2013 RETREAT MINUTES
Friday, April 5, 2013
New Hope Baptist Church
South Peachtree City Campus

The Fayette County Board of Commissioners met in an Official Retreat on April 5, 2013 at 7:30 a.m. at the South Campus of New Hope Baptist Church located at 1563 Joel Cowan Parkway, Peachtree City, Georgia.

Commissioners Present:	Steve Brown, Chairman Charles Oddo, Vice Chairman David Barlow Allen McCarty Randy Ognio
Staff Present:	Steve Rapson, County Administrator Floyd Jones, County Clerk Dennis Davenport; Interim County Administrator Mary Holland, Chief Financial Officer Ted Burgess, Purchasing Director David Scarbrough, Interim Fire Chief Cheryl Rogers, Communications 911 Director Russell Prince, Information Systems Director Joe Scarborough, Permits and Inspections Director Joel Benton, Chief Appraiser Phil Mallon, Public Works Director Greg Ownby, Buildings and Grounds Director Bill Lackey, Fleet Maintenance Director Tony Parrott, Water System Director Chris Snell, Library Director Others

Breakfast (7:30am – 8:20am)

The Fayette County Board of Commissioners Retreat began on Friday, April 5, 2013 at 7:40 a.m. All Commissioners and many staff were present throughout the retreat. Other staff attended for short periods of time during the retreat.

At 7:40 a.m., Pastor Joe Pritchett, who also serves as Chief Executive Officer and Building Administrator, and another Executive Pastor who did not provide his name, welcomed the Board and staff to the location.

2013 PROPOSED BUDGET REVIEW

Financial Overview/Forecast

Chief Financial Officer Mary Holland discussed Financial Overview / Forecast for approximately 18 minutes, and answered questions from the Board. The Board did not take formal action and did not provide direction to staff on this matter. A copy of the Financial Overview / Forecast presentation document, identified as "Attachment 1", follows these minutes and is made an official part hereof.

1. **General Fund**

   Chief Financial Officer Mary Holland discussed the General Fund for approximately 14 minutes and answered questions from the Board. The Board did not take formal action and did not provide direction to staff on this issue. A copy of the General Fund presentation document, identified as "Attachment 2", follows these minutes and is made an official part hereof.

2. **Special Revenue Funds:**
   a. **E-911 Operations Fund**
   b. **Fire Fund**
   c. **EMS Fund**
   d. **Others (10)**
      i. **Jail Surcharge**
      ii. **Victim's Assistance**

   Chief Financial Officer Mary Holland spoke about Special Revenue Funds, specifically, the E-911 Operations Fund, the Fire Fund, and the EMS Fund. Ms. Holland stated there were two Special Revenue Funds that were in trouble, namely, the County Jail Special Revenue Fund and the Victims Assistance Surcharge Special Revenue Fund. Ms. Holland answered questions from the Board during the discussion on the Special Revenue Fund. The discussion on Special Revenue Funds lasted for approximately 19 minutes. The Board did not take formal action and did not give direction concerning the Special Revenue funds. A copy of the Special Revenue Funds presentation document, which includes presentation documents for the E-911 Special Revenue Fund, the Fire Services Special Revenue Fund, the EMS Special Revenue Fund, the County Jail Special Revenue Fund and the Victims' Assistance Surcharge Special Revenue Fund, identified as "Attachment 3", follows these minutes and is made an official part hereof.

   The Board took a 10 minute break after the Special Revenue Funds discussion.

3. **Proprietary Funds:**
   a. **Solid Waste Fund**
   b. **Water System Fund**
   c. **Stormwater Fund**

Chief Financial Officer Mary Holland quickly briefed the Board on the County's Proprietary Funds comprised of the Solid Waste Fund, the Water System Fund, and the Stormwater Fund. This discussion lasted a couple of minutes. The Board did not take formal action and did not give direction concerning Fayette County's Propriety Funds. A copy of the Proprietary Funds presentation document, which includes information on the Solid Waste Fund, Water System Fund, and Stormwater Management Fund, identified as "Attachment 4", follows these minutes and is made an official part hereof.

4. Internal Revenue Funds:

a. Workers' Compensation
b. Medical
c. Dental/Vision
d. Vehicle/Equipment Replacement

Chief Financial Officer Mary Holland updated the Board on the County's Internal Revenue Funds which are made up of the Workers' Compensation Self-Insurance Fund, the Major Medical Self-Insurance Fund, the Dental / Vision Self-Insurance Fund, and the Motor Vehicle / Equipment Replacement Internal Service Fund. Ms. Holland's update on the Internal Revenue Funds lasted approximately nine minutes. The Board did not take formal action and did not provide direction concerning Fayette County's Internal Revenue Funds. A copy of the Internal Revenue Funds presentation document, which includes document presentations on the Workers' Compensation Self-Insurance Fund, the Major Medical Self-Insurance Fund, the Dental / Vision Self-Insurance Fund, and the Motor Vehicle / Equipment Replacement Internal Service Fund, identified as "Attachment 5", follows these minutes and is made an official part hereof.

