

HENRY COUNTY  
GEORGIA

2020

QUARTERLY  
REPORT

April-June



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2020

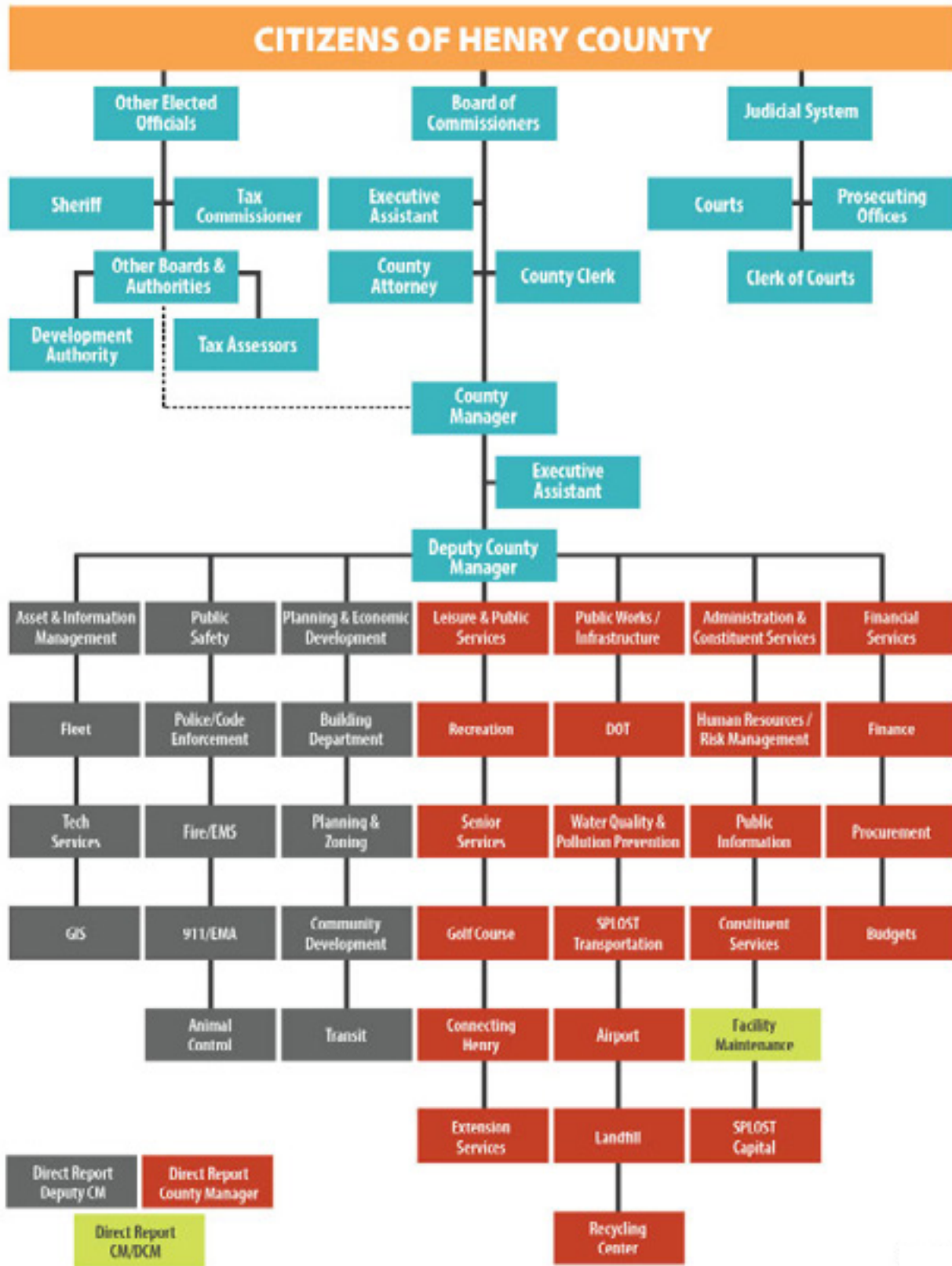


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# WHY WE'RE HERE

## HENRY COUNTY

Henry County Government works diligently to deliver superior government services to its citizens, businesses and stakeholders as fiscally responsible stewards of taxpayers' dollars.

