2023 – Q3

BUTTS COUNTY GEORGIA

QUARTERLY REPORT

JULY - SEPTEMBER

CONTENTS

WHAT'S INSIDE

3 ORGANIZATION CHART

4 OUR TEAM

5 CODE ENFORCEMENT

6 COMMUNICATIONS

7 E-911

8 ELECTIONS

9 FACILITY MAINTENANCE

10 FINANCE DEPARTMENT

11 FIRE, EMS & EMA

14 HUMAN RESOURCES & INFORMATION TECHNOLOGY

15 PARKS & RECREATION

16 PLANNING & ZONING

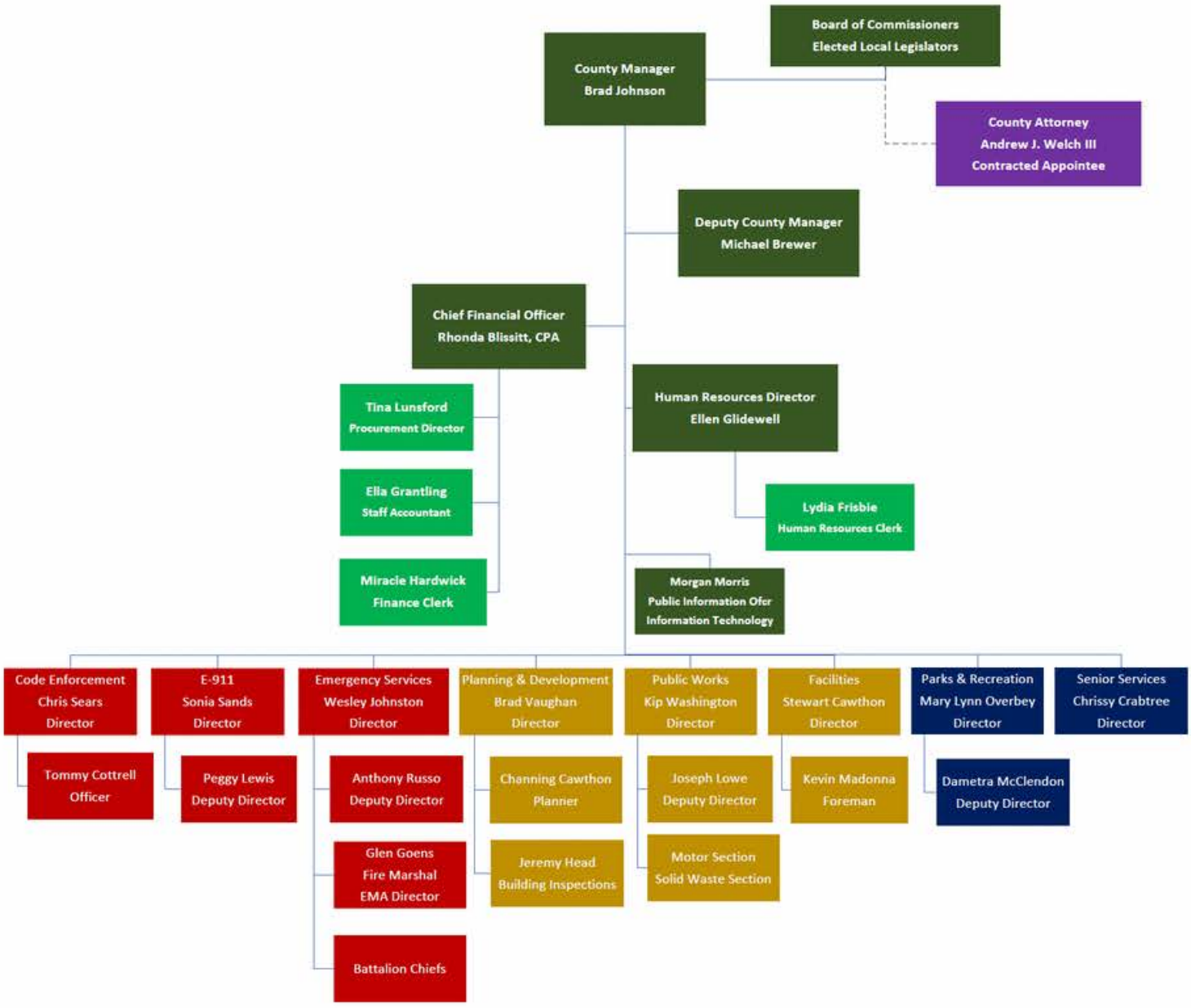
17 PUBLIC WORKS

18 SENIOR SERVICES

19 TAX ASSESSORS

ORGANIZATION CHART

SEPTEMBER 2023



OUR TEAM

BUTTS COUNTY

CODE ENFORCEMENT

KEY ACCOMPLISHMENTS/STATISTICS

Total New Cases	**170**
Self Initiated	**62**
Citizen Complaints	**108**
Cleared	**159**
Open Cases	**160**
Cases Closed	**31**
Business Licenses	**16**
Permits Checked	**9**
Vacant Buildings	**4**
Citations Issued	**12**

- Successfully prosecuted 2 “Illegal dumping” cases and 1 of those on a 2nd time offender
- Successfully prosecuted 3 Illegal Truck parking/storage locations
- Removed signs and right of way obstruction in 2 locations
- Multiple location’s overgrown locations brought up to County Ordinance compliance with curtesy warnings

WORKS IN PROGRESS

- Investigating and being proactive in prosecuting Illegal dumping cases
- Future Illegal Dumping cases may be charged on a State level facilitating higher fines and or a jail sentence
- Working toward increasing full time staff to better serve Butts County
- Identifying and correcting illegal signs on county Right of Way

COMMUNICATIONS

KEY ACCOMPLISHMENTS/STATISTICS

6,201	1,181	1,585
FACEBOOK	INSTAGRAM	TWITTER

- Filled the position of Communications Director / Public Information Officer
- Implemented the Good Morning Butts County social media daily series
- Designed 10 graphics for print and social media
- Advertised for 5 open job positions on our social media platforms
- Spent $20.26 on paid Facebook posts
- We gained a total of 123 new facebook followers and 37 new instagram followers.
- 20 positive moments posted to our social media accounts

