



BUDGET REVIEW COMMITTEE

Councilor Judy W. Thomas- Chairperson
Councilor John M. House- Vice Chairperson

Mayor Pro Tem R. Gary Allen

Councilors: Jerry “Pops” Barnes, Charmaine Crabb,
Glenn Davis, R. Walker Garrett, Bruce Huff, Toyia Tucker
and Evelyn “Mimi” Woodson

May 11, 2021 / 12:00 PM /
Columbus Ironworks Convention & Trade Center
801 Front Avenue, North Hall
Columbus, Georgia 31901

I. CALL TO ORDER - Chairperson Judy W. Thomas

A G E N D A

PRESENTATIONS

- [1.](#) Parks and Recreation – Holli Browder, Parks & Recreation Director
- [2.](#) Internal Audit - John Redmond, Internal Auditor
- [3.](#) Probate Court - Marc D'Antonio, Probate Court Judge
- [4.](#) Public Works - Mike Criddle, Public Works Director
- [5.](#) Finance - Angelica Alexander, Finance Director
- [6.](#) Coroner - Buddy Bryan, Coroner
- [7.](#) Elections - Nancy Boren, Elections & Registration Director

The City of Columbus strives to provide accessibility to individuals with disabilities and who require certain accommodations in order to allow them to observe and/or participate in this meeting. If assistance is needed regarding the accessibility of the meeting or the facilities, individuals may contact the Mayor's Commission for Persons with Disabilities at 706-653-4492 promptly to allow the City Government to make reasonable accommodations for those persons.

File Attachments for Item:

1. Parks and Recreation – Holli Browder, Parks & Recreation Director



Columbus Parks and Recreation Budget Presentation

May 11, 2021

Holli Browder, Director
CPRP, AFO, CPO, GIP

Facts about Columbus Parks and Recreation Dept.

- Over 1900 Acres of Park Space
- 52 Parks
- Over 50 linear miles of trail space
- 44 public playground systems
- 80 athletic fields
 - 14 Adult Softball Fields
 - 7 Football Fields
 - 3 Sports Stadiums
 - 11 Soccer Fields
 - 45 Youth Baseball/Softball Fields
- 81 Tennis courts
- 19 Outdoor Basketball Courts
- 82 Restrooms
- 750 Litter Containers
- 1 Marina
- 1 Dog Park
- 1 Museum
- 2 Before School Programs
- 12 After School Programs
- 8 Recreation Centers
- 4 Senior Centers
- 1 Cultural Arts Facility
- 1 Boxing Facility
- 1 Therapeutic Recreation Facility
- 1 Natatorium
- 4 Outdoor Pools

Total Parks and Recreation Dept. Employees

Item #1.

<u>Division/Section</u>	<u>Full time</u>	<u>Part-time</u>	<u>Seasonal/Intermittent</u>
Administration	5	3	0
Park Services	66	2	0
Recreation Services	10	17	0
Refuse	1	0	0
Athletics	2	4	23
Community Schools	3	44	0
Cooper Creek Tennis	4	7	0
Lake Oliver Marina	1	3	1
Outdoor Aquatics	1	0	19
Columbus Aquatic Ctr	3	19	0
Senior Recreation	5	0	0
Therapeutic Recreation	1	0	0
Cultural Arts	1	4	0
Total Employees as of May 6, 2021			



Total Employees Permanent Full-time and Part-time currently 249.

	FY05	FY06	FY07	FY08	FY09
Operating Budget	\$9,905,586	\$9,490,880	\$8,390,489	\$9,309,541	\$10,490,986
Capital Budget	\$10,506	\$385,000	\$286,000	\$83,795	\$0
Total Capital Funds Spent**	\$10,506	\$59,220	\$578,571	\$154,017	\$267,810
	FY10	FY11	FY12	FY13	FY14
Operating Budget	\$10,121,854	\$10,252,778	\$10,179,942	\$10,489,616	\$11,447,341
Capital Budget	\$0	\$0	\$0	\$0	\$0
Total Capital Funds Spent**	\$161,033	\$0	\$175,656	\$90,628	\$248,320
	FY15	FY16	FY17	FY18	FY19
Operating Budget	\$11,283,770	\$10,911,522	\$11,045,816	\$10,708,573	\$10,593,115
Capital Budget	\$0	\$0	\$140,500	\$0	\$45,000
Total Capital Funds Spent**	\$0	\$40,387	\$99,142	\$163,798	\$70,940
	FY20	FY21			
Operating Budget	\$11,152,799	\$11,083,154			
Capital Budget	\$450,000	\$86,145			
Total Capital Funds Spent**	\$636,570				

Total Capital Funding spent in the past 17 years: \$2,912,663.77.

** Total Capital Funds Spent includes budgetary savings authorized by City Manager and City Council

to be used for Capital.

