

GRADY COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

May 18, 2021 Meeting

The Grady County Board of Commissioners met on May 18, 2021 at 6:00 pm for a regular meeting. Commissioners LaFaye Copeland, Keith Moye, June Knight, Phillip Drew, Ray Prince, County Finance Director Holly Murkerson, and County Clerk John White were present. County Administrator Buddy Johnson was absent from the meeting

Mr. Drew offered the Invocation and Pledge to the flag.

After amending the agenda to include Mr. Paul Fryer under presentation, motion by Mr. Moye, second by Mr. Prince to approve the agenda. The motion was approved.

PUBLIC COMMENTS

None

PRESENTATIONS

Mr. Paul Fryer, Field Representative for Congressman Sanford Bishop.

Mr. Fryer updated the board on the American Rescue Plan approved by Congress and when the money will be sent to the county. Mr. Fryer also reviewed with the board the categories that the Department of Treasury have defined so far for use of the money. Mr. Fryer stated that Congressman Bishop is working with the Treasury Department to get as broad a definition as possible in the categories for the use of the money. Mr. Fryer stated he would keep the board updated as more information is received.

CORRESPONDENCE

The Calendar of Events was reviewed.

Holiday – Monday, May 31, 2021

Regular Board Meeting, 06/01/2021, 9:00 am

Lake Authority Meeting, 06/07/2021, 8:30 am.

CONSENT ITEMS

Motion by Mr. Prince, second by Mrs. Knight to approve

C027-21 Approval Regular Meeting Minutes and Executive Session Minutes from 05/04/2021

C028-21 Approve authorization to swap fire trucks with Whigham, 1999 International to Whigham, and 1998 Stewart and Stevenson Truck to Grady County.

The motion was approved.

FORMAL ACTIONS

FA022-21 Motion by Mr. Moye, second by Mrs. Copeland to approve Support/Maintenance of Geographic Information System Tax Parcel Data, Soil and Land cover data with Southwest Georgia Regional Commission for the Tax Assessor's office. The motion was approved.

NEW/UNFINISHED BUSINESS

Revisions to the Sick Leave Bank policy which if approved will be incorporated into the Personnel Manual as section 5.12 was presented to the Board of Commissioners. It will sit for 30 days after which the board will vote to approve or disapprove the policy changes.

Financial Director's Report, Holly Murkerson

Grady County Financial Review for April 2021

Revenue:

1. Based on budget, month-end Revenue was at 79% and the ideal remaining percent was 67% for the General Fund
 - a. The budgeted revenue amounts are not entered by month but rather by the year and some significant revenues do not come in until later in the year

- b. LOST receipts for April 2021 were \$167,000 compared to \$138,000 for April 2020; a \$29,000 increase
- c. SPLOST receipts for April 2021 were \$168,000 compared to \$137,000 for April 2020; a \$31,000 increase
- d. TSPLOST receipts for April 2021 were \$151,000 compared to \$124,000 in March 2021; \$27,000 increase

Expenditures:

- 2. Based on budget, month-end Expenditures were 72% with the ideal remaining percentage being 67% for the General Fund (under budget)

Other news:

- 3. We continue to implement the internal controls procedures in the finance department that will also address segregation of duties with our small team.
- 4. We continue to implement additional changes in stages to include electronic payments, electronic deposits, etc.
- 5. Annual financial audit has started. 2020 Amendments to be presented soon.
- 6. Gearing up for 2022 budget preparation.
- 7. Finance staff working on operational manuals for each task performed in the finance department. Deadline to me is June 30, 2021.
- 8. I am working on a Revenue Manual for Grady County that will also be my capstone project for the Level II Local Government Finance Officer Certification. Once completed, I will present to the Board of Commissioners.

Mrs. Murkerson also presented the Proposed FY 2022 Budget Preparation Calendar to the board.

FA023-21 Motion by Mr. Moye, second by Mr. Prince to approve the Proposed FY2022 Budget Preparation Calendar below:

Grady County Board of Commissioners

Proposed FY 2022 Budget Preparation Calendar

Activity Date Time

Commissioners Approve Budget Calendar Tuesday, May 18, 2021 6:00 PM

Budget Request Forms to Dept Heads/Elected Officials by Thursday, May 20, 2021 4:00 PM

Budget Request Forms returned to Finance Director by Friday, June 18, 2021 4:00 PM

Tax Assessor Present Digest Numbers to Tax Commissioner by Thursday, July 15, 2021 5:00 PM

"Finance Director to review, combine, and enter collective budgets and

review with County Administrator and make any needed adjustments by Friday, July 16, 2021 5:00 PM

"County Administrator and Finance Director to review with Dept Heads

and Elected Officials for review and complete budget updates by " Friday, July 23, 2021 5:00 PM

Directors/Constitutional Officers may present to Commissioners in budgetary workshop TBD TBD

Five Year History Advertisement - ad to messenger to run Aug. 4, 2021 Friday, July 30, 2021 5:00 PM

Commissioners Adopt Tentative Budget and Set Millage Rate Tuesday, August 17, 2021 6:00 PM

Tax Commissioner Present Digest to DOR by Friday, August 27, 2021 5:00 PM

Tax Commissioner Mails Tax Bills Friday, October 15, 2021 5:00 PM

5-year history must run seven full days before Commissioners approve the final mill rate.

When Finance Director sends final tentative budget to Directors/Constitutional Officers by July 16, they will be given the opportunity to meet with both the County Administrator/Finance Director during the week ending July 23. If they do not reach satisfaction, they may present to the Commissioners

sometime during the week of July 26th through 30th during a budget workshop....figure out day and time range; propose Tuesday 27th?

The motion was approved.

Mrs. Knight asked if the dumpsite hours of operation had been posted and they are on the website and have run in the paper.

EXECUTIVE SESSION

None

REPORTS

- A. Attorney's Report – None
- B. Recreation

RESOLUTIONS, PROCLAMATIONS, AND AGREEMENTS

ADJOURNMENT

Motion to adjourn was made by Mr. Moye and second by Mrs. Knight. The motion was approved.

PHILLIP DREW, CHAIR

KEITH MOYE, VICE-CHAIR

RAY PRINCE, COMMISSIONER

JUNE KNIGHT, COMMISSIONER

LAFAYE COPELAND, COMMISSIONER

ATTEST:

JOHN WHITE, COUNTY CLERK