We will continue to provide the highest caliber of service to citizens with a focus on public safety, economic development, transportation and quality of life initiatives, utilizing the latest technology and best practices to enhance the health, safety and welfare of our community.



# VALUES

■ HENRY COUNTY

## SERVICE

We strive every day to bring the highest level of service to our citizens in the most respectful and efficient manner.

## INTEGRITY

We commit to being honest, respectful and accountable in all aspects of our government and on behalf of our citizens in adhering to the highest ethical practices.

## TRANSPARENCY

We pledge to be open and clear in our actions and activities on behalf of the citizens of Henry County.

## STEWARDSHIP

We commit to responsible fiscal management of county funds, property and resources.

## INCLUSION

We are committed to serving all citizens and visitors, celebrating our diverse population and ensuring that all people feel valued, welcomed and heard.

## INNOVATION

We work to continually find ways to better serve our community through technology, education and best practices, embracing new ideas and initiatives to enhance quality of life for all.

# ATLANTA SPEEDWAY AIRPORT

## KEY ACCOMPLISHMENTS/STATISTICS:

- Total AVGAS Fuel Sales = \$115,887.79; Gallons Sold = 39,355.02
- Total JET Fuel Sales = \$61,877.70; Gallons Sold = 20,322.17
- Total Rental Income = \$61,157.55

## WORKS IN PROGRESS:

- Grass Cutting - Steven is mowing regularly (weather permitting), and ensuring all ground equipment is working properly and safely.
- Working with AT&T for a permanent repair to their phone line to the AWOS equipment.
- Tree clearing to remove obstructions at the end of Runway 24 will begin on July 3rd.
- RFP for new Terminal Building and Area Improvements will be at Purchasing by July 10th.
- Working with Croy to develop layout for possible new T-Hangars and Box Hangars.

# ANIMAL CARE & CONTROL

## KEY ACCOMPLISHMENTS/STATISTICS:

- Total calls answered: 818
- Warnings issued: 197
- Citations issued: 24
- Court fines: \$0.00
- Bite cases: 26
- Money collected: \$9,639.00
- Visitors to shelter: 284
- Intake: From the Public - 289, Impounded by Animal Control Officers - 219 Adoptions: 85
- Transferred to Rescue Groups: 190 Reclaimed by Owners: 77
- Total Shelter Count April 1, 2020: 110
- Total Shelter Count June 30, 2020: 106



# BUDGET

## KEY ACCOMPLISHMENTS/STATISTICS:

The Budget staff created a Budget Book in the newly implemented software (ClearGov), finalized the adopted budget and rolled it into FY 21, uploaded the budget to University of GA (TED), distributed the FY 21 Adopted Budget to each department on July 6th, created and distributed new implementation guidelines for the FY 21 Budget on July 1st, created and distributed a new training manual to each department to aide in maintaining their budgets, developed "How to" virtual training for YTD Budget Reports, Account Inquiry and Budget Transfers and developed new forms for J/E's and new account/project requests which were also added to the intranet.

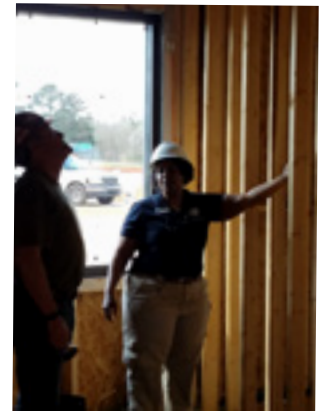
## WORKS IN PROGRESS:

Developing our year-end budget amendment, creating the Budget Summary (BAFR) and continuing to train and update the ClearGov system.

