Bulloch County Board of Commissioners Regular Meeting

11.15.2016
Estimated Time: 45 Minutes
North Main Annex Community Room
Statesboro, Georgia
8:30 AM

Meeting Function:	**Board of Commissioners**	Type of Meeting:	**Regular Meeting**
Meeting Chair:	**Chairman, Garret Nevil (Presiding)**	Recorder:	**Clerk of the Board, Olympia Gaines**
Parliamentarian:	**County Attorney, Jeff Akins**	Ex-Officio:	**Tom Couch, County Manager; Andy Welch, Assistant County Manager; Whitney Richland, Chief Financial Officer; Cindy Steinmann Management Analyst; Mike Rollins, Statesboro-Bulloch Parks and Recreation Director; June Braswell, Magistrate Judge,; Karen McClain, Mental Health Court Coordinator; Chief Deputy Jared Akins**

General Business Agenda

ITEM	RESOURCE PERSON/FACILITATOR	TIME	REFER
Call to Order; Welcome Media and Visitors	Chairman Nevil	8:30 AM	
Invocation and Pledge of Allegiance	Commissioner Mosley	8:32 AM	
Roll Call	Clerk of the Board	8:34 AM	
Approval of General Agenda	Chairman Nevil	8:36 AM	
Public Comments	Audience	8:38 AM	
Consent Agenda	Chairman	8:40 AM	
To approve the minutes of the Regular Meeting held on November 1, 2016	Clerk of the Board		Tab A
To grant approval of 2017 alcoholic beverage renewal licenses for package retail beer and wine and pouring (beer/wine/liquor) sales to establishments with a current 2016 license	Clerk of the Board		Tab B
To approve the renewal of the Janitorial Cleaning Contract with All Clean of Statesboro covering the period of January 1, 2017 thru December 31, 2017	Parks and Recreation		Tab C
To approve the renewal of the carpet cleaning contract with All Clean of Statesboro covering the period of January 1, 2017 Thru December 31, 2017	Parks and Recreation		Tab D
New Business			
Discussion and/or Action: to adopt a resolution consenting to Deannexation of property within the Incorporated area of Brooklet	Legal	8:42 AM	Tab E
Discussion and/or Action: to amend the FY 2017 General Appropriations Budget	Judicial-Magistrate Court	8:52 AM	Tab F
Discussion and/or Action: to amend the FY 2017 General	Judicial-Mental Health Court	9:02 AM	Tab G

Appropriations Budget		
Commission and Staff Comments	Chairman Nevil, et al.	9:04 AM
Adjourn	Chairman Nevil	9:14 AM

Additional Information: None

Background information in Board packets.

November 1, 2016
Statesboro, GA

Regular Meeting

The Board of Commissioners met at 5:30 pm in the Community Room of the North Main Annex. Chairman Nevil welcomed guests and called the meeting to order. Commissioner Mosley gave the invocation and Pledge of Allegiance.

Mrs. Olympia Gaines, Clerk of the Board, performed the roll call of the commissioners and staff. The following commissioners were present: Chairman Nevil, Commissioner Simmons, Commissioner Mosley, Commissioner Rushing, Commissioner Thompson, and Commissioner Ethridge. Commissioner Gibson was absent. The following staff were present: County Manager Tom Couch, County Attorney Jeff Akins, Assistant County Manager Andy Welch, Chief Financial Officer Whitney Richland, Zoning Administrator Randy Newman, Solid Waste Director Fred White, Management Analyst Cindy Steinmann, Transportation Director Dink Butler, County Engineer Kirk Tatum, Statesboro-Bulloch Parks and Recreation Director Mike Rollins, Public Safety Director Ted Wynn, Code Enforcement Officer Ricky Helton, and Chief Deputy Jared Akins.

Chairman Nevil stated the first item of business was the approval of the Zoning Agenda. Commissioner Ethridge offered a motion to approve the Zoning Agenda as presented. Commissioner Simmons seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons and Commissioner Ethridge all voting in favor of the motion.

Chairman Nevil called on Zoning Administrator Randy Newman to present the first item of business. Mr. Newman stated the first item on the agenda was an application submitted by Rondie Lundy to rezone 5.48 acres from R-80 to AG-5. The property is located at 11245 Burkhalter Road, parcel number 122 000023 003. There was no one signed up to speak on the request (See Exhibit #2016-178). Mr. Lundy stated he is requesting the rezone because he had purchased an ISO container for storage of gardening tools and did not realize that it was not permitted in R-80. Without further discussion, Commissioner Ethridge offered a motion to approve the rezone of 5.48 acres from R-80 to AG-5. Commissioner Mosley seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion.

Mr. Newman stated the second item on the agenda was an application submitted by Aaron Hess for a conditional use to use a camper as a temporary occupancy unit during construction of a principal residence. The property is located on Lawrence Church Road, parcel number 155 000012 000. There was no on signed up to speak on the request (See Exhibit #2016-179). Mr. Hess stated that he wanted to live in his camper while his home was being built. He stated he is in support of the conditions. Without further discussion, Commissioner Mosley offered a motion to approve the conditional use to use a camper as a temporary occupancy unit during construction of a principal residence with conditions (See Exhibit #2016-180). Commissioner Rushing seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion.

Mr. Newman stated the third item on the agenda was an application submitted by Allgreen Services, LLC for a conditional use to allow more than one principal use on a single lot. The property is located at 4795 Highway 301 South, parcel number 049 000012C002. There was no one signed up to speak on the request (See Exhibit #2016-181). Mr. Newman stated Allgreen Services is requesting the conditional use in order to use one of the buildings on the property as a repair shop that will service the company's trucks as well as those of outside customers. Without further discussion, Commissioner Rushing offered a motion to approve the conditional use to allow more than one principal use on a single lot with conditions (See Exhibit #2016-182). Commissioners Simmons seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion.

Mr. Newman stated the fourth item on the agenda was an application submitted by Mary Foreman and Mike Henderson to rezone 4.1 acres from R-25 to GC for a Contractor's office. The property is located on Cypress Lake Road, parcel number 047B000019 000. John Dotson acted as agent. There was no one signed up to speak on the request (See Exhibit #2016-183). Mr. Newman stated the Planning and Zoning Commission recommended denial of the rezone request. He stated the current structure on the property was never completed and is not up to code. Mr. Newman stated Mr. Henderson has not moved the remaining ISO containers to the Old Mill Riggs location as expected due to having reached the maximum ISO allotment for this property. After some discussion, Commissioner Simmons offered a motion to deny rezoning 4.1 acres from R-25 to GC

for a Contractor's office. Commissioner Ethridge seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion. Chairman Nevil asked if the fifth and sixth items on the agenda, which were applications from Ms. Foreman and Mr. Henderson regarding the same property for a conditional use for ISO containers and a conditional use for a Contractor's office, would need to be voted on. County Attorney Jeff Akins stated that since the application to rezone the property was denied, both the fifth and sixth items were now moot because neither ISO containers nor a Contractor's office are allowed as a conditional use in R-25, and therefore the Board does not have to vote on these items.

Mr. Nevil stated the seventh item on the agenda was an application submitted by James and Peggy Harvison for a conditional use to use a camper as a temporary occupancy unit during construction of a principal residence. The property is located at 664 Lee Road, parcel number 153 000024 002. Mr. Newman stated the Harvisons are in support of the conditions. Commissioner Ethridge offered a motion to approve the conditional use with to use a camper as a temporary occupancy unit during construction of a principal residence with conditions (See Exhibit #2016-184). Commissioner Rushing seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion.

Nr. Newman stated the eighth item on the agenda was an application submitted by Lisa Hodges for a conditional use to allow more than one principal use on a single lot. The property is located at the intersection of Highway 67 and Southbend Drive, parcel numbers 108 000017E000 and 108 000017F000. There was no one signed up to speak on the request (See Exhibit #2016-185). John Dotson acted as agent. Mr. Newman stated the Planning and Zoning Commission recommended denial with a three to two vote. Mr. Dotson stated the property contains two parcels of land and the request was for a conditional use to be able to build an office building with upstairs apartments. He stated Mrs. Hodges would like to have five office suites with three being used for her personal use.

Mr. Dotson stated they would like reconsideration for the following conditions: (1) allowance for a drive-through window for tenants to drop off lease payments, etc; (2) allow access to be on Highway 67 instead of Southblend Drive and remove the requirement for an Access Study; (3) allow Mrs. Hodges to use her current landscape vendor to complete the landscape plan; (4)

remove the requirement for the landscape berm; and (5) the buffer would be addressed with the placement of a fence. Mr. Couch posed questions concerning the intended use for the second parcel. Mr. Dotson stated at this time those plans were unknown.

