

# Houston County Commissioners Meeting

Warne Robins, Georgia | August 15, 2023 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation –

Recognition of Communications Officer Amanda Schell

Approval of Minutes from August 1, 2023, August 8, 2023

New Business

- 1. FY23 Year End Budget Adjustments – Commissioner Byrd**
- 2. Revision to ARPA Budget – Commissioner Byrd**
- 3. Professional Development Fund– Commissioner Byrd**
- 4. Annexation (City of Perry) – Commissioner Byrd**
- 5. Board Appointments – Commissioner Robinson**
- 6. Change Request (Truck for Engineering) – Commissioner Robinson**
- 7. Bid Approval (Detention Center Generator) – Commissioner Robinson**
- 8. Personnel Request (Sheriff’s Department) – Commissioner Robinson**
- 9. Personnel Request (Board of Elections) – Commissioner Gottwals**
- 10. Personnel Request (Step Increase Certification) – Commissioner Gottwals**
- 11. Approval of Bills – Commissioner Gottwals**

Public Comments

Commissioner Comments

- 12. Executive Session for Attorney-Client Matters per O.C.G.A. § 50-14-2(1) – Commissioner Gottwals**

Motion for Adjournment

# 1. FY23 Year End Budget Adjustments – Commissioner Byrd

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

the following FY23 year-end budget adjustments:

## General Fund (100):

### Increase Expenditures:

Executive	1300- 51.1100	Regular Employees	\$	2,300
	1300- 51.1500	Elec/appt	\$	3,400
	1300- 51.2100	Group Ins	\$	2,900
	1300- 52.2200	Repair/Mnt	\$	4,900
	1300- 52.3510	Chrman exp	\$	2,900
	1300- 52.3600	Dues & Fees	\$	4,000
	1300- 53.1100	Gen supplies	\$	9,600
	1300- 53.1270	Gasoline	\$	3,700
	1300- 54.2200	Vehicles	\$	17,300
Elections	1400- 51.1200	Temporary Employees	\$	90,000
Accounting	1512- 51.1100	Regular Employees	\$	17,000
	1512- 53.1100	Gen supplies	\$	4,800
Law	1530- 52.1200	Prof services	\$	423,000
District Attorney	2200- 51.1100	Regular Employees	\$	43,000
	2200- 52.2200	Repair/Mnt	\$	103,000
State Court	2300- 52.1200	Prof services	\$	36,300
Probate Court	2450- 51.1200	Temporary Employees	\$	5,800
	2450- 52.2200	Repair/Mnt	\$	5,800
Sheriff-SRO	3320- 51.1100	Regular Employees	\$	168,000
	3320- 53.1600	Small equipment	\$	91,000
	3320- 54.2200	Vehicles	\$	72,000
EMS Ambulance	3600- 53.1270	Gasoline	\$	66,000
Storm Drainage	4250- 52.2200	Repair/Mnt	\$	133,000
	4250- 53.1100	Gen supplies	\$	46,500
Welfare	5452- 52.3900	Other	\$	400
Economic Development	7520- 57.2000	Other agency	\$	<u>1,000,000</u>
		<b>Total</b>	\$	<b>2,356,600</b>