# BUILDING & PLAN REVIEW

## KEY ACCOMPLISHMENTS/STATISTICS:

- The number of inspections successfully completed for the first quarter: Commercial--1,216; Development--2,400; Residential-- 6,163. Total Inspections completed--9,779.
- Customers serviced at the front counter for the first quarter were 547.
- Residential Single Family Certificates of Occupancy issued the first quarter were 191.
- Reviewed 40 Commercial Plans.
- Conducted 10 Preconstruction Meetings.
- Conducted 14 Pre-reviews for Plan Submittals.
- Conducted 9 Due-diligence Meetings.
- Conducted 43 Engineering Plan Reviews consisting of 0--Civil Reviews, 10--Final Plats, 14--As-built Hydro Studies, 9--Sub-grade Centerline Profiles, 9--Storm As-builts, 0--Retaining Walls and 1--Timbering Review.
- There were 6 Maintenance Bonds Released and 0 Maintenance Bonds Extensions.
- Soil Erosion Inspections: 16--Complaints, 16--Complaints Resolved, 18--24 Hr. Notices, 12--Stop Work Orders Issued and 0--Citation Issued.



- 3 State Water & Soil Conservation Meetings (1 personnel) and 1 Henry County Utility Meeting (3 personnel).
- 1 staff member serves as the 2020 Chair of the Henry County Utility Coordinating Council.
- 1 staff member serves as the 2020 Secretary for the Henry County Utility Coordinating Council.
- 1 staff member is working on increasing the importance of Permit Technicians by serving as the 2019-2020 President of Permit Technicians Across Georgia Organization.
- 1 staff member is also working on increasing the importance of Permit Technicians by serving as the 2019-2020 Vice-President of Permit Technicians Across Georgia Organization.

## WORKS IN PROGRESS:

- Staff is working diligently with the Tyler EnerGov Representatives on preparing the system for our needs.
- Staff has returned to working in the building while still socially distancing due to COVID-19.

# CDBG

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## KEY ACCOMPLISHMENTS/STATISTICS:

- Sold one NSP home to a low-income buyer.
- NCRAD signed a contract with a homeowner in Hampton for a major rehab, the contractor applied for permits.
- Three septic systems were installed. One senior rehab finished; one senior rehab's work write-up is finished.
- One single-family home was purchased for NSP.
- An RFP for an NSP Developer was advertised and the County received two applications.
- One continuing education for GSWCC was completed.
- BOC approved amendments to Citizen Participation Plan (June).

## WORKS IN PROGRESS:

- Still trying to purchase more NSP properties.
- Developing 2020-2024 Consolidated Plan and 2020 Annual Action Plan.
- Monitoring CDBG subrecipients.
- Developing applications and forms for CDBG-CV.
- Developing subrecipient agreements.
- Closing out FY19 Public Service activities.



# CODE ENFORCEMENT

## KEY ACCOMPLISHMENTS/STATISTICS:

	CURRENT MONTH	PREVIOUS YEAR
Complaints Answered	1191	961
Warnings Issued	644	799
Citations Issued	54	72
Amount of Fines	\$6,300	\$11,950

## WORKS IN PROGRESS:

- Abatelements – Burned and/or Dilapidated Structures throughout the County, Real Estate Signs.

# DOT

## KEY ACCOMPLISHMENTS/STATISTICS:

- (585) Work Orders Created in SeeClickFix, (413) Completed, (172) Still Open.
- LMIG 19 Resurfacing Contract Completed.
- Guardrail Work on Indian Creek Completed.
- Panola Mountain Greenway Trail Bridge Foundation Revisions Done and Obtained GDOT Approval.