Budget Numbers

Item Requested	Section	Quantity	Cost	Total Cost
Digital Pottery Kilns	Cultural Arts Section	2	\$10,000	\$20,000
Scoreboards	Recreation Section	8	\$6,000	\$48,000
Electric Pottery Kiln	Senior Section	2	\$10,000	\$20,000
Mid-size SUV	Recreation Division	1	\$34,775	\$34,775
				\$122,775

Recreation Services Division



Recreation Services Division Continued

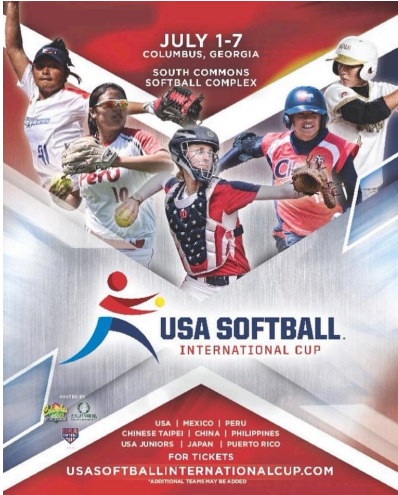
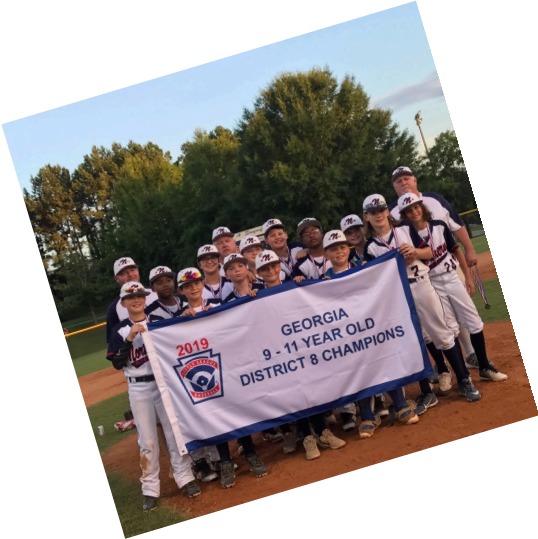
Reopening Tillis Gym

Number Positions	Job Title	Salary/Wage	Total
1 Full time Grade 14	Recreation Specialist III	\$48,064	\$48,064.00
3 Part-time Grade 3	Recreation Center Leaders	\$19,139.96	\$57,369.60
Tillis Operating Costs			\$18,000.00
	Total Amount Requested		\$123,433.60

Full Time Grade 14 Recreation Specialist II		P/T Grade 3 Recreation Center Leader	
Annual Salary	\$36,017.4	\$11.78 x 29 hours x 52 weeks	\$17,764.24
Benefits	\$12,046.60	FICA (7.65%)	\$1,358.96
		TOTAL each	\$19,123.20
One position TOTAL	\$48,064.00	Three positions TOTAL	\$57,369.60

Item Requested	Section	Quantity	Cost	Total Cost
Full Size F150 Pickup	Athletics	1	\$37,429	\$37,429

Item #1.



Athletics



CYF Opening Day

The Lake Oliver Marina is requesting to add two part-time Marina Tech Positions.

P/T Grade 7 Marina Tech I	
\$11.78 x 29 hours x 52 weeks	\$17,764.24
FICA (7.65%)	\$1,358.96
TOTAL each	\$19,123.20
Two positions TOTAL	\$38,246.40

Item Requested	Section	Quantity	Cost	Total Cost
Cameras	Lake Oliver Marina	1	\$12,600	\$12,600
Dock Bumpers	Lake Oliver Marina	1	\$20,000	\$20,000
				\$32,600



Lake Oliver Marina



Item Requested	Section	Quantity	Cost	Total Cost
Tractors	Park Services	4	\$55,000	\$220,000
Gator Utility Carts	Park Services	7	\$7,500	\$52,500
Zero Turn Mowers	Park Services	24	\$7,800	\$187,200
Zero Turn Mowers w/Baggers	Park Services	4	\$10,500	\$42,000
Duel Axel Trailers	Park Services	12	\$7,000	\$84,000
Flatbed Truck with 12' Dump/Load	Park Services	3	\$45,532	\$136,596
Grab-All Truck with Loader	Park Services	1	\$151,175	\$151,175
Ballfield 3 Wheel Groomers	Park Services	4	\$30,000	\$120,000
Steiner Mower with Attachments	Park Services	2	\$50,000	\$100,000
			Total	\$1,093,471



Park Services

Questions

Item #1.

Parks and Recreation = Quality of Life



File Attachments for Item:

2. Internal Audit - John Redmond, Internal Auditor

Internal Audit Budget Presentation

Presented by: John D. Redmond, CIA, CMA
Internal Auditor & Compliance Officer
May 11, 2021

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Internal Audit Workload- Pending Activity as of December 15, 2020

INTERNAL AUDIT WORKLOAD Thirty Months & 10 Days As of December 15, 2020											
<i>Audits - Currently Active</i>				Time Req.	12212020 through 2021			2022		2023	
Priority	Assigned	Audit	Status	Months	John	Elizabeth	Donna	Elizabeth	Donna	Elizabeth	Donna
E1	Elizabeth	Clerk of Superior/State Cts.	Nearing Completion	0.50		0.50					
J2	John/Donna	Clerk of Superior/State Cts.	Assessment of liabilities & available funds	7.00	3.50		3.50		0.50		
J1	John	Towing Contractors	Finished	0.25	0.25						
E2	Elizabeth	Trade Center Vendor	In Progress	0.50		0.50					
J4	John	Columbus Golf Authority	In Progress	1.25	1.25						
		Community Reinvestment Dept.	Suspended due to Covid-19 Work-at-Home	3.00						3.00	
<i>Audits - Pending & Approved</i>											
J3	John	Marshal's Office	Presentation on March 23, 2021	0.50	0.50						
		District Attorney's Office		2.50				2.50			
	Donna	Sheriff's Office		8.00			3.00		5.00		
J5	John	Recorder's Court	Suspended due to Covid-19 Work-at-Home	1.00	1.00						
		Inspection & Codes Department		4.00					4.00		
E4	Elizabeth	Municipal Court	Finished	2.50		2.50					
E3	Elizabeth	Cooperative Extension Agency	Finished	0.50		0.50					
E5	Elizabeth	Columbus Police Department	In Progress - Early Stage of Audit Fieldwork	12.00		2.50		9.50			
	Donna	Columbus Fire/EMS Department		8.00					2.50		5.50
Total				51.50	6.50	6.50	6.50	12.00	12.00	3.00	3.00