<b>Decrease Expenditures:</b>			
Public Defender	2800- 51.1100	Regular Employees	\$ 270,000
Sheriff	3300- 51.1100	Regular Employees	\$ 186,600
Jail Operations	3326- 51.1100	Regular Employees	\$ <u>1,900,000</u>
		Total	\$ 2,356,600
<b>E911 Fund (215)</b>			
Increase Expenditures:	3800- 51.1300	Overtime	\$ 44,000
Increase Revenues:	3800- 51.1300	Warner Robins Rev	\$ 44,000
<b>Fire Fund (270):</b>			
<b>Increase Expenditures:</b>			
	3500-54.1300	Buildings	\$ 3,067,000
	3500-54.2500	Other Equipment	\$ <u>238,000</u>
		Total	\$ 3,305,000
Increase Revenues:	3500-39.1200	Trans In (SWF-Ins Prem Reserves)	\$ 3,305,000
<b>SPLOST Fund (320):</b>			
<b>Increase Expenditures:</b>			
State Court	2300-54.1300	Buildings	\$ 2,325,700
Juvenile Court	2600-54.2500	Other Equip	\$ 16,800
Jail Operations	3326-52.2200	Repair/Mnt	\$ 23,370
	3326-54.2500	Other Equip	\$ 529,600
Coroner	3700-54.2200	Vehicles	\$ 40,500
E-911	3800-54.2500	Other Equip	\$ 949,500
Intergovtal SPLOST	4960-57.1001	Centerville	\$ 110,360
	4960-57.1002	Perry	\$ 210,100
	4960-57.1003	Warner Robins	\$ 1,003,900
Economic Dev	7520-57.2000	Other Agency	\$ 560,550
Airport	7563-57.2000	Other Agency	\$ <u>102,600</u>
		Total	\$ 5,872,980
<b>Decrease Expenditures:</b>			
Gen Gov't Bldgs/Plant	1565-54.1300	Buildings	\$ 2,697,000
Fire	3500-54.1300	Buildings	\$ <u>3,175,980</u>
		Total	\$ 5,872,980
<b>Water Fund (505):</b>			
Increase Expenditures:	4400-52.2200	Repair/Mnt	\$ 302,000
Increase Revenues:	0000-34.4214	Kathleen (Water Sales)	\$ 302,000
<b>Solid Waste Fund (540):</b>			
<b>Increase Expenditures:</b>			
Collections	4520-52.1200	Prof services	\$ 62,000
Disposal	4530-52.2200	Repair/Mnt	\$ 240,000
Increase Revenues:	0000-34.4110	Ref coll	\$ 62,000
	0000-34.4150	L/F Fees	\$ 240,000

## 2. Revision to ARPA Budget – Commissioner Byrd

This request is to add Non-Profit Organizations Revenue Support as line item 7 to the Revenue Loss Projects list of the ARPA Budget Plan.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

the revision to the Revenue Loss Projects of the ARPA Fiscal Recovery Fund FY 2023 Budget as follows:

### Revenue Loss Projects

1. Health Department Addition	\$6,000,000
2. Airport T-Hangers	\$1,000,000
3. Public Safety (LPR) Cameras	\$1,000,000
4. State Court Addition (FFE)	\$ 350,000
5. State Court Parking Lot Addition	\$ 350,000
6. 911 Water Damage Remediation/Renovation	\$ 400,000
7. Non-Profit Org. Revenue Support	<u>\$ 105,000</u>
Current Total	<u>\$9,205,000</u>

### 3. Professional Development Fund– Commissioner Byrd

In the Fiscal Year 2022 Audit, under the section regarding assigned fund balance, Personnel Adjustments are listed as \$5,582,121. To further categorize these funds, administration would like to designate \$1,000,000 of the \$5,582,121 to be used for Personnel Professional Development. These funds would provide leadership development opportunities for current and future budget years.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

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authorize

**the designation of \$1,000,000 of the Personnel Adjustments Funds being designated for use for Personnel Professional Development, and for accounting to make the necessary budget line adjustments.**

#### **4. Annexation (City of Perry) – Commissioner Byrd**

This annexation request from the City of Perry is for property located on Main Street containing 22.5 acres. The property is contiguous to the Perry city limits and does not create an unincorporated island.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

concur

non-concur

**with the City of Perry annexation request for property located on Main Street, containing 22.5 acres and also known as Tax Parcel # 000570 008000. The property is currently zoned County R-AG and proposed zoning is City R-3.**

## 5. Board Appointments – Commissioner Robinson

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

the reappointment of the following to boards:

### Houston County Development Authority:

Chris Davis                      08/10/2023 thru 08/09/2029

Ben Hulbert                      08/10/2023 thru 08/09/2029

Marian Fraley                      08/10/2023 thru 08/09/2029

### Planning & Zoning Board:

Kristina Gibbs                      09/07/2023 thru 09/06/2027

## **6. Change Request (Truck for Engineering) – Commissioner Robinson**

At the December 20, 2022 Board of Commissioners Meeting, a bid of \$41,162.00 from Phil Brannen Ford was approved for one 2023 Ford F-150 Crew Cab truck for the Houston County Engineering Department. Now, 7 months after placing the order, the manufacturer still does not have a production date. Phil Brannen Ford has located one at a dealer in Florida for an additional \$4,309.00. Purchasing recommends proceeding with the increased cost based on availability and need by the department.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