## WORKS IN PROGRESS:

- Bids Received for Resurfacing LMIG 2020 Roads and BOC to Hear Authorization to Award on 7-7-2020.
- Striping and Marking (LMIG Safety Funds) in Progress.
- Striping on Various Roads (Non-LMIG Safety Fund Roads) in Progress.
- Measuring Sidewalk Areas to be Repoured/Repaired.
- Concrete Work Bid Package Completed, Obtained Quotes and Awarded P.O.s.
- Bid Package for Contract Mowing/Maintenance of 4 Lane/Median Section of Fairview/Anvil Block thru October Sent Out. Bids to be Received Early July.

- Seeking Quotes for Concrete Placement on Meridian Drive Related to Access to Fire Station 8.
- Seeking Quotes for Dead Landscaping Replacements on Fairview Road median.
- Panola Mountain Greenway Trail - Construction in Progress.
- Mowing Various Roundabouts and Select Urban Sections of Roadways Throughout the County.
- Sign Shop is Installing Street Signs in New Phases of Subdivisions.
- Sign Shop is Painting/Re-Painting All Fire Station Parking Lots.
- Patch/Repair the County Roadways.
- Maintain/Mow the County ROWs.



# EMA - 911

## KEY ACCOMPLISHMENTS/STATISTICS:

### CALLS FOR SERVICE

April

May

June

Total

### E-911 CALLS

10,033

14,307

12,311

36,651

### ADMIN CALLS

11,953

16,570

17,261

45,784

## WORKS IN PROGRESS:

- Completed E-911 Supervisor and Lead Operator positions.
- Amanda Maddox moved into the position of E-911 Interim Assistant Director.
- Completed EMD Pro QA 90 Day Check, Excellent in Completion and on trend for accreditation.
- Countywide Public Education on COVID-19 Protection Measures.
- Preparing for State GCIC/NCIC Audit for CJIS National System.
- Working through Purchasing Department to secure needed PPE Supplies.

# EXTENSION SERVICES

## KEY ACCOMPLISHMENTS/STATISTICS:

- Extension received/handled over 150 calls for assistance during telework/telecommuting for COVID19 plus all calls or soil samples dropped off were handled with an answer.
- Received 6 Water Samples, 79 Soil samples to be tested by UGA Lab Services.
- Agent attended Zoom Classes on Spring Food Safety Updates, Spring Advances in Nutrition & Health, and Home Food Preservation.
- Taped Garden Delight TV Show on Corn and Garden System with over 30,000 viewers.
- Agents were invited and attended the National Administrator for Environmental Protection Agency along with Gary Black, Georgia's Agricultural Commissioner at Southern Belle Farm with over 80 attending.
- Held 1st farmers market in May for 2020 with 116 attending and 9 vendors.
- Held 4 farmers market in June with 672 attending and up to 16 vendors.
- 4-H started a "Weekly Challenge" with all grades through social media and have reached over 256 people.
- 4-H held a virtual county council meeting with senior 4-Hers to discuss all types of future programs.
- Posted two episodes of Garden Delight TV show on social media and have reached over 1,000 viewers.
- Posted 1 food safety and 1 healthy eating on social media and reached over 500 viewers.
- 4-H has offered 4 activities to keep students involved through social media.
- 4-H started Forestry Judging Zoom Classes.
- 4-H staff has attended 10 State/District 4-H updates to share with 4-Hers and parents through social media and webinar classes.
- Provided a Lunch and Learn by Zoom on Container Gardening, by Fayette County Agent with 38 attendees.
- Provided a Lunch and Learn by Zoom on Home Garden Irrigation.
- Delivered 190 pounds of produce to Helping in His Name Food Pantry from the Community Garden.
- Agent had a featured article in newspaper on Blossom End Rot.
- Agent had a featured article in newspaper on Squash Vine Borers.





# FINANCE DEPARTMENT

## KEY ACCOMPLISHMENTS/STATISTICS:

- Successfully maintained continuity of operations in Payroll, AP, and accounting while working from home due to COVID19.
- Closed the fiscal year in Munis without the support of a Tyler Implementation Consultant onsite.
- Implemented Hero Pay while working from home.