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Internal Audit Workload – Pending Activity as of May 11, 2021

INTERNAL AUDIT WORKLOAD Thirty-Six Months, 7 Days As of May 11, 2021											
Audits - Currently Active				Time Req.	12/21/2020 through 2021			2022		2023	
Priority	Assigned	Audit	Status	Months	John	Elizabeth	Donna	Elizabeth	Donna	Elizabeth	Donna
E1	Elizabeth	Clerk of Superior/State Cts.	Pending Presentation	0.25		0.25					
J2	John/Donna	Clerk of Superior/State Cts.	Finished	-	-		-		-		
J1	John	Towing Contractors	Finished	-	-						
E2	Elizabeth	Trade Center Vendor	In Progress	0.50		0.50					
J4	John	Columbus Golf Authority	In Progress	1.00	1.00						
	Donna	Community Reinvestment Dept.	Suspended due to Covid-19 Work-at-Home	3.00						3.00	
J3	John	Marshal's Office	Finished	-	-						
		District Attorney's Office	Not Started	2.50				2.50			
	Donna	Sheriff's Office	Beginning Stage	8.00			2.00			6.00	
J5	Elizabeth	Recorder's Court	Suspended due to Covid-19 Work-at-Home	1.00	1.00						
		Inspection & Codes Department	Not Started	4.00						4.00	
E4	Elizabeth	Municipal Court	Finished	-		-					
E3	Elizabeth	Cooperative Extension Agency	Finished	-		-					
E5	Elizabeth	Columbus Police Department	In Progress	8.00		2.50		5.50			
	Donna	Columbus Fire/EMS Department	Not Started	8.00						2.50	5.50
J5	John	Probate Court	Not Started	0.75							
		Total		36.25	2.00	3.25	2.00	8.00	12.50	3.00	3.00

Justification for Additional Audit Position

- Over three years of audit activity pending
- Additional audits are intermittently requested
- Need to increase the availability of audit staff to perform needed audits
- Additional staff would provide flexible staffing to address time sensitive projects

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Questions

➤ Any Questions ???

File Attachments for Item:

3. Probate Court - Marc D'Antonio, Probate Court Judge

MUSCOGEE COUNTY PROBATE COURT

BUDGET PRESENTATION - MAY 11, 2021

IMPACT OF THE COVID-19 JUDICIAL EMERGENCY ON WEAPONS CARRY LICENSE APPLICATIONS AND WHY THE PROBATE COURT NEEDS MORE SUPERVISION OF LICENSE APPLICATIONS

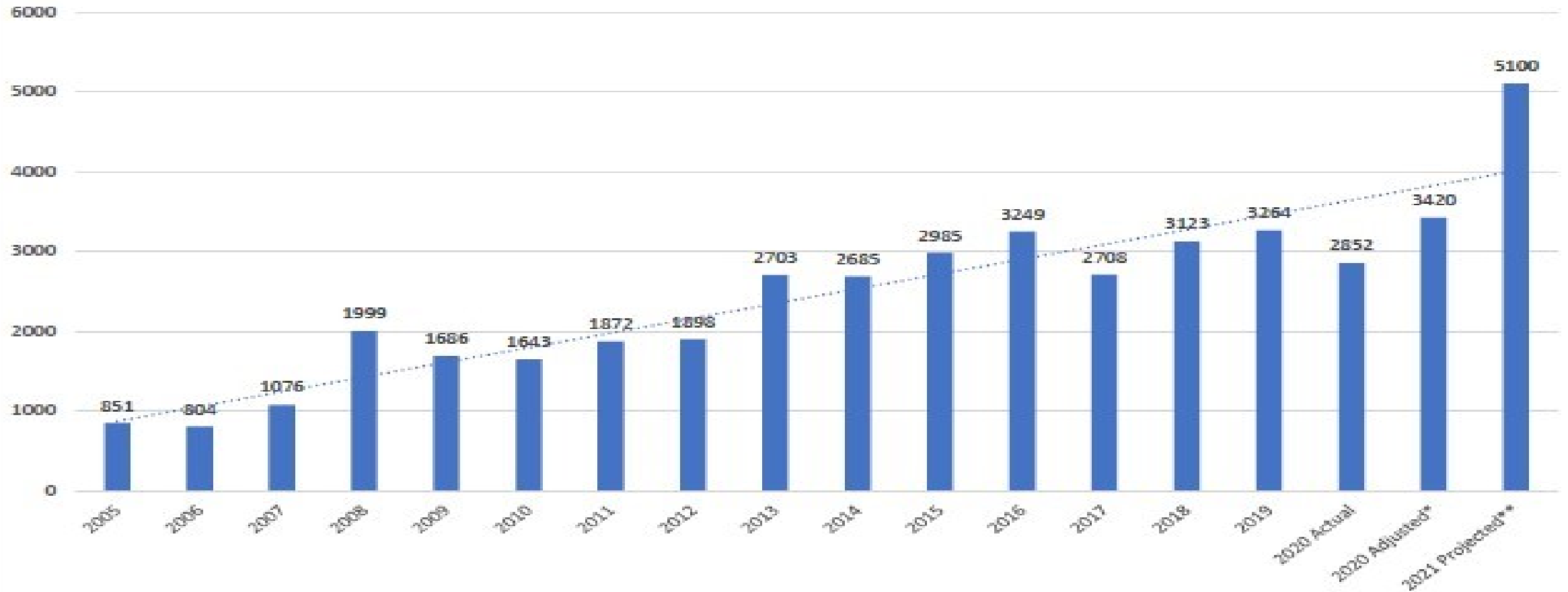
The Probate Court was closed for Weapons Carry and Marriage Licenses between March 14, 2020 and May 18, 2020. Yet, we processed more WCLs in 10 months in 2020 than we did in all of 2017. Currently the Probate Court is processing all renewals by mail and up to 20 new applicants a day. So far in 2021, we have processed over 1800 WCLs.