WORKS IN PROGRESS

- 2023 Fall Citizen's Academy starts October 5th and will be every Thursday until November 9th
- Working to promote & gather participants for the *Trunk or Treat on the Square* on October 28th, an event we're partnering with the City of Jackson on
- Working to implement a quarterly report for the county
- Continuing our social media transparency efforts

E-911

KEY ACCOMPLISHMENTS/STATISTICS

24,161	2,267	8,263
INCOMING CALLS	FIRE/EMS	LAW ENFORCEMENT

- A new network switch was installed for the Microwave Transmitter System. This ensures that if the main link of connection goes down, the system will automatically switch to the backup link.
- All staff completed annual GCIC (Georgia Crime Information Center) GBI training for Securities and Integrities.
- All staff completed GPSTC course Journey into Midnight with Matt Griffin, which was geared towards being in Public Safety and the toll it can have on your mental health.
- What3Words was implemented and a policy created for use by the agency.
- MOU'S have been updated with Newton, Henry, and Spalding County. We will reach out to Jasper County once their new Director is situated.

WORKS IN PROGRESS

- We are still exploring options for an EMD (Emergency Medical Dispatch) Program to go with. We have reached out to APCO with no response and Priority Dispatch, who is a sole source vendor.
- We are still awaiting the decision from GEMA (Georgia Emergency Management Agency) as to how they will have agencies certify Communications Officers for TCPR (Telecommunicators CPR).
- A RFP was put out for bid and bids have been received for a new UHF Digital Trunking Radio System. The bids are still being evaluated.
- We have started the process of looking into doing a trial run with RapidSOS, we are currently waiting for Apple to approve the GIS boundaries for IOS.
- We are working on filling the 1 vacancy that we have open for a Communications Officer.

