Minutes

Board of Commissioners
April 1, 2008
8:30 A.M.

The Board of Commissioners of Fayette County, Georgia, met in a Budget Workshop on Tuesday, April 1, 2008, at 8:30 a.m. in the Commissioners' Conference Room at the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

Commissioners Present:	Jack Smith, Chairman Herb Frady, Vice-Chairman Robert Horgan Eric Maxwell Peter Pfeifer
Staff Present:	Jack Krakeel, Interim County Administrator Scott Bennett, County Attorney Carol Chandler, Executive Assistant Karen Morley, Chief Deputy Clerk Mary Holland, Chief Financial Officer Toni Jo Howard, Assistant Finance Director Sergio Acevedo, Budget Officer

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Chairman Smith called the meeting to order.

OVERVIEW OF THE PROPOSED 2009 FISCAL YEAR BUDGET:

Interim County Administrator Jack Krakeel remarked that staff had completed the internal process for salaries and promotions for the FY' 2009 budget.

Chief Financial Officer Mary Holland gave an overview of all personnel costs and said it was broken down by funds as they related to the current budget as well as going into the FY'2008 budget. A copy of the budget summary, identified as "Attachment No. 1", follows these minutes and is made an official part hereof. She noted that the base figure for FY 2009 was $29,578,836. She also remarked that Mr. Krakeel had given direction to staff that no vacancies would be filled and there were 19.88 open positions throughout the County.

Interim County Administrator Jack Krakeel remarked that there were two of the open positions that would require a remedy: (1) Water System Plant Manager position; and (2) staff member for Engineering Department. He said he had authorized the approval of a Plant Manager position at the Water System. He said he was also in favor of the staff position for the Engineering Department who was short three positions out of six.

ANIMAL CONTROL

Interim County Administrator Jack Krakeel remarked that the request for this department was an upgrade from a part time position of 29 hours to a full time position. He said his recommendation was for approval and remarked that there was a need in light of the Saturday Animal Shelter openings.

ELECTIONS OFFICE

Elections Supervisor Tom Sawyer and Marilyn Watts appeared to discuss this budget.

Chief Financial Officer Mary Holland remarked that the department was recommending an additional full time elections clerk and staff was not recommending approval of the request.

Mr. Sawyer remarked that the turnout of citizens currently registering to vote was unbelievable and noted that there were 1,600 applications in January.

Chairman Smith said he did not feel the work load indicators indicated a need for a new full time elections clerk.

Mr. Krakeel remarked that the figures were based on fluctuations and the 2008 figures were only estimates.

Hearing no further questions, Chairman Smith thanked Mr. Sawyer and Ms. Watts for their presentation.

PROBATE COURT

Judge Martha Stephenson appeared to discuss this budget. She announced that she would be retiring at the end of December. She said she was not requesting a new position but asking for a part time employee be made full time and for a temporary time of six months. She noted that a new Judge would be coming in on January 1st, 2009 and she was requesting the full time status begin July 1st and go for six months. She noted that the new Judge would hire a part time person and a full time person and that would be his discretion.

Chairman Smith thanked Judge Stephenson for her presentation. He said this request would be voted on during the final budget process.

Mr. Krakeel said he was recommending this request.

E-911 COMMUNICATIONS

Mr. Krakeel remarked that staff was recommending this budget request.

Chairman Smith asked for clarification on the justification for promotions in this budget request. He remarked that with the new comp and pay study being done, it was his understanding that the pay study was supposed to take into consideration the duties and responsibilities that personnel were actually doing. He asked why duties were being shifted to bring the two positions in line with actual duties being performed.

Mr. Krakeel responded that senior operators take on some supervisory responsibilities historically and those responsibilities were primarily associated with supervisors. He said for these senior operators to continue to perform

those duties would be essential to bring them up to supervisory status. He said he fundamentally disagreed with this.

Human Resources Director Connie Boehnke noted that these personnel only perform supervisory functions in lieu of the absence of a supervisor.

Chairman Smith said if this request was approved, it would destroy the integrity of the comp study.