After some discussion concerning the conditions and the proposed use for the second lot, Mr. Couch recommended the Board vote on the conditional use request but defer voting on the conditions until the December 6, 2016 meeting. Commissioner Thompson offered a motion to approve the conditional use to allow more than one principal use on a single lot and defer approval of the conditions until the December 6, 2016 meeting. Commissioner Rushing seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion.

Chairman Nevil asked for public comments from the audience at large and in writing. Larry Cone asked for clarification concerning the process for the paving of Hood Road. Mr. Couch and County Engineer Kirk Tatum explained the process of road paving and what would be the next step for the residents on Hood Road. Lorrene Mithers informed the Board of the Crisis Counseling Assistance and Training Program that is available for those needing assistance in the aftermath of Hurricane Matthew.

Chairman Nevil stated the next item on the agenda was a presentation from the Hospital Authority. Mr. Ray Mckinney, Chairman of the Hospital Authority, provided a presentation on the Annual Tax Relief Contribution. Mr. Mckinney stated that he has presented Chairman Nevil the contribution check in the amount of $838,795.45. He provided a brief overview of the 2016 Annual Report and thanked the Board.

Chairman Nevil stated the next item on the agenda was to approve the Consent Agenda as follows: (1) to approve the minutes of the Regular Meeting held on October 18, 2016; (2) to approve the reappointment of Kathy Newton to the Board of Tax Assessors; (3) to grant approval of the 2017 alcoholic beverage renewal licenses for package retail beer and wine and pouring (beer/wine/liquor) sales to establishments with a current 2016 license (See Exhibit #2016-186); (4) to adopt a resolution to authorize investment of proceeds into the Georgia Fund I Local Investment pool (See Exhibit #2016-187); (5) to approve a polling place agreement with Union Missionary Baptist Church (See Exhibit #2016-188). Without further discussion, Commissioner Thompson offered a motion to approve the Consent Agenda as presented. Commissioner Simmons

seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion.

Chairman Nevil stated the first item under New Business was for Discussion and/or Action to adopt a resolution to approve and adopt a revised and restated Personnel Policy Manual and Employee Handbook. He called on Human Resources Director Cindy Mallett and County Attorney Jeff Akins to present the proposed revisions.

Mrs. Mallett summarized a proposed revision regarding employee compensation and leave practices during inclement weather or other emergency situations. She stated that this proposed revision will make the policy manual and handbook consistent with existing and past practices.

Mr. Akins reviewed proposed revisions regarding compensatory time. He stated that the U.S. Department of Labor has issued new final regulations under the Fair Labor Standards Act (FLSA) that will increase the minimum salary for exempt employees to $913.00 per week or $47,476.00 annually beginning December 1, 2016. Mr. Akins stated the FLSA allows government employers to grant a nonexempt employee compensatory time off ("comp time") at a rate of no less than one and one-half hours for each hour of overtime worked in lieu of paying employees for their overtime, and that the employee must voluntarily agree to accept comp time in lieu of payment for overtime prior to performance of the work. He stated given the new regulations a number of County employees who meet the current minimum salary and are treated as exempt employees will become nonexempt employees entitled to overtime pay as of December 1, 2016. Mr. Akins stated the proposed revisions to the Manual and Handbook increase allowed comp time accruals to the maximum amounts permitted by the FLSA. The proposed revisions also eliminate the requirement that an employee be paid for comp time if it is not used after ninety days, but the FLSA requires that an employee must be paid for any accrued comp time upon termination of employment. Mr. Akins stated that one of the departments most affected by the new FLSA regulations is the Recreation Department, and he called on Recreation Director Mike Rollins to further discuss the issue.

Mr. Rollins stated this new FLSA regulation will greatly affect the Parks and Recreation Department due to the seasonal nature of some of the programs. He stated that several employees who are now treated as exempt will become nonexempt and will be entitled to overtime pay. Mr.

Rollins stated that being able to use comp time with these employees will help the Recreation Department stay within its budget.

After some discussion, Commissioner Ethridge offered a motion to adopt a resolution to approve and adopt a revised and restated personnel policy manual and employee handbook (See Exhibit #2016-189). Commissioner Mosley seconded the motion and it carried unanimously with Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion.

Chairman Nevil called for general comments or statements from the commissioners and staff. The commissioners thanked everyone for attending the meeting, for their hard work, and comments. Mr. Couch asked for Board feedback and input concerning the transitional activities for elected officials and the WISE council. He also reminded everyone of the upcoming ACCG District 12 Meeting on November 9th at 4:30pm in Midway, Georgia. Mrs. Gaines reminded the Board of the Blue Mile Gateway Groundbreaking Ceremony on November 16th at 12pm. Mr. Butler informed the Board that William's Landing upgrades have been completed.

Chairman Nevil asked if there were any further comments from the commissioners or staff. Hearing no further comments from the commissioners or staff, Chairman Nevil asked for a motion to adjourn. Commissioner Mosley offered a motion to adjourn the meeting. Commissioner Simmons seconded the motion and it carried unanimously with Commissioner Ethridge, Commissioner Thompson, Commissioner Simmons, and Commissioner Mosley all voting in favor of the motion.

_____

J. Garrett Nevil, Chairman

Attest: _____

Olympia Gaines, Clerk

BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:	MEETING DATE: 11.15.2016		
Sheriff/Administration/County Clerk	RESOLUTION ATTACHED?	YES	
		NO	x

REQUESTED MOTION OR ITEM TITLE:

To grant alcoholic beverage 2017 renewal licenses for package retail beer and wine, and pouring (beer/wine/liquor) to establishments with a current 2016 license.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED:

Please see the attached list. Recommends approvals.

AGENDA CATEGORY (CHECK ONE)		FINANCIAL IMPACT STATEMENT					
PRESENTATION		BUDGETED ITEM?	YES	N	AMENDMENT REQUIRED?	YES	
			NO			NO	X
PUBLIC HEARING		ATTACH DETAILED ANALYSIS, IF NEEDED:					
CONSENT	x						
NEW BUSINESS							
OLD BUSINESS							
OTHER							

APPROVED FOR AGENDA

DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	x	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL ODG		INITIAL		INITIAL	
DATE		DATE		DATE		DATE11/8/16		DATE 11/10/16		DATE 11.10.16	

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		

2017 ALCOHOL LICENSE – RENEWALS

RECOMMENDATION: APPROVAL

11-15-2016

ON-PREMISES

Forest Height Country Club-Darin Van Tassell
The Boiling Shrimp-Yu-Ching Hsu & Chia Cheng Tsang

OFF-PREMISES

Clyde's Market #40- Gregory Woolard, Clyde Woolard, Sylvia J Woolard, Clyde Woolard Jr., Michael Woolard, Cynthia Anderson, Richard K Miller
Clyde's Market #74 –Gregory Woolard, Clyde Woolard, Sylvia J Woolard, Clyde Woolard Jr., Michael Woolard, Cynthia Anderson, Richard K Miller
Fast & Easy-Nadia Dreid
Eldora Penny Saver-Edward Maddox, Sr.
Neighbor's # 95-Robert Clark, Billy McGhee, Jr. & Margaret White
Pojo's #2 - Phillip Sumer, Jimmy Sumner Jr., Connie Sumner, Beverly Sumner
Zip-N-Food # 11-Keyuri Patel
Zip N Foods #9 Suren Suresh Patel, Manish Patel, Jignasa Patel, & Keyuri Patel
Zip N Foods #1- Suren Suresh Patel, Manish Patel, Jignasa Patel, & Keyuri Patel
Pojo's Gas-N-Go- Phillip Sumer, Jimmy Sumner Jr., Connie Sumner, Beverly Sumner
On the Go Food Mart # 24- Jason Lupton, Lee Lupton, Bobby Lupton, Lisa L Bowen
On the Go Food Mart # 33- Jason Lupton, Lee Lupton, Bobby Lupton, Lisa L Bowen
Pojo's #5 Phillip Sumer, Jimmy Sumner Jr., Connie Sumner, Beverly Sumner
Chevron Food Mart-Avenika Patel
Zip-N-Food# 8-Keyuri Patel
Parker's #45- Amy Lane & Rashad Keel

BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST (Box 1)	MEETING DATE (Box 2) November 15, 2016		
Parks and Recreation Department	RESOLUTION ATTACHED? (Box 3)	YES	
		NO	

REQUESTED MOTION OR ITEM TITLE (Box 4)
Motion to approve the renewal of the Janitorial Cleaning Contract with All Clean of Statesboro covering the period of January 1, 2017 thru December 31, 2017.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)
The period of January 1, 2016 thru December 31, 2016, has been the first year of this cleaning contract. As per our current contract, we can renew this contract yearly for two (2) successive one (1) year periods upon agreement between Bulloch County Commissioners and the vendor with prices remaining the same as stated in the original contract. 2017 will be the first of two years that this contract can be renewed.