**table**

**authorize**

**the purchase of one 2023 Ford F-150 Crew Cab Truck for use in the Engineering Department for the amount of \$45,471, which is an increase of \$4,309 over the amount approved by the board at the December 20, 2022 meeting. These funds will be paid from 2018 SPLOST.**





## HOUSTON COUNTY BOARD OF COMMISSIONERS

2020 KINGS CHAPEL ROAD \* PERRY, GA 31069-2828  
TELEPHONE (478) 218-4800 \* FACSIMILE (478) 218-4805

VANESSA ZIMMERMAN  
DIRECTOR OF PURCHASING

# MEMORANDUM

**TO:** Houston County Board of Commissioners

**FROM:** Vanessa Zimmerman

**CC:** Robbie Dunbar

**DATE:** August 7, 2023

**SUBJECT:** Truck for Engineering Department.

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At the December 20<sup>th</sup> Board of Commissioners Meeting, a bid of \$41,162.00 from Phil Brannen Ford was approved for one 2023 Ford F-150 Crew Cab truck for the Houston County Engineering Department. Now, 7 months after placing the order, the manufacturer still does not have a production date. Phil Brannen Ford has however, located one at a dealer in Florida, for an additional \$4,309.00. Purchasing recommends proceeding with the increased cost based on availability and need by the department.

## **7. Bid Approval (Detention Center Generator) – Commissioner Robinson**

This request from Public Buildings is for approval of a bid on the Detention Center Generator Replacement Project. Two bids were received, and staff recommends awarding the bid to Anderson Power Servies in the amount of \$185,000.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the award of a bid on the Detention Center Generator Replacement Project to Anderson Power Servies of Fort Valley, Georgia in the amount of \$185,000. Lead time for the equipment is approximately 52 weeks. This project will be funded by 2012 SPLOST.**



# Houston County Public Works

## Office

2018 Kings Chapel Road  
Perry, Georgia 31069  
478-987-4280  
FAX 478-988-8007

Brian Jones, PE  
Director of Operations

Jordan Kelley  
Office Manager

Michael Phillips  
Facilities Superintendent

Christopher Stoner  
Fire Chief/ EMA Director

Ronnie Heald, PLS  
County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

# Memo

To: Houston County Board of Commissioners  
From: Michael Phillips, Facilities Superintendent *MP BJ*  
Date: July 28, 2023  
Re: Proposal Recap - Detention Center Generator  
Replacement

Please see below a recap of proposals received for the Detention Center generator replacement:

Anderson Power Services	\$185,000.00
ESSE	\$187,911.00

Public Buildings Staff recommend the Board of Commissioners award the contract to *Anderson Power Services* for **\$185,00.00** as low bidder. This project will be paid out of SPLOST funds from account 320-3326-52.2200.

Thank you for your consideration of this request.

## **8. Personnel Request (Sheriff's Department) – Commissioner Robinson**

As part of the budget process, requests for new positions were submitted by various departments. All the requests were evaluated, and several positions were identified by the summary as having a more immediate need.

One of the positions that the Sheriff has requested is to add an additional deputy sheriff. This position is Grade 17 and typically hired at the "B" step for those who have their post certifications.

Please consider this request to add 1- Deputy Sheriff position (#223) to the position control effective August 16, 2023.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

**table**

**authorize**

**the addition of 1- Deputy Sheriff position to the Houston County Position Control Listing effective August 16, 2023, and to allow accounting to make any necessary budget adjustments.**



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## Houston County Personnel Department

Houston County Board of Commissioners  
200 Carl Vinson Parkway  
Warner Robins, GA 31088  
478/542-2005 (Office) 478/542-2118 (Fax)

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: August 2, 2023  
Re: Additional Deputy Sheriff

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As part of the budget process, requests for new positions were submitted by various departments. All the requests were evaluated and while it is not possible to add all the new positions that were requested, several positions were identified by the summary as having a more immediate need. It was determined that the best method to add those positions was to add them over the fiscal year.