## WORKS IN PROGRESS:

- Effectively closing the month and producing all monthly reports by the 15th.
- Finding time to train staff that have been given new monthly and audit duties.
- Tyler Cashiering - setup, testing, and training for departments.

# FIRE DEPARTMENT

## OPERATIONS

- Number of Emergency Fire Responses - 1,953
- Number of Emergency Responses by EMS - 5,048
- Total Emergency Responses - 7,001
- Average Response Times for Fire Calls - 8.4
- Average Times for EMS Calls - 9.2
- Number of Patient Contacts made by EMS - 5,120
- Number of Patients Transported by EMS - 3,177



## PREVENTION

- Number of Existing Building Inspections - 395
- Number of New Construction Inspections - 120
- Number of Pre-Construction Inspections - 24
- Number of Plan Reviews - 174
- Plan Review Fees Billed - \$69,823
- Construction or Expansion Permit Fees - \$61,665
- Sprinkler System Permit Fees/Hood Inspections - \$2,950
- Alarm System Permit Fees - \$2,500
- Re-Inspection Fees - \$450
- Special Event Fees - \$0
- Site Plan Fees - \$1,200
- Certificate of Occupancy or Business License Fee - \$4,300

## AMBULANCE BILLING

- Total # Calls AMB - 3,536
- AMB Billed - 1.63061854
- AMB Collected - 2.80076567

# FLEET SERVICES

## KEY ACCOMPLISHMENTS/STATISTICS:

- New auction list is ready for auction.

## WORKS IN PROGRESS:

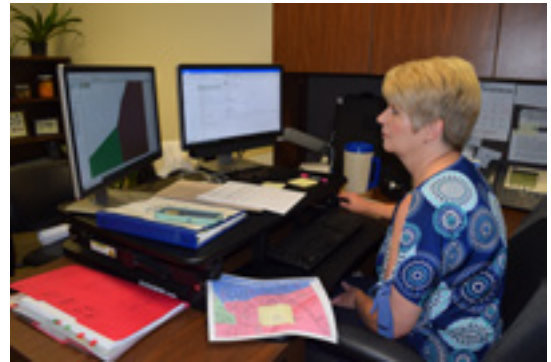
- Dealing with numerous vehicle accidents.
- Tyler system is live as of 7/1/2020
- Learning the ups and downs of Tyler



# GIS

## KEY ACCOMPLISHMENTS/STATISTICS:

- Continue updates for the EnerGov/Tyler project, working with E911 to assist in updates and corrections/additions, etc. to help integrate their system towards more efficiency.
- Working, updating, and incorporating the road network, political district information requested, and daily updates, additions, deletions to 20 GIS layers within our system.
- 25% of daily efforts are directed towards responding to citizen's questions, requests and customized data requests to be submitted via email or picked up in person.
- Continual updates to the Zoning map layer for the Planning & Zoning Department.
- Sending digital data files to engineering firms as well as citizens, making specialty maps for citizens as well as requests from all other departments within Henry County government, 66 customers served.
- Preparing maps for Planning and Zoning for both BOC and Zoning Board packages.
- Updated and reposting of the Tyler GIS map for ArcOnline users.



# HUMAN RESOURCES

## KEY ACCOMPLISHMENTS/STATISTICS:

The Department of Human Resources (HR) reviewed nearly two thousand applications for employment. During these restrictive times (COVID 19), HR was able to on-board fourteen new hires. Additionally, HR was able to facilitate resolution conferences to address personnel concerns and facilitate twenty-six virtual wellness initiatives (Zumba classes) during this time period.

## WORKS IN PROGRESS:

The Wildly Important Goal (WIG) of HR is to provide excellent customer service to deliver practical solutions to personnel matters. Additionally, we are working toward establishing county-wide HR support to improve recruitment, establish employee engagement initiatives and to develop a comprehensive succession plan.