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)					
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES		AMENDMENT REQURED? (7b)	YES	
			NO			NO	
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)					
CONSENT (6c)	X	• Regular Budgeted Item (Operations) • 100-61490-523855					
NEW BUSINESS (6d)							
OLD BUSINESS (6e)							
OTHER (6f)							

APPROVED FOR AGENDA (Box 8)

DEPARTMENT DIRECTOR	PURCHASING OFFICER	OTHER	COUNTY CLERK	COUNTY STAFF ATTORNEY	COUNTY MANAGER
YES ✓	YES ✓	YES	YES	YES ✓	YES ✓
NO	NO	NO	NO	NO	NO
INITIAL MK	INITIAL AB	INITIAL	INITIAL	INITIAL Jka	INITIAL
DATE 11/1/2016	DATE 11/10/2016	DATE	DATE	DATE 11/10/16	DATE 11.10.16

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		

Ed Nelson

From: All-Clean Cleaning & Restoration Inc <all-clean@nctv.com>
Sent: Wednesday, October 19, 2016 3:04 PM
To: Ed Nelson
Cc: Caraway Daniel
Subject: 2017 Cleaning Services

There will be no price increase in the Bulloch County Rec Department 2017 services.

--
Daniel Caraway
General Manager
Adam Caraway
President/CEO
All-Clean Cleaning & Restoration, Inc.
PO Box 1811
Vidalia, GA 30475
912-403-3099
Fax 1-888-246-0168

"It's not clean until it's ALL-Clean"

BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST (Box 1)	MEETING DATE (Box 2) November 15, 2016		
Parks and Recreation Department	RESOLUTION ATTACHED? (Box 3)	YES	
		NO	

REQUESTED MOTION OR ITEM TITLE (Box 4)
Motion to approve the renewal of the carpet cleaning contract with All Clean of Statesboro covering the period of January 1, 2017 thru December 31, 2017.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)
The period covering January 1, 2016 thru December 31, 2016, has been the first year of this carpet cleaning contract. As per our current contract, we can renew this contract yearly for two (2) successive one (1) year periods upon agreement between Bulloch County Commissioners and the vendor with prices remaining the same as stated in the original contract. 2017 will be the first of two years that this contract can be renewed.

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)					
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES		AMENDMENT REQURED? (7b)	YES	
			NO			NO	
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)					
CONSENT (6c)	X	• Regular Budgeted Item (Operations)					
NEW BUSINESS (6d)		• 100-61490-523855					
OLD BUSINESS (6e)							
OTHER (6f)							

APPROVED FOR AGENDA (Box 8)

DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES	✓	YES		YES		YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL AB		INITIAL		INITIAL		INITIAL		INITIAL	
DATE		DATE 11/10/2016		DATE		DATE		DATE 11/10/16		DATE 11.10.16	

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		

Ed Nelson

From: All-Clean Cleaning & Restoration Inc <all-clean@nctv.com>
Sent: Wednesday, October 19, 2016 3:04 PM
To: Ed Nelson
Cc: Caraway Daniel
Subject: 2017 Cleaning Services

There will be no price increase in the Bulloch County Rec Department 2017 services.

--
Daniel Caraway
General Manager
Adam Caraway
President/CEO
All-Clean Cleaning & Restoration, Inc.
PO Box 1811
Vidalia, GA 30475
912-403-3099
Fax 1-888-246-0168

"It's not clean until it's ALL-Clean"

BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST (Box 1)	MEETING DATE (Box 2) November 15, 2016		
Legal	RESOLUTION ATTACHED? (Box 3)	YES	X
		NO	

REQUESTED MOTION OR ITEM TITLE (Box 4)

Resolution Consenting to Deannexation of Property Within the Incorporated Area of Brooklet

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)

The two property owners referenced in the attached resolution have applied to the City of Brooklet for the described property to be deannexed from the incorporated area of Brooklet. O.C.G.A. § 36-36-22 requires the consent of the governing authority of the county in which the property is located prior to deannexation by the municipality. Maps from the Bulloch County Tax Assessors' website showing the two parcels to be deannexed are also attached. The resolution also provides for a temporary moratorium on issuance of any building permits until the properties are rezoned in accordance with Bulloch County's zoning ordinance. Approval is recommended.

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)					
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES		AMENDMENT REQUIRED? (7b)	YES	
			NO			NO	
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)					
CONSENT (6c)							
NEW BUSINESS (6d)	X						
OLD BUSINESS (6e)							
OTHER (6f)							

APPROVED FOR AGENDA (Box 8)

DEPARTMENT DIRECTOR	PURCHASING OFFICER	OTHER	COUNTY CLERK	COUNTY STAFF ATTORNEY	COUNTY MANAGER
YES	YES	YES	YES ✓	YES ✓	YES ✓
NO	NO	NO	NO	NO	NO
INITIAL	INITIAL	INITIAL	INITIAL CW	INITIAL Jsa	INITIAL [illegible]
DATE	DATE	DATE	DATE 11.10.16	DATE 11/7/16	DATE 11.10.16

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		

RESOLUTION OF THE BOARD OF COMMISSIONERS OF BULLOCH COUNTY, GEORGIA CONSENTING TO DEANNEXATION OF PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF BROOKLET, GEORGIA

RESOLUTION # 2016 - ____

W I T N E S S E T H :

WHEREAS, the Board of Commissioners of Bulloch County has been informed that an application for deannexation of the hereinafter described properties has been filed with the City of Brooklet, Georgia, by the owners of said property as hereinafter set forth; and

WHEREAS, prior to the City of Brooklet adopting Ordinances to deannex said property, pursuant to O. C. G. A. § 36-36-22, a resolution of the governing authority of the county in which the property is located must be adopted consenting to such deannexation; and

WHEREAS, it is the purpose of this resolution to consent to such dennexation.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Bulloch County, Georgia, and it is hereby resolved by authority of the same, that the deannexation of the following described properties owned by the hereinafter named persons, is hereby consented to, and the City of Brooklet, Georgia is authorized to adopted an Ordinance deannexing such properties:

1. Property Owned by Darren and LouAnn Jernigan described as follows:

All that certain lot, tract or parcel of land situate, lying and being in the 1523rd G. M. District of Bulloch County, Georgia, and in the Town of Brooklet, containing 15.68 acres of land on a plat prepared by Nevil Land Surveying, Inc., Marlin Nevil, Registered Surveyor, for Darren Jernigan and Louann Jernigan, dated October 28, 2013, recorded in Plat Book 65, page 351, Bulloch County Records. The above described tract being the Northernmost 15.68 acre tract of a 31.36 acre tract.

Said recorded plat is by reference incorporated in this description.

SUBJECT TO: All covenants, restrictions, easements and road right-of-ways of record.

2. Property Owned by Nicole F. Lee described as follows:

All that certain lot or parcel of land lying and being in the 1523rd G. M. District of Bulloch County, Georgia, containing 31.36 acres, as designated on a plat prepared for Donald NeSmith, by Marlin Nevil, dated December 15, 2011, and recorded in Plat Book 64, page 675, Bulloch County Records.

The aforesaid plat and the description thereon are by reference incorporated herein as a part of this description.

Map 136, Parcel 021.

LESS AND EXCEPT:

All that certain lot, tract or parcel of land situate, lying and being in the 1523rd G. M. District of Bulloch County, Georgia, and in the Town of Brooklet, containing 15.68 acres of land on a plat prepared by Nevil Land Surveying, Inc., Marlin Nevil, Registered Surveyor, for Darren Jernigan and Louann Jernigan, dated October 28, 2013, recorded in Plat Book 65, page 351, Bulloch County Records. The above described tract being the Northernmost 15.68 acre tract of a 31.36 acre tract.