ELECTIONS

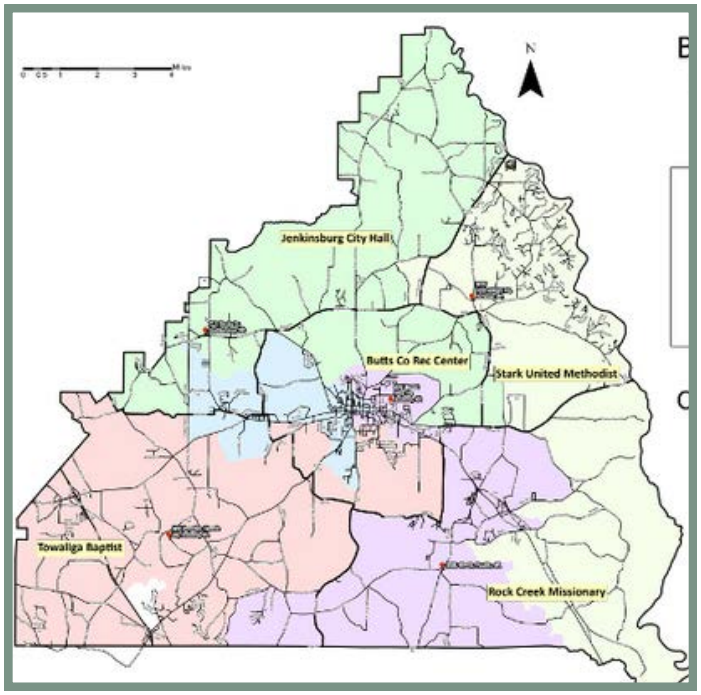
KEY ACCOMPLISHMENTS

- Going back to only 1 Polling Location at the Administration Building
- Held several Region 6 meetings with Middle Georgia Counties, of which Director Schreiner is Chairperson
- Successfully passed state voting unit health check
- Successfully passed Homeland Security inspection
- Obtaining new voting equipment and supplies to help with the efficiency at the Polling Locations
- Mailing 1,151 confirmations to voters who have not voted in 2 general elections, have had a change of address with the postal service, or have had no contact in 2 years.

STATISTICS

- **18, 856** Active, Inactive, and Pending Registered Voters

District 1	**4,054**
District 2	**3,700**
District 3	**3,849**
District 4	**3,506**
District 5	**3,730**



- The department processes on average 250 driver services applications, 5 online applications, and 5 handwritten applications monthly. Of these registrations, the average transfer into the county is 70 a month and transfer out of county is estimated at 50 a month.

FACILITY MAINTENANCE

KEY ACCOMPLISHMENTS/STATISTICS

- The Facilities Maintenance Department is responsible for the maintenance and upkeep of all county facilities as well as creating and constructing new spaces as needed.
- Activity / Work Requests: 130
- Open Work Requests: 2 (We contract out some jobs due to staffing shortage)

COMPLETED PROJECTS

- Re-built concession stand at Recreation Department
- New roof on Indian Springs Hotel / Museum
- New HVAC unit at DFACs building

WORKS IN PROGRESS

- 2nd Floor of the Courthouse remodel

ROUTINE LANDSCAPING/MAINTENANCE:

- Routine landscaping / maintenance:
- Mowing
- Trimming shrubbery / trees
- Picking up trash
- Pressure washing of buildings on request
- Painting of parking spaces and handicapped spaces on request
- Changing air filters in county buildings
- Cleaning gutters
- Pine straw distribution

FINANCE DEPARTMENT

FINANCE & BUDGET

KEY ACCOMPLISHMENTS/STATISTICS

- Adopted FY24 budget and updated the digital budget book in ClearGov.
- Implemented 5% pay increase for employees.
- Participated in SPLOST 8 meetings to project upcoming collections.
- Prepared FY23 audit workpapers to assist in filing a timely audit report.
- Updated FY24 digital budget book in ClearGov.

WORKS IN PROGRESS

- Reviewing of monthly departmental actual vs budget financial reports to ensure budget compliance.
- Working to finalize FY23 audit by 12/31/23.
- Applying for GFOA Certificate of Excellence in Accounting.
- Applying for GFOA Budget Book Award.

CAPITAL IMPROVEMENT PLAN

KEY ACCOMPLISHMENTS/STATISTICS

- Set one year capital improvement plan.
- Purchased real property at 6 Byars Street for Public Defender Office.
- Purchased kitchen equipment, washers, and cameras for the jail.
- Purchased server upgrade for Tax Assessors Office.
- Purchased 2 vehicles for the Sheriff's Office.
- Purchased roof replacement for Indian Springs Hotel.

