

GARLAND COUNTY QUORUM COURT COMMITTEES & DUTIES

FINANCE COMMITTEE

The duties of this committee shall be as follows:

- ❖ To investigate and recommend methods of financing county government in general.
- ❖ To review and make recommendations on all proposed appropriation ordinances.
- ❖ To review state legislation pertaining to local taxation.
- ❖ To serve in an advisory capacity to the County Judge in all matters of finance, particularly county business of a general nature.
- ❖ To work in an advisory capacity with other committees in determining possible funding sources for specific programs or projects.
- ❖ To coordinate and prepare the annual budget in cooperation with the County Judge's Office.
- ❖ To approve line item transfers in accordance with Ordinance No. O-84-1, the county ordinance on fiscal procedures.
- ❖ To receive and monitor management reports from the county's data processing manager. This committee shall also review, make recommendations, discuss and evaluate all data processing concerns, issues and matters presented by employees, agents, and representatives of the county.
- ❖ To review purchases, rentals and leases in excess of \$1,500. (Resolution No. R-09-4, Garland County Code 2-246. Note: Act 209 of 2003 raised the purchasing ceiling to \$20,000.)

SPECIFIC DUTIES: Budget Preparation, Appropriation, Revenues and Taxation

HUMAN RESOURCES COMMITTEE

The duties of the Human Resources Committee shall be as follows:

- ❖ To assist and oversee the development of a comprehensive personnel system and to work in conjunction with the Job Evaluation and Salary Administration Program (JESAP) Committee, so that recommendations of actions to be taken can be made to the quorum court.
- ❖ To periodically review county personnel policies and recommend necessary changes.
- ❖ To review and make recommendations on all personnel reclassifications.
- ❖ To review employee benefit programs.
- ❖ To review proposals relating to holiday pay, sick leave, overtime pay, etc.
- ❖ To recommend the addition of new county positions or the elimination of positions in county offices and departments.
- ❖ To take necessary steps to insure county compliance with applicable state and federal laws with respect to personnel matters (i.e., Affirmative Action, Fair Labor Standards, ADA, personnel and safety policies, grievance procedures).
- ❖ To select an Employee of the Quarter from nominations submitted by elected officials and department heads.
- ❖ To review and recommend procedural rules established in the county personnel policy.
- ❖ To recommend personnel funding levels for each fiscal year to the Finance Committee.

**SPECIFIC DUTIES: Personnel policies, Procedures, Compensation and
New Position Recommendations.**

PUBLIC WORKS & BUILDINGS/ENVIRONMENTAL SERVICES COMMITTEE

This committee is an advisory committee to the County Judge.

The duties of this committee shall be as follows:

- ❖ To stay abreast of the existing transportation system serving Garland County, including all forms of transportation and resulting needs and priorities.
- ❖ To serve in an advisory function to the county judge in determining needs and priorities of the Garland County Road System.
- ❖ To study and make recommendations concerning county property, including buildings, land and equipment.
- ❖ To make recommendations concerning construction, land acquisition, and major equipment purchases: and to assist the county judge in development of comprehensive long-range plans.
- ❖ To inspect county owned buildings and properties as needed.
- ❖ To make recommendations concerning variances to the county's minimum standards for road construction.
- ❖ To serve as an advisory committee to the Garland County Environmental Services Department and the county judge. To have a thorough working knowledge of the county's solid waste management ordinances.
- ❖ To study and make recommendations on the countywide solid waste collection system and recycling programs.
- ❖ To remain abreast of federal, state and local environment laws and regulations and insure that all county operations maintain environmental compliance.
- ❖ To assist with identification and prioritization of the cleanup and prevention of illegal dumps.
- ❖ To stay informed concerning the activities of the Southwest Central Regional Solid Waste Management District that is responsible for developing and operating regional solid waste management and recycling programs.

- ❖ To stay informed on all issues regarding permitting and operations of the county's Class IV landfill and transfer stations, contracts regarding solid waste collection and /or billing specific needs of the environmental services (i.e., positions, machinery and equipment).
- ❖ To study and make recommendations concerning the Municipal Separate Storm Sewer System (MS4) permitting system and Garland County's Storm Water Management Plan (SWMP)
- ❖ To have jurisdiction in matters pertaining to Flood Control and drainage issues.
- ❖ To serve as an advisory committee of the Quorum Court on matters relating to Cedar Glades Park.

SPECIFIC DUTIES: County Property and County Road System.

Collection and Transportation, Storage and Disposal of Solid Waste; Litter Control and Recycling, Cedar Glades Park.

Note: There may be some overlap between this committee and the Environmental Services Committee on land use management matters.

PUBLIC HEALTH, WELFARE & SAFETY COMMITTEE

The duties of this committee shall be as follows:

- ❖ To serve in an advisory function and assist the county judge in determining the needs of the county, particularly in the unincorporated areas.
- ❖ To work with the county sheriff in determining county law enforcement needs.
- ❖ To have jurisdiction in matters pertaining to community and rural development services (i.e., economic development and housing services, open spaces, planning and zoning control services, urban and rural development, rehabilitation and redevelopment services and 911.)
- ❖ To have jurisdiction in matters relating to community services and human services including but not limited to matters such as animal control services, public health and social services, cable television and emergency services.
- ❖ To work with rural fire associations and to review state legislation affecting rural fire protection.

SPECIFIC DUTIES: Rural Fire Protection, Emergency Services, Law Enforcement, Animal Control and Cable TV.

Note: There may be some overlap between this committee and the Environmental Services Committee on land use management matters.

ORDINANCE COMMITTEE

The duties of this committee shall be as follows:

- ❖ To monitor and recommend to the Quorum Court rules of procedure for the court and its committees that will best expedite business in a fair and impartial manner.
- ❖ To review proposed ordinances and resolutions, prior to quorum court meetings, to ensure conformity with local and state laws.
- ❖ To identify issues and problems that the quorum court wishes to address by formal statements and to help prepare such statements as resolutions.
- ❖ To monitor the court's rules of procedure, determine any areas in need of change and make proper recommendations to the quorum court.
- ❖ To recommend to the county any additional standing or temporary committees considered necessary for a more concentrated effort on various issues and/or problems in county government.

Specific Duties: Rules of Procedure, Resolutions, Ordinances and Committees