As shown in the next slides, we have experienced unprecedented demand for WCLs during 2020 and 2021. As a result during FY22, I anticipate a significant increase in revenue for WCLs and a return to “normal” revenue on marriage licenses. This is why I am here asking for a meager increase in my budget to re-classify one of my senior clerks from a G-14 B to a G-15B.

With this promotion, my clerk will have more responsibility supervising license processing plus will have the power to act as the judge in uncontested matters, if needed. This re-classification has already been approved the UGA/CSU folks as appropriate.

GOOD NEWS - Walk-In services for Weapons Carry and Marriage Licenses resumes June 1, 2021. I am confident opening up to walk-ins will not reduce revenue.

Muscogee County Weapons Carry License Applications



* The Probate Court was closed between March 16, 2020 and May 18, 2020 to WCL applications. The 2020 **adjusted** application number assumed the Probate Court would have processed 285 applications per month during the time we were closed. This assumption is based upon the 10-month average number of applications processed in 2020. To wit: $2852/10 = \text{approximately } 285$.

** The 2021 **projected** application number is an extrapolation from the average of the first four months of 2021 (425 per month) applied to the entire 2021 calendar year.

CONSERVATIVE ESTIMATE OF INCREASED REVENUE FROM WEAPONS CARRY LICENSE APPLICATIONS IN FY22

Item #3.

- ▶ Revenue to CCG from new and renewal WCLs = \$27.00 each.
 - ▶ (\$22.00 from Probate Court fees less expenses and a \$5.00 fee collected for the Sheriff to cover fingerprinting and name-based background checks.)
- ▶ Conservative estimate of WCLs in FY2022 and beyond = 4000.
- ▶ 4000 WCLs (FY22 estimate) – 3264 WCLs (highest ever - 2019 calendar actual) = 736 new WCLs
- ▶ 736 WCLs x \$27.00 = at least **\$16,192.00** in increased future revenue.
- ▶ Cost of increased license supervision = \$2,189.00.

WHY ENHANCING PROBATE COURT LICENSE SUPERVISION--BY APPROVING MY EMPLOYEE RE-CLASSIFICATION--MAKES SENSE AND CENTS.

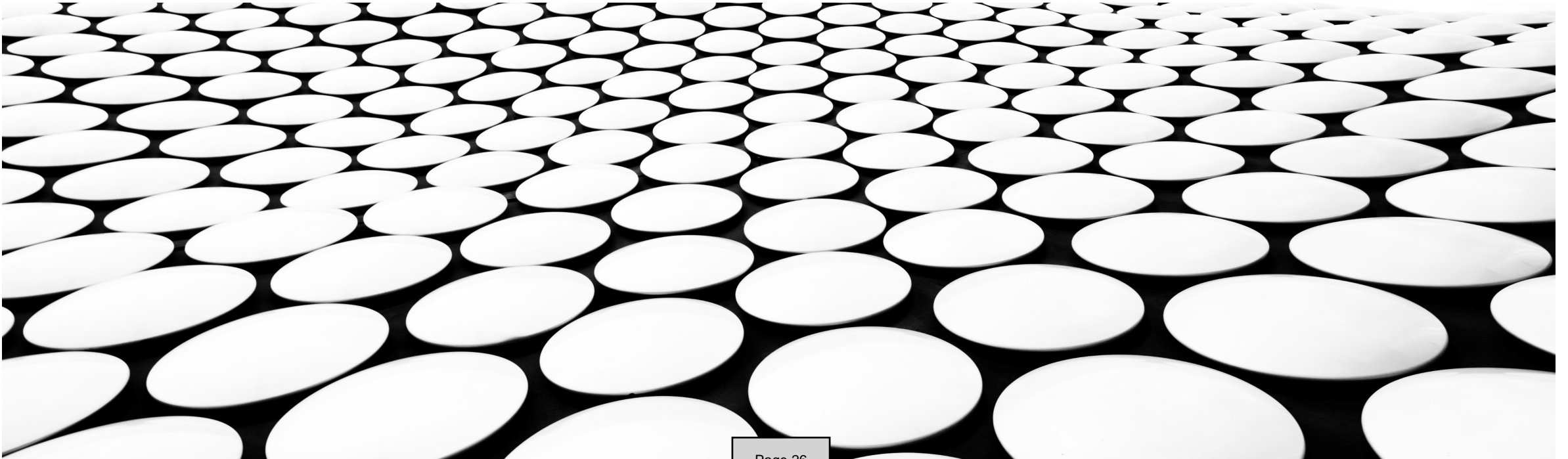
- ▶ Projected revenue from increased demand for WCLs far outstrips added supervision expenses. (**Revenue neutral** accounting for increased demand.)
- ▶ Reduces costs related to processing errors. Mistakes have been made.
- ▶ Cheaper than another deputy clerk – would rather be a smaller, smarter, more efficient office than a bigger office. (Macon/Bibb has 11 employees to our 8 employees).
- ▶ Reclassification's Impact on CCG general reserve fund days = under 6 minutes