PROCUREMENT & PURCHASING

KEY ACCOMPLISHMENTS/STATISTICS

- Written Bids: 10
- Sealed Bids Awarded: 6
- Sealed Bids Awaiting Review: 4
- State-Wide Contracts/Cooperating Purchasing Contracts: 5
- Purchase Orders over $1000 processed: 40
- Department orders processed: 105

WORKS IN PROGRESS

- Updating procurement policy
- Updating vendor list

FIRE, EMS & EMA

FIRE & EMS

OPERATIONS

Fire Responses	**296**
EMS Responses	**1,197**
Total Responses	**1,493**
Average Fire Call Time	**7.75**
Average EMS Call Time	**9.5**
EMS Patient Contacts	**1,371**
Patients Transported	**917**
Mutual Aid Responses	**22**
EMS Total Billed	**$870,444**
EMS Billed Collected	**$692,185**

PREVENTION

Existing Building Inspections	**166**
New Construction Inspections	**81**
Pre-Constructed Inspections	**6**
Plan Reviews	**12**
Plan Review Fees Billed	**$3,308**

KEY ACCOMPLISHMENTS/STATISTICS

- Successfully achieved and maintained full staffing levels
- Upgraded the firefighter facilities with new recliners and mattresses, enhancing the comfort and well-being of our dedicated personnel during their shifts
- Successfully implemented the Fire Station Officer Program and the Firefighter Recruit Program
- Installed accountability tags on all apparatus, improving tracking and personnel safety during emergency responses
- Continued improvement in response times, ensuring a swift and effective emergency response to the community
- Reorganized the fire department logistically, optimizing resource allocation and operational efficiency
- Promoted two deserving individuals to the rank of battalion chief
- Acquired stair chairs to safely move patients, enhancing our ability to provide efficient medical assistance
- Successfully secured a $206,000 Assistance to Firefighters Grant (AFG) to purchase Self-Contained Breathing Apparatus (SCBA) packs
- Redesigned the EMS supply and ordering process to allow for timely access to essential medical equipment and supplies
- Streamlined the EMS billing process for personnel

KEY ACCOMPLISHMENTS CONTINUED

- Established a Continuous Quality Improvement (CQI) committee, dedicated to enhancing the overall quality of our services
- Ensured that Rescue 8 is available 24 hours a day
- NIMS ICS 100 was given to all Butts County department heads.

WORKS IN PROGRESS

- Ongoing Firefighter II Training, HazMat Training, Incident Command Training, & Fire Officer Training for firefighters
- Establishing accountability systems to track and maintain fire equipment and resources
- Implementation of a Learning Management System (LMS) for both initial and continuing education courses
- Ensuring department heads complete National Incident Management System (NIMS) courses 700 and 800
- Evaluating and restructuring the fire department for improved efficiency and effectiveness
- Working to establish our department as an EMS academy
- Transitioning records for inspections and hydrant maintenance to ImageTrend
- Providing education programs to the community on fire safety and prevention
- Engaging with the community to enhance public safety awareness
- Offering post-licensure advanced training for paramedics involved in critical care transport out of the hospitals
- Re-establishing and expanding a volunteer firefighter program
- Implementing a system to collect and analyze data related to Medicare ground ambulance services
- Developing a career progression framework for department personnel
- Reviewing and updating departmental policies and procedures to align with best practices
- Offering EMT and Advanced EMT courses to train and certify personnel

EMA

KEY ACCOMPLISHMENTS/STATISTICS

- Appointment of a new Deputy Director
- Hosted a GEMA (Georgia Emergency Management Agency) Risk Reduction Meeting demonstrates a commitment to proactive measures in reducing risks and enhancing preparedness for emergencies.
- Collaborating with AKC (American Kennel Club) for animal sheltering meetings signifies a dedication to ensuring the safety and well-being of pets and animals during emergencies.
- Conducting CERT (Community Emergency Response Team) classes on disaster preparedness, the role of emergency management, and disaster assessment equips community members with essential skills to respond effectively to disasters, enhancing overall resilience.