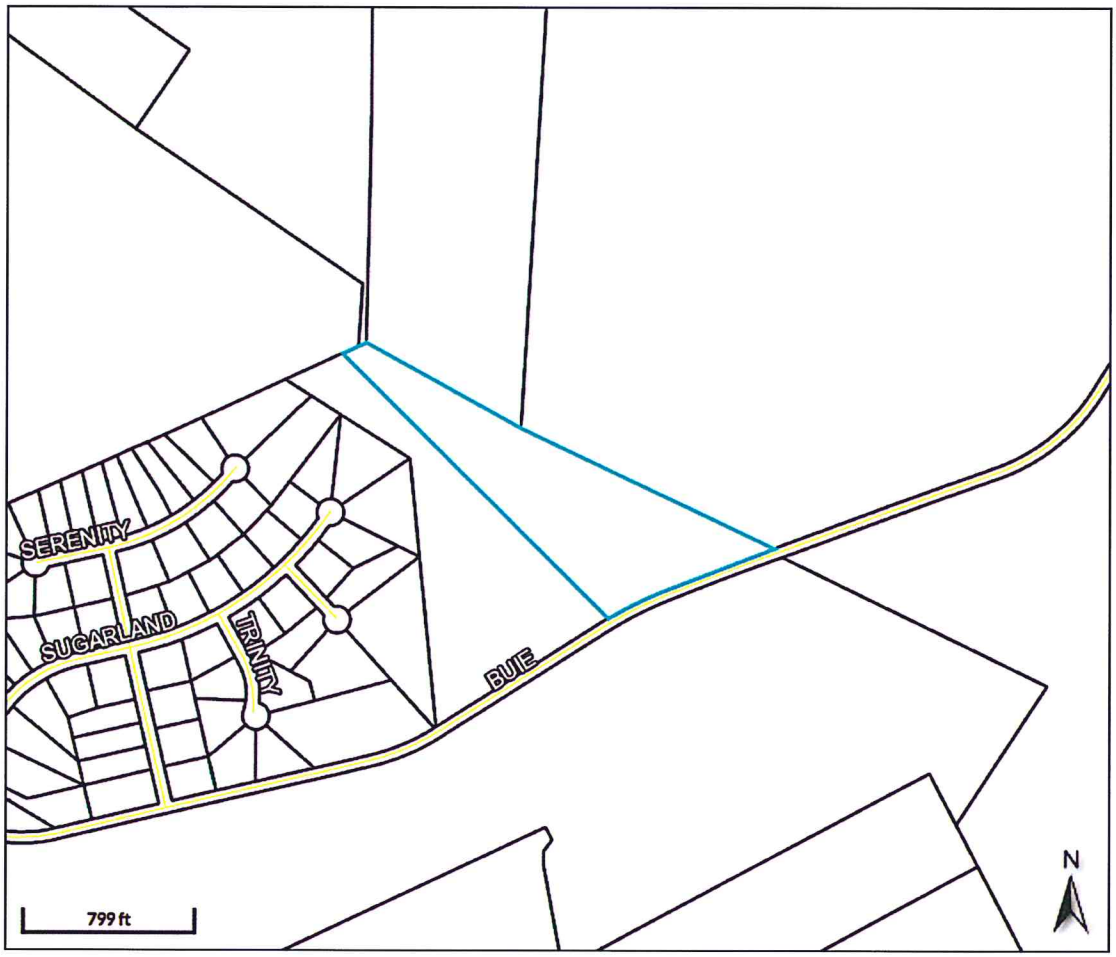
BE IT FURTHER RESOLVED by the Board of Commissioners of Bulloch County, Georgia, and it is hereby resolved by authority of the same, that a temporary moratorium on the issuance of any building permits is imposed on the above-described properties until said properties are rezoned in accordance with the procedures in Appendix C – Zoning of the Code of Ordinances of Bulloch County, Georgia.

RESOLUTION APPROVED AND ADOPTED this 15th day of November, 2016.

BY: _____
J. Garrett Nevil, Chairman

ATTEST: _____
Olympia Gaines, Clerk

qPublic.net™ Bulloch County, GA



Legend

- Roads
- Parcels

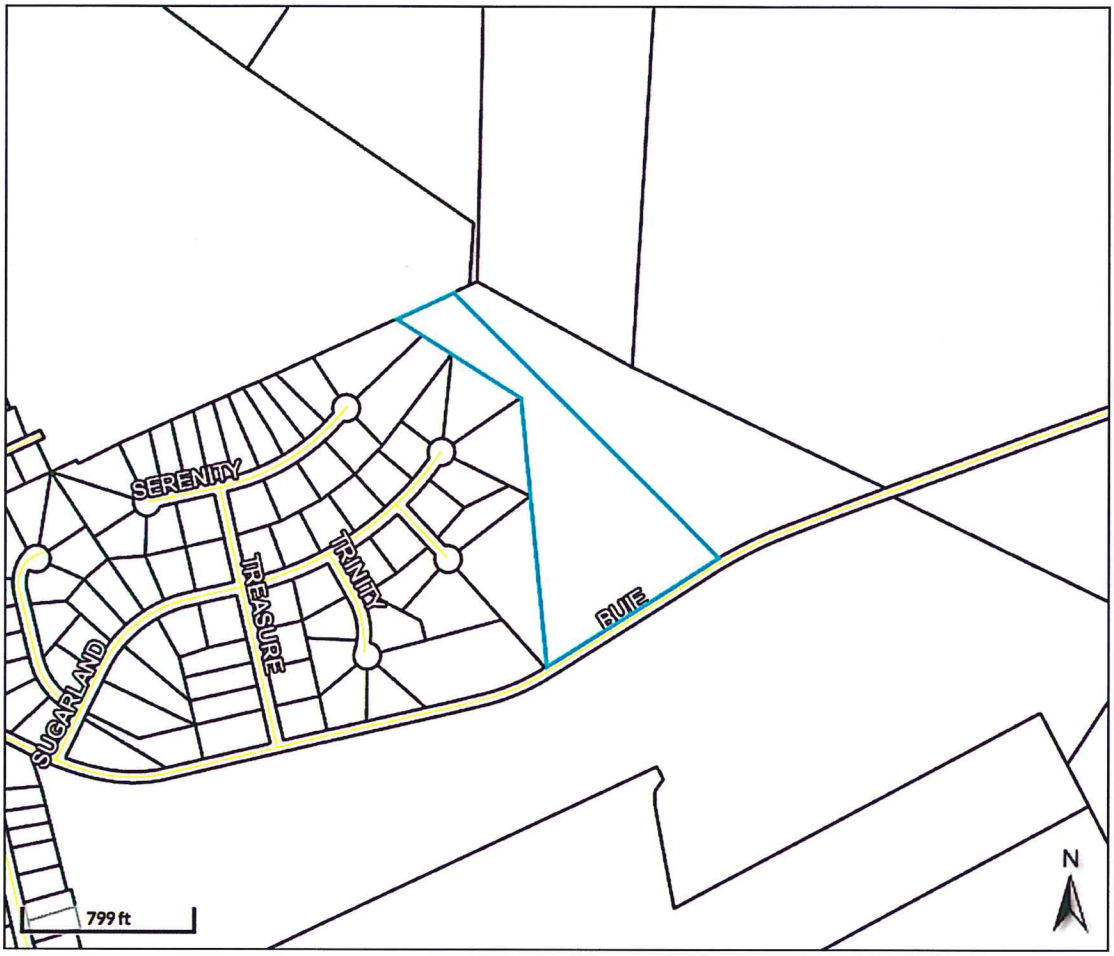
Parcel ID	136 000021 079	**Owner**	JERNIGAN DARREN & LOUANN	**Last 2 Sales**			
Class Code	Agricultural		PO BOX 616	**Date**	**Price**	**Reason**	**Qual**
Taxing District	Brooklet		BROOKLET GA 304150616	11/5/2013	$0	Q	U
	Brooklet	**Physical Address**	645 BUIE RD	n/a	$0	n/a	n/a
Acres	15.68	**Assessed Value**	Value $294864				

(Note: Not to be used on legal documents)

Date created: 11/7/2016
Last Data Uploaded: 10/31/2016 4:17:31 PM

Developed by
The Schneider Corporation

qPublic.net™ Bulloch County, GA



Overview

Legend

- Roads
- Parcels

Parcel ID	136 000021 000	**Owner**	LEE NICOLE F	**Last 2 Sales**			
Class Code	Agricultural		PO BOX 51	**Date**	**Price**	**Reason**	**Qual**
Taxing District	Brooklet		BROOKLET GA 30415	10/10/2014	$0	Q	U
	Brooklet	**Physical Address**	643 BUIE RD	3/26/2012	$60000	D	U
Acres	15.68	**Assessed Value**	Value $217153				

(Note: Not to be used on legal documents)

Date created: 11/7/2016
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The Schneider Corporation

BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:	MEETING DATE: 11.15.2016		
Judicial - Magistrate Court	RESOLUTION ATTACHED?	YES	
		NO	X

REQUESTED MOTION OR ITEM TITLE:

Discussion/action to amend the FY 2017 General Appropriations Budget.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:
The Magistrate Court has requested a position control amendment to the FY 2017 GAB to add one part-time position for a Constable. Approval of Option #3 with conditions within the Budget Memorandum is recommended, subject to BOC consideration of all options. It is further recommended, if approved, to transfer an amount equal to the expenditure amendment from the operating contingency account.