5. Tax Digest/Millage Rates

Chief Financial Officer Mary Holland and Chief Appraiser Joel Benton discussed the Tax Digest / Millage Rates Statistics with the Board and answered questions from the Board. They projected that the Tax Digest would decrease from $4.3 billion to $4.23 billion but that it would begin to increase in 2014. The update on the Tax Digest / Millage Rates Statistics lasted about eight minutes. The Board did not take formal action and did not provide direction on this matter. A copy of the Tax Digest / Millage Rates presentation document, identified as "Attachment 6", follows these minutes and is made an official part hereof.

6. Local Option Sales Tax

Chief Financial Officer Mary Holland updated the Board on the Local Option Sales Tax (LOST) issue. She said the County was trending with last year, but expected to be a little higher by the end of the year. This conversation lasted approximately two minutes. The Board did not take formal action and did not provide direction on this issue. A copy of the Local Option Sales Tax presentation document, identified as "Attachment 7", follows these minutes and is made an official part hereof.

7. Capital/CIP/ SPLOST Projects

Public Works Director Phil Mallon spoke to the Board about the County's current Capital, CIP and Transportation Special Purpose Local Option Sales Tax (TSPLOST) Projects. This update on the various projects and their current statuses lasted for approximately 16 minutes. The Board did not take formal action and did not provide direction for these projects. A copy of the Capital / CIP / SPLOST presentation document, identified as "Attachment 8", follows these minutes and is made an official part hereof.

The Board took a 21 minute break.

ITEMS FOR CONSIDERATION/DISCUSSION

Public Safety

1. Building Security

Buildings and Grounds Director Greg Ownby spoke to the Board about various proposals and available means to provide security to the Fayette County Administrative Complex Building. The Board discussed this item and proposed other options for consideration. This discussion lasted for approximately 30 minutes. The Board did not take formal action on this item. The Board asked staff to consider additional options including a shade system. This request will be addressed as a request during the Fiscal Year 2014 Capital budget. A copy of the Building Security presentation document, identified as "Attachment 9", follows these minutes and is made an official part hereof.

2. Stormwater Utility Options

County Administrator Steve Rapson updated the Board on various options concerning Stormwater Utility. The conversation lasted for approximately 54 minutes. During the conversation, the Board stressed that better communication needed to take place allowing the citizens to know about Stormwater Utility and other County issues.

The Board agreed to revise the Stormwater Utility Credits and for bills to reflect said revision. The Board agreed that communication to the public on this issue should include mailing postcards to all citizens who often do not receive newspapers or utilize the internet. The Board consented with the two-year SPLOST option with "fees taken out for the four-year period." The Board agreed that the Stormwater Utility Ordinance should be revised to include a penalty- potentially 10% penalty. The Board directed that SPLOST referendum be held in November 2013 allowing the citizens to vote on a Stormwater Utility SPLOST. It was suggested by Elections Supervisor Tom Sawyer that the cost for

the referendum election would be approximately $45,000.00. The election cost will be addressed as a request during the Fiscal Year 2014 budget. The Board did not give any other direction, and it took no formal action on this item or any direction provided. A copy of the Stormwater Management presentation document, identified as "Attachment 10", follows these minutes and is made an official part hereof.

The Board took a lunch break at 11:15 p.m. and returned to the retreat at 12:31 p.m.

Future Consideration & Direction

1. **Human Resources Policy and Procedure Amendments**
    a. **404.05 Status of Employment**
    b. **404.11 Nepotism**
    c. **404.13 Outside Employment**
    d. **404.21 Recruitment and Selection**
    e. **424.11 Health-Retiree**
    f. **432.01 Time & Attendance**
    g. **452.01 Separation of Employment**

Human Resources Director Lewis Patterson discussed Policy and Procedure Amendments with the Board including policy changes for Status of Employment, Nepotism; Outside Employment, Recruitment and Selection, Health-Retiree, Time and Attendance, and Separation of Employment. Mr. Patterson's presentation lasted for approximately 16 minutes. The Board consented to the proposed changes and directed that they be placed on the next available agenda for formal approval.