File Attachments for Item:

4. Public Works - Mike Criddle, Public Works Director

PUBLIC WORKS

BUDGET ADD REQUEST



GENERAL FUND – CAPITAL NEEDS

- **Animal Control**

- 3 Service Vehicles – 219,871; 194,885; 183,407 mi Cost \$222,000 (\$74,000 each)

- **Surveillance Cameras** (Illegal Dumping) Cost \$110,000 (10 Units)

- **Cemeteries**

- 1 Backhoe – Missing Critical Equipment Cost \$192,308
- Tandem Axle Trailer – To Move Equipment Cost \$15,000

Total - \$539,308

INTEGRATED WASTE FUND – CAPITAL NEEDS

■ Solid Waste Collection/Landfill

- | | |
|---|------------------------------|
| ■ F-150 Service Truck (2) | Cost \$ 72,722 (36,361 each) |
| ■ F-150 Crew Cab – Inmate Transport (2) | Cost \$ 60,288 (30,144 each) |
| ■ Mid-Size SUV – Route Supervisor | Cost \$ 30,454 |
| ■ F-350 Crew Cab Flat Bed – Cart Delivery | Cost \$ 42,919 |
| ■ Roper Survey Station | Cost \$ 32,000 |
| ■ Small SUV – Ford Escape – Compliance | Cost \$ 26,273 |
| ■ John Deere Gator – Landfill Observation | Cost \$ 14,000 |

- | | |
|-------------------------------|-----------------|
| ■ Customer Convenience Center | Cost \$ 500,000 |
|-------------------------------|-----------------|

Total - \$ 778,656

INTEGRATED WASTE SYSTEM PLANNING

Current Garbage fee, \$18/month

- LACKS funding:
 - To provide Cost of Services
 - For Equipment Replacement (Recycling Center)
 - For System Improvements
 - For Facilities Replacement

New Garbage Fee, \$21/month

- \$3/month increase
- \$36/year per household
- Replace Capital on 6–Year Cycle
- Allows System Growth to Meet 10-Year Needs

SOLID WASTE MANAGEMENT PLAN RATE MODEL RESULTS

Scenario 4

Item #4.

Table 41 10-Year Average for Key Financials, All Scenarios

	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Annual Capital (Purchased Outright)	\$7,672,666	\$7,278,588	\$901,314	\$901,314 *
Debt Service for Equipment Leased from 2021 to 2030	N/A	N/A	\$3,359,835	\$3,359,835
Annual Operating Cost	\$11,599,284	\$10,953,208	\$10,867,806	\$10,867,806
Revenue Requirement	\$19,505,307	\$18,465,154	\$15,252,671	\$15,252,671
Monthly Residential Rate	\$24.86	\$23.40	\$18.22	\$20.40
MSW Tipping Fee at Pine Grove	\$78.84	\$79.05	\$45.51	\$42.50

* In Scenarios 3 and 4, \$10 million for landfill development and \$7,950,000 for development and improvement of other facilities is assumed to be financed through mechanisms other than solid waste rates (e.g., SPLOST, bond issuance, etc.).

Integrated Waste System Projected Capital Facilities								
	UNIT	COST	RESERVED AS OF 12/19	STILL NEEDED	START COLLECTING	END COLLECTING	PER YEAR	NOTES
FACILITIES/BUILDINGS/OTHER								
Phase V/VI Development	3560	\$10,000,000	\$0	\$10,000,000	2021	2032	\$833,333	
Closure I-IV	3560	\$9,000,000	\$8,000,000	\$1,000,000	2021	2032	\$83,333	All reserve funds applied here according to A. Alexander. (In call on 1/2/20, K McGee said there was \$10M in reserve but \$2M was spent on 2020 equipment.)
Closure V-VI	3560	\$7,850,000		\$7,850,000	2021	2079	\$133,051	Added 24 years due to approval to modify side slopes
Post-Closure Care I-VI	3560	\$5,457,990		\$5,457,990	2021	2080	\$90,967	To accrue total amount by beginning of post-closure period
Convenience Ctr at Pine Grove	3560	\$600,000		\$50,000	2021	2021	\$50,000	Total needed unclear so \$50,000 budgeted for 2021 only for design according to 1/2/20 conference call
Close Pine Grove Borrow Pit	3560	\$50,000		\$50,000	2021	2023	\$16,667	Assumes current borrow pit closing in 2023
Pine Grove Borrow Pit New Fill Area	3560	\$800,000		\$800,000	2021	2023	\$266,667	Design, permitting, construction
Repair Schatulga Leachate/Gas Collection Repair	3560	\$1,000,000		\$1,000,000	2021	2026	\$166,667	
Replace Scalehouse at Pine Grove	3560	\$1,000,000		\$1,000,000	2021	2024	\$250,000	
Recycling Equipment Design Stage 1	3570	\$200,000		\$200,000	2021	2021	\$200,000	
Recycling Equipment Replacement Stage 2	3570	\$2,100,000		\$2,100,000	2021	2023	\$700,000	
Solid Waste & Recycling Collections Fleet Yard 100 Bay	3510	\$3,000,000		\$3,000,000	2021	2025	\$600,000	

SOLID WASTE MANAGEMENT PLAN RATE MODEL RESULTS

Scenario 4

Item #4.