AGENDA CATEGORY		FINANCIAL IMPACT STATEMENT					
(CHECK ONE)		BUDGETED ITEM?	YES		AMENDMENT OR TRANSFER REQURED?	YES	X
			NO	X		NO	
PRESENTATION		ATTACH DETAILED ANALYSIS, IF NEEDED:					
PUBLIC HEARING		Detailed analysis attached.					
CONSENT		Increase $10,585 in expenditures to General Fund Account 100-24000					
NEW BUSINESS	X	Decrease $10,585 in expenditures to General Fund Account 100-9000-579000 - Contingency					
UNFINISHED BUSINESS							
OTHER							

AGENDA ITEM REVIEW AND APPROVAL

DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES	✓	YES	✓	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	
DATE		DATE		DATE 11/10/16		DATE 11.10.16		DATE 11/10/16		DATE 11.10.16	

COMMISSION ACTION AND REFERRAL

APPROVED		DATE TO BE RETURNED TO AGENDA:
DENIED		NOTES:
DEFERRED		

Revised: 01.01.07, MAC

BULLOCH COUNTY BOARD OF COMMISSIONERS
Office Of The County Manager

MEMORANDUM

DATE: November 9, 2016
TO: Board of Commissioners
FROM: Tom Couch, CM
CC: Andy Welch, Whitney Richland, Cindy Steinmann, Cindy Mallett
RE: Proposed Amendment to the FY 2017 General Appropriations Budget – Part-Time Constable Position for the Magistrate Court

This memo is an analysis of a proposed position control and expenditure amendment pursuant to the Fiscal Year (FY) 2017 General Appropriations Budget Resolution.

Please find attached to this memorandum the following:

- A FY '17 budget presentation format sheet disclosing the estimated cost for the amendment through the rest of the fiscal year, and costs at an annualized rate.
- The current FY 2017 position control schedule by department.
- The current pay schedule (D) for the proposed position.
- The proposed job description.
- Relevant correspondence.

Need/Justification:

A memo from the Magistrate Court Judge (MCJ) to the County Manager is attached. Traditionally, a part-time Constable (0.8 FTE in the position control schedule) has supplemented the full-time Chief Constable position. In addition to a primary responsibility of paper serving, the part-time Constable performs back-up security and other peripheral duties, but ~~also~~ can also provide back-up for regular primary duties for the full-time Constable when absent with approved leave. The MCJ did request a full-time position in the FY 2017 GAB that was not granted.

Cost Estimate/Impact:

If approved, the cost impact for the balance of the year would be $10,585 as proposed, annualized at $17,305, based on a 20-hour workweek. It is assumed that if this amendment is approved, the MCJ will still request a conversion of one of the part-time Constable positions to full time status for Fiscal 2018, which if

annualized will increase future budgets by no less than $25,000 annually, including resource costs (but, not including capital outlays). Recurring annual impacts must be considered.

Options:

1. Deny the request.
2. Approve a temporary part-time position through 06.30.2017, at 20 hours per week.
3. Approve a permanent part-time position, at 20 hours per week.

Recommendation:

Assuming that this proposal was a static request (meaning that a permanent part-time position was being approved), at this time the impact appears minimal whereby budget review staff recommend approval in some form.

However, with the probability of the MCJ requesting conversion to a permanent full-time position, the budget review staff cannot guarantee a forward positive recommendation for the conversion until after the Fiscal 2018 budget review is concluded.

In consideration of the Board of Commissioners long-term fiscal goals through FY 2020, the staff recommends Option #3, with the following conditions:

1. The wage rate shall be set according to the appropriate schedule and grade in conjunction with recommendations by the County Human Resources Department.
2. Policies for competitive recruitment shall be followed.
3. Adherence to PACA requirements regarding hours worked by part-time employees according to the County Personnel Policies.

Fund 100 – General
Department – 24000 –
Magistrate Court

Personnel Services	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Approved	2017 Amended	Annualized Estimate
511100 Salary – Full-time	401,019	405,056	368,733	376,000	388,763		
511101 Salary – Part-time		1,434	7,540	20,000	26,444	9,360	15,600
512100 Health & Life Insurance	73,247	68,104	82,035	87,800	77,028		
512200 Social Security	27,974	28,762	28,785	27,925	31,763	715	1,195
512400 Retirement Contributions	23,678	22,435	23,968	24,440	25,270		
512700 Workers' Compensation	3,945	3,200	2,750	3,375	3,354	150	150
Total Personnel Services	**529,863**	**528,992**	**513,811**	**539,540**	**552,622**	**10,225**	**16,945**

Materials, Supplies & Services	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Approved	2017 Amended	Annualized Estimate
521206 Professional – Auditors	150	485					
522203 Office Equipment Maintenance	11,886	12,416	13,650	7,500	13,650		
522204 Vehicle Maintenance	351	1,081	500	250	500		
522211 Software Maintenance				2,000	12,000		
522220 IT Support			2,625	2,500	3,250		
523201 Telephone	8,201	8,943	8,100	7,500	8,100		
523203 Postage	7,700	5,000	5,000	4,000	5,000		
523300 Advertising	239	239	240	300	240		
523400 Printing and Binding	3,052	3,028	3,000	2,500	3,000		
523500 Travel	1,610	710	2,100	1,000	2,100		
523601 Dues	220	5	300	275	300		
523700 Education and Training	1,362	315	1,400	1,000	1,400	300	300
531101 Office Supplies	3,940	4,484	4,000	4,500	4,500		
531155 Vehicle Repair	15	70	100	500	500		
531270 Gasoline / Diesel	4,099	3,792	3,800	3,500	3,800	200	400
531400 Books and Periodicals	752	290	700	500	700		
531600 Small Equipment				2,000	2,000		
531700 Other Supplies	164	1,415	350	20	200		
531710 Uniforms	97	200	100		100	60	60
Total Materials, Supplies & Services	**43,837**	**42,474**	**45,965**	**39,845**	**61,340**	**360**	**360**

Capital Outlay	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Approved	2017 Amended	Annualized Estimate
542200 Vehicles		21					
542300 Furniture and Fixtures	276						
542401 Software			25,000	5,500			
542500 Equipment				5,200			
Total Capital Outlay	**276**	**21**	**25,000**	**10,700**			
Total Expenditures	**573,976**	**571,486**	**584,776**	**590,085**	**613,962**	**10,585**	**17,305**

Reserve Funds

Department Description

This fund is used to account for contingencies, capital projects (not covered by SPLOST) and to stabilize the reserve fund to a level recommended for local governments.

Fund 100 – General
Department – 9000 – Reserve Funds

Other Costs	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Approved
579000 Contingency			201,208	70,000	200,000
579100 Reserve Fund Stabilization			520,000	520,000	520,000
612000 Other Financing Use - Capital			100,000	100,000	132,735
Total Other Costs			**821,208**	**690,000**	**852,735**
Total Expenditures			**821,208**	**690,000**	**852,735**

Full-time Equivalent Positions			
Department	FY17 Elected	FY17 Full-time	FY17 Part-time
Commissioners	7		
County Manager		2	
Clerk of Board		1	
Elections		2	2.9
Finance		6	
Attorney		1	
Human Resources		2	0.6
Tax Commissioner	1	10	
Tax Assessor		8	
GIS		2	
Government Buildings		8	
Engineering		1	
Mental Health Court		1	
Clerk of Court	1	11	
State Court	1	1	
Solicitor	1	2	
Magistrate Court	1	9	0.8
Probate Court	1	3	0.7
Public Safety Admin		2	
Sheriff	1	42	
Investigations		7	
Crime Suppression		9	
Jail		53	
Court Services		13	2.9
Correctional Institute		24	1.3
Food Service		2	
Adult Probation		11	
Fire Fighting		2	0.3
EMS		25	6.2
Coroner	1		
E911		15	0.7
Animal Control		3	
Animal Shelter		3	0.1
Roads		30	
Solid Waste Collection		11	26.2
Recyclable Collection		2	
Fleet Management		4	
Parks & Rec – Admin		7	0.3
Athletics		6	8.8
Aquatic Center		4	17.7
Aquatic Center – Winter			5.7
Aquatic Center – Concessions			5.1
Concessions		1	1.4
Facility Operations		3	0.2
Special Activity (After-School)		3	32.6
Parks & Grounds		17	7.7
Building Inspection		5	
Planning & Zoning		2	
Airport		2	1.1
Total	**15**	**378**	**123.3**
FY16 Total	**15**	**374**	**123.3**
FY15 Total	**15**	**366**	**117.1**
FY14 Total	**15**	**366**	**113.1**

