLandingham

STAFF MEMBERS PRESENT: Chris W. Cofty, County Administrator  
Carol Chandler, Executive Assistant  
William R. McNally, County Attorney  
Karen Morley, Chief Deputy Clerk

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Chairman Dunn called the meeting to Order, offered the Invocation and led the pledge to the Flag.

**UPDATE ON THE PROCUREMENT CARD PROGRAM;**

Finance Director Mark Pullium remarked in early February of 2002 the Board of Commissioners authorized a procurement card program on a pilot or test basis. He said at this time staff was pleased to report the results of the pilot program. He stated as authorized staff had proceeded to operate the pilot p-card program in early February, 2002. He said a list of the departments included Administration, Board of Commissioners, Buildings and Grounds Maintenance, Engineering, Finance, Fire and Emergency Services, Information Systems, Marshal's Office, Permits and Inspections, Public Works, Purchasing, and Sheriff's Department. He said these were the departments included in the pilot program. He said each individual card holder was provided training at the onset of this program on how to use the card, the allowed uses of the card, and the methodology for using the card. He said he believed this training was integral to the success of the pilot p-card program. He said Accounting Supervisor Pam Reed was the primary contact person in the Finance Department who served as a liaison between departments and the banking institution who ran this program for the county. He said there was a detailed set of procedures and policies in place that were explained at the beginning of the program to the participants.

Mr. Pullium further remarked that there had been a lot of questions and answers on how to operate the program as part of the training. He said individual cards were issued at that time based on the department heads requesting and authorizing the individual card holders. He said the cards were tailored to meet the specific needs of each individual department. He said in addition the cards were linked to budgetary controls to avoid over spending in the budget. He said during the pilot program there were a few areas that needed some resolution. He remarked that there were several occasions early on where some of the staff had attempted to utilize the p-card at a particular vendor and for whatever reason the card was

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at first not accepted. He said with Ms. Reed working with the individual and the vendor and with the bank was able to establish the appropriate template on the card so that it could be used if it was appropriate to be used in those cases. He said they had worked through those issues. He said it was anticipated early on that there would be some cases where somebody might show up somewhere and for whatever reason might not be able to use their card. He said the card had been designed to be tailored to a department and only be allowed for certain commodities. He said in doing so it created some minor glitches. He said these had been worked through and there had not been any denials of the card in the last three month period. He said in addition there were some of the departments that were not submitting their paper work in the time frame that the Finance Department desired. He said they were timely but not as quickly submitted as staff would have liked.

Mr. Pullium remarked that another area related to the sales tax issue and this was still unresolved. He said he would discuss this issue further but first wanted to present the power point presentation that he had prepared to summarize the results of the pilot program.

Mr. Pullium remarked that during the pilot program the county's operating efficiency was improved. He said it was staff's objective in starting the p-card to provide an efficient and cost effective method to pay for small purchases of goods and/or services. He said in addition the program was designed to reduce the need for petty cash funds and small purchase orders of under \$250. He said the p-card did enhance the county's efficiency and reducing the number of purchase orders, checks and staff time associated with those purchases. He said 1132 p-card transactions during the pilot program were paid with eight payments and eliminated the need to issue purchase orders for these commodities. He said the reduction in paper work significantly increased efficiency. He said he believed the p-card program allowed staff to focus procurement efforts on high volume and high dollar items. He said during the pilot program the average ticket size for a single transaction was \$197.72. He stated the program was designed to focus p-card activity on small dollar transactions.

Mr. Pullium concluded by saying that the p-card program for Fayette County was efficient. He said the program focused on small purchases. He said the program also allowed staff to devote and redirect their attention to higher volume and higher dollar procurements. He said staff recommended expanding the p-card program to all departments. He said he would be glad to answer any questions that the Board might have at this time.

Commissioner VanLandingham asked while this was making the accounting department more efficient, he asked if staff could be reduced in that department.

Mr. Pullium replied that he did not feel that this had resulted in a savings to the extent where the Finance Department could reduce staff. He said the Finance Department had some initiatives that it was undertaking at this point in time, moving to the a new financial software system and GADSBY 34. He said these were tremendous in terms of the amount of

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resources that were required. He said the GADSBY 34 was a rewriting of all of the accounting standards and pronouncements that related to governmental accounting.

Commissioner VanLandingham asked Mr. Pullium if his answer was a yes or a not.

Mr. Pullium replied his answer was no.

Commissioner VanLandingham asked if purchases were being monitored to the point of a department going to the store eight to ten times a day.

Mr. Pullium responded that departments were not doing that. He said they were not making many, many trips to the store using this card. He said this was not occurring.

Commissioner VanLandingham remarked that where this was creating a good situation for the Finance Department, if it was not continued to be monitored, it might be a license for departments to plan poorly using this card as a means to just run to the store and buy small items in small quantities and make several trips thereby wasting time that could be productive. He said as long as this was being monitored and not occurring, then he had no reservations on this program.