Administrator Rapson suggested that these types of policy and procedure amendments would not have to come to the Board in the future, and he recommended that these types of changes could be implemented when both the County Administrator and the Human Resources Director agree on a policy change. He suggested that the practice would be that the proposed changes would be emailed to the Board, and if any one Commissioner had a problem with the proposed changes then the issue would be placed on the next available agenda for consideration. The Board consented that similar Human Resources Policy and Procedure amendments could be approved by agreement from both the Human Resources Director and the County Administrator, so long as this suggestion was formally placed on an agenda and approved by the Board of Commissioners at the next Board of Commissioners meeting. A copy of the Human Resources Policy and Procedures Amendments, which includes presentation documents for Status of Employment, Nepotism, Outside Employment, Recruitment and Selection; Health-Retiree, Time and Attendance, and Separation of Employment, identified as Attachment 11", follows these minutes and is made an official part hereof.

2. **Financial/Purchasing Policy and Procedure Amendments**
    a. **210.01 P-Card**
    b. **250.01 Purchasing Policy & Procedures**
    c. **300.09 Travel**

County Administrator Steve Rapson discussed Financial / Purchasing Policy and Procedure Amendments with the Board. The specific discussion concerned amendments the P-Card, Purchasing Policy and Procedures, and Travel Policies. This discussion lasted for approximately 23 minutes.

The Board agreed to the proposed policy amendments and directed that the proposals be placed on the next available agenda for formal consideration. County Administrator Rapson suggested a delegation of authority to the County Administrator and Human Resources Director and Chief Financial Officer for these types of policy revisions, and said he would place such an item for the Board's consideration and approval at the April 25 meeting. A copy of Purchasing Policies and Procedures presentation document, which includes proposed amendments to the P-Card Policy, the Purchasing Policy and Procedures, and the Travel Policy, identified as "Attachment 12", follows these minutes and is made an official part hereof.

3. **Defined Benefit Plan Amendments**

County Administrator Steve Rapson discussed the Defined Benefits Plan with the Board, and he sought the Board's direction on how to amend the Defined Benefits Plan. The discussion on this topic lasted for approximately 41 minutes.

The Board consented to amend the Defined Benefits Plan by 1) Eliminating Pre-Retirement Death Benefits, 2) Eliminating Disability Benefits, 3) to Reduce the Benefit Multiplier from 1.50% to 1.25%; 4) to implement the Normal Retirement Age from 65 years old to 67 years old; 5) Increase the Average Annual Compensation from its current 7-year average to a 10-year average, and 6) Increase the current Vesting Period from 5 years to 10 years. The Board directed that each of these recommended amendments be placed on the next available agenda for formal consideration. The Board also asked for further evaluation on Option #2 as presented to them. A copy of the Defined Benefits Plan Amendments presentation document, identified as "Attachment 13", follows these minutes and is made an official part hereof.

4. **Open Meetings/Records/Parliamentary Procedures Overview**

Interim County Attorney Dennis Davenport gave an overview of Open Meetings / Open Records/ and Parliamentary Procedures to the Board. Chairman Brown suggested that it would be helpful to have discussion on House Bill 142 and House Bill 143, and its local impact. This overview lasted for approximately 27 minutes. The Board did not take formal action and did not give direction on this item. A copy of the Open Meeting / Records presentation document, identified as "Attachment 14", follows these minutes and is made an official part hereof.

The Board took a short break for approximately ten minutes.

Chairman & Commissioner Topics

1. **Fayette County Fire Services and Automatic Aid response times**

   County Administrator Steve Rapson and Interim Fire Chief David Scarbrough addressed the issue of Fayette County Fire Service and Automatic Aid response times. The discussion lasted for approximately eight minutes. The Board did not provide any direction and did not take any formal action on this matter. A copy of the Fayette County Fire Services and Automatic Aid Response Times presentation documents, identified as "Attachment 15", follows these minutes and is made an official part hereof.

Closing Remarks

Chairman Brown informed those in attendance that anyone wishing to contact him or provide information to him should work through Executive Assistant Tameca White, and he spoke highly about her ability to help him in his work.

County Administrator Steve Rapson credited several staff people including Executive Assistant Tameca White, County Clerk Floyd Jones, Mary Holland, Lewis Patterson, Ted Burgess, and Dennis Davenport for their work in organizing and working the retreat.

Adjournment

County Administrator Steve Rapson adjourned the April 5, 2013 Board of Commissioners Retreat at 2:43 p.m.

_____ _____

Floyd L. Jones, County Clerk **Steve Brown, Chairman**

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 25th day of April 2013.

_____

Floyd L. Jones, County Clerk