Schedule C – 44/50 Hour Work Week – Public Works					
Grade	Minimum	1st Quartile	Mid-Point	3rd Quartile	Maximum
1	-	-	-	-	-
2	-	-	-	-	-
3	-	-	-	-	-
4	-	7.79	8.65	9.52	10.33
5	-	8.18	9.08	10.00	10.86
6	-	8.59	9.55	10.51	11.40
7	8.02	9.03	10.03	11.03	11.98
8	8.44	9.49	10.54	11.60	12.59
9	8.86	9.97	11.07	12.18	13.23
10	9.31	10.48	11.64	12.80	13.89
11	9.77	11.00	12.23	13.44	14.60
12	10.27	11.56	12.84	14.13	15.34
13	10.79	12.14	13.49	14.84	16.12
14	11.34	12.76	14.17	15.59	16.93
15	11.92	13.40	14.89	16.39	17.79
16	12.51	14.08	15.65	17.21	18.68
17	13.15	14.79	16.44	18.09	19.63
18	13.81	15.54	17.27	19.00	20.63
19	14.51	16.34	18.15	19.96	21.67
20	15.25	17.16	19.07	20.97	22.77
21	16.83	18.94	21.04	23.14	25.13
22	18.58	20.91	23.23	25.55	27.74
23	20.51	23.07	25.64	28.20	30.62
24	22.64	25.47	28.30	31.14	33.80
25	24.99	28.12	31.24	34.36	37.31

Schedule D – 40 Hour Work Week					
Grade	Minimum	1st Quartile	Mid-Point	3rd Quartile	Maximum
1	7.46	8.39	9.32	10.26	11.19
2	7.84	8.82	9.80	10.77	11.75
3	8.23	9.26	10.29	11.32	12.35
4	8.65	9.73	10.82	11.90	12.98
5	9.08	10.23	11.36	12.49	13.64
6	9.55	10.74	11.94	13.13	14.33
7	10.03	11.29	12.55	13.79	15.05
8	10.54	11.86	13.17	14.49	15.81
9	11.07	12.46	13.84	15.22	16.61
10	11.64	13.09	14.54	16.00	17.45
11	12.23	13.75	15.27	16.81	18.33
12	12.84	14.45	16.06	17.65	19.33
13	13.49	15.18	16.86	18.55	20.24
14	14.17	15.94	17.72	19.49	21.26
15	14.89	16.76	18.61	20.48	22.34
16	15.65	17.60	19.56	21.52	23.47
17	16.44	18.50	20.55	22.61	24.66
18	17.27	19.43	21.59	23.75	25.90
19	18.15	20.41	22.68	24.95	27.22
20	19.07	21.44	23.83	26.21	28.59
21	21.04	23.67	26.31	28.93	31.57
22	23.23	26.13	29.04	31.94	34.84
23	25.64	28.84	32.05	35.26	38.46
24	28.30	31.84	35.38	38.91	42.46
25	31.24	35.14	39.05	42.95	46.85

BULLOCH COUNTY POSITION DESCRIPTION

Position:	**Constable**	**FSLA:**	**Non-Exempt**
Department:	**Magistrate Court**	**Grade:**	**11, Schedule D**
Classification:	**Part-Time**	**Division:**	**None**
Supervisor:	**Chief Constable**		
Current as of:	**November 9, 2016**		

JOB SUMMARY

This position is responsible for serving papers and writs filed with the Magistrate Court.

ESSENTIAL RESPONSIBILTIES & DUTIES

The following duties and responsibilities are normal for this position; they are not to be construed as exclusive or all inclusive:

Attends and assists with court proceedings, to include checking in and screening parties and maintaining order.

Provides security during court hearings as necessary.

Maintains and files all necessary paperwork and documentation.

Accompanies/escorts staff members to bank as directed.

Serves papers filed with the court including dispossessory warrants; may also assist with service of writ of possessions, rule nisi, rule absolute, garnishments, interrogatories, tax FIFA's, subpoenas, county code enforcement citations, health violations, littering violations, etc.

May assist with serving notices of repossession and repossession of property as requested by the court.

May assist property owners in court ordered evictions of tenants.

PERIPHERAL DUTIES

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

The following standards express the minimum background of training and experience desirable as evidence of all applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalents, may qualify an applicant for this position.

Knowledge and level of competency commonly associated with the completion of high school or equivalent. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship or internship or having had a similar position for one to two years.

Necessary Knowledge, Skills, and Abilities

- Knowledge of the judicial system.
- Knowledge of the operating policies, practices, and applicable laws governing Magistrate Court, and of various forms filed through the court.
- Knowledge of the geographical layout of the county.
- Skill in dealing with the public.
- Skill in basic mathematical calculations.
- Skill in operating an automobile.

LICENSES/CERTIFICATIONS

A valid driver's license issued by the State of Georgia.

SUPERVISORY CONTROLS

The Chief Constable assigns work in terms of general instructions. The employee decides on methods for completing assigned tasks. Completed work is reviewed for compliance with procedures and the nature and propriety of the final results.

Guidelines include the Official Code of Georgia, (including decisions of the Attorney General), Georgia Magistrate's Handbook, County ordinances and policies, departmental policies and procedures, and related Georgia laws and ordinances. Most of these guidelines are clear and specific, however, interpretation is required in determining whom to serve papers when a corporation or business is filed against.

SUPERVISION EXERCISED

The position exercises no supervisory control.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential junctions of this job. Reasonable accommodations may he made to enable individuals with disabilities to perform the essential functions.

Work is performed inside a heated and cooled building/courtroom, as well as occasionally in a vehicle and includes standing, walking, sitting at a desk or table and riding in an automobile. The employee frequently lifts light objects and occasionally lifts heavy objects. The employee uses equipment requiring a high degree of dexterity. Employee is required talk or hear, and to use hands to finger, handle, or feel, and to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential junctions.

Work is performed mostly in a vehicle driving to serve papers; employee is occasional exposed to cold, hot, or inclement weather, dust, dirt, and moderate noise levels. Fast paced, requiring flexibility in handling a variety of functions simultaneously.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:	MEETING DATE: 11.15.2016		
Judicial - Mental Health Court	RESOLUTION ATTACHED?	YES	
		NO	X

REQUESTED MOTION OR ITEM TITLE:

Discussion/Action to amend the FY 2017 General Appropriations Budget.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:
The Mental Health Court has requested a position control amendment to the FY 2017 GAB to add one part-time grant-funded position for a Mental Health Case Worker. Approval of Option #2 with conditions within the Budget Memorandum is recommended, subject to BOC consideration of all options.

AGENDA CATEGORY		FINANCIAL IMPACT STATEMENT					
(CHECK ONE)		BUDGETED ITEM?	YES		AMENDMENT OR TRANSFER REQURED?	YES	X
			NO	X		NO	
PRESENTATION		ATTACH DETAILED ANALYSIS, IF NEEDED:					
PUBLIC HEARING		Detailed analysis attached.					
CONSENT		Increase $11,595 in expenditures to General Fund Account 100-21520					
NEW BUSINESS	X	Increase $11,595 in revenues to General Fund Account 100-334122					
UNFINISHED BUSINESS							
OTHER							

AGENDA ITEM REVIEW AND APPROVAL

DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES	✓	YES	✓	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	
DATE		DATE		DATE 11-10-16		DATE 11.10.16		DATE 11/10/16		DATE 11.10.16	

COMMISSION ACTION AND REFERRAL

APPROVED		DATE TO BE RETURNED TO AGENDA:
DENIED		NOTES:
DEFERRED		

Revised: 01.01.07, MAC

BULLOCH COUNTY BOARD OF COMMISSIONERS
Office Of The County Manager

MEMORANDUM

DATE: November 9, 2016
TO: Board of Commissioners
FROM: Tom Couch, CM
CC: Andy Welch, Whitney Richland, Cindy Steinmann, Cindy Mallett
RE: Proposed Amendment to the FY 2017 General Appropriations Budget – Part-Time Caseworker Position for the Mental Health Court

This memo is an analysis of a proposed position control and expenditure amendment pursuant to the Fiscal Year (FY) 2017 General Appropriations Budget Resolution.

Please find attached to this memorandum the following:

- A FY 2017 budget presentation format sheet disclosing the estimated cost for the amendment through the rest of the fiscal year, and costs at an annualized rate.
- The current FY 2017 position control schedule by department.
- The current pay schedule (D) for the proposed position.
- The proposed job description.
- Relevant correspondence.

Need/Justification:

A memo from the Mental Health Coordinator (MHC) is attached. Prior to the approval of the County's FY '17 GAB, the MHC learned that a part-time Caseworker would be funded by the Georgia Criminal Justice Coordinating Council – or, CJCC (although a full-time position was requested). The MHC had suggested a contract with Pineland, but has asserted that no agreement could be reached. The additional Caseworker funding was granted based on ratios that CJCC uses for recommended workload and staffing.