# PARKS & RECREATION

## KEY STATISTICS:

- Total Revenue \$29,851.64
- Total Reservations 4,385
- Therapeutic Participants 0
- Program Participants 0
- Athletic Participants 241
- Parks Work Orders 501



## KEY ACCOMPLISHMENTS:

- Events held at Locust Grove Event Center - April=0, May=0, June=1.
- Held daily conference calls, Zoom meetings, attended webinars.
- Several fulltime and seasonal staff members have assisted with screening at the Administration Building.
- Videos made and put on Parks & Recreation Facebook page touring our recreation facilities, Military Museum at Heritage along with cooking demonstrations.
- Leadership Henry Class of 2018, along with other sponsors, provided a sign for the pavilion/garden area at Bear Creek Recreation.
- Kenny Morris and staff , also Michelle Dunn, Jamey Dixon attended webinars/training sessions with Productive Parks on new Parks work order/scheduling system.
- Over 5,000 people watched our virtual Memorial Day service aired on Parks & Recreation Facebook page, Henry County Government Facebook page and on Henry Television.
- Woodland Animal Hospital requested information on possible sponsorship banners.

- Sent weekly “Good News” to County Manager office.
- Outside security light has been installed at Bear Creek Recreation.
- Recreation Centers reopened June 15th with limited use of amenities and 1 hr. closure to sanitize.

# PLANNING & ZONING

## KEY ACCOMPLISHMENTS/STATISTICS:

- Administrative Waiver / Review - 2 Received / \$100.00 Collected
- Comp Plan Amendment -1 (Withdrawn) / \$300.00 (Refunded)
- Conditional Use - 2 Received / \$1,129.65 Collected
- Copies & Open Records - 10
- Special Event Permits - 2 / \$225
- Modification to Condition of Zoning & Master Dev. Plan - 1 Received
- Rezoning - 5 Received / \$5,502 Received
- Sign Applications - 18 Received / \$900 Collected
- Tabling Fee -1 Received / \$300.00 Collected
- Variance - 2 Received / \$600.00 Collected
- Zoning Certification Letters - 9 Received / \$450 Collected
- Zoning Verification for Building Department (no fee) - 22 Received
- Business Licenses Processed (no fee) - 158 Received

**Planning and Zoning Totals for the 3rd Quarter - Received / \$9,507.15 Collected**



# POLICE DEPARTMENT

## CALLS FOR SERVICE STATISTICS:

- Dispatched - 25,296
- Self-Initiated - 12,764
- Total Calls - 38,060
- Cases Reported - 3,459

## INCIDENTS REPORTED:

- DUI Arrests - 102
- Theft from Motor Vehicle - 166
- Citations Issued - 3,286
- Accidents Reported - 1,665
- Warnings Issued - 721
- Stolen Vehicles - 89



## TOP 3 ACCIDENT LOCATIONS (REPORTED):

- I-75 & Hudson Bridge Rd/Eagles Landing Pk = 76 Accidents
- I-75 & HWY 20/81 = 42 Accidents
- I-75 & HWY 138= 38 Accidents