Table 41 10-Year Average for Key Financials, All Scenarios

Capital Removed From Model

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Recycling Equipment Design Stage 1	3570	\$200,000		\$200,000	2021	2021	\$200,000	
Recycling Equipment Replacement Stage 2	3570	\$2,100,000		\$2,100,000	2021	2023	\$700,000	
Solid Waste & Recycling Collections Fleet Yard 100 Bay	3510	\$3,000,000		\$3,000,000	2021	2025	\$600,000	

QUESTIONS / DISCUSSION

File Attachments for Item:

5. Finance - Angelica Alexander, Finance Director

FINANCE DEPARTMENT BUDGET REQUEST

May 11, 2021

Finance - Payroll Responsibilities

- ✓ Garnishments
- ✓ Child Support Payments
- ✓ Tax Levies
- ✓ Employee Pay Corrections
- ✓ Vendor Deduction Payments
- ✓ End of Service Payouts
(Pension Lump Sum, Vacation,
etc.)
- ✓ W2/1099 Processing
- ✓ Data Entry for Deductions &
Payouts
- ✓ Filing State & Federal Tax Returns
- ✓ Journal Entries for Payroll
Processing
- ✓ On-Demand Check Processing
- ✓ Unclaimed Wages

By the Numbers



Payroll Employees



Serving 2,800 employees (excludes seasonal employees and retirees)



Processing over 70,000 direct deposits annually



Timely Filing of Tax Returns in Excess of \$110 million & Remittance of \$16 million in Tax Deposits annually

By Comparison

City	# of Payroll Employees	# of Employees Served
Atlanta	9 Full-Time	9,000+
Augusta	4 Full-Time	2,800+
Macon	4 Full-Time	1,500+
Savannah	3 Full-Time	2,500+
Columbus	2 Full-Time	2,800+

Request:

One Full-Time Payroll
Specialist G16

\$54,802 (with benefits)



File Attachments for Item:

6. Coroner - Buddy Bryan, Coroner

2022

Budget Requests Muscogee County

Coroner's Office *Eddie L. "Buddy"*

Bryan, Coroner

COMPARISON WITH SURROUNDING COUNTIES

In the state of GA there are 159 counties: 5 are under the **Medical Examiner** and the others have **elected coroners**. Out of the last 154, only **1 city is comparable to Columbus in population, investigated death rates and salaried coroners**. Please see the chart below to review the discrepancy in salary. Our office is requesting an increase in salary for the Coroner and 2 Dep. Coroners

	COLUMBUS	AUGUSTA
POPULATION	197,000 +	199,000 +
INVESTIGATED DEATHS	1000 +	850 +
CORONER SALARY	\$60,000 +	\$85,000 +
DEPUTY CORONER SALARY	\$36,000 +	\$53,000 +

Coroner/ Dep. Coroner Salary Increase

Eddie L. Bryan has been the coroner for many years; but has over 40 years of experience in the death and funeral home field. With so many years of experience, his pay is not comparable to the salaries of those Coroner's in similar sized cities. Mr. Bryan has implemented several programs that benefit the citizens of Columbus which include: Veteran Disability Amendment programs, death and dying classes, child safety seminars and he is an active participant in the Child Fatality Review Committee.

Although he is an elected official, he works 24 hour shifts like the Deputy Coroners. He also maintains an open dialogue with the media to allow the people of Columbus to know about the deaths in Columbus. Buddy also takes time out of his busy schedule to personally go to the homes of family members who are not being forthcoming in the funeral arrangements to expedite the process; and took over the handling of the pauper's program to aid the families who have no funds to dispose of their relatives. After the Coroner's Office took over the program, we have almost exclusively used cremations-- which will extend the life of Porterdale Cemetery.

POSITION RECLASSIFICATION REQUEST FORM

Please contact your Budget Analyst if you have any questions.

Instructions: Please enter all requests for deletion of existing employees, reclassifications, and employee movements between units on this form. **ONE FORM PER UNIT.**

DEPARTMENT: 570

UNIT: 1000

Request Type

RECLASSIFICATION

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
MALIKA HAMPTON	G90571	ADMIN. ASST.	G90574	12A	\$30,874.00
		New Position Number Description	New Title	New Grade	New Salary
		EXECUTIVE ASST.		G14	46,418
Additional duties were allocated to the admin asst. that are similar to the job description for an Executive Asst.. Therefore, we are asking for a salary increase.					
				Salary Variance	\$7,911.00

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
		New Position Number Description	New Title	New Grade	New Salary
JUSTIFICATION	Due to the increase in deaths and population rates as well as to make the salary of the coroner comparable to the those on the tier similarly (i.e. mayor and police chief) we are requesting a salary increase.				
				Salary Variance	\$0.00

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
		New Position Number Description	New Title	New Grade	New Salary
JUSTIFICATION					
				Salary Variance	\$0.00

**shaded areas are formula driven*

Department Head Signature: _____

Cherie L. Brown

POSITION RECLASSIFICATION REQUEST FORM

Please contact your Budget Analyst if you have any questions.

Instructions: Please enter all requests for deletion of existing employees, reclassifications, and employee movements between units on this form. **ONE FORM PER UNIT.**

DEPARTMENT: 570

UNIT: 1000

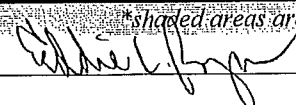
Request Type

RECLASSIFICATION

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
ELIZABETH ALLISON	57010000201	DEP. CORONER	P6662	16A	\$38,786.00
		New Position Number Description	New Title	New Grade	New Salary
		DEP. CORONER	P6662	16E	\$43,882.00
JUSTIFICATION		Due to the increase in deaths and population rates as well as to make the salary of our Dep. Coroners comparable to the salaries of Dep. Coroners in surrounding counties with similar population and death rates we are requesting a salary increase.			
				Salary Variance	\$5,096.00