Cost Estimate/Impact:

If approved, the cost impact for the balance of the year would be $11,595 as proposed, annualized at $20,080, based on a 24-hour workweek. It is assumed that if this amendment is approved, that the MHC will request a conversion of of the Caseworker position to full time status for Fiscal 2018, which if annualized will

increase future budgets by no less than $25,000 annually, including resource costs (but, not including capital outlays). Furthermore, it is expected that in Fiscal 2018, the CJCC will require a 5% cash match from the program, which could have a budget impact of $8,000 to $15,000 annualized going forward. The program is currently fully-funded by the CJCC, except for overhead costs.

Options:

1. Deny the request.
2. Approve a temporary *grant-funded*, part-time position through 06.30.2017, at 20 hours per week.
3. Approve a permanent *grant-funded*, part-time position, at 20 hours per week.

Recommendation:

Assuming that this proposal was a static request (meaning that a permanent part-time position was being approved), at this time appears minimal whereby the budget review staff would recommend approval in some form.

However, with the probability of the MHC requesting conversion to a permanent full-time position, considering the probability of future cash match requirements by the County – or, in consideration of all state funding ending or expiring at some point in the future - the budget review staff cannot guarantee a forward positive recommendation for the conversion.

In consideration of the Board of Commissioners long-term fiscal goals through FY 2020, the staff recommends Option #2, with the following conditions:

1. The wage rate shall be set according to the appropriate schedule and grade in conjunction with the County Human Resources Department.
2. Policies for competitive recruitment shall be followed.
3. Adherence to PACA requirements regarding hours worked by part-time employees according to the County Personnel Policies.

Fund 100 – General
Department – 21520 – Mental Health Court

Personnel Services	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Approved	2017 Amended	Annualized Estimate
511100 Salary – Full-time	45,004	46,211	45,450	45,450	66,814	10,715	18,600
512100 Health & Life Insurance	1,839	6,834	6,832	7,000	6,838		
512200 Social Security	3,322	3,413	3,477	3,250	3,581	820	1,400
512400 Retirement Contributions		3,175	2,955	3,000	3,043		
512700 Workers' Compensation		209	145	220	*220	50	80
Total Personnel Services	**50,165**	**59,841**	**58,859**	**58,920**	**80,496**	**11,595**	**20,080**

Materials, Supplies & Services	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Approved	2017 Amended	Annualized Estimate
521210 Consultants	3,685		21,900				
521220 Professional – Other	875	279					
522203 Office Equipment Maintenance		100					
522205 Building Maintenance	90						
522220 IT Support			400	425	*500		
523201 Telephone	1,305	1,230	1,275	1,100	*1,275		
523203 Postage	16		20				
523400 Printing and Binding							
523500 Travel	878	3,961	4,000	2,000	5,582		
523502 Mileage Reimbursement		509	400	1,400	1,800		
523700 Education and Training			1,200		2,200		
523900 Other Purchased Services	14,324	29,900	39,000	27,000	38,454		
531101 Office Supplies	4,207	151	150	300	*500		
531210 Water / Sewerage	248						
531230 Electricity	210	65	100	100	*100		
531600 Small Equipment	699						
531700 Other Supplies	5,866	16,111	7,250	15,000	14,544		
Total Materials, Supplies & Services	**32,402**	**52,307**	**75,695**	**47,325**	**64,955**		

Capital Outlay	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Approved	2017 Amended	Annualized Estimate
542300 Furniture and Fixtures	995						
542400 Computers	2,345			2,000			
Total Capital Outlay	**3,340**			**2,000**			
Total Expenditures	**85,907**	**112,148**	**134,554**	**108,245**	**145,451**	**11,595**	**20,080**

** Resource costs paid by the County, not including space.*

Reserve Funds

Department Description

This fund is used to account for contingencies, capital projects (not covered by SPLOST) and to stabilize the reserve fund to a level recommended for local governments.

Fund 100 – General
Department – 9000 – Reserve Funds

Other Costs	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Approved
579000 Contingency			201,208	70,000	200,000
579100 Reserve Fund Stabilization			520,000	520,000	520,000
612000 Other Financing Use - Capital			100,000	100,000	132,735
Total Other Costs			**821,208**	**690,000**	**852,735**
Total Expenditures			**821,208**	**690,000**	**852,735**

Full-time Equivalent Positions			
Department	FY17 Elected	FY17 Full-time	FY17 Part-time
Commissioners	7		
County Manager		2	
Clerk of Board		1	
Elections		2	2.9
Finance		6	
Attorney		1	
Human Resources		2	0.6
Tax Commissioner	1	10	
Tax Assessor		8	
GIS		2	
Government Buildings		8	
Engineering		1	
Mental Health Court		1	
Clerk of Court	1	11	
State Court	1	1	
Solicitor	1	2	
Magistrate Court	1	9	0.8
Probate Court	1	3	0.7
Public Safety Admin		2	
Sheriff	1	42	
Investigations		7	
Crime Suppression		9	
Jail		53	
Court Services		13	2.9
Correctional Institute		24	1.3
Food Service		2	
Adult Probation		11	
Fire Fighting		2	0.3
EMS		25	6.2
Coroner	1		
E911		15	0.7
Animal Control		3	
Animal Shelter		3	0.1
Roads		30	
Solid Waste Collection		11	26.2
Recyclable Collection		2	
Fleet Management		4	
Parks & Rec – Admin		7	0.3
Athletics		6	8.8
Aquatic Center		4	17.7
Aquatic Center – Winter			5.7
Aquatic Center – Concessions			5.1
Concessions		1	1.4
Facility Operations		3	0.2
Special Activity (After-School)		3	32.6
Parks & Grounds		17	7.7
Building Inspection		5	
Planning & Zoning		2	
Airport		2	1.1
Total	**15**	**378**	**123.3**
FY16 Total	**15**	**374**	**123.3**
FY15 Total	**15**	**366**	**117.1**
FY14 Total	**15**	**366**	**113.1**

Schedule C – 44/50 Hour Work Week – Public Works					
Grade	Minimum	1st Quartile	Mid-Point	3rd Quartile	Maximum
1	-	-	-	-	-
2	-	-	-	-	-
3	-	-	-	-	-
4	-	7.79	8.65	9.52	10.33
5	-	8.18	9.08	10.00	10.86
6	-	8.59	9.55	10.51	11.40
7	8.02	9.03	10.03	11.03	11.98
8	8.44	9.49	10.54	11.60	12.59
9	8.86	9.97	11.07	12.18	13.23
10	9.31	10.48	11.64	12.80	13.89
11	9.77	11.00	12.23	13.44	14.60
12	10.27	11.56	12.84	14.13	15.34
13	10.79	12.14	13.49	14.84	16.12
14	11.34	12.76	14.17	15.59	16.93
15	11.92	13.40	14.89	16.39	17.79
16	12.51	14.08	15.65	17.21	18.68
17	13.15	14.79	16.44	18.09	19.63
18	13.81	15.54	17.27	19.00	20.63
19	14.51	16.34	18.15	19.96	21.67
20	15.25	17.16	19.07	20.97	22.77
21	16.83	18.94	21.04	23.14	25.13
22	18.58	20.91	23.23	25.55	27.74
23	20.51	23.07	25.64	28.20	30.62
24	22.64	25.47	28.30	31.14	33.80
25	24.99	28.12	31.24	34.36	37.31

Schedule D – 40 Hour Work Week					
Grade	Minimum	1st Quartile	Mid-Point	3rd Quartile	Maximum
1	7.46	8.39	9.32	10.26	11.19
2	7.84	8.82	9.80	10.77	11.75
3	8.23	9.26	10.29	11.32	12.35
4	8.65	9.73	10.82	11.90	12.98
5	9.08	10.23	11.36	12.49	13.64
6	9.55	10.74	11.94	13.13	14.33
7	10.03	11.29	12.55	13.79	15.05
8	10.54	11.86	13.17	14.49	15.81
9	11.07	12.46	13.84	15.22	16.61
10	11.64	13.09	14.54	16.00	17.45
11	12.23	13.75	15.27	16.81	18.33
12	12.84	14.45	16.06	17.65	19.33
13	13.49	15.18	16.86	18.55	20.24
14	14.17	15.94	17.72	19.49	21.26
15	14.89	16.76	18.61	20.48	22.34
16	15.65	17.60	19.56	21.52	23.47
17	16.44	18.50	20.55	22.61	24.66
18	17.27	19.43	21.59	23.75	25.90
19	18.15	20.41	22.68	24.95	27.22
20	19.07	21.44	23.83	26.21	28.59
21	21.04	23.67	26.31	28.93	31.57
22	23.23	26.13	29.04	31.94	34.84
23	25.64	28.84	32.05	35.26	38.46
24	28.30	31.84	35.38	38.91	42.46
25	31.24	35.14	39.05	42.95	46.85

BULLOCH COUNTY POSITION DESCRIPTION

Class Title:	**Case Manager**	**FSLA:**	**Non-Exempt**
Department:	**Mental Health Court**	**Grade:**	**13, Schedule D**
Classification:	**Part-Time**	**Division:**	**None**
Supervisor:	**Mental Health Court Coordinator**		
Current as of:	**November 9, 2016**		

NOTE: This position is grant funded and there is no guarantee of continued employment after grant expires.