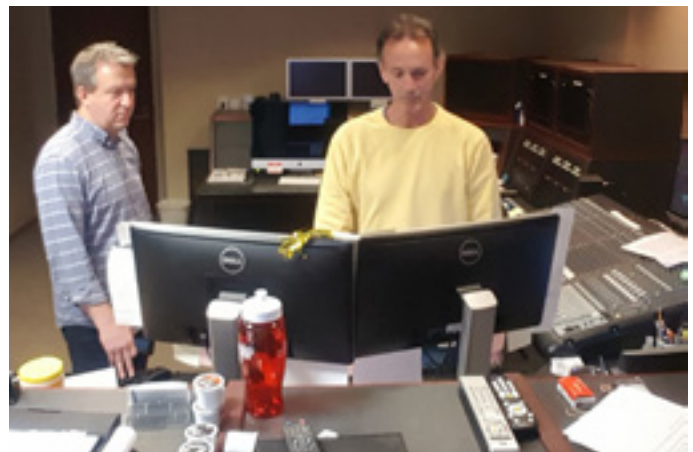
# PUBLIC INFORMATION

## KEY ACCOMPLISHMENTS/STATISTICS:

Produced 63 press releases, 2 Update Newsletter, 1 Commissioner Newsletter, 13 Proclamations, 6 Flyers, P & Z TSPLOST document, maintained 3 County websites (250+ changes/updates/additions), Increased Facebook followers by 1,668 (10,037 total followers), Facebook reach approximately 611,000, increased Instagram followers to 1,992, Zoom meetings (facilitation of Facebook Live), create Business cards for Cluster Leader (Shannan Sagnet), 4 Town halls (video), Hospital recognition by Public Safety (photo/video), Record 3 Board of Assessors meeting, Record 2 Zoning Advisory Board meetings, Record 5 Board of Commissioners meeting, Pre-Memorial Day Event taping (video/photo), Quarterly Report, Facebook Ad (Memorial Day airing), COVID-19 Test site (photo/video), Secure the Vote Facebook Ad, Superior Court Webex call (aired), (photo) ACCG Junior Leadership Recognition, Web Ad for Quarterly Report (graphic), Zoom Background staging for County Manager, Produced 2 Garden Delights, Produced video for Tax Commissioner (Tag Renewal), 8 Info Screens (unique) created for Henry TV, Recorded and edited 21 interviews for Census PSA (video), Recorded and edited 13 interviews for Stockbridge Census PSA, Produced Cotton Fields Golf Course Ad (video/script), Piedmont Henry/Cannon Cleveland #Henry Strong celebration shoot and edit; aired 6 PSAs from National Census 2020 website for Henry TV; 12 PSAs from CDC for COVID-19 preparedness; Produced (x2) videos for Chair Wood for COVID

## WORKS IN PROGRESS:

- COVID-19 information and outreach
- Tax Commissioner's kiosk video
- July Garden Delights
- Census Outreach campaign
- Quarterly Report Book for Commissioners
- Tax Commissioners Annual Report



# PURCHASING

## KEY ACCOMPLISHMENTS/STATISTICS:

	CURRENT QUARTER	PREVIOUS QUARTER
Written Bids Awarded	27	64
Sealed Bids Awarded	4	8
Sealed Bids Pending/Review Approval	12	3
Sealed Bids "On the Street"	8	6
Purchase Orders Processed	657	390

Sale of Surplus Property - Surplus of (2) Items/vehicles/equipment were sold using GovDeals April 1, 2020 thru June 30, 2020 bringing in \$45,483.89 in revenue for Henry County.

## WORKS IN PROGRESS:

- Back in office since May 18, 2020 processing RFP, Sealed Bids and holding bid opening via Webex. FY 2021 successfully opened and departments were able to enter purchase requisitions into Tyler July 6, 2020.

# RISK MANAGEMENT

## KEY ACCOMPLISHMENTS/STATISTICS:

- Completed selection process for Risk Claims Specialist position – awaiting candidate to complete HR requirements (potential start date July 13, 2020).
- Keeping Employee COVID-19 Protocol updated and distributed, as well as fielding calls from employees and departments regarding protocol and COVID-related questions.
- Risk was awarded an Employee Safety grant, in the amount of \$10,000 from LGRMS (ACCG).
- Purchasing guided Risk through the RFP process for an annual contract for property damage recovery services.

## WORKS IN PROGRESS:

- Director spending most of time dealing with ever-changing needs in relation to COVID19.
- Safety Officer assisting with any/all tasks, projects and events for the Risk Department, as well as helping others as needed – including assisting with mail, deliveries, and Facilities Maintenance as needed.

- Risk working with Facility Maintenance to create and/or update evacuation plans and shelter-in-place plans for each county building.
- Director temporarily processing all claims and handling all claims, in absence of having a Claims Specialist.