WORKS IN PROGRESS

- The ongoing status of the Emergency Management division is focused on rebuilding and restructuring with the aim of enhancing its effectiveness and overall performance
- Developing and implementing a Citizen Core program to engage and educate community members in disaster preparedness and response.
- Enhancing the effectiveness of the Local Emergency Planning Committee (LEPC) in coordinating emergency planning and response efforts at the local level
- Providing ongoing training and support for Community Emergency Response Team (CERT) members to ensure their readiness in times of disaster
- Updating and improving the hazard mitigation plan to identify and reduce risks associated with natural and man-made disasters
- Reviewing and revising the Emergency Operations Plan (ELOP) to ensure it aligns with current best practices and addresses evolving threats and challenges.

HUMAN RESOURCES

KEY ACCOMPLISHMENTS/STATISTICS

- 5% increase to the salary schedule was approved by the Board of Commissioners as part of the Fiscal Year 2024 Budget
- 11 new full-time positions added
- Processed 26 new hires and 23 separations
- Monthly New Hire Orientation sessions began
- New salaries and new insurance deductions processed for all full-time employees
- The ACCG Safety Audit was completed
- HR Clerk completed level 3 Safety Coordinator training
- County Safety Committee Meeting held
- Monthly Benefits meetings provided by Broker began August 2023

WORKS IN PROGRESS

- Real Estate firm named and liquidation of surplus properties is underway
- With assistance of attorney Angela Davis, the revision of the Personnel Ordinance has begun
- Detailed Budget Worksheets have been submitted and are awaiting approval of funds.

INFORMATION TECHNOLOGY

KEY ACCOMPLISHMENTS/STATISTICS

- Implemented Two-Factor Authentication for all email accounts.
- Public Works survived a possible cyber-attack.
- Started teaching cyber safety 101 at the New Hire Orientations.

WORKS IN PROGRESS

- Discussing with Nocwing to add virus protection to all 39 new devices we have within our organization
- Working on a replacement solution for the Tax Commissioner's server
- Working on changing the county's WiFi passwords and separating each building's network into two networks

PARKS & RECREATION

KEY ACCOMPLISHMENTS/STATISTICS

- Received 2.2 million dollar grant for new lighting in the park
- Received $50,000 grant for summer day camp
- Room E Renovation
- T-Ball Concession Stand Renovation
- Dead trees removed
- Football Concession Stand repainted
- Several teams won championships
- Concession stand and outside restrooms received new coat of paint

FALL SPORTS PROGRAM ENROLLMENTS

Soccer, Football & Cheerleading	**459**
Gymnastic Classes, Pre-team & Team	**290**
Summer Camp (8 weeks) Served	**470**

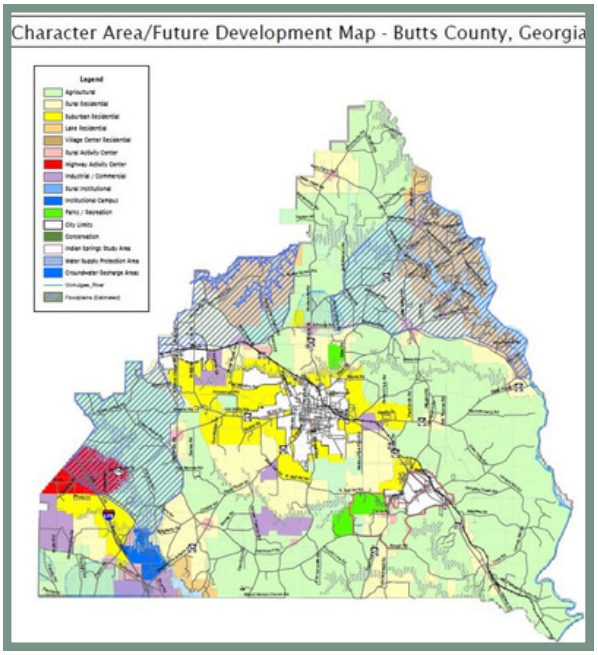
FACILITY RENTALS

Total Room & Pavilion Rentals	**159**

PLANNING & ZONING

KEY ACCOMPLISHMENTS/STATISTICS

Planning Commission	**4**
Board of Appeals	**0**
Board of Commissioner's	**4**
Building Permits	**103**
Land Disturbance Permits	**1**
Administrative Variances	**5**
Business License Renewals	**8**
New Business Licenses	**10**
Pre-clearances	**16**
Alchohol Licenses	**0**