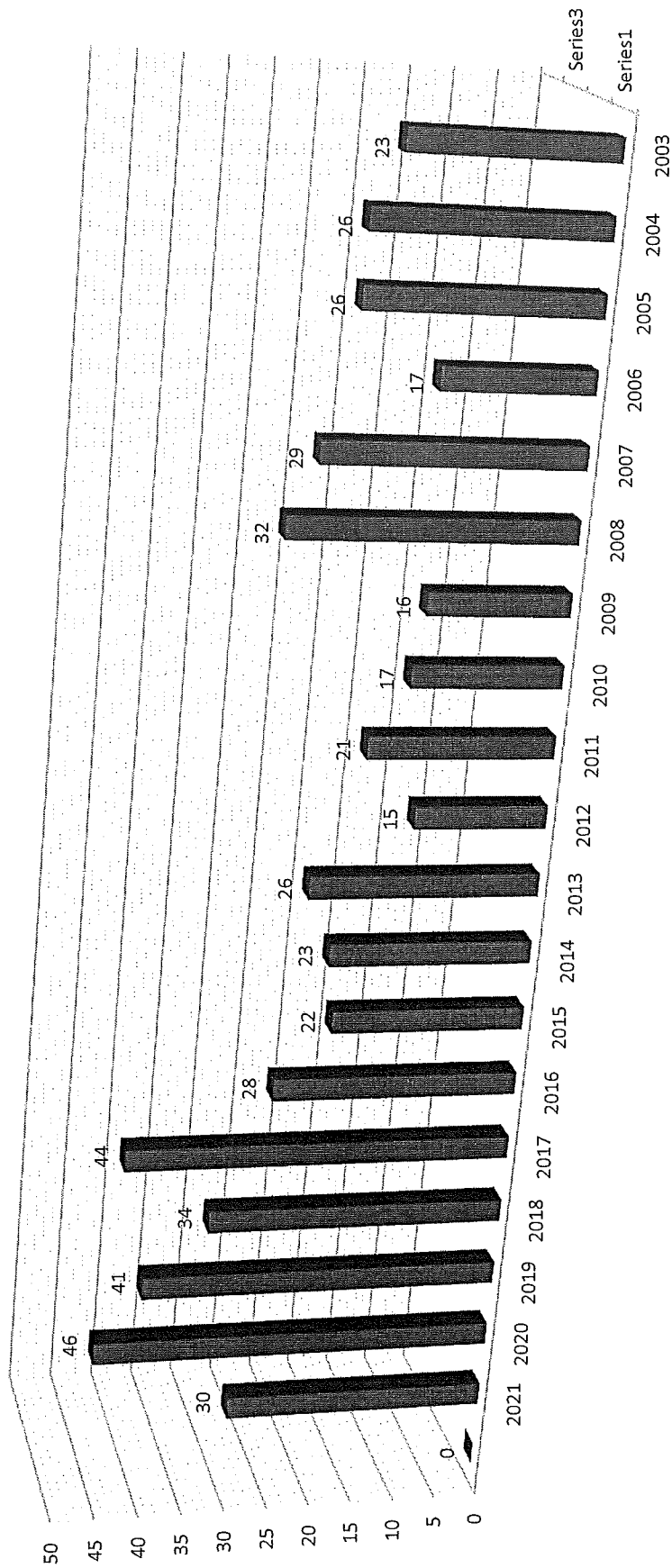
Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
EDDI EL. BRYAN	57010000001	P6660	CORONER	N/A	\$66,140.00
		New Position Number Description	New Title	New Grade	New Salary
		P6660	CORONER	N/A	\$82,140.00
JUSTIFICATION		Due to the increase in deaths and population rates as well as to make the salary of the coroner comparable to the those on the tier similarly (i.e. mayor and police chief) we are requesting a salary increase.			
				Salary Variance	\$16,000.00

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
CHARLES NEWTON	57010000201	P6662	DEP. CORONER	16A	\$43,473.00
		New Position Number Description	New Title	New Grade	New Salary
		P6662	DEP. CORONER	16I	\$48,438.00
JUSTIFICATION		Due to the increase in deaths and population rates as well as to make the salary of our Dep. Coroners comparable to the salaries of Dep. Coroners in surrounding counties with similar population and death rates we are requesting a salary increase.			
				Salary Variance	\$4,965.00

Department Head Signature: 