Chairman Dunn said the same situation had existed in the past and probably more so than now because petty cash was used. He said by using the p-card program the county would have an annual listing of everything that had been purchased. He asked if Finance Department personnel reviewed every purchase made.

Mr. Pullium replied yes they did review every purchase.

Commissioner Frady interjected that the 1132 transactions added up to \$226,000.

Mr. Pullium agreed. He stated the actual figure was \$223,815. He said the design of this program was to redirect staff and focus on procurement efforts of doing bids and R.F.P.'s on the higher dollar and higher cost volumes and getting more effort focused on savings in the big area.

Chairman Dunn said he was 100% behind this program and felt it had worked marvelously. He commended Mr. Pullium and his staff for getting this program off the ground and working it correctly. He felt this would save a lot of people a lot of work. He said that was not to say that any employee could be cut out because there was still a lot of work that had to be done. He asked Mr. Pullium if the county was in a position now where the number of card holders could be expanded.

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Mr. Pullium replied yes, this would be his recommendation. He said some of the departments had not participated in the p-card program at this point in time. He said he would envision that this would further the savings to the county if the program was expanded to all departments and expanded it further to other constitutional officers who up to this point have not been in the program. He said they could be brought on board and trained. He asked for the Board's consideration in expanding the p-card program.

Chairman Dunn commented on expanding the constitutional officers. He said his question was not referring to constitutional officers but to staff. He felt after a period of time if the Board wanted to do that, then that would be another issue. He said he felt staff on a supervisory level would have the cards. He asked Mr. Pullium how many more employees did he envision having the cards in the future than had them today.

Mr. Pullium replied approximately ten to fifteen more departments that would be coming on board.

Chairman Dunn asked if those department heads had the cards now.

Mr. Pullium responded no, not every department head had a card. He said he had not asked permission from the Board in the pilot program to allow use in all departments.

Commissioner Frady asked Mr. Pullium what departments was he referring to.

Mr. Pullium replied the Water System was not involved in the pilot program.

Chairman Dunn interjected that the Water System was a private business.

Mr. Pullium said he understood but that was one area that was not included.

Commissioner Frady asked Mr. Pullium to name the departments that he was recommending to have the p-card program be extended to.

Mr. Pullium responded he would like the program to be extended to all of the departments under the County Administrator as he sees fit.

Commissioner Frady asked Mr. Pullium if he was referring to all of the departments including constitutional officers.

Chris Cofty remarked that this would be done on an as need basis. He said staff would certainly like to move past the pilot program to try and benefit some of these other departments. He said there had been numerous requests. He said staff would certainly review those before issuing purchasing cards to them.

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Commissioner VanLandingham asked if this would be up to the County Administrator's discretion.

Mr. Pullium replied that he felt that would be appropriate.

On motion made by Commissioner Frady, seconded by Commissioner VanLandingham to allow the County Administrator to expand the procurement card program as he deems necessary, discussion followed.

Commissioner Pfeifer clarified that Mr. Pullium had said that the Sheriff's Office was part of the p-card program.

Mr. Pullium replied yes that was correct and he recommended that this be continued. He said the Sheriff's Office had benefitted from the program tremendously. He said he had heard many compliments from the Sheriff's Office in terms of the usage there.

Chairman Dunn clarified that every single transaction made on a county card regardless of who has made it would be scrutinized by the Finance Department staff.

Chairman Dunn clarified that the county receives a detailed accounting from the Wachovia Bank every two weeks.

Mr. Pullium replied yes that was correct. He said the county does receive this printout every two weeks.

Commissioner Frady asked Mr. Pullium if the Water System had their own cards if this would save the Finance Department some accounting.

Mr. Pullium replied yes and stated he felt it would be beneficial to allow the Water System to have a p-card too.

The motion carried 4-0. Commissioner wells was absent.

**CONSIDERATION OF NOTIFICATION FROM TYRONE OF A REQUEST FROM FLORIDA ROCK INDUSTRIES TO ANNEX 13.389 ACRES IN LAND LOT 68 OF THE 7<sup>TH</sup> DISTRICT FRONTING ON ROCKWOOD ROAD:**

Zoning Administrator Kathy Zeitler stated this was a notification from the Town of Tyrone of a request from Florida Rock Industries to annex 13.389 acres in Land Lot 68 of the 7<sup>th</sup> District fronting on Rockwood Road. She said this was an industrial area that was surrounded on three sides by the Town of Tyrone. She said Florida Rock was adjacent to the North and West of this property. She said they plan on annexing this property for development of an office for

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their mining operation. She said staff had reviewed this request and did not have any bonafide land use objections and recommended approval of the annexation as proposed.

Chairman Dunn asked if the Board had any comments or questions on this request.

Chairman Dunn said he had looked at this piece of property and determined that the land use would not change regardless of what jurisdiction this was in.

Ms. Zeitler agreed and stated that it was currently zoned light industrial.

Chairman Dunn remarked that it was already surrounded on three sides by the Town of Tyrone. He said it was his preference not to object to this request and to allow it to proceed without objection. He stated there was not really be a bonafide objection that would be upheld.