One of the positions that the Sheriff has requested is to add additional deputy sheriffs. This position is Grade 17 and typically hired at the "B" step for those who have their post certifications.

Please consider this request to add 1 Deputy Sheriff position (#223) to the position control effective August 16, 2023.

## 9. Personnel Request (Board of Elections) – Commissioner Gottwals

Requests for new positions were submitted by various departments as part of the budget process. One of the positions that the Board of Elections has requested is to add an Election Systems Technician. This position would be an advanced technician who would be responsible for the technology that is needed during the elections process. In completing a study of other counties and looking at our internal IT position, staff has determined that this position should be a Grade 16.

Please consider this request to add one Elections Systems Tech position (#0180) to the position control effective August 16, 2023.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the addition of one Elections Systems Tech position to the Houston County Position Control Listing and for Accounting to make any necessary budget adjustments.**



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## Houston County Personnel Department

Houston County Board of Commissioners  
200 Carl Vinson Parkway  
Warner Robins, GA 31088  
478/542-2005 (Office) 478/542-2118 (Fax)

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: August 7, 2023  
Re: Election Systems Technician

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As part of the budget process, requests for new positions were submitted by various departments. All the requests were evaluated and while it is not possible to add all the new positions that were requested, several positions were identified in the budget summary as having a more immediate need. It was determined that the best method to add those positions was to add them throughout the fiscal year.

One of the positions that Debra Presswood and the Board of Elections have requested is to add an Election Systems Technician. This position would be an advanced technician that would be responsible for the technology that is needed during the elections process. This would include the voting equipment and other necessary technology needed to complete the entire election process. In completing a study of other counties and looking at our internal IT position, I have determined that this position should be a Grade 16.

Please consider this request to add 1 Elections Systems Tech position (#0180) to the position control effective August 16, 2023.

## **10. Personnel Request (Step Increase Certification) – Commissioner Gottwals**

Mr. Jason Murphy, a heavy equipment operator at the Landfill, has obtained his Landfill Operator Certification, and staff is requesting a step increase for him. This certification is not a requirement for heavy equipment operators; however, this certification does enhance the landfill by having an additional certified operator on site during the operations and will allow more flexibility for landfill management operations.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the request to increase Jason Murphy one step within his current pay grade to Grade 13 Step F effective August 21, 2023.**





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## Houston County Personnel Department

Houston County Board of Commissioners

200 Carl Vinson Parkway

Warner Robins, GA 31088

478/542-2005 (Office) 478/542-2118 (Fax)

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: August 7, 2023  
Re: Step Increase for Certification

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Terry Dietsch is requesting Jason Murphy, heavy equipment operator, to receive a step increase for obtaining his Landfill Operator Certification. This certification is not a requirement for heavy equipment operators; however, Mr. Murphy has chosen to complete this certification and add more value to the landfill. This certification does enhance the landfill by having an additional certified operator on site during the operations and can allow more flexibility for landfill management operations. Please consider this request to increase Jason Murphy one step within his current pay grade to Grade 13 Step F effective August 21, 2023.

# 11. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$749,388.10
Emergency 911 Telephone Fund (215)	\$8,584.02
American Rescue Plan Act (230)	\$0.00
Fire District Fund (270)	\$764,139.47
2006 SPLOST Fund (320)	\$0.00
2012 SPLOST Fund (320)	\$56,341.84
2018 SPLOST Fund (320)	\$459,415.64
Water Fund (505)	\$145,311.25
Solid Waste Fund (540)	\$169,822.98
<b>Total</b>	<b>\$2,353,003.30</b>

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

the payment of the bills totaling \$2,353,003.30

## 12. Executive Session – Commissioner Gottwals

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

to enter into Executive Session for Attorney-Client Matters per O.C.G.A. § 50-14-2(1).