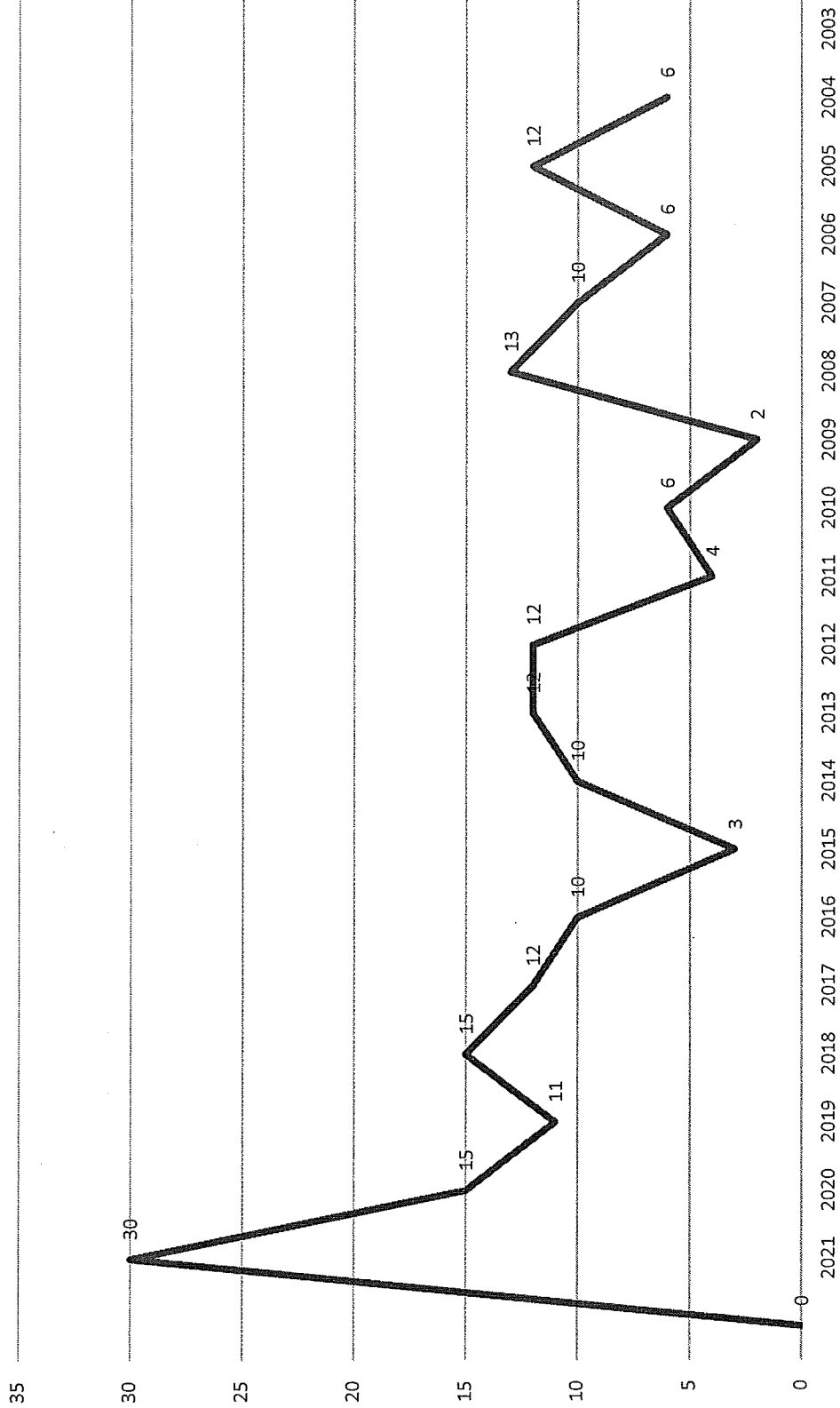
Homicides

Series1 Series2 Series3 Series4



Homicides (May of Each Year)

Series1 Series2 Series3 Series4





COLUMBUS STATE UNIVERSITY

The Butler Center for Business and Economic Research

Turner College of Business

April 02, 2021

Ms. Tanika McClain
Human Resources Analyst
Columbus Consolidated Government
Post Office Box 1340
Columbus, Georgia 31902

Dear Ms. McClain,

After reviewing the job description, salary survey data, and other relevant information for the request to retitle and regrade the position of **Administrative Assistant (G12)** to **Executive Assistant (G14)** in the **Coroner's Office**, the title should be changed to **Administrative Coordinator** and the position should be reassigned to a **G14**.

Below are the results of the review of the submitted information. To contribute to the above decision, compensable factors of the job, and both external equity and internal equity considerations were taken into account.

The external analysis consulted O*Net for the positions of **Administrative Services Managers and General Office Clerks**, the closest matches to the description of **Executive Assistant** in the information provided by the Columbus Consolidated Government (the City). This information is listed below:

Mean Annual State Wages			Median Annual State Wages		
Min	Mid	Max	Min	Mid	Max
\$46,418	\$86,020	\$165,480	\$51,720	\$85,570	\$169,740
\$18,581	\$29,308	\$45,850	\$18,330	\$29,260	\$45,220

The internal analysis utilized a modified FES reviewing the ten compensable factors recognized by the City. These ten factors being: Knowledge Required by the Position, Supervisory Controls, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, Work Environment, and Supervisory Responsibility. Finally, pay grades of other positions within the **Coroner's Office**, as well as similar positions across the City were compared and analyzed to ensure internal equity.

In conclusion, the job evaluation results and compensation data analysis support the recommendation to retitle the **Administrative Assistant** position to **Administrative Coordinator** and assign it to a paygrade of **G14**. Please contact the Butler Center for Business and Economic Research if we can provide any other human resource management technical assistance or if questions occur related to this issue.

Sincerely,

Dr. Phil Bryant

TEL: (706) 507-8173 • FAX: (706) 568-2184

4225 University Avenue • Columbus, GA • 31907-5645 • www.ColumbusState.edu/ButlerCenter

University System of Georgia

Admin. Asst. Salary Increase

Malika Hampton-- as an Administrative Asst.—has almost 20 years of experience in the administrative field to include: Customer Service, accounts payable and receivable, budget, reports and other office duties. Many of her duties encompass Executive Asst. duties as well, to include:

- Providing administrative assistance, such as writing and editing emails, drafting memos and preparing communications on the elective official's behalf
- Maintaining comprehensive and accurate records, documents, statistics and reports
- Performing accounts payable and receivables
- Manages a \$300,000 annual budget
- Organizing meetings, including scheduling, sending reminders and organizing catering when necessary
- Answering incoming phone calls in a polite and professional manner and accurately taking messages
- Managing the elected official's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
- Coordinating travel arrangements and create trip itineraries
- Using various software, including word processing, Lotus Notes, spreadsheets, and presentation software to prepare reports and/or special projects