On motion made by Commissioner Frady, seconded by Commissioner Pfeifer to notify the Town of Tyrone that the Board of Commissioners has no objection to this request, discussion followed.

Commissioner Pfeifer said he wanted to comment that he would continue to object to the unplanned and undiscussed annexations. He said the Board would not really have any objections to this particular annexation request under current circumstances.

Chairman Dunn said there was no legitimate way to stop it.

The motion carried 4-0. Commissioner Wells was absent.

**CONSENT AGENDA:** On motion made by Commissioner VanLandingham, seconded by Commissioner Pfeifer to approve the consent agenda as presented. The motion carried 4-0. Commissioner Wells was absent.

**KIWANIS PARK LIGHTING - BID AWARD #403 AWARDED TO GLENN L. PARKER ELECTRICAL CONTRACTORS, INC.:** Approval of recommendation from Director of Engineering Ron Salmons to award Bid #403 to low bidder Glenn L. Parker Electrical Contractors, Inc. in the amount of \$49,380 for lighting for field no. 8 at Kiwanis Park. A copy of the memorandum, identified as "Attachment No. 1", is attached hereto and made an official part hereof.

**PUBLIC COMMENT:**

Members of the public are allowed up to five minutes each to address the Board on issues of concern other than those items which are on this evening's agenda.

There was no public comment.

**STAFF REPORTS:**

**COMMISSIONER VANLANDINGHAM:** Commissioner VanLandingham stated that he had made a statement at the last Commission meeting that Mr. Cofty was to prepare some material concerning the farmers market and provide this to the Board. He said he just wanted to clarify that Mr. Cofty had done this.

**ATTORNEY MCNALLY:** Attorney McNally remarked that the Board had before it a draft letter addressed to the City of Fayetteville regarding the recent annexation of properties which occurred around the Fayette Pavilion shopping center. He said the Board had objected to these annexations. He said it was the feeling on the part of the City that they could proceed with the annexations since there was not a bonafide zoning objection. He said the Board's objection was based upon the fact that the law prohibited unincorporated islands from being created within City limits. He said the City attempted to eliminate the island by leaving a ten foot strip which connected to the county. He said the county believed that the interpretation was not in keeping with the intent of the law as written. He said the county had obtained an Attorney General opinion which supported that conclusion of the law. He said it was his understanding that the Board desired a letter addressing this matter be sent to the City of Fayetteville and request the City to undo those annexations. He said he had drafted this in the form of a letter from the Commission Chairman and was now before the Board for review.

Commissioner Pfeifer remarked that the Board had objected to this annexation when it first occurred. He said the Board had attempted to discuss the subject with the City of Fayetteville and several others and had not received a good reception. He said he would hope that this process and occasion would generate a little dialogue on the cities on the subject of annexation.

Commissioner Frady said under most conditions he had no problem with annexation. He said if it was going to increase the density in the area far beyond what was already there then he would have problems with that. He said he had voted to ask the City of Fayetteville not to do this because it was illegal. He said the Board had requested a ruling on this particular type of annexation which it just received from the Attorney General. He said he was now going to vote to ask the City to de-annex this property since it was illegal according to the Attorney General's response.

Chairman Dunn remarked when these requests had come up the Board did not file an objection under the annexation dispute resolution system. He said because this was an unusual case, the Board simply informed the City that the Board was not in agreement with this because it felt like it violated State law. He said the City had informed the Board by letter that they disagreed with the county and that they were going to annex it anyway which they subsequently have done. He said the Board was left in a position since the Board felt it was illegal that the Board felt it had to

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do something. He said in an attempt not to litigate this matter with the City, the Board had asked the State of Georgia Department of Community Affairs to review it because they have the responsibility for reviewing the annexation data that was forwarded to them. He said they had sent a letter back to the Board saying that the packet was in order but they had nothing to do in their review with legal matters. He said they simply made sure that all of the documents were straight so that they could re-do the City and County boundaries but they were not empowered nor had the ability to judge whether this was legal or not legal. He said the Board had received the letter back from them and the Board subsequently had decided that it did not want to litigate this matter so it would ask for an opinion from the Attorney General's Office. He said the Board had received the opinion back from the Attorney General's Office and it indicated that the Attorney General's Office agreed with the County Commission in this matter. He said the Board still did not wish to litigate this matter with the City, and the County had agreed instead to just simply write the City a letter saying that the County still felt this was illegal and ask the City respectfully to de-annex the property. He said at this point, the Board would just wait for the City's response.

On motion made by Commissioner Frady, seconded by Commissioner Pfeifer to send a letter to the City of Fayetteville requesting the City to undo the annexations surrounding the Fayette Pavilion shopping center area. The motion carried 4-0. Commissioner Wells was absent.

There being no further business to come before the Board, Chairman Dunn adjourned the meeting at 4:05 p.m.

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Karen Morley, Chief Deputy Clerk

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Gregory M. Dunn, Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 10th day of October, 2002.

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Karen Morley, Chief Deputy Clerk