WORKS IN PROGRESS

- UDO update:Lynn Patterson of Three Points Planning.Residential Design Standards, I-75 Overlay, General Code Update
- Impact Fee Study:Paige Hatley & Bill Ross of Ross+ Associates
- Care Home Moratorium:Staff & Smith, Welch, Webb & White
- GBI Audit for alcohol license procedures: Staff & GBI

FEES COLLECTED

Fire	**$750**
Impact Fees	**$10,200**
Planning	**$970**
Building	**$127,267.25**
Plan Review	**$27,967.75**
Land Disturbance	**$3,000**
Total Fees	**$170,155**
Building Fees	**$155,235**
Total Valuation	**$41,583,419.28**

PUBLIC WORKS

KEY ACCOMPLISHMENTS/STATISTICS

ROADWAYS

- 756 Work Orders Created
- 695 Work Orders Completed
- 61 Open Work Orders
- 13 Driveway Permits
- 6 Utility Permits
- 2 New Dump Trucks Ordered
- 2 Pickup Trucks Out For Bid

SOLID WASTE & RECYCLING

- 9 Tons of Cardboard
- 4.5 Tons of Plastic & Aluminum
- 40.8 Tons of Scrap Metal
- 1200 Tons of Solid Waste
- 2 Trash Compactors ordered; one is a replacement at Bibb Station Rd and one for Colwell Rd that currently does not have one
- Open top containers are out for bid

SOLID WASTE & RECYCLING

- Completed 185 work orders
- Ordered new equipment to help tires changes on the new Ambulances
- Filled 1 mechanic position
- Currently in the process of interviewing for 1 position

WORKS IN PROGRESS

- Levi Barnes culvert replacement and road construction
- Haley Rd culvert replacement
- Ridgeway Rd culvert replacement
- Oak Rd culvert replacement
- Doe Run culvert replacement
- Lee Maddox culvert replacement
- Road scan is currently being conducted, and we should have the results back by November

SENIOR SERVICES

KEY ACCOMPLISHMENTS/STATISTICS

Meals Served	**5,170**
Trips Provided To & From The Center	**596**
Trips Provided Through TRAAA Voucher Program	**24**
Day Trips Provided	**12**

- Outdoor security lighting installed
- Awarded 2.2 million INODIC Grant for new addition to the senior services building
- Assistive Technology lab successfully processed 20 applications for the TRAAA assistive technology program assisting seniors obtain much needed devices at no cost such as: walking canes, walkers, rollators, shower chairs, bedside commodes, lift chairs, large display alarm, medication planners.
- 3 New volunteers assisting with Bible study, Technology education, and community engagement
- Increased participation in the TRAAA driver voucher program
- Successful Farmer Market Day, 52 seniors received $50 worth of fresh fruit and vegetables from local farmers at no cost
- 20 Senior Athletes competed in the Georgia Golden Olympics representing Butts County in 10 events

WORKS IN PROGRESS

- INODIC (Improving Neighborhood Outcomes in Disproportionately Impacted Communities grant) Is in the planning and schematic design phase
- Annual client reassessments required by TRAAA in progress
- Planning for seasonal social events in progress such as Annual Thanksgiving Luncheon drive-through November 21st, Christmas Luncheon Friday December 15th

TAX ASSESSORS

KEY ACCOMPLISHMENTS/STATISTICS

- Successfully submitted the $1.2 billion digest to state
- Continuing to update office policies & procedures
- Worked over 500 appeals
- 170 current year sales entered
- 231+ properties reviewed
- 138 appeals worked
- 135+ Board of Equalization hearings
- 21 permits worked

WORKS IN PROGRESS

- Still working on Board of Equalization hearings
- Working on current permits
- Entering new sales
- Game plan for reviewing the tornado damaged areas
- Preparing for 2024 assessments