# SENIOR SERVICES

## KEY ACCOMPLISHMENTS/STATISTICS:

- In-Home – units – 1, 328
- Home Delivered Meals units – 13, 185
- Congregate Meals – 0 (Senior Centers were closed)
- Volunteer Hours – 0 hours
- Senior centers avg. daily attendance – 0
- Dining/Nutrition – avg. monthly unduplicated participants - Closed
- Fitness – avg. monthly unduplicated participants - Closed
- Meals provided to clients on Tier 1 wait list for HDM through Community Foundation funds.
- Completed applications and related documents for Families First funding. Services scheduled to begin in August.

# STORMWATER

## KEY ACCOMPLISHMENTS/STATISTICS:

- 6- Pipe Repairs or Replacement
- 9- Sink Hole Repairs
- 2- Jet Vac
- 6- Ponds Mowed

- 4- Channels
- 97% of pipe installation completed at Cochran Park
- 2- Sidewalk repairs
- 1- Shoulder on road repair
- 233 Stormwater plans were reviewed
- Conducted 2,309 water quality inspections
- Update inventory with new maps
- Acquired 2020 parcel map



## WORKS IN PROGRESS:

- Planning/organizing future education & outreach events.
- Updating current stormwater inventory with 2019 and 2018 MS4 inspections data.

# TECHNOLOGY SERVICES

## KEY ACCOMPLISHMENTS/STATISTICS:

- 1,200 hours worth of tickets were assigned and 1,600 closed.
- A Tyler go Live with Fleet on the new Asset Maintenance software.
- Continue Sheriff Web Site updates with key components working.
- Continue DMZ and server hardening projects.



## WORKS IN PROGRESS:

### Development:

- Still Have Tyler Corrections and Tyler Energov go lives upcoming in September and November respectively.
- Solution to several sites with old wifi access problems, we are working towards some access point fixes.
- New Intranet Site, Wellness Center scanner app, HR Class sign-up form, Time Clock app for multiple departments, SSRS reports for Tyler Systems, Automate Superior Court calendars, Sheriff Site Updates.
- Ongoing from Cyber Incident.
- Working with Micropact to get the court docket searches online. FivePoint Processes between courts and law enforcement. CIS 20 report from Cyber Incident due this month.
- Tyler Energov.
- SSRS reports for Code Enforcement, Tax Commissioners and Building Department, HR/Payroll, Ongoing issues with ESS and permissions.
- Munis Financial.
- Daily system administration tasks.
- EAM asset maintenance implementation.
- Working with Tyler to setup system for EAM (permissions, work-flow, etc...).

# TRANSIT

## KEY ACCOMPLISHMENTS/STATISTICS:

- Current Period:
- Total Passengers: 2,342
- Total Miles: 32,737
- CARES ACT Grant Active
- GDOT CARES ACT Active



## WORKS IN PROGRESS:

- Partnership with Atlanta Transit Link Authority approved whereas an RFP is out to complete the Transit Master Plan.
- 5307 Grant in the review/modify stage with FTA.

# TRANSPORTATION PLANNING

## KEY ACCOMPLISHMENTS/STATISTICS:

The Board of Commissioners adopted a FY 2021 budget approving each of the Department of Transportation Planning's funding requests to (1) update Henry County's Comprehensive Transportation Plan, (2) develop a Transit Master Plan, and (3) develop a Trails Master Plan. The Department secured federal funding for the resurfacing of Jonesboro Road as well as preliminary engineering and design for the widening of Bill Gardner Parkway from the Atlanta Regional Commission in FY 2021. It participated in the planning of a first-ever T-SPLOST referendum for March 2021.

## WORKS IN PROGRESS:

A Request for Proposals has been issued soliciting bids to undertake the development of a Henry County Transit Master Plan. Undertaking the update of Henry County's Comprehensive Transportation Plan and development of a Henry County Trails Master Plan are on hold till late July/August while the county management assesses the County's revenue situation. A T-SPLOST referendum is being pursued for March 2021.

# NOTES

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# NOTES