JOB SUMMARY

This position is responsible for providing support to the Bulloch County Mental Health Court and its participants; the position also performs administrative and clerical tasks required to operate the program in compliance with the policies and procedures established by the state judicial system.

ESSENTIAL RESPONSIBILTIES & DUTIES

The following duties and responsibilities are normal for this position; they are not to be construed as exclusive or all inclusive:

Plans and conducts case management tasks to support, monitor, and direct individual program participants; monitors program compliance and progress throughout the program.

Communicates and interacts with program participants, the court team, judicial officials and others, including attendance and active participation at staffing and court sessions; participates fully as an Accountability Court team member; may accompany Coordinator on home visits.

Prepares reports and correspondence related to program activities and maintains records of program participants; develops and initiates various reports and assists with reporting requirements as needed; may administer and document risk assessment testing to program participants.

Assists the Coordinator in developing policies, procedures, and guidelines for the program.

Works with Coordinator and treatment providers to maintain effectiveness and integrity of the program while providing accurate, pertinent and timely information; ensures compliance with State and local standards, policies and procedures and with requirements of program grant(s).

Coordinates special events projects, events and activities as assigned.

PERIPHERAL DUTIES

Attends meetings, trainings, and in-service programs and seminars as required.

Assists with fundraising or other special programs as required.

Performs various other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

The following standards express the minimum background of training and experience desirable as evidence of applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalents, may qualify an applicant for this position.

A two (2) year degree from an accredited college or university, preferably with major coursework in criminal justice, social services, psychology or other fields related to the listed duties; and, one (1) year of related work experience in a legal, clinical or case management setting, or a combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- Working knowledge of the criminal justice system including legal terminology, criminal and civil court processes and procedures.
- Ability to establish work priorities and to handle members of the public who are under the stress inherent in family-related legal conflicts.
- Ability to efficiently use Outlook, MS Word, Excel, and PowerPoint, and the ability to learn other software programs.
- Ability to maintain confidentiality in regard to sensitive issues.
- Ability to maintain effective working relationships with coworkers, court personnel, outside agencies, legal agencies, legal professionals and the public.
- Ability to present a positive image of the organization to members of the community.
- Ability to work with minimum supervision and as an effective team member.
- Effective communication skills, both oral and written, and strong organizational, problem solving and time management skills.
- Ability to prepare and analyze comprehensive reports.
- Ability to carry out assigned projects to their completion.

LICENSES/CERTIFICATIONS

A valid driver's license issued by the State of Georgia.

SUPERVISORY CONTROLS

Works under the general direction from the Mental Health Court Coordinator, while being subject to the general personnel and administrative policies of the Bulloch County Board of Commissioners. The incumbent's work is reviewed by the Coordinator through meetings and periodic status reports and by evaluation of results obtained.

SUPERVISION EXERCISED

This position has no supervisory responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential junctions of this job. Reasonable accommodations may he made to enable individuals with disabilities to perform the essential functions.

Work is performed using frequent use of a personal computer, including word processing, database and spreadsheet programs, calculator, telephone, copy machine, fax machine and a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential junctions.

Out-of-county and occasional out-of-state travel may be required. The employee is occasionally required to work evenings, weekends and holidays as necessary. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

BULLOCH COUNTY
ACCOUNTABILITY/TREATMENT COURT
SUPERIOR COURT OGEECHEE JUDICIAL CIRCUIT
A MENTAL HEALTH COURT PROGRAM

William E. Woodrum, Jr.
Chief Judge

Karen McClain
Coordinator

MEMO

To: Cindy Mallett – Human Resources Director
Tom Couch – County Manager

Cc: Judge Woodrum

From: Karen McClain, Coordinator Karen

Date: October 13, 2016

Re: Case Manager Position

As you know, the grant funding committee has approved our program to add a Case Manager. The maximum amount to be paid by the grant is $20,000. There are no additional monies to put toward a case manager salary; therefore, the position would initial begin as a part-time position with approximately 20 hours per week with no benefits. As you requested, I have spoken with several accountability court programs within the state requesting job descriptions and salary ranges.

Attached you will find the Position Description Questionnaire previously submitted to Linda and Mr. Couch, as well as a job description that I prepared which best meets our needs. I have also attached job descriptions from various counties throughout Georgia with salary information which I hope will assist you in setting a classification and pay scale for this position.

Mr. Couch – when Erica Usher initially requested a case manager in the first grant cycle, she estimated a full-time salary of $32,000.

Once you have had a chance to review the information, please let me know so that we may discuss the position needs in person and move forward with the application process. Thank you.

CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT ADJUSTMENT REQUEST
FEDERAL GRANT # 2012-SOG-AC-005

ADJ REQUEST #: 1

REQUEST DATE: _____

SUBGRANTEE: Bulloch County Board of Commissioners

SUBGRANT #: J17-8-054

PROJECT NAME: Bulloch County Accountibility Treatment

NATURE OF ADJUSTMENT:

Mark all that apply.

Adjustments of each type shown should be entered in the section indicated.

___ REVISED BUDGET . . . . . Go To . . . . SECTION I
___ PROJECT PERIOD AND/OR EXTENSION. Go To . . . . SECTION II
___ PROJECT OFFICIALS/ADDRESSES. . . Go To . . . . SECTION III
___ PROJECT PERSONNEL. . . . . Go To . . . . SECTION III
___ GOALS AND OBJECTIVES . . . . . Go To . . . . SECTION III
___ OTHER. . . . . Go To . . . . SECTION III

MUST BE JUSTIFIED AND EXPLAINED THOROUGHLY IN SECTION IV.

SECTION I. REQUEST FOR BUDGET CHANGE - JUSTIFY IN SECTION IV.

	CURRENT APPROVED	REVISIONS +/-	REVISED BUDGET
PERSONNEL	$ 144,474		$ 85,894
EQUIPMENT	0		
SUPPLIES	0		
TRAVEL	0		$ 5,582
PRINTING	0		
OTHER	0		$ 52,998
TOTAL	$ 144,474		$144,474
Federal	$ 144,474		$144,474
Match	$ 0		$ 0 (waived)

SECTION II. REQUEST FOR CHANGE IN PROJECT PERIOD - JUSTIFY IN SECTION IV.

CURRENT GRANT PERIOD
Start Date: 07/01/16
End Date: 06/30/17

REQUESTED GRANT PERIOD
Start Date: _____
End Date: _____

FOR EXTENSION,
OF MONTHS: _____

NOTE: The maximum extension request cannot exceed 12 months.

SECTION III. REQUESTS FOR REVISIONS TO PROJECT OFFICIALS/ADDRESSES, PROJECT PERSONNEL, GOALS AND OBJECTIVES, AND/OR OTHER NON-BUDGET, NON-PERIOD CHANGES (JUSTIFY IN SECTION IV.)

No Changes Requested

CONTINUED ON NEXT PAGE

FY'17 Budget Detail Worksheet

Court Name: Bulloch County Accountability Treatment Court

Budget Worksheet Category	Line Item Approvals		Line Item Totals
A. Accountability Court Personnel	Coordinator Case Manager	65,894.00 20,000.00	$85,894
B. Equipment			$0
C. Supplies			$0
D. In-State Training and Travel	Conference for 8 Misc. Training/Site Visits	3,782.00 1,800.00	$5,582
E. Printing Supplies			$0
F1. Drug Tests/Testing Supplies	Drug/Alcohol Testing Supplies Drug Screens Medtox	14,544.00	$14,544
F2. Contract Personnel	Assessments/Housing Special Group Sessions: M4C Medications/Various Treatment Treatment/Administration SA Awareness Anxiety Awareness Anger Mgmt Surveillance	38,454.00	$38,454
F3. Transportation Funding			$0
Total Budget Request:			$144,474

Match: Waiver Requested

CACJ Funding Committee Notes:

No Misc. Training - Site visits only approved.
Drug Testing reduced to state standard for census.
Treatment Reduced to $33,354 to match State Standard for Treatment.
Housing Reduced to $7,200 to match $400/participant.
Next year a 5% match will be required. Coordinate and consult with Judge Weaver, Judge Deal and Judge Gosselin.
Conference funded for hotel, per diem, and travel as applicable to the court.
Conference registration funded directly by CACJ.