

# After Agenda

Board of Commissioners of Spalding County  
Commissioner's Planning Retreat Special  
Called Meeting  
February 8, 2014  
9:00 AM  
885 Memorial Drive, Griffin, GA

## A. Call to Order

The Spalding County Board of Commissioners held their Planning Retreat on Saturday, February 8, 2014 at the Spalding County Senior Center Conference Room beginning at 9:00 a.m. with Chairman Samuel "Chipper" Gardner presiding. Commissioners Raymond Ray, Rita Johnson, Gwen Flowers-Taylor and Bart Miller were present. Also present were County Manager William P. Wilson, Jr., County Attorney Jim Fortune, Administrative Services Director Jinna Garrison, Human Resources Director Bill Gay and Executive Secretary, Kathy Gibson to record minutes/actions.

The following Department Heads were also present: Terry Colling (Board of Elections), T.J. Imberger (Parks & Recreation) & Kelly Leger (Parks & Recreation).

**Invocation** – led by Chairman Gardner.

**Pledge to the Flag** – led by Vice Chairman Ray.

## B. Agenda Items:

1. **Welcome, Introductions and Overview - Gordon Maner, Senior Public Service Associate, Governmental Training, Education and Development at the Carl Vinson Institute of Government, University of Georgia.**

William Wilson, County Manager, introduced Gordon Maner of the Carl Vinson Institute to the group and then turned the meeting over to Mr. Maner.

Mr. Maner introduced himself and outlined his role as the facilitator for the meeting and then covered the Ground Rules for the day.

2. **Review of 2013 Retreat Goals and Objectives and Accomplishments.**

William Wilson reviewed the 2013 Accomplishments for the county including in his review the success of the Silver Sneakers Program at the Senior Center and the successful transition from semi-monthly to bi-weekly payroll for county employees.

3. **Update on Paperless Projects:**

### **Novus Agenda - William Wilson**

Mr. Wilson stated that everyone present at the retreat is currently using Novus Agenda. The Water Authority as well as the Board of Appeals and Planning Commission has been asked to review this program for implementation within

their respective areas. This would mean purchase of additional tablets for those members; however, it would reduce the cost of paper copying and man hours in producing Agendas and Agenda Packages significantly. An estimate of current savings realized by the Board of Commissioners is \$24,000 in time and materials for one year.

### **Rec1 - T. J. Imberger**

T.J. Imberger, Supervisor at Spalding County Parks and Recreation, reviewed the Rec1 program for the group. Rec1 is a web based program that provides online registration for programs being offered by the County Parks and Recreation Department. All of the Senior Center Activities and memberships are routed through Rec1. All Special Events, Classes and School Break Camps are available on line. All facility rentals are done online and can be done from the comfort of the citizen's home with no man hours having to be invested.

### **Facility Dude - T. J. Imberger**

Mr. Imberger also reviewed the Facility Dude program currently being used by Spalding County. This is a web based tracking program that provides work order systems for fixed locations. The Griffin-Spalding School System currently utilizes School Dude for their bus routing and other services.

The Facility Dude program is a web based work order system that can be utilized by all departments. The program will allow supervisors to review and assign requests, it will allow front-line staff to see, prioritize and schedule their work. Work orders can be shifted between departments and visibility is readily available to all parties involved.

In addition it allows front-line staff to review projects that have been completed, records costs for time, equipment, materials and labor. The program will also create preventative maintenance schedules.

### **CSI - Jinna Garrison**

Ms. Jinna Garrison, Administrative Services Director, reviewed CSI Outfitters, the financial accounting software currently being used by Spalding County. We are currently using the purchasing module in every department in the Annex, Parks & Recreation, Public Works and Fire and it will be utilized for the budget preparation this year. This will give Finance the capability to control purchasing by requiring that departments have line items funded prior to making a purchase. A department cannot key in anything that will take them over budget. Everyone in the County will be up and running on this software by the end of the fiscal year.

#### **4. Needs and Expectations exercise by Facilitator Gordon Maner.**

Facilitator Maner then asked all of the participants to respond to the following questions of the Commissioners, County Manager and Senior Staff:

“For you to be successful, what do you need or expect from your fellow commissioners?”

“What do you expect of each other?”

**5. Presentation by Matt Bidwell of MSI Benefits regarding insurance and healthcare reform issues.**

Mr. Bidwell gave the Commissioners a comprehensive report on the health insurance program currently offered to County employees.

**6. Review of DRAFT Personnel Ordinance**

Bill Gay, Human Resource Director, presented the Draft Personnel Ordinance to the group. The current personnel ordinance was adopted by the Board of Commissioners in 1992. It has been amended over the years; however, at the base it remains 22 years old and needs to be updated. It is the County's desire to bring the Ordinance into compliance with current law and to have our Personnel Policies reflect the world in which we live. The County contracted with the Carl Vinson Institute to assist in bringing our Ordinance into compliance. This draft has been reviewed by the HR attorney and it is now time for the Commissioners to review the ordinance and adopt.

**7. FY 2015 Budget Goals and Objectives**

William Wilson presented a list of concerns of the employees as:

- Reinstatement of retirement match
- Reinstatement of unpaid holidays
- Reduction or elimination of pharmacy deductible
- Countywide Compensation & Classification study.

A discussion was then held on hiring an Assistant County Manager to be the Division head of several departments. Replacing department heads as they retire. Each department would have a Supervisor who would report to the Assistant County Manager.

After much discussion the following FY2015 Budget Goals were outlined:

- Reduction of millage rate
- If the funds are available, reinstate the unpaid holidays
- Inclusion of electronic time and attendance, software/hardware in the budget.
- Keep the 50% longevity funding in budget.

If at all possible:

- Reinstatement of the retirement match.
- Try to increase the minimum housing code demolition budget to \$20,000.

**8. 2014 SPLOST Projects Discussion**

Mr. Wilson presented the list of projects for the 2014 SPLOST to the Board of Commissioners. We have a total of \$76+ million in requested projects received

to date. Based on the current revenues the most we can raise over the six year time period would be \$48-50 million.

After reviewing all of the projects presented, the staff recommended the following:

- Debt reduction in General Fund (county-wide).
- Upgrade to the 911 system (county-wide).
- Pay off debt service in fire district fund
- 60 miles of road resurfacing @ \$100,000 per mile
- 8 miles of new roads surfaced @ \$1.5 million per mile
- Hill Street Bridge project (county-wide).

There are a series of projects that could be county-wide projects. The Board asked that the County consult with the City and develop a list of projects that could be agreed upon as county-wide projects where the budget for these projects be “taken off the top” before individual City and County projects.

#### **9. Short Term Goals for Calendar 2014**

Short term goals outlined for the Group were:

- Plan to have a Visioning retreat that would encompass a comprehensive plan for Spalding County for 10-25 years.
- Pre-meeting work sessions before at least one of the Board of Commissioners Meetings.
- Sale of surplus real property currently on the books. If we are not utilizing the property and there is no plan to use the property in the future, the property should be sold to provide a possible revenue stream for the County.
- Conduct study on lowering the ISO rating for fire protection in coordination with the City of Griffin.
- Completion and implementation of the new Personnel Ordinance.

#### **C. Adjournment**

***Motion/Second by Ray/Miller to adjourn at 3:58 p.m. Motion carried unanimously by all.***