EMERGENCY MEDICAL SERVICES

Mr. Krakeel remarked that staff's recommendation was to upgrade ten firefighter/EMT positions to paramedic with seven testing for certification in July, 2008 and three testing for certification in January, 2009. He said this would not be creating any new positions but would just be promotions. He said over the last several years the department had lost a significant number of paramedics and this would be to replace those paramedics who have left. He said the State law required one paramedic per ambulance as a minimum and the department usually staffs one paramedic and one firefighter/EMT. He noted that there were five ambulances with ten people per shift times three shifts which totals 30 paramedics just for staffing of the ambulances. He noted that this did not include vacation, sick leave, and so forth. He said there were eight engine companies with advanced life, advanced first responder engine companies who require a paramedic. He said this would bring the department total up to 58 paramedic positions. He remarked that the department could provide excellent support throughout the County with 48 paramedic positions and currently there were 29 positions. He said there was a constant training program going on and this represented 14 individuals who have achieved this level of training. He noted that these individuals pay for this training on their own and the County did not fund it.

Commissioner Maxwell remarked that he was not clear on the process of promotions for this department. He said he was in favor of the employees being recognized but felt there needed to be more input on the number of positions.

Chairman Smith said this request would be discussed further in the budget process.

MAGISTRATE COURT

Debbie Barron appeared to discuss this budget.

Mr. Krakeel remarked that the department's request was for a Court Clerk I position be made a Court Clerk II position on the basis that the employee was currently conducting work at the Court Clerk II level.

Ms. Barron remarked that as a result of the UGA study, there was a Chief Deputy Clerk, a senior Deputy Clerk and a Clerk I and II. She noted that the UGA study had changed the titles and the Deputy Clerk III was under appeal. She asked for the Board's consideration to approve her request.

Chairman Smith asked if there were any questions. Hearing none, he thanked Ms. Barron for her presentation.

FINANCE DEPARTMENT

Mr. Krakeel remarked that the request from this department was to upgrade the accounting technician to an accounting analyst position. He pointed out that the County was going to be confronted with significantly more regulatory requirements from a reporting perspective, auditing standards, as well as more attention will have to be given to internal controls. He said it was his recommendation to approve the request for a position upgrade.

FIRE DEPARTMENT

Mr. Krakeel said the request from the Fire Department was for three promotions for captains to battalion commanders. He noted that these positions were actually approved four years ago but funding was never provided for the promotions. He said existing staff had been handling emergency situation and had done so for the last 24 years. He noted that there was no intent to promote lieutenants to captains.

Commissioner Maxwell said he would be in favor or this current request but would not be in favor of promoting lieutenants to captains during next year's budget request and the Board agreed with this.

CLERK OF COURTS

Clerk of Courts Sheila Studdard appeared to discuss this budget.

Mr. Krakeel remarked that this request was for an additional part time position for State Court as well a promotions for two positions in State Court. He said it was his recommendation not to approve the request for promotions.

Ms. Studdard remarked that State Court was a revenue generator and had a tremendous responsibility with the addition of traffic court. She asked for consideration for State Court to be recognized for its individuality. She remarked that this was the third year she had asked for a Chief Deputy Clerk in State Court. She said there were four distinct divisions already in State Court and it would continue to grow as the Superior Court had done.

Ms. Studdard said she had an additional request and that was for an IT position. She said with the amount of technology generated at the Courthouse and County and State obligations co-existing on a network, she needed a dedicated IT person for the Courthouse.

Mr. Krakeel said he was recommending the part time position be full time, but he was not recommending the position promotion request which included the Chief Deputy Court Clerk for State Court and the upgrade of the Clerk II position to a Clerk III.

Chairman Smith said there was a consensus of the Board to agree with Mr. Krakeel's recommendation.

INFORMATION SYSTEMS

Mr. Krakeel said the request was for one additional technician for this department. He said he was not recommending this request and felt this work could be handled by existing staff.

PURCHASING DEPARTMENT

Mr. Krakeel said the request was for a full time assistant buyer. He said he could not recommend this position at this time.

TAX ASSESSORS

Mr. Krakeel said the request was for one full time position to handle updating the GIS mapping as a backup person. He said he was not recommending this request.

STATE COURT SOLICITOR

Mr. Krakeel remarked that the Solicitor was requesting an additional four hours per week for the current part time CTO position for data entry for State vehicle and driver licenses, history and other information. He said based on the number of cases that have been processed, he said he was recommending approval of the request for four additional hours per week.

SHERIFF'S OFFICE - FIELD OPERATIONS DIVISION

Mr. Krakeel remarked that the Field Operations Division was requesting the promotion of a warrant clerk to an administrative secretary. He said this request had been withdrawn.

SHERIFF'S OFFICE - INVESTIGATION

Mr. Krakeel remarked that this request was to promote four deputy sheriff positions to warrant specialist investigator positions. He noted that the duties and responsibilities for this particular unit require specific expertise for the apprehension of individuals for which warrants had been issued. He said after reviewing this request, he noted that only one of the positions had the appropriate certification for an investigator position. He said it was his recommendation that only one individual be promoted into this slot.

SHERIFF'S OFFICE - JAIL DIVISION

Mr. Krakeel remarked that the request from the Jail Division of the Sheriff's Office was to promote one lieutenant to a captain position. He said it was his recommendation to approve this request and after a brief discussion it was decided to that it become effective July 1st.

SHERIFF'S OFFICE - JAIL DIVISION

Mr. Krakeel said there was also a request to promote five detention officer positions to deputy sheriff position. He said they were currently allotted twenty deputy sheriff positions within the jail division. He said this request would be for an additional five positions on top of the twenty positions. He said there were currently thirteen individuals certified as deputy sheriffs. He said there was adequate capacity within the current system to reclassify these positions to deputy sheriffs and therefore, it was not his recommendation to approve these requests.

FLEET MAINTENANCE

Mr. Krakeel said the request was for an upgrade of a part time position to a full time position. He said this department was previously approved for a part time 29 hour position and with the increase workload, he was recommending this request.

WATER SYSTEM

Mr. Krakeel said the request was for one full time position for a lab analyst. He said with the increased regulatory requirements, he could support this request. He said Mr. Parrott also had listed some positions with promotions that were frozen from last year and he was not able to promote these individuals. He said this year, Mr. Parrott was requesting promotions of these individuals into these various slots. He said he could concur with all of them with these except two including one inventory clerk to secretary and one water plant operator II which should have been to an operator I position. He said he could not recommend the operator I position.

PAY AND CLASSIFICATION STUDY

Chairman Smith commented on the step system put in place for each grade that would be effective July 1st. He said he had a fundamental issue with these positions ending up with a double benefit because the person would not only get a step increase but also an increase in the higher grade was more money than in the step in the lower grade. He felt this needed to be addressed. He felt the increase needed to go with the salary of the individual before a promotion.

Mr. Krakeel said he concurred that if someone was promoted on July 1st it would not be appropriate to give the individual 2.5% equity adjustment this July but it would be appropriate to give the individual the 2.5% equity adjustment next year.

Ms. Holland said she would report her findings in regard to these figures during the upcoming budget process.

PROBATE COURT

Chief Financial Officer Mary Holland clarified that the change for the Probate Court would be that there would be a temporary full time person from part time person and this would be for the first half of fiscal year 2009. She said this would equate to $16,000. She recommended that this amount not be included because she felt there would be enough money in cost savings from the individuals who were retiring.

JAIL

Chief Financial Officer Mary Holland remarked that the jail position for the promotion to captain would be effective July 1st. She said this would be an additional $4,800.

EMERGENCY SERVICES

Ms. Holland said the Board had requested that EMS department do a study of the number of positions needed for paramedics and other type positions within the organization.

PROMOTIONS

Ms. Holland clarified that for those individuals who were being promoted, they would not receive the 2.5% increase effective July 1st but they would receive this in fiscal year 2010.

Commissioner Maxwell said Ms. Holland would just update the Board in regard to these figures during the budget process and he noted that the Board had not made a decision yet.

ADJOURNMENT

Commissioner Frady made a motion and Commissioner Horgan seconded the motion to adjourn the meeting at 12:05 p.m. The motion carried 5-0.

Karen Morley, Chief Deputy Clerk

Jack R. Smith, Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 24th day of April, 2008.

Karen Morley, Chief